

Oregon Utility Notification Center 305 NE 102<sup>nd</sup> Avenue, Suite 300 Portland, OR 97220-4170 (503) 232-1987

Oregon Utility Notification Center, Budget & Audit Committee Meeting Minutes Date: Wednesday, Oct.13 2021 Hampton Inn & Suites, Bend, Oregon + Zoom.

Called to order at 7:56 am

Members attending: Alba Vogland, Micah Brown, Melanie Lewis, Nate Rivera, Scott Crosby, Kitty O'Keefe, and Josh Thomas.

Reviewed and approved minutes from 8.10.21 without change. Motion by Scott, 2<sup>nd</sup> by Nate. Motion approved. Kitty to post on OUNC website.

Chair statement: Alba thanked members for attending.

## New Business:

- 1. Discuss 2022 budget: (See Attachment 1)
  - a. Members began review of the 2022 budget.
    - i. It was decided after some discussion to have Josh take the budget.
    - ii. Have a complete updated 2022 budget to present at the Nov10th board meeting.
    - iii. Alba, Kitty & Josh to meet prior to November board meeting.
    - iv. 2022 Forecast Budgets submitted by Kitty for Publicity and Training & Education. (See Attachments 2 & 3)
- 2. Old Business:
- 3. For the Good of the Order:
- 4. Next Meeting: Tuesday, Nov. 9, 2021 at 3:30pm.
- 5. Motion to adjourn at 8:55am by Nate and 2<sup>nd</sup> by Melanie. Motion approved

Minutes submitted by Kitty O'Keefe on October 18, 2021

							A P I	1	DUDGET
	Actual	Actual	Actual	3 YR	2021		Annualized 2021		BUDGET 2021
	Year End	Year End	Year End			2021	2021		2021
	2018	2019	2020	Average	Budget	9/30/21		1	
400 - General Revenue								1	
405 - Call Center Operating Receipts	1,972,933	2,144,167	2,316,476	2,144,525.44	2,350,000	194,822	259,762.67	İ	2,350,000
407 - Interest From Investments	410	1,804	2,446	1,553.41	500	27	35.71	1	500
408 - Other Revenue	6,433	6,682	1,865	4,993.35	6,000	-	-	1	6,000
420 - Gifts (Standard Sponsorship) - ouss	5,945	-	5,000	3,648.33	-	-	-		-
425 - Gifts (Restricted Media)	4,000	5,000	-	3,000	12,500	-	5,000		12,500
430 - Fines & Penalties	7,000	-	-	2,333.33	-	-	-		-
Total General Revenue	1,996,721	2,157,653	2,325,787	2,160,054	2,369,000	194,849	264,798		2,369,000
								Ī	
453 - Federal Grant - PUC Restricted (Training)	-	-		-	-	-	-	ļ	-
Total Grants	-	-		-	-	-	-	ļ	-
								t	
Total Revenue	1,996,721	2,157,653	2,325,787	2,160,054	2,369,000	194,849	264,798	-	2,369,000
Total Revenue	1,550,721	2,137,033	2,323,767	2,100,034	2,303,000	134,643	204,738	_	2,303,000
Expenditures								1	
500 - General Expenses								ł	
502 - Account Fees	165	238	211	204.64	250	15	20.00	†	250
503 - Call Center Contract	1,649,527	1,705,286	1,761,044	1,705,285.66	1,900,000	158,357	211,142.67	†	1,900,000
505 - Website Design & Maint.	2,370	4,763	1,701,044	2,945.18	5,000	130,337	211,142.07	†	5,000
500 - General Expenses (Other)	6,799	5,667	-,,,,,,	4,155.33	6,500	_	-	t	6,500
Total General Expenses	1,658,862	1,715,954	1,762,957	1,712,591	1,911,750	158,372	211,163	i	1,911,750
Total General Expenses	1,038,802	1,713,334	1,702,337	1,712,331	1,311,730	130,372	211,103	ł	1,311,730
510 - Publicity & Education						RFF	FR TO D/F & T	DNG .	COMM. BUDGETS:
510 - Publicity & Education  511 - Publicity - Advertising						NLF	LK TO F/L & T	MIVO.	56,000
311 Tublicity Advertising									- 30,000
								ł	-
								ł	-
514 - P&E - OUCC Local Council Assistance									45,000
514.1 - P&E - OUCC State Assistance								1	10,000
515 - Publicity - Promo								1	-
									-
515.1 - Publicity - Dormers									100,000
									-
									-
									-
518 - Publicity - Misc									42,000
519 - Publicity - Sponsorships									49,600
520 - Training & Education									36,900
								ļ	-
Total PUBLICITY AND EDUCTION	-	-		-	-	-	-		339,500
530 - Administration								1	
531 - Executive Board Admin	39,097	43,047	16,489	32,877.73	30,000	23,119	30,825.33	1	30,000
531.5 - Bookkeeping	4,994	5,051	4,768	4,937.71	5,500	679	815	1	5,500
532 - Board Admin - Contract Labor	54,575	67,290	68,490	63,451.49	65,000	5,958	7,150	1	65,000
533 - Payroll	_	-	-	-	190,000	-	-	1	190,000
534 - 811 Charges	44	42	37	41.03	65	-	-	1	65
535 - Audit	-	9,000	-	3,000	-	-	-	ļ	-
Total Administration	98,711	124,429	89,784	104,308	290,565	29,756	38,790		290,565
								ł	<u></u>
540 - Payroll Expense									
540.1 - Wages						9,341	11,209		
540.2 - Taxes						1,032	1,238		
540.3 - Paid EE Health Ins						129	155		
540.4 - Paid ER Health Ins						2,146	2,575		
541 - Payroll Liability				-			-		
Total Administration	-	-		-	-	12,648	15,178		-
- 1 1- 1								1	
Federal Grants								l	

552 - PUC Enforcement Administration	-	-		-	-	-	-	-
Total Federal Grants	-	-		-	-	-	-	-
Total Expenditures	1,757,572	1,840,383	1,852,741	1,816,899	2,202,315	188,128	249,952	2,541,815
Net Ordinary Income(Loss)	239,149	317,270	473,046	343,155	166,685	6,721	14,846	(172,815)

## more notes:

2150

8400, locator trng, Excav. Trng rects.

