

Policy & Procedures Committee Meeting - minutes

Date: Friday, June 4, 2021

Time: 9:00 am

Location: Zoom meeting

Members attending: John Eckis, Johnny Sapp, Dawn Vogland, Kitty O'Keefe and Joyce Nelsen.

Minutes

1. Announcements and Introductions
 - a. Announcements and Guest sign-in –
 - i) John called the meeting to order at 9:02am
 - b. Review/approve and/or amend minutes –
 - i) After review and discussion, a motion was made by Johnny and 2nd by John E. Kitty to post on the OUNC website.
 - c. Chair – Statement:
 - i) John welcomed members.
2. Old Business –
 - a. Discuss and review meeting minutes from 12.11.19 (See Attachment #1)
 - i) Johnny reminded members we need to keep the highlighted line items action items. Some committee's might change.
 - ii) New Employee discussion -
 - Kitty will contact Ryan Sandhu and see if he knows any more specifics such as a DAS link to include in manual.
 - Have Josh look into what needs to be included for a new employee.
3. New Business –
 - a. Discuss Board Resolution 01-13-21-02 (See Attachment #2)
 - i) Follow up from January's board meeting as was noted in the board resolution ' to get a legal opinion to determine if all state or government agencies are exempt from the finance charges.
 - ii) Joyce found:
ORS 293.4 states that publicly funded agencies have a 45-day grace period before delinquent fees may be assessed.
 - iii) Discussion tabled. Have ED look into this.
4. For the Good of the Order
5. Next Meeting –
 - i) July 12, 2021 at 9am. Kitty to schedule a Zoom meeting and email a Google Calendar invite to members

*Motion to adjourn was made by Johnny and 2nd by Dawn. Meeting adjourned at 9:30am
Minutes submitted by Kitty O'Keefe on June 7, 2021*

DRAFT Policy & Procedure Committee Meeting Minutes
Wednesday, December 11, 2019
(minutes approved: ___/___/___)

Members in attendance:

____ Johnny Sapp _____ Joyce Nelson _____ Scott Gallegos ____
____ Kitty Davis _____ Phil Boyle _____ Ryan Sandahu ____

Called to order at ___ 8:05am _____

Approved Sept 5 2019 P&P Committee Meeting minutes.

Yellow highlighted issues are Action Items.

OLD BUSINESS:

- 1) **REVIEW: DISCUSS ENFORCEMENTS- STATEMENT OF PURPOSE;** do we backtrack on the current P&P manual and insert this new/updated Statement of Purpose? (copy attached) **Enforcement Comm no longer exists; will update future P&P Manuals accordingly (include the Damage Reporting Comm.).**
- 2) **Discussed the Bylaws**, reviewed DOJ comments and came to agreement on proposed wording to present to December BOD. **Presented updated Bylaws with DOJ comments to BOD on 12/11/19, worked with BOD on agreed wording changes- notes/changes from BOD meeting:**
 - a) **Article I, #2** agreed/approved DOJ comment to add “within the State of Oregon”.
 - b) **Article 2, #2** approved DOJ changes as written. Will add details described in comment (jlm1) to P&P Manual (e.g. info required to be in the notification and posted to Oregon Transparency website).
 - c) **Same section, last paragraph** about members that miss BOD meetings. Agreed to leave as updated by DOJ.
 - d) **Article II, section 5**, BOD discussion on whether to leave ORS reference in Bylaws or not and leaving as written. Agreed to change wording to “A Board member shall declare an actual conflict of interest or potential conflict of interest and abstain from participating in discussion, debate, or voting on those topics.” Details and/or allowance of voting to meet quorum issues can be added to the P&P Manual at a later time, if needed.
 - e) **Article III**, BOD discussed and agreed to change wording to “...such deposits must be with a financial institution of high credit quality.” Details as described in comment (jlm4) could be added to P&P manual at a later time, if needed.
- 3) Discussed NOA of 7/24/19. Updated 1.9.2 and added 1.9.3, “clothing allowance”. ***still need to determine the correct amount before finalizing P&P Manual. **John Sapp still needs to update Draft P&P Manual on correct amount.**

NEW BUSINESS:

None.

NOA (Not On Agenda):

None.

