

Policy & Procedure Committee Meeting Minutes
Inn at the Commons - Medford, OR

Meeting Minutes

Meeting Date: Wednesday May 10, 2017 (8:15am-8: 50am)

Members in attendance: John Sapp, Joyce Nelsen, Kitty Davis, Jeff Daniels, and Matt Wales.

Guest attending Kyle McCauley, Scott Clement and Fred Corona

John Sapp called the meeting to order at 8:15am and introductions were made. 4/12/17 minutes were reviewed. Joyce motioned to approve, 2nd by Matt Wales voted and approved.

Old Business:

NOTE: Highlighted areas are action items still to be discussed.

1. John S. worked on an updated/corrected copy and brought a 'draft' copy to the committee meeting for review/approval. See Attachment 1. John would like to move forward.
2. Training and Education Committee Statement of Purpose:
Ron Stenger submitted: "To provide training and education about Oregon Dig Law, CGA best practices, and Utility Damage Prevention. To be discussed at July's board meeting.
3. Discuss the OARS and Tariffs Statement of Purpose, still under review by the committee, wait for follow-up
4. Discuss the Enforcement Committee Statement of Purpose, still under review by the committee, wait for follow-up.
5. Discussed 2.1 "Zero Discrimination Policy", John S contacted the DAS and got the correct contact person (Neil Taylor w/DOJ), and forwarded the info to John N. but not in time to address for our committee meeting; still under review
6. Discussed 3.8 (C) "Delegation of authority, spending limits..."
Committee to reference and discuss:
Board Resolutions 09-10-14-03 Flo Hoskinson made a motion to establish expenditure cap of \$5,000 for board chair approval and a cap of \$5,000 for any single P&E transaction approval for the P&E chair. Jarrod Morrison seconded the motion.
7. Section 4.2 "Acquisition Policy for Goods and Services
John N. and John S. felt like to there should be some reference to DAS rules or similar. Suggested to discuss with Shannon Potter-Contract Chair
8. Discussed 5.1 Records Management Policy, who establishes and maintains it? John S. is working with Matt Brown and was sent what other agencies are doing. Should there be a policy or addendum? Matt Wales suggested a link. Still under discussion.



Oregon

Kate Brown, Governor

Oregon Utility Notification Center

305 NE 102nd Avenue, Suite 300
Portland, OR 97220-4170
(503) 232-1987

9. Discussed 5.4 Public Records Requests. John S. discussed how a 'reasonable time' is needed for public records request. Suggested it go to administrative coordinator at info@digsafelyoregon.com. Members felt the OUNC Chair should receive the request too.

New Business:

None

Next Policy & Procedures Committee meeting to be held June 14, 2017 at the PUC in Salem, OR. Time: 9am - noon

Joyce Nelsen motioned to adjourn, 2nd by Matt Wales. Voted and approved at 8:50am.

Attachment 1 – draft copy of the Policy & Procedures Manual.

Policy and Procedures Manual

**Oregon Utility Notification Center
Policy and Procedures Manual
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Purpose Bylaws

Bylaws of the Oregon Utility Notification Center Board of Directors

OFFICES

The principal office of the Oregon Utility Notification Center (center) shall be located in the City of Portland, County of Multnomah, and State of Oregon.

The Center, through its Board of Directors, may create offices at other places, as the business of the Center may require.

BOARD OF DIRECTORS

POWERS: The Board of Directors shall have and shall exercise all of the powers allowed by law and shall have the full authority to act on behalf of the Center in its management and control, not only the Center's business, but all of its assets, subject only to these bylaws and the laws of the State of Oregon.

The Board of Directors shall have sole power, subject to the laws of the State of Oregon, to determine what portion of funds and income of the Center shall be reserved for a purpose or shall be put to other uses.

MEETINGS: The Board of Directors may adopt rules governing regular or special meetings compliant with the latest revision of the Attorney General's Public Records and Public Meetings Manual. Notice must be given to include the place, time and type of meeting, and provide reasonable notice of when such meeting is being held. This notice may be delivered by any of the usual means of communication at the resident or business address of each board member in addition to being posted on the OUNC website.

The Chairperson or a majority of the members of the board may call a special meeting at any time.

One or more members of the Board of Directors may attend a meeting by telephone.

Providing there is a quorum (7 members) present, a simple majority vote of the board members present at any meeting is sufficient to elect officers pass any resolution, or conduct any of the Center's business.

