



Oregon

Kate Brown, Governor

Oregon Utility Notification Center
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(503) 232-1987

Oregon Utility Notification Center, Budget & Audit Committee Meeting Minutes
Date: Tuesday – September 8, 2020
Conf call.

Called to order at 9:02am.

Roll: John Sapp, Dawn Hickson, Joyce Nelson and Kitty O’Keefe

Not present: Scott Gallegos, Scott Clement, Mitch Burghlea, Don Moore, and Nate Rivera.

No guests.

Reviewed and approved minutes for 6/30/20 B/A Committee Meeting without change; motion by Dawn Hickson, 2nd by John Sapp. Motion approved.

Chair statement:

- Thank you for attending and helping.

New Business:

- a. Discuss preparation for 2021 budget:
 - i. Attachment #1 titled 'OUNC 2020 Budget – Prelim 3 yr' was discussed.
 - ii. Joyce explained how she reached the numbers. She reported this last year in November of 2019 and our goal for this year is the same.
 - iii. Johnny would like to schedule a conference call this week with Dawn, Joyce and Kitty to further discuss this report.
2. Old Business:
 - a. Johnny shared with Dawn he’d like to discuss with her if they want to have the monthly financials filed under Board on Documents on OUNC website or some where else.
 - b. SWARM: State Wide Accounts Receivable Mgt –Johnny received the email to fill out this report that is due annually.
3. For the Good of the Order: none
4. Next Meeting: to be decided
5. Motion to adjourn at 9:17am by Dawn and 2nd by Johnny. Motion approved.