TABLED (to be discussed at a later date, not addressed at the 12/11/19 meeting):

- 1) Discussed Records Management (5.1), updated/refined; consider basing it on OAR 166-350-0005 through 166-350-0010.
 - a) (from 2.a of minutes for 10/3/18) Ensure access to files/copies of the By-laws. *got copies, will ensure that the Bylaws are addressed in the P&P Manual;*
 - i) *John S. is still reviewing but has concerns about possible differences between the original By-laws and sections 1.2 through 1.6 ("Bylaws I through V); discussed at October BOD mtg; also discussed whether the Bylaws should even be in the P&P Manual OR should it be attached as an appendix and only referenced in the P&P Manual. The current P&P Committee believes it should only be referenced in the P&P Manual-*
 - ii) *The concern is around Sect 1.6 (60% majority vote to adopt/modify bylaws).*
 - iii) *Are the Bylaws up-to-date? There are references to 1997... in my opinion it needs to be updated, but not a P&P Committee issue to resolve; discussed at October BOD mtg; BOD asked P&P comm. to pursue recommendations for changes/updates and consider removal of outdated references- i.e. present a DRAFT. As of 5/7/19, this still needs to be resolved.*
 - b) *(c) Bylaws- is under discussion- consider putting approved bylaws in P&P Meeting Minutes???, (d) under review.*
- 2) Org chart has been updated for new Draft, but wait until changes take affect from "strategy" discussions. TABLED on 10/3/2018.
- 3) Discussed: Consider moving the section "Policy for Adding or Removing Seats on the Oregon Utility Notification Center Board of Directors (currently section 1.11) to 1.3.7 (or 1.8, Stakeholders); take into consideration that 1.3 is loosely based on Bylaws Article II, is this the appropriate location for 1.11?
 - a. Remember this is a request to the Governor (positions are appointed by the Governor).
 - b. as of 10/10/18-TABLED, delayed discussion for a later date.
- 4) Discussed and TABLED: *Does the P&P Committee need to address how the Board deals with Facility Operators that are no longer locating their utilities? For example, where a facility operator has gone out of business or is not responsive in some way*
 - a) *Involve the local UCC?*
 - b) *Write-off the "debt"...*
 - c) *Who's going to locate?*
 - d) *Who's the "new" owner?*

- e) *Maintaining records, maps, drawings, etc? Where's the line?*
 - f) *Who's responsible for these?*
 - g) the committee agreed to address this by adding a section to 3.5, namely 3.5.4 and address "due diligence". **TABLED FOR LATER DISCUSSION, CONSIDER ADDING TO A NEW SECTION (6), consider a sub/ad-hoc committee**
- 5) Consider adding a Section 6.0 to the P&P manual for Miscellaneous **Operational** (Acknowledgement becomes 7.0).
- a) business, misc, operations, call-center operations, coordination, etc.
 - b) **Tariff rates, *how determined/calculated?***
 - c) Abandoned business/utilities/facilities/unknown/out-of-business (#7 of old business- above)
 - d) changing OAR's, steps in the process, get a list from Micah when the current changes have been completed (e.g. steps for making changes to the Rules).
 - e) Worth considering, but need time to address; TABLED on 10/3/2018. **NOTE from P&P Comm Mtg, 5-7-19, add a note to 1.16 to "add addendum "A" as a guide for BOD/Committees to make changes to OARs.**
- 6) is authority granted to board adequately addressed in P&P Manual?
- a) do these rules/laws need to be reviewed?
 - b) How is it addressed in the P&P?
 - c) How is it documented?
 - d) questions? DOJ?
 - e) NOTES:
 - i) ORS=laws passed; OAR=guidance, rules-policy/procedures.
 - ii) Consider adding a section 6 to address these other "miscellaneous" issues.
 - iii) **THIS SECTION OF THE MINUTES (#3.b) TABLED FOR FURTHER REVIEW**

Motion to adjourn by: Joyce second: Phil

ADJOURN AT 8:45am

Discuss Board Resolution 01-13-21-02

OUNC Operations Report: Greg Snyder reported that three members have requested to have finance charges waived. Two members (City of Cascade Locks – district code COCL01 and Crook County Road Department – district code CCDR01) cited delays due to Covid 19 and the account otherwise being in good standing and one member (Yamhill County Department of Public Works – district code YCDPW01) citing that government agencies do not pay finance charges. Discussion followed and it was decided to get a legal opinion to determine if all state or government agencies are exempt from the finance charges. This will also be revisited in Policy and Procedures. Phil Boyle will check with the OPUC’s Accounts Payable Department. Phil Boyle made a motion to waive the finance charges for the City of Cascade Locks and Crook County Road Department and to wait for clarification regarding all state and government agencies before deciding on Yamhill County Department of Public Works. Melanie Lewis seconded the motion. Vote record 01-13-21-02. The total amount waived for the City of Cascade Locks is \$1.61 and for Crook County Road Department is \$1.16. The amount being researched for Yamhill County Department of Public Works is \$0.13.