



Oregon Utility Notification Center Policy and Procedure Committee Meeting

DATE: Wednesday June 14, 2017
TIME: 9:00 am – 11:00 am
LOCATION: OPUC – Main Hearing Room
Beardsley Building
201 High St. SE
Salem, Oregon 97301

Meeting Minutes

1. 9:00 am Call to Order
2. Present:
 - a. John Sapp
 - b. Joyce Nelsen
 - c. John Norrena
 - d. Matt Wales
 - e. Guest: Lani Radtke
3. Announcements and Introductions
 - a. Guest sign-in
 - b. Reviewed & approved prior meeting minutes from 5.10.17. Joyce motioned to approve, John N seconded; approved.
 - c. Chair – Statement:
 - a. Discussed the need to review current and previous changes.
 - b. The entire document has been reformatted and renumbered. Discussed the need to review those changes. My recommendation was to approve all of the current changes to the manual as-is (after we're done reviewing here and updating on the fly); then return and fine-tune later; in general, we all agreed.

NOTE: Action items (and/or issues that need to be reviewed closely by others) are highlighted in yellow. Notes that are highlighted in blue will be Old Business to consider for updating at a later time.

NOTE that some reference/section numbers listed below may not match the latest manual/document as it has been updated (e.g. 1.10 was deleted which means 1.11 is now 1.10)

4. Old Business

- a. **Reviewed action items from 5.10.17 P&P Committee meeting** and discussed changes (highlighted in meeting minutes):
- i. #2 (from minutes, 5/10/17)- see latest P&P manual #1.11.5, updated to match. Discussed, no changes.
 - ii. #3- see #1.11.6; may still need updating. **OAR and Tariffs Committee Members**, please review this section and let John Sapp know if changes need to be made.
 - iii. #4- see changes in 1.10; Enforcement deleted, added 1.11.10 per Enforcement Committee and Damage Report/DIRT Committee recommendation/proposal. **Changes are complete, but need to be reviewed by Board Members for accuracy.**
 - iv. #5- Zero Discrimination Policy, still under review by John N. and DOJ (2.1 in manual); we discussed leaving as-is for now to get the manual approved and leave this item as Old Business to update later, if necessary.
 - v. #6- reviewed change/addition of 3.8.4 in manual; deleted Board Resolution reference and corrected “P&E” to “Publicity”.
 - vi. #7- left as-is; John S. and John N. believe that some reference to DAS rules needs to be made but will address later.
 - vii. #8- reviewed changes/additions at 5.1; the committee discussed this and agreed to address this in more detail later (if necessary), possibly with a separate policy that is linked here (see copy of DAS policy and/or check out the link <https://www.oregon.gov/das/Policies/107-001-020.pdf> and based on OAR 166-350-0005 to -0010). The Board will need to review this update carefully.
 - i. #9, reviewed changes to 5.4; added comment to ensure the Board Chair is forwarded a copy. The Board will need to review this update carefully.
 - ii.
- b. **Review changes to Format and Numbering of P&P manual** and related issues and my recommendations.
- i. NOTE: current changes to the manual were highlighted in blue (text in the P&P Manual). Reformatted and re-numbered to previously agreed-on numbering format. **The entire document will need to be reviewed.**
 - ii. “Article 1...” is in parenthesis, because IMO it’s confusing there are no other references and they all end in “section 1” at Article V... I left in parenthesis as a reference. The Committee discussed this and agreed to leave as-is except for adding the word “Bylaws”.
 - iii. Noted that later, after any other revisions- the table of contents will be linked to the appropriate article/page.
 - iv. 1.7, pg 6 all links were updated
 - v. reviewed 1.10, pg 7- whole section needs to be addressed/updated/corrected. After discussion and review of section 1.3.3 the Committee removed section 1.10 (as it is addressed in 1.3.3); updated 1.3.3 removing references to 1997 and added “...or the remainder thereof”
 - vi. several locations have associated links added to the section/article. e.g. 1.11.1, pg 8.
 - vii. updated 1.11.5, pg 9 “Training and Education” Statement of Purpose (and added links). **Training & Education Committee Members**, please review for accuracy.
 - viii. Is 1.11.6, pg 9 reviewed “OARS and Tariffs” **OARS & Tariffs Committee**: please review this section for accuracy.
 - ix. updated 1.11.10 pg10 “Damage Report/Analysis, removed “Enforcement” and added links. **Board Members will need to review these sections.**
 - x. Discussed 1.11.11 Special Services and 1.13 “Website”; deleting the Website Committee section as this is addressed elsewhere. Moved Special Services to a subsection of Training & Education (1.11.5).

- xi. Discussed moving 1.12 "...Adding or Removing Seats..." to 1.3.7 (makes more sense, but Section 1.0 is loosely related to Bylaws/Articles). The other option we discussed was moving it under 1.9 (Stakeholders). This will require more discussion after the manual is approved and will be addressed later, if necessary.
- xii. Updated wording for 1.17, pg 12; removed "Chair of the Website Committee or the..."
- xiii. reviewed 1.16, pg 12 "Storage Policy".
- xiv. 2.1, pg 12 update from John N.; leave as-is and update later as information is received.
- xv. reviewed 2.3, pg 13 updated per previous meeting.
- xvi. reviewed 3.5, pg 15; corrected minor typo.
- xvii. reviewed 3.6.
- xviii. 3.8.1.3, pg 16; corrected the wording; section will need review by the Board.
- xix. reviewed 5.3, pg 18
- xx. reviewed 6.0, pg 19 updated/corrected wording. John N. will talk to DOJ about the first paragraph and will address later after approval, if necessary.

c. **New questions after reformatting and re-numbering:**

- i. Discussed the Table of Contents (T.O.C.) from the original document that shows Section Seven "Appendices" which ones do we need?
 - 1. The first four are addressed in 1.7.
 - 2. Service contract with One Call Vendor; discussed, do not include.
 - 3. Service Tariff for Subscribers to the Oregon Utility Notification Center; discussed, the committee believes this information should be available somewhere especially for prospective members. We'll leave it out of the manual for now, and add it later after discussion.
 - 4. Chart of Accounts; discussed, do not include.
 - 5. Minimum Requirements for Retention of Important Documents; discussed, should be addressed by 5.1.
 - 6. Reimbursement form. Discussed, do not include.
 - 7. Vendor Evaluation Matrix. Discussed, do not include.
- ii. Where will the copies of the Board Resolutions be stored? How are they are accessed? Do we include a link in the P&P manual? Not discussed, leave as-is and address later.
- iii. Do we include a link to the By-laws? Not discussed, leave as-is and address later.

5. Action Items: Updates and changes were made to the manual, (described above, for example 1.3.3, 1.13, 1.10, 3.8.1.3, and 6.0) copies of the latest Draft of the P&P Manual will be included with the email to Board Members for review. Because of the section deletions/moves/changes to the manual, the section numbering referenced/described above may not match the manual. Please feel free to call me (John S.) if you have questions.

6. New Business: none.

7. For the Good of the Order: none.

8. Next meeting: September 13, 2017 ***TENTATIVE Committee Meeting before Board Meeting in July (8:15am to 9:00am)***

9. Matt motioned to adjourn, seconded by John N.; adjourned at 11:13am.