Per ORS 757.547(4), the Board of Directors shall meet at least once every 3 months. If a Board member fails to attend a scheduled meeting for 3 quarters (9 months), without good cause, the Board member will be removed by the Board.

ORGANIZATION: The Board of Directors shall select, from its own membership, a chairperson, vice chairperson, secretary and treasurer, all of whom shall serve for one year. Elections made in August, term of office beginning effective January 1. (Bylaw revised per Board resolution 96-49)

The chairperson or designee shall conduct all special and regular meetings, in accordance with Roberts Rules of Order, latest edition, unless such rules violate these bylaws, in which case they bylaws shall control. The Board of Directors may assign other duties and responsibilities from time to time to the Chair.

The vice-chairperson shall have the duties and responsibilities of the chairperson in the absence of the chairperson, as well as such duties and responsibilities as the Board of Directors may, from time to time assign.

The secretary or designee shall take minutes of all meeting and shall be responsible for providing notice of meetings as provided above. The secretary shall have such other duties and responsibilities as the Board of Directors may, from time to time assign.

The treasurer shall be responsible for ensuring the books and depositories of the Center are properly maintained. The treasurer shall have such other duties and responsibilities as the Board of Directors may, from time to time, assign.

COMMITTEES OF THE BOARD: The Board of Directors may, from time to time appoint or disband committees from the membership of the Board. Such committees shall have authority to review and report to the full Board of Directors with respect to matters that may be assigned to them. Committee members shall serve at the pleasure of the Board of Directors. Chairmen of standing committees shall be appointed during the first Board meeting of each New Year.

CONFLICT OF INTEREST: A Board member shall declare a conflict of interest or potential conflict of interest prior to taking part in any vote by the board, and may decline to vote on any matter in front of the Board, where that Board member has a direct or perceived financial or familial connection to how the Board moneys are being spent.

NOMINATIONS: Between 120 and 180 days before the expiration of the term of a member, the Board of Directors shall solicit a nomination as provided by law.

FUNDS

The monies of the Center shall be deposited in such depositories as the Board of Directors shall designate, except that such depositories must be recognized banking institutions or trust companies and funds are to be withdrawn only upon signatures of person authorized by resolution of the Board of Directors

FISCAL YEAR

The fiscal year of the corporation shall be commensurate with the calendar year.

AMMENDMENTS

A sixty per cent (60%) majority vote of the Board of Directors may adopt new bylaws or amend or repeal existing bylaws.

MEMBERSHIP REFERENCE MATERIALS

Membership Handbook for Boards and Commissions in Oregon ([link](#))
State of Oregon Attorney General's Public Records & Meetings Manual ([link](#))
Oregon Risk Management Policy Manual ([link](#))
Oregon Government Ethics Law – A Guide for Public Officials ([link](#))

ORGANIZATION

Board of Directors and Representation

The Oregon Utility Notification Center Board of Directors is comprised of 21 members, each appointed by the Governor for a four year term. Each board member represents a specific industry segment and is nominated for their position by their organization.

The stakeholders represented on the Oregon Utility Notification Center Board of Directors are:

Cable Television

Cities with a population under 25,000

Cities with a population over 25,000
Contractors
Counties
Excavators
Investor-owned Electric Utilities
Municipal Electric Utilities
Natural Gas Transmission
Natural Gas Utility Companies
National Utility Locating Association
Oregon Department of Transportation
Oregon Rural Electric Cooperatives
Oregon Utility Coordinating Councils
Oregon Public Utility Commission
People's Utility Districts
Telecommunication companies with more than 50,000 access lines
Telecommunication companies with less than 50,000 access lines
Telephone Cooperatives
Telecommunication Damage Prevention
Railroads
OUNC Emeritus

Each new OUNC board member is offered the following items:

OUNC Board business cards – please send request to Administrative Coordinator

Dig Safely Shirts and Log in information to order Dig Safely merchandise online – please send request to Publicity Committee Chair.

BOARD OFFICER NOMINATING AND ELECTION PROCESS

Per Oregon Utility Notification Center Board of Directors Bylaws, dated February 24, 2010, Article II, Section 6 Nominations:

Between 120 and 180 days before the expiration of the term of a member, the Board of Directors shall solicit a nomination as provided by law.