| | Actual Year End 2016 | Actual Year End 2017 | Actual Year End 2018 | 3 YR Average | 2019 Budget | 2019 10/31/2019 | Annualized 2019 | BUDGET 2020 |
|---|----------------------------|----------------------------|----------------------------|------------------|------------------|--------------------|--------------------|------------------|
| 400 - General Revenue | | | | | | | | |
| 405 - Call Center Operating Receipts | 1,833,175 | 1,922,720 | 1,972,933 | 1,909,609 | 2,060,000 | 1,818,308 | 2,181,970 | 2,350,000 |
| 407 - Interest From Investments | 369 | 399 | 410 | 393 | 400 | 1,478 | 1,774 | 2,160 |
| 408 - Other Revenue | 19,198 | 6,027 | 6,433 | 10,553 | 5,000 | 5,414 | 6,497 | 8,400 |
| 420 - Gifts (Standard Sponsorship) - ous | - | 33,945 | 5,945 | 13,297 | 21,000 | - | - | - |
| 425 - Gifts (Restricted Media) | 6,000 | - | 4,000 | 3,333 | 5,000 | 5,000 | 5,000 | 25,000 |
| 430 - Fines & Penalties | 2,000 | 8,400 | 7,000 | 5,800 | - | - | - | - |
| Total General Revenue | 1,860,742 | 1,971,491 | 1,996,721 | 1,942,985 | 2,091,400 | 1,830,200 | 2,195,240 | 2,385,560 |
| 453 - Federal Grant - PUC Restricted (Training) | 20,000 | - | - | 6,667 | - | - | - | - |
| Total Grants | 20,000 | - | - | 6,667 | - | - | - | - |
| Total Revenue | 1,880,742 | 1,971,491 | 1,996,721 | 1,949,651 | 2,091,400 | 1,830,200 | 2,195,240 | 2,385,560 |
| Expenditures | | | | | | | | |
| 500 - General Expenses | | | | | | | | |
| 502 - Account Fees | 144 | 192 | 165 | 167 | 180 | 208 | 250 | 180 |
| 503 - Call Center Contract | 1,495,478 | 1,563,986 | 1,649,527 | 1,569,664 | 1,690,000 | 1,466,399 | 1,759,679 | 1,760,000 |
| 505 - Website Design & Maint. | 1,936 | 1,979 | 2,370 | 2,095 | 2,500 | 4,763 | 4,763 | 5,000 |
| 500 - General Expenses (Other) | 742 | 640 | 6,799 | 2,727 | 4,000 | 5,667 | 5,667 | 6,000 |
| Total General Expenses | 1,498,300 | 1,566,797 | 1,658,862 | 1,574,653 | 1,696,680 | 1,477,037 | 1,770,358 | 1,771,180 |
| 510 - Publicity & Education | | | | | | | | |
| 511 - Publicity - Alpha Media | | 25,790 | 6,930 | | 20,000 | 27,322 | 32,786 | 15,000 |
| 512.1 - Publicity - National Excavator | - | - | 9,950 | 3,317 | - | - | - | 50,000 |
| 512.2 - Publicity - Internet | - | - | 6,000 | 2,000 | - | - | - | |
| 512.6 - Publicity - Star Light Parade | - | - | - | - | 15,500 | 15,500 | 15,500 | 16,400 |
| 514 - P&E - OUCC Local Council Assistance | 50,000 | 50,000 | 50,000 | 50,000 | 45,000 | 60,000 | 60,000 | 45,000 |
| 514.1 - P&E - OUCC State Assistance | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 515.1 - Publicity - Promo Materials | 123,497 | 104,724 | 94,670 | 107,630 | 100,000 | 95,926 | 115,111 | 100,000 |
| 515.2 - P&E - Standard Materials | 4,450 | - | 18,650 | 7,700 | 10,000 | 2,967 | 3,560 | 13,000 |
| 515.3 - Publicity - Calendars | 14,623 | 13,288 | 13,288 | 13,733 | 13,000 | - | - | 13,000 |
| 516 - OUCC Joint State Meeting - Oregon Host | | 6,105 | 42,003 | 16,036 | 45,000 | - | - | 10,000 |
| 516.1 - Education - Safety Excavation (2) | | - | - | - | 5,000 | 3,009 | 3,611 | 5,000 |
| 517.1 - Education - Locator Training (3) | 22,170 | 21,533 | 23,884 | 22,529 | 40,000 | 19,367 | 23,240 | 25,000 |
| 518 - P&E - Other (General) | 20,917 | 10,919 | 6,489 | 12,775 | 7,500 | 4,669 | 5,603 | 10,000 |
| 519.1 -Publicity - Sponsors - JJ Harrison | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 519.2 -Publicity - Sponsors - Hillsboro Hops | | | | | | | | |
| 519.2 -Publicity - Sponsors - Other | 45,000 | - | - | 15,000 | - | - | - | 9,000 |
| Total PUBLICITY AND EDUCATION | 295,657 | 247,359 | 286,864 | 265,720 | 316,000 | 243,760 | 274,412 | 326,400 |
| 530 -Administration | | | | | | | | |
| 531 - Executive Board Admin | 17,700 | 24,280 | 39,097 | 27,026 | 25,000 | 38,316 | 45,979 | 40,000 |
| 531.5 - Bookkeeping | 5,469 | 4,730 | 4,994 | 5,064 | 5,500 | 4,142 | 4,970 | 5,500 |
| 532 - Board Admin - Contract Labor | 43,128 | 40,141 | 54,575 | 45,948 | 62,000 | 53,014 | 63,617 | 65,000 |
| 533 - Board Admin - Executive Director | - | - | - | - | - | - | - | 190,000 |
| 534 - 811 Charges | 76 | 66 | 44 | 62 | 75 | 32 | 38 | 65 |
| 535 - Audit | 2,300 | - | - | 767 | 10,000 | 6,000 | 9,000 | - |
| Total Administration | 68,673 | 69,217 | 98,711 | 78,867 | 102,575 | 101,504 | 123,605 | 300,565 |
| Federal Grants | | | | | | | | |
| 552 -PUC Enforcement Administration | - | - | - | - | - | - | - | - |
| Total Federal Grants | - | - | - | - | - | - | - | - |
| Total Expenditures | 1,862,630 | 1,883,373 | 2,044,436 | 1,919,240 | 2,115,255 | 1,822,301 | 2,168,375 | 2,398,145 |
| Net Ordinary Income(Loss) | 18,112 | 88,118 | (47,715) | 30,412 | (23,855) | 7,899 | 26,865 | (12,585) |