

Oregon Joint Use Association
Board of Directors Meeting Minutes
June 5, 2025
KidSports Conference Room—Eugene, Oregon

President Sam Ackley called the meeting to order at 10:06 a.m. A quorum was present:

Board Members Present:

Sam Ackley, President
Terry Blanc, Immed. Past President
Carson Horton, Secretary*
Eric Griffeth, Director*
Lisa Walker, Director*
Gary Lee, Director*
Josh Crain, Treasurer
Brian Richardson, Director*
Carrie Graham, Director*

Board Members Absent:

Jason Berning, Director
Adam Deshon, Director

Guests:

Leon Grumbo, OPUC Safety Staff
Aimee Foster, PGE
Tom Jorgenson, ICE Committee Co-Chair*
Talina Wood, Central Electric Cooperative*
Jason Robinson, Hunter Communications
Joel Carlson, DJ's Electrical*
Chris Barley, P & E Committee Chair*
Pete Kalnins, Standards Committee Chair*
Austin Parks, Hyak*
Rob Butenschoen, PGE
Justin Gentry, Hyak*
Stacey McIntire, Ziply*
Heide Caswell, OPUC*

Staff:

Genoa Ingram*
Mandy Grauerholz
Laureal Williams

**attended via Zoom*

Approval of Minutes

The Board Members reviewed the minutes of March 20, 2025, meeting.

MOTION: Moved by Terry Blanc and seconded by Carson Horton to approve the March 20, 2025, meeting minutes as amended to correct the meeting location to PBOT.

Motion passed.

Treasurer's Report

Year-to-Date Financials Josh Crain reviewed the year-to-date financial statements and bank statements through May 31, 2025.

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

Policy 115 Amendments Josh Crain, along with Carrie Graham and staff, reviewed the revised Policy 115, which now includes several new sections such as authorized signers for financial accounts, signature authority limits, restrictions and oversight measures, and ACH transfer protocols. See *Document A* below.

MOTION: Moved by Josh Crain and seconded by Gary Lee to approve the adopted revision two of Policy 115 as presented. **Motion passed.**

Committee Reports

Executive Committee Sam Ackley provided the update for the Committee. Pam Vaughan has retired from her position on the board and as Vice Chair of the Association. Genoa Ingram clarified that the Board is responsible for appointing officers and would need to vote on a new vice chair. Sam indicated that the vote would be made under New Business in today's agenda.

Sam reported the Committee has been actively planning the upcoming annual meeting, scheduled for October 2 - 3rd in Welches at the Mount Hood Resort. In conjunction with the annual meeting, the board meeting is set to take place October 1 at 2:30 PM in the same location. A robust agenda for the annual meeting is currently in development, and the Committee is in the process of finalizing a few remaining details.

Inspection/Correction Committee/Mapping Subcommittee Tom Jorgenson gave a brief update on the committee's activities. The committee is planning to finalize the manual at its July 15 meeting; the hope is to provide the manual for review to the Executive Committee at its August meeting. Tom noted a number of photos that he is searching for to include in the manual. He indicated that there have been no recent mapping updates.

Member Services and Resolution Committee No report at this time.

Publicity & Education Committee Chris Barley noted the Committee will be meeting soon for the first time after the 2025 Spring Training event. The group will be reviewing event evaluations and will begin the planning process for 2026. Terry Blanc reported that he had attended the event and continues to be impressed with the training. Staff noted that capacity was a concern at the 2025 event, and a few potential in-person attendees had to be turned away.

Standards Committee Pete Kalnins reported the Committee is establishing a workgroup to incorporate standards for EV charging stations and drone technology in an "Emerging Technologies" chapter in the best practices manual. The workgroup will present its findings to the Committee at its July 11 meeting for consideration. Pete will be adding ductile iron standards to the next meeting agenda as a possible addition to Chapter 4 – Poles. The Committee is also considering development of standards with regard to locate wires. The Board discussed elements of the Standards Manual and its usefulness in the field.

Sam Ackley asked if staff could track online access of the Standards Manual. Laureal Williams indicated that staff could contact its IT consultant to determine how best to monitor that access. Google Analytics was suggested as a potential metric.

Industry Updates

OPUC Update – Heide Caswell reported that Safety Staff continues to move forward in the advancement of the data centric view that the PUC is trying to take with regard to the audit process. Leon Grumbo noted that recent inspections have identified a number of violations related to wire and coil storage, including anchors and guy wires. In addition, staff is finding that a number of communication companies need to improve training for their employees and contractors with regard to the dangers of working near electrical equipment and wires. Leon indicated that he has been contacting management representatives of some communications operators, including those who are contracting out for construction services, regarding training opportunities for their workers. The Board

discussed recent examples of unsafe practices on work sites as well as different potentials for providing training for communication worker safety, including developing a best practices guide or model contract language for ensuring workers are trained appropriately. Other topics that could be addressed via development and promotion of best practices included pole test/treat, pole tagging, and identification of failed poles.