Election of Board Officers

Per Oregon Utility Notification Center Board of Directors Bylaws, dated February 24, 2010, Article II, Section 3 Organization:

The Board of Directors shall select, from its own membership: a chairperson, vice chairperson, secretary and treasurer, all of whom shall serve for one year from the effective date of their selection.

POLICY FOR ADDING OR REMOVING SEATS ON THE OREGON UTILITY NOTIFICATION CENTER BOARD OF DIRECTORS

The Board of Directors shall, from time to time, at its discretion, determine the need for representation from a new stakeholder or the removal of an existing seat. Providing there is a quorum of the board present, a simple majority vote of OUNC board members present at any meeting will be sufficient to establish an additional board seat ??? submit a recommendation

to the Governor's Office for consideration.

**COMMITTEES APPOINTED BY THE OREGON UTILITY NOTIFICATION
CENTER BOARD**

Per the Oregon Utility Notification Center Board of Directors Bylaws, dated February 24, 2010, Article II, Section 4, Committees of the Board:

The Board of Directors may, from time to time, appoint or disband committees from the membership of the Board. Such committees shall have authority to review and report to the full Board of Directors with respect to matters that may be assigned to them. Committee members shall serve at the pleasure of the Board of Directors. Chairmen of standing committees shall be appointed during the first Board meeting of each New Year.

The Committee Chairs are appointed by the Oregon Utility Notification Center Board Chair. Committee membership can be comprised of OUNC board members or non-board members, however, the only voting members of the committee are current OUNC board members. A quorum shall be present for voting matters. A quorum is defined as a simple majority of voting members, but not less than two.

The Committees will meet as needed and follow the Public Meeting Law detailed by the State of Oregon Attorney General's Public Record & Meetings Manual. OUNC committee shall have a consensus by its members before presenting their work for a vote by the OUNC board.

Preferred consensus of a committee method should be from a vote held at a meeting of that committee. However, if a committee meeting cannot be held in a timely manner and an emergency decision has to be made, the committee chair can text, phone, or email the current OUNC board members serving on that committee, asking for their recommendations. This is recognized as an approved method under the Public Meeting Law when calling for an emergency meeting. Any board member that would like to bring up new information that is currently not being addressed by a committee shall do so under the New Business portion of any month's meeting agenda.

EXECUTIVE COMMITTEE

Statement of Purpose: The Committee was established by the Board of Directors to deal with billing disputes or other complaints that would not necessarily need full Board participation. The Committee is authorized by the Board to resolve billing disputes on its own motion for sums not exceeding \$500. The Executive Committee is comprised of the Board-elected officers; Chair, Vice Chair, Treasurer, Secretary and the PUC representative.

CONTRACTS

Statement of Purpose: The purpose of the Contract Committee is to prepare, advertise and evaluate request for proposals for equipment and/or services as required by the Board to fulfill its mission. Pursuant to ORS 757.562, the committee will make recommendations to the board for contracts with any state agency or private party for the performance of such duties, functions and powers as the board considers appropriate. The committee will review the performance for One Call Center and is assigned the task of reviewing the operation statistics of the One Call Center to ensure that they are in compliance with the contract specifications and preparation of an annual report. The administration of specific contracts and contract review is a function of this committee.

PUBLICITY

Statement of Purpose: The Publicity Committee is charged with developing a variety of

educational and promotional materials to raise the awareness of excavators, facility operators and the general public of the requirements of the Oregon excavation laws. The Committee uses television, radio and the print media to get our message out.

MEMBERSHIP

Statement of Purpose: Provides liaison functions between the OUNC Board and the Governor's Office of Executive Appointments; assists prospective board members in completing the necessary

forms for appointment and tracking of appointment status. Recruit new board members, in conjunction with all board members, to maintain full board membership.

TRAINING AND EDUCATION

Statement of Purpose: To provide training for locaters and to track training for grants.

OARS AND TARIFFS

Statement of Purpose: To review and revise as necessary the Oregon Administrative Rules (Chapter 952, Division 1) to benefit all users of the process and system. The Tariff portion of the Committee develops and maintains the current fee structure for subscribing operators. Tariffs are coordinated with assistance from the Budget Committee and the full OUNC Board. Current tariffs are on file at the OUNC Call Center.

