

**Oregon Joint Use Association
Board of Directors Meeting Minutes**

March 21, 2024

PGE Offices – Kale Street, Salem

President Sam Ackley called the meeting to order at 10:04 a.m. A quorum was present:

Board Members Present:

Sam Ackley, President
Pam Vaughan, Vice President
Josh Crain, Treasurer
Carson Horton, Secretary
Terry Blanc, Immed. Past President
James Casson, Director*
Adam Deshon, Director*
Eric Griffeth, Director*
Jeff Kent, Director*
Gary Lee, Director*

Board Members Absent:

Brant Wolf, Director
John Latourette, Director

Guests:

Chris Barley, P & E Committee Chair
Jason Berning, Canby Utility*
Tucker Billman, ORECA*
Ron Hayhurst, Ziplly
Tyra Wasylenko, Columbia River PUD*
Tom Jorgenson, ICE Committee Co-Chair
Jennifer Joly, OMEU*
Justin Reynolds, Comcast*

Staff:

Genoa Ingram
Mandy Grauerholz
Laureal Williams

**via Zoom*

President’s Comments

President Sam Ackley asked attendees to introduce themselves and then directed Board members to the letter of interest provided by Jason Berning, Canby Utility, to fill the vacancy left by John LaTourette’s resignation.

Special Order of Business

MOTION: Moved by Terry Blanc and seconded by Pam Vaughan to approve Jason Berning of Canby Utility to fill the Municipal Electric Utility representative position on the Board through the end of 2024. **Motion passed.**

Approval of Minutes

The Board Members reviewed the minutes of December 14, 2023, meeting. Terry Blanc noted revisions to the minutes: Correcting the spelling of Gerald Presley’s last name and suggesting a clarification to the context of Leon Grumbo’s comments. Eric Griffeth noted corrections to the spelling of his name.

MOTION: Moved by Gary Lee and seconded by Eric Griffeth to approve the December 14, 2023, meeting minutes as amended. **Motion passed.**

Treasurer’s Report

Year-to-Date Financials Treasurer Josh Crain reviewed the year-to-date financials.

MOTION: Moved by Pam Vaughan and seconded by Terry Blanc to approve the financial report as presented. **Motion passed.**

Certificates of Deposit Update Josh reviewed recent action on the Association's Certificates of Deposit, noting that they have been closed as approved by the Executive Committee and the funds moved to the checking account until a new investment opportunity is identified. In light of uncertain revenues for the next quarter, the Board discussed options for the CD funds, including re-investing in CDs offering a higher rate of return, increasing the amount of the invested funds, and waiting until the end of the second quarter before making a decision about re-investment. *It was the consensus of the Board to leave the final decision of how to proceed with the CD funds to the Executive Committee.*

Committee Reports

Executive Committee Pam Vaughan provided a summary of the Executive Committee's activities, including planning for the Annual Meeting, reviewing the Best Practices Manual as updated by the Standards Committee, and communicating with the PUC Safety Staff about member experiences trying to meet the most recent data requests.

Conflict Resolution Committee Jeff Kent reported that the Committee will be meeting on March 25 to assess committee members' bandwidth and ability to complete the proposed revisions to the scope and charter of the CRC under consideration and to brainstorm potential deliverables.

Inspection/Correction Committee/Mapping Subcommittee Tom Jorgenson reported on the Committee's activities, noting that completion of the Joint Corrections Best Practices is anticipated by June and will then be submitted to the Executive Committee for review. Tom noted that supporting the Mapping Subcommittee will likely be the next focus of the ICE Committee. After the release of the Best Practices document, the ICE Committee will likely move to a more relaxed meeting schedule.

Publicity & Education Committee Chris Barley summarized the Committee's efforts finalizing the program for the upcoming Spring Training. Mandy Grauerholz provided an update on event registrations, noting that both the in-person and virtual registrations are less than half compared to 2023 numbers. Noting that the hybrid nature of the audio/visual support adds approximately \$14,000 to the overall cost of the event, the Board discussed the possibility of cancelling the virtual option. *It was the consensus of the Board to cancel the virtual registration option if fewer than 30 attendees register by April 1.* Should the virtual option need to be cancelled, the early registration discount deadline will be extended by one week for those affected by the cancellation.

