

## **Budget, Audit & Tariff Committee Minutes**

Thursday, August 29, 1 p.m.

Voting Members: Alba Vogland, Melanie Lewis, Nate Rivera, and Andy Crocker

Non-Voting Members: Justin Roberts, Josh Thomas, and Kitty O'Keefe

Guests: none

1. Announcements and Introductions
  - a. Alba called the meeting to order at 1:01 p.m. and introductions were made.
  - b. A motion was made by Andy to approve the minutes from Feb. 2, 2024, and 2<sup>nd</sup> by Justin. Kitty to post on website.
  - c. Alba thanked members for attending.
  
2. New Business
  - a. Review [draft budget for 2025](#)
    - i. Josh recapped budget since 2022 – Actuals, Revised and Adopted
    - ii. Josh shared the tool that Adam Franco (One Call Concepts) created to help show tariff increase
    - iii. Revenue proposed: 2.582 million with a 4% revenue increase – conservative projection based on calculator, tariff, broadband project impacts
    - iv. Nate asked Josh to take projected revenue minus our Call Center Contract and show him the difference. Members viewed that: \$629,000
    - v. Subtract staff costs from \$629,000 and \$323,000 minus meeting costs = \$300,000.
    - vi. Cost increase for PERS to go up next year. Josh following up with PERS staff.
    - vii. Nate asked if this a status quo budget. Yes, pretty close and includes part tariff projection for 2025. Still falling a bit short.
    - viii. Nate asked to lower minimum reserve. He does not want a status quo budget. He wants new outreach for Publicity and Training & Education. Do we spend down the reserves to help this? Let's implement using the possible 150K. Discussion followed.
    - ix. Add a line item for legislative activity - \$15,000 is a good starting spot.
    - x. Broadband funding may need to be included, and possible costs of hiring a lobbyist. Jessica had shared with Josh that a request could be made directly to the Oregon Broadband Office instead of going to the legislature.
    - xi. Josh pulled up the Reserve Policy 3.2 in our Policy & Procedures and Nate would like the notification center contract cost's part taken out since they are paid first, directly through ticket revenue.
    - xii. Justin asked about reserve and OCC contract. Nate covered explanation. Josh expressed concern that the reserve is there for a catastrophic, worst case scenario, such as if a new notification center contractor was needed in an expedited/emergency circumstance.
      - Motion was made by Nate to move this to the Governance and 2<sup>nd</sup> by Andy. Consider 30 days for the Call Center contract and 90 days for other contracts.
    - xiii. Nate asked Josh to follow up with him on minimum reserves.
    - xiv. Alba shared that OUCC will ask for an additional 10-15K at the October meeting. Josh asked if this could be accommodated through absorbing/combining the cost of OUCC media buys in the OUNC budget. Alba clarified that the money is earmarked for the UCCs so it would not support OUCC administrative costs unless changes were made.

- b. Staff/payroll considerations (accounting for PTO/unfunded liabilities, payroll services)
    - i. Andy asked for staff PTO currently; Kitty has 176 and Josh has 105. Staff does not get paid out for sick time.
    - ii. Staff can accrue up to 350 hours, but only a maximum of 250 hours will be paid upon separation.
    - iii. Existing Policy and Procedures Manual covers this discussion, and no motion is needed.
  - c. 2025 Legislative considerations
    - i. Exemptions and subsidies - will not pursue this session. Working with OCC on self-certification process for 2025. Josh shared that OCC would send that letter out.
    - ii. Kitty will look for previous letter that went out when Nate was Chair. Andy will also send an old copy.
    - iii. Broadband will not go through legislature – making request for administrative funds through Oregon Broadband Office.
3. Old Business
- a. Consideration of service tariff rate adjustment for January 1, 2025
    - i. Last rate increase, members had agreed an annual increase and implemented January of 2025.
    - ii. 3.3% increase to match CPI-U would need to be approved at October meeting.
    - iii. Increase in labor and Call Center contract needs to be considered. Nate wants future ability to set rate above CPI-U when needed to keep pace with increasing costs.
    - iv. Staff will place this on next meeting agenda for further discussion.
4. For the Good of the Order-
- i. Alba asked Justin Roberts to join this committee as a voting member. He agreed. Kitty will update OUNC website.
5. Next Meeting – tbd

*Meeting adjourned at 2:13p.m.*

*Minutes submitted by Kitty O'Keefe 9.3.24*