ENFORCEMENT

Statement of Purpose: The Enforcement Committee is the focal point that brings three state agencies, the Oregon Public Utility Commission (PUC), the Oregon Department of Justice (DOJ) and the Oregon utility Notification Center (OUNC) together for enforcement of the Oregon Excavation laws. The PUC has sole responsibility for assessing civil penalties for violations of the excavation laws, and acts in concert with the DOJ in processing the stipulations and other documents necessary for resolving the violations. The PUC then processes and serves the final order that assesses the amount of the civil penalties, and provides for the collection of civil penalties, as necessary. The OUNC Enforcement Committee assists the PUC and DOJ by providing an informal meeting between alleged violators and the complainants, in an effort to resolve the cases with the least cost and stress for all parties involved. Recommendations from the informal meeting are then forwarded to the OPUC for final action and processing.

POLICY AND PROCEDURES

Statement of Purpose: The Policy and Procedures Committee is designed to review, maintain and update the Policy and Procedures Manual of the OUNC Board

BUDGET AND AUDIT

Statement of Purpose: The Budget and Audit Committee will prepare a budget each year for review and approval for the Board of Directors. The committee will recommend and work with the accounting firm approved to do the financial review.

OREGON UTILITY COORDINATING COUNCIL

Statement of Purpose: To encourage utilities, public agencies, contractors to coordinate underground installations and protect them.

DAMAGE REPORTING/DIRT

Statement of Purpose: To gather statistical data on damages to insure a better loss prevention program.

SPECIAL SERVICES

Statement of Purpose: The Special Services Committee provides OUNC-trained speakers and trainers for a wide variety of speaking engagements, such as: 1. Speakers for statewide and multi-state conferences, local, state and federal government agencies, private sector groups and organizations and, 2. OUNC speakers specifically trained to present the technical

issues and interpretations of the Oregon Excavation Laws. These training programs are generally targeted towards excavators, operators and others that must meet certain requirements of the law. Specific training is also required for those found guilty of violating the excavation laws and they must develop the materials necessary to carry out a successful and highly visible program of educational and training efforts.

WEBSITE

Statement of Purpose: Responsible for developing, maintaining and updating the OUNC web site.

Need committee statement

ORGANIZATIONAL CHART

COPYRIGHT POLICY

The Oregon Utility Notification Center recognizes and respects intellectual property rights and is committed to fulfilling our moral and legal obligations with respect to our use of copyright protected works.

As a matter of moral integrity and adherence to U.S. copyright law, the Oregon Utility Notification Center sets forth these policies for all Board members:

No Board member may reproduce any copyrighted work in print, video or digital form in violation of the law. Works are considered protected even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol ©. Copyrighted works include, but are not limited to: printed articles from publications, TV and radio programs, videotapes, music performances, photographs, training materials, manuals, documentation, software programs, databases and World Wide Web pages. In general, the laws that apply to printed materials also apply to visual and digital formats such as diskettes, CD-ROMs and Internet pages.

The Oregon Utility Notification Center designates the Chair as the copyright officer to administer our company's copyright policy. The Chair can help you determine whether a work is covered by our Copyright and how to handle any special copyright issues. Questions concerning copyright procedures, including fair use, should be addressed to the Chair.

The Oregon Utility Notification Center expects it's Board members to be responsible consumers of copyrighted materials.

The Oregon Utility Notification Center holds copyrights on the following:

- Dialer & Digby images
- Dig Safely Oregon logo

STORAGE POLICY

The Oregon Utility Notification Center Board of Directors shall keep an off-site secure storage facility to accommodate larger equipment, files, and collateral. A key is kept with the Chair of the Publicity and Education Committee. An additional key is kept with the Administrative Coordinator. Access for entering, storage, or use requests must be approved through the Publicity and Education Chair or the Oregon Utility Notification Center Board Chair.

WEBSITE POLICY

Any request for changes to the Oregon Utility Notification Center website requires prior approval by the Chair of the Website Committee or the OUNC Board Chair. Approved requests are then sent to the webmaster for updates.

OUNC/OUCC STANDARDS MANUAL

The Oregon Utility Notification Center Board of Directors shall, in coordination with OUCC, maintain, publish and distribute Standards Manual. As referenced in ORS 757.552 (2) (c) the OUCC standards manual of March 31, 1995 is in

PERSONNEL POLICIES

Zero Discrimination Policy: It is the policy of OUNC that it will operate and conduct business without discrimination or segregation because of age, sex, race, color, religion, national origin, handicap, genetic information, disability, and pregnancy, except where there is a bona fide occupational qualification for the job tasks to be performed.