Standards Committee Justin Reynolds provided an update on the Committee's efforts to finalize its Best Practices manual. Justin noted that the PUC Safety Staff has provided guidelines on aerial cable attachments, and the Committee is seeking feedback from the Board about including the guidelines in manual. Genoa Ingram noted that four printed copies of the manual were made available in the meeting room today and electronic copies had been distributed to the Board in the meeting materials. *It was the consensus of the Board that the information should be included, perhaps in a chapter of its own, in the next publication of the manual.* Josh Crain suggested that the topic may eventually lead into a chapter on temporary construction standards. Terry Blanc noted that the Committee has been soliciting submissions for suggested changes to the NESC 2023 Code. Genoa Ingram noted that the Committee has also been working to update printed tabs for the current code book.

Industry Updates

OPUC Data Requests President Sam Ackley noted the recent data request that was sent by the OPUC to a few OJUA members, mostly power companies as well as large communication companies. The Executive Committee solicited input from those members regarding the impact of the request on their organizations. As a result, Sam sent an email to OPUC staff addressing the high-level concerns about the information request and emphasized the importance of providing a head's up through the OJUA to develop a forum to discuss any concerns before the data request is issued. A copy of the email message was sent to the Board before the meeting. Jennifer Joly expressed appreciation for the OJUA's willingness to address this issue. Jeff Kent noted that multiple data requests and subsequent, additive reporting can prove burdensome to the responding organizations; Jennifer Joly, James Casson, and Eric Griffeth all concurred. Tucker Billman indicated that ORECA members are having similar experiences. Sam will follow up with Safety Staff on the correspondence and provide any feedback that he receives.

Oregon Department of Energy Jennifer Joly noted that the Oregon Department of Energy is embarking on state energy plan and an energy security plan focusing on allocation of fuel in emergency situations and its accessibility for utilities.

Improving Communication During Emergency Events Terry Blanc reported that PGE is re-visiting some of its communication protocols during emergency events such as the recent ice storm for notification of affected operators of where restoration efforts are underway. Terry noted that it might be a good topic of discussion for the industry as we continue to see frequent weather-related events impacting utilities and their customers. Chris Barley concurred, noting that communications were confusing and uncoordinated during restoration of service efforts.

Old Business

Financial Standard Operating Procedures Manual Treasurer Josh Crain reviewed the manual as provided in the meeting materials. Josh suggested that the manual be referenced in the next contract with Court Street Consulting and noted a correction to the text. Josh also noted that Court Street Consulting typically carries \$1 million in errors and omissions insurance coverage (as noted in G2 of the manual), it currently has a policy for \$2 million coverage as requested (and paid) by another CSC client.

MOTION: Moved by Josh Crain and seconded by Terry Blanc to accept the Financial Procedures Manual as amended. **Motion passed.**

Review of Draft Policy on Records Retention and Destruction Treasurer Josh Crain provided an overview of the draft policy as forwarded by the Executive Committee.

MOTION: Moved by Josh Crain and seconded by Pam Vaughan to adopt the Records Retention and Destruction policy as presented. **Motion passed.**

OJUA Audit Committee President Sam Ackley established the OJUA Audit Committee and appointed Tom McGowan as chair. Terry Blanc offered to contact Tom.

New Business

Micro-Trenching President Sam Ackley asked if there was any interest from the Board in addressing the issue of shallow or micro-trenching. Although not necessarily a joint use matter, such a discussion might be of interest to OJUA members. Josh Crain and Pam Vaughan noted

that their respective cities do not allow micro-trenching. Sam indicated that although it is not a common practice in Oregon, it is happening in both Washington and California; a result there may be a bigger push by providers to do so in Oregon. Adam indicated that the topic may be addressed at the upcoming Oregon Utilities Coordinating Council's quarterly meeting; he will provide an update on any information shared at the meeting. Sam noted that micro-trenching may be a good discussion topic for the Annual Meeting.

There being no further business, the meeting was adjourned at 11:56 a.m.