On a related note, Leon indicated that mapping requests are anticipated to be released in mid to late August this year.

Sam Ackley reported that the Public Service Commissioners Western Conference was hosted in Portland recently. He made a presentation and moderated a panel discussion about broadband rollouts and electric safety best practices. The conference welcomed approximately 500 attendees from 12 western states.

Legislative Updates

Genoa Ingram noted that this late in the session few committees are open with the exception of Ways & Means and House and Senate Rules. According to the Constitution, the session will *sine die* on June 29, although leadership is hoping to conclude by June 18. If legislation has passed both chambers by *sine die*, it will be forwarded to the Governor's desk for consideration, where she can elect to sign, veto, allow to pass without signature, or implement line-item vetoes.

Sam Ackley noted SB 426, relating to wages for contractors and requiring hiring entities to pay contractor employee wages should the contractor not do so (even if the amount paid to the contractor should have covered those wages).

On the national level, Sam addressed recent or anticipated activity:

- Two of the FCC commissioners have resigned, leaving only two in place at this time.
- The Supreme Court is expected to reach a decision on universal service is expected in the next 45 days.
- States should receive direction related to BEAD (Broadband Equity Access and Deployment) programs this week.
- They will have 90 days to make any changes as indicated, with 90 days after for those changes to be accepted.

New Business

Sam Ackley indicated that Pam Vaughn's retirement has resulted in a board vacancy for a small municipal representative (and her subsequent position as Vice Chair). Staff reported that there was no interest yet to fill the position, but Genoa Ingram will contact the League of Oregon Cities and OMEU after session for potential candidates. Genoa will include Sam and Josh Crain on those communications.

The Board discussed the open Vice Chair position.

MOTION: Moved by Gary Lee and seconded by Carson Horton to appoint Terry Blanc to the Executive Committee to serve as Vice Chair until the next officer election cycle. **Motion passed.**

The Board's next scheduled meeting is October 1, in conjunction with the Annual Meeting in Welches, Oregon.

Adjournment

With no further business to conduct, the meeting was adjourned at 11:37 a.m.

OJUA POLICIES

APPROVED: March 19, 2020

POLICY NUMBER: 115

REVISION: _____

NUMBER OF PAGES: 2

REVISION: _____

ADOPTED: DRAFT: X

REVISION: _____

BOARD OF DIRECTORS: _____

FINANCIAL ACCOUNT ACCESS AND APPROVALS PROCEDURES

1.0 PURPOSE

The purpose of this policy is to ensure appropriate internal controls, access to financial accounts, and oversight of check signing and electronic disbursements authority within the OJUA.

2.0 AUTHORIZED SIGNERS FOR FINANCIAL ACCOUNTS

The following individuals are permitted to be authorized representatives of the organization named on financial accounts, permitted to sign checks, and approve ACH transfers on all organizational bank accounts:

- Executive Secretary (Staff)
- President
- Past President
- Vice President
- Secretary
- Treasurer
- Treasurer Elect
- Designated Board Member when authorized by the Executive Committee

3.1 While these roles are eligible, not all individuals listed must serve as authorized signers. Individuals may decline responsibility if they do not wish to be accountable for financial accounts.

3.2 To ensure operational continuity, a minimum of three individuals must be always designated as active authorized signers on the financial accounts.

3.3 When an authorized signer leaves their OJUA role, is no longer affiliated with the OJUA, or when otherwise approved by the Executive Committee: their authority to approve transactions is immediately terminated, and their name must be removed from all financial accounts within three months of their departure.

3.4 To maintain a separation of duties, the bookkeeper cannot be an authorized signer on any financial accounts.

4.0 SIGNATURE AUTHORITY LIMITS

4.1 Checks or disbursements up to \$10,000 only require one authorized approval.

- 4.2 Checks or disbursements between \$10,000 and \$20,000 require two authorized approvals, or one authorized approval with prior written consent from either the Treasurer or the Executive Committee.
- 4.3 Checks or disbursements of \$20,000 or more require two authorized approvals.

5.0 **RESTRICTIONS AND OVERSIGHT**

- 5.1 No individual may be the sole approver for a check or payment to themselves or an entity they own or hold significant control.
- 5.2 Checks or payments to any staff or board member must be reviewed and authorized by at least one authorized signer who is not the recipient.
- 5.3 Checks made payable to “Cash” are not permitted.
- 5.4 In no case shall the Bookkeeper sign a check or authorize payment, even if they are an authorized signer on the financial accounts.

6.0 **ACH TRANSFERS**

- 6.1 All outgoing ACH transfers must be supported by written documentation of approval from the required number of authorized signers.
- 6.2 Written documentation may be provided by an approved motion of the Board or Executive Committee noted on approved meeting minutes, email from an official member address, a digitally signed document, or a signed authorization form.
- 6.3 The bookkeeper may initiate outgoing ACH transfers only after receiving the required approvals and must retain all supporting documentation for audit and review purposes.