Consultants and Contractors: Contractors may enter into an agreement for a specific scope of work and/or time period and are not employees of OUNC.

Travel and Other Expense Reimbursements: Contractors and/or an OUNC Board member may be reimbursed for travel and expenses provided the trip is preapproved by a Committee Chair. (Discuss with the OUNC Board). Contractors using personal automobiles for travel will be reimbursed at the current IRS approved rate. All requests for mileage reimbursement will be documented using the Oregon Utility Notification Center reimbursement form.

Conflict of Interest: No Contractor or OUNC Board member will participate in activities or other employment that may cause a conflict of interest with the activities of Oregon Utility Notification Center. Activities or employment that create possible conflicts will be disclosed to the Board of Directors in writing for review.

Policy Prohibiting Unlawful Harassment, Including Sexual Harassment: It is the policy of OUNC that it will not tolerate verbal or physical conduct by any Contractor or OUNC Board member which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. Oregon Utility Notification Center will not discriminate against any applied candidate for a board position or Contractor based on age, sex, race, color, religion, national origin, handicap, genetic information, disability or pregnancy.

Board of Director or Contractor's Files: All Contractors and Oregon Utility Notification Center Board members have a right of access to the files to review agreements made with the Oregon Utility Notification Center board. It is the responsibility of the Contractor or Board member to provide information to the Board Secretary to keep contact folders up-to-date (e.g., address, telephone numbers)

Confidentiality Policy: It is the policy of the OUNC that Board members and Contractors of the organization may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the organization to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the organization has authorized disclosure.

Board members and Contractors shall use confidential information solely for the purpose of performing services as a Trustee or Contractor for the organization. This policy is not intended to prevent disclosure where disclosure is required by law. Board members, Contractors and volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

At the end of a board member's term in office or upon the termination of a volunteer's or contractor's relationship with the organization, he or she shall return, at the request of the organization, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

ACCOUNTING, AUDIT AND FINANCIAL MANAGEMENT POLICIES

Accounting Policies: It shall be the policy of OUNC to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations. CDC accounting, audit, and financial management policies are designed to:

Protect and secure the assets of OUNC

Ensure the maintenance of accurate records of the OUNC's financial activities.
Ensure compliance with governmental and private funder reporting requirements.
In Accordance SB 55 and ORS 293.229 Oregon Utility Notification Center shall provide a report of delinquent accounts to the Legislative Fiscal Office no later than October 1st.

Reserve Policy: It shall be the policy of the OUNC to keep a reserve in the budget of no less than \$250,000 plus the current CPI. This reserve shall only be used to continue the level of service provided by a One Call vendor in case the current vendor provides written or verbal notice they are terminating their contract.

Revenue: Bank Accounts are established as required by funding requirements. Individuals generally authorized to sign checks include the Chair and Treasurer of the Board. All persons approved to sign checks will be formally approved by the OUNC Board of Directors.

The Executive Committee authorizes all bank accounts and approves all check signers. The approval of signers shall be reflected in the Board of Director's meeting minutes. Banks are promptly notified of all changes of authorized check signers. All checks are to be accounted for by the Treasurer or authorized bookkeeping company (used, voided, or not used).

Voided Checks are to be properly defaced and maintained.

Bank Reconciliations to the general ledger are done monthly by the bookkeeping company.

Expenses: Expenses are charged directly to programs.

Checks for payment are signed only when supported by approved invoices (checks will not be processed and signed in advance of proper invoicing approval procedures. The Treasurer assigns a chart of account code before an invoice is processed.

Writing off of Delinquent Debts/Charges

Records from the Once Call Vendor must indicate that all efforts to obtain payment have been exhausted before the decision is made by the OUNC Board of Directors to write off any debt.

The request for approval of a write-off must include a short narrative of actions taken to collect and the rationale for the debt being considered uncollectable. Any amount of the write-off must be Board authorized.

The budget line item for fees and collections must be updated by means of a budget revision to reflect uncollectable fees/debts. If collection is made of a debt previously written-off as uncollectable, it will be recognized as revenue in the current period.

Financial Reporting Procedures

The Treasurer will be responsible for: compiling monthly and year-to-date reports on all revenue sources, expenses, and asset and liability balances.

Financial reports are reconciled to the general ledger and accounting records prior to submission to the Board of Directors.

Investing Policy

The OUNC Board of Directors will approve the placement of assets not needed for immediate operations assuring compliance with all contractual requirements, using the principles identified in Sections, 3.8, 3.9 and 3.10 and that all principles in those sections have been met.