25000, spec. spons for Safety Summit, Advert., etc.

2385560

2385560

180

1760000, allow for add'l 100K/yr

6000, gen/auto ins.

1771180

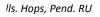
	3 yr avg:	
511 P, Alpha, 15K	20k	inc. Alpha & NEI
512 P, NEI, 50K	3.3k (10K)	
512.2 P, Internet, -0-	2k (6K)	
512.6 P, Starlight Par., 16.4K	5.1k (15K)	
514 P&E, OUCC loc.Council Asst., 45K	53k (50-60K)	
514.1, P&E OUCC St. Asst., 10K	10K	
515.1 P, P Promo Mat'l, 100K	100.5K	future consider B&B, etc.
515.2 P&E, Standard Mtl's, 13K	7.2K	
515.3 P, Calendars, 13K	12.4K	Dormers only
516 Contractor outreach/OUCC jt. St., 10K	16K	
516.1 educ., Safety Exc.(2), 5K	1.7K (6-42K)	
517.1 Educ, - Locator trng (3), 25K	22K	
518 P&E, Other (general), 10K	7.4K	Other, OUCC (516), Strd. Manuals, calendars
519.1 P, Sponsorships, JJ Harrison, 5K	5K	Dozer Day, Mid OR Const. SS, Oregonian, Sunday Parkways, JJ Harr., Hil
519.2 P, Sponsorships, -0-	0	Loc., Excv., & online Trng; Brochures, guides, checklists, etc.
519.2 P, Sponsorships - Other, 9K	0	
total= 326K	245K	

40000, 2020 low b/c Covid

Previously called "Board Admin - Executive Director"

300565, diff @ 531

2398145, diff=ED (533), & OCC (503)



## 2022 Publicity Budget Forecast

	BUDGET		PAID		DIFFERENCE	
ADVERTISING #511						
Alpha Media (year round)	\$20,000		\$0		\$20,000	
National Excavator Initiative	\$30,000		\$0		\$30,000	
NEI - Cost for Mike Rowe	\$10,000		\$0		\$10,000	
FOX 12 + More Good Day segments	\$15,000		\$0		\$15,000	
The Oregonian	\$4,000		\$0		\$4,000	
SUBTOTAL		\$79,000		\$0		\$79,000
Promo #515 and #515.1	440.000				440.000	
#515 - Promo	\$10,000				\$10,000	
#515.1: Dormers - Online Store purchases. Includes T-shirt program + shipping	\$120,000				\$120,000	
SUBTOTAL		\$130,000		\$0		\$130,000
Dozer Day - Eugene, OR Mid Oregon Construction Safety Summit - 2022 JJ Harrison Hillsboro Hops Pendleton Roundup St. Paul Rodeo dp-PRO Sponsorship	\$5,000 \$1,500 \$5,000 \$10,000 \$20,000 \$9,000 \$750		\$0 \$0 \$0 \$0 \$0 \$0	ı	\$5,000 \$1,500 \$5,000 \$10,000 \$20,000	
NWUCA Directory 1/2 page ad	\$1,050	4	\$0	4.0	\$1,050	4
SUBTOTAL		\$53,300		\$0		\$53,300
MISC. #518						
Other (general)	\$10,000		\$0		\$10,000	
OUCC Joint States Assistance (was line item #516)	\$10,000		\$0		\$10,000	
Standard Manuals	\$10,000		\$0		\$10,000	
Spanish version			\$0			
English version			\$0			
Dashboard Calenders	\$12,000		\$0		\$12,000	
SUBTOTAL		\$42,000		\$0		\$42,000
	\$304,300		\$0		\$304,300	
					,	

## 2022 Training & Education Budget Forecast

Line Item #520 on monthly budget report, will include the following:		BUDGET	PAID	DIF	FERENCE
Training					
Locator Training Classes: includes virtual and in class sess 3 Virtaul Classes and 3 In-person Classes taught by Bob N		\$25,000			
Excavator Safety Training		\$14,000			
2 In-person classes taught by Clint K.					
Digging Danger Videos		\$300			
On-line Excavation Safety 101: maintenance cost		\$800			
	SUBTOTAL		\$40,100	\$0	\$40,100
Printed Materials					
3- folded OR811 Brochure: English & Spanish		\$3,200			
Pocket Guide: English & Spanish		\$2,000			
2-sided Excavator Checklist - laminated		\$2,000			
2022 OUNC Calendar- print 2,000		\$8,000			
	SUBTOTAL		\$15,200	\$0	\$15,200
Sponsorships					
Mid Oregon Safety Summit		\$1,500			
(GOSH Conference is in 2023)					
	SUBTOTAL		\$1,500	\$0	\$1,500
		\$56,800		\$0	\$56,800