Budget Principles/Procedures

Structure of the budgetary process shall evolve from the mission and by-laws of OUNC with consideration given to the requirements of any of the organization's funding partners.

Budget Principles

The budgetary process shall comply with the organization's funding partners and in accordance with applicable state and federal laws.

The budgetary process shall comply with the guidelines and principles set forth by the Board of Directors.

Annually, each program area shall identify and develop a plan for their operation. The budgets needed for execute the plan shall be developed by appropriate personnel, with concurrence from the Treasurer/Finance Budget Committee.

Procedures

The organization's budget process should begin during September and the Treasurer will prepare and submit an operating budget to the Board of Directors 30-60 days prior to the beginning of the new calendar year and prior to submission to funding sources.

If budget submission is due to funding sources prior to 50 days before the beginning of the fiscal year, the Oregon Utility Notification Center's Board of Directors will review a preliminary budget and adopt it if necessary.

The approved preliminary or final operating budget will become the blueprint for the budget submission to all outside funders.

Adjustments in Budget/Spending Plans

Any adjustments or changes in spending policies/budget plans which vary by more than 10% from the original approved budget will be initialed by the Treasurer and submitted for approval to the Board of Directors.

Delegation of authority, spending limits to come from Board minutes from September 2014

Banking Policy

OUNC shall keep all funds available not already invested in a federally insured financial institution.

Financial Review Procedure

Oregon Utility Notification Center should contract for an independent review to be performed by a Certified Public Accountant (CPA) at the conclusion of every three (3) years but should not exceed five (5) years.

The auditor(s) will test accounting mechanisms in accordance with generally accepted auditing standards for not-for-profit organizations and as contractually required by funding sources.

PROCUREMENT POLICIES

Awarding General Contracts: OUNC will conduct a cost services and value analysis before awarding general contracts. If a contract is competitively bid, OUNC will enter into a contract with the winning bidder that specifies the services to be completed.

Acquisition Policy for Goods and Services: The Board of Directors will conduct all procurement transactions in a manner that maximizes free and open competition. Awards should be made to the vendor whose bid or offer is responsive to the solicitation and is most advantageous to the OUNC Board of Directors, considering cost service and value analysis, price and quality. OUNC reserves the right to reject any and all bids or offers.

OUNC may select from numerous methods of procurement, depending on the amount of the purchase and other considerations. A majority of the board or committee must accept the bid

via formal vote before a contract is executed for the service.

A file shall be kept with a copy of the request for proposal, a list of individuals/organizations solicited for bids, and a bid sheet that lists the bids received by

individual/organizations and their respective bid proposal. In all instances in which the lowest bid is not awarded the contract, justification documentation, such as a memo outlining the selection criteria, shall be placed in the file.

Recommend contract committee to recommend language to include compliance with federal, state and local laws.

RECORDS MANAGEMENT POLICY

Records Management Policy: To ensure that all programs operated by OUNC are properly managed and reported on, OUNC will establish and monitor a comprehensive record management policy based on the IRS recommended Minimum requirements for retention of important documents. See link below:

OUNC Mail: OUNC will use the physical address of the One Call Center for all mail. The Administrative Coordinator or designated OUNC Board member will pick up mail once they are notified by the OCC staff. Mail shall remain unopened by the One Call Concepts staff. This policy will be posted at the front desk of the One Call Center.

OUNC Board of Directors Resolutions: In accordance with by laws article 2 section 3 the secretaries other duties shall include updating OUNC Board resolutions will be held electronically on the secure OUNC Board of Directors web site. A log on will be needed for access. The OUNC Board's Secretary will be responsible for the updating the secure website with the Board Resolutions.

Public Records Request: All public records requests will be granted in accordance with state and federal law. Public records may be requested through a written submission to the OUNC board.

I have read the **Policy Prohibiting Unlawful Harassment, Including Sexual Harassment** which is contained in Article 2.5 of Section Two of this Oregon Utility Notification Center Policies and Procedures annual, and I agree to the terms and provisions contained in such policy.

I have read the **OUNC Policies and Procedures Manual**, and I agree to comply with the terms and provisions contained in this manual. **If Policy and Procedures are not followed, the OUNC board chair and the representative of the PUC will meet with the Oregon Utility Notification Center attorney for direction.**

Name

Signature

Representing

Date