



Oregon

Kate Brown, Governor

Oregon Utility Notification Center
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Oregon Utility Notification Center, Budget & Audit Committee Meeting Minutes
Date: Tuesday, Nov.9 2021
Hilton Garden Inn, Wilsonville, OR + Zoom.

Called to order at 3:39pm

Members attending: Alba Vogland, Micah Brown, Melanie Lewis, Nate Rivera, Scott Crosby, Ryan Sandhu, Johnny Sapp, Paul Schmidt, Kitty O'Keefe, and Josh Thomas.

Reviewed and approved minutes from 10.13.21 without change. Motion by Micah 2nd by Nate. Motion approved. Kitty to post on OUNC website.

Chair statement: Alba thanked members for attending and asked Josh to share the proposed 2022 OUNC Budget.

New Business:

1. Discuss 2022 budget: (See Attachment 1)
 - a. Members began review of the 2022 budget:
 - i. Beginning Cash Balance at \$625,000 and Total beginning balance \$800,000
 - ii. General Expenses #500 went up to \$17,000 (calculated a 3.28% increase)
 - iii. Nate asked Josh to double check line item #503.
 - iv. Website design & maintenance #505 -: Nate reminded members that OUNC owns all creative as it states in the Call Center contract.
 - v. OUCC #514: needs to show 60K (38K for assistance; 12K for additional funds and 10K for OUCC board)
 - vi. Publicity 511-518: Josh, Kitty & Scott Crosby had a 2pm meeting to finalize proposed Publicity Budget for 2022 and discuss followed.
 - vii. Training & Education #520: high demand of continued education and promoting the new ITICnxt. Budget for 520.1: Classes & Videos is now \$54,300.
 - viii. Administration #530: total budget now \$85,630.
 - ix. Emergency Reserves: need to amend the Policy & Procedures Manual. It currently states reserved are used towards the Call Center.
 - x. Members requested updates to the OUNC 2022 Budget prior to Dec. board meeting
2. Old Business:
3. For the Good of the Order:
4. Next Meeting: Wednesday, Dec. 8, 2021 at 8am – The Grand Hotel
5. Motion to adjourn at 4:55pm by Nate and 2nd by Melanie. Motion approved

Proposed Budget 2022 Calendar Year		January - December 2020 Actuals [1]	January - December 2021 Adopted	January - December 2021 Projected Actuals	January - December 2022 Proposed Budget
Beginning Cash Balance (Emergency Reserves)					\$625,000 [2]
Carry forward					\$175,000 [3]
Total beginning balance					\$800,000
400 - REVENUE					
405 - Call Center Operating Receipts		\$2,316,476	\$2,350,000	\$2,458,140	\$2,491,000
407 - Interest From Investments		\$2,446	\$500	\$427	\$500
408 - Training Fees Received		\$1,865	\$6,000	\$2,000	\$5,000
420 - Oregon Utility Safety Summit sponsorship		\$5,000	\$0	\$0	\$0
425 - Media sponsorship, partnership contributions		\$0	\$12,500	\$5,000	\$0
430 - Fines and Penalties received		\$0	\$0	\$1,000	\$5,000
453 - Federal Grant - PUC Restricted (Training)		\$0	\$0	\$0	\$0
TOTAL REVENUE		\$2,325,787	\$2,369,000	\$2,466,567	\$2,501,500
Available for fiscal year less total expenditures					\$2,676,500
500 - GENERAL EXPENDITURES					
500 - General Expenses (DAS insurance)		\$6,500	\$6,500	\$6,500	\$17,000
502 - Banking Account Fees		\$211	\$250	\$516	\$250
503 - Call Center Contract		\$1,761,044	\$1,900,000	\$1,819,158	\$1,910,115
505 - Website Design and Maintenance		\$1,702	\$5,000	\$3,556	\$2,000
506 - Archives and Records Management		\$0	\$0	\$150	\$150
Total General Expenses		\$1,769,457	\$1,911,750	\$1,829,880	\$1,929,515
511-518 - PUBLICITY					
511 - Advertising (traditional and digital)			\$56,000	\$99,197 [4]	\$79,000 [5]
512 - Public Events/Sponsorships			\$49,600	\$39,517	\$53,300
514 - OUCC State and Local Council Assistance			\$55,000	\$55,000	\$55,000 [6]
515 - Promotional materials/Dormers			\$100,000	\$116,063	\$120,000
518 - Other Publicity support costs (see tab)			\$42,000	\$11,479	\$42,000
Total Publicity		\$281,535	\$302,600	\$321,256	\$349,300
520 - TRAINING AND EDUCATION					
520.1 - Classes and Videos					\$54,300
520.2 - Printed materials					\$15,200
520.3 - Mid-Oregon Safety Summit Sponsorship					\$1,500
Total Training and Education		\$30,000	\$36,900	\$16,035	\$71,000
530 - ADMINISTRATION					
531 - Executive Board Administration (meeting costs)		\$16,489	\$39,155	\$30,825	\$35,000
531.5 - Bookkeeping		\$4,768	\$5,338	\$815	\$7,500
532 - Board Admin - Contract Labor		\$68,490	\$51,779	\$7,150	\$0
533 - Paychex		\$0	\$5,035	\$0	\$600
534 - 811 Charges		\$37	\$23	\$30	\$30
535 - Audit and Legal		\$0	\$0	\$0	\$12,000 [7]

536 - Travel	\$0	\$0	\$4,000	\$18,000
537 - Office equipment, supplies, expenses	\$0	\$0	\$6,000	\$2,500
538 - Board retreat, facilitator	\$0	\$0	\$0	\$10,000
Total Administration	\$89,784	\$101,330	\$48,820	\$85,630
540 - PERSONNEL/PAYROLL EXPENSES				
540.1 - Wages and salaries	\$0	\$42,033	\$11,209	\$171,100
540.2 - Payroll Taxes	\$0	\$4,687	\$1,238	\$17,000
540.3-7 - Other Payroll Expenses (PEBB and PERS)	\$0	\$578	\$155	\$69,911
542 - Remote Communications Stipend	\$0	\$0	\$480	\$1,440
543 - Professional Development, CGA, PRSA Membership	\$0	\$0	\$300	\$3,300
Total Personnel/Payroll Expenses	\$0	\$47,298	\$13,382	\$262,751
Emergency Reserves				\$625,000
Total Expenditures	\$2,170,776	\$2,399,878	\$2,229,373	\$2,698,196
Net Ordinary Income (Loss)	\$155,011	-\$30,878	\$237,193 [8]	-\$21,696

[1] I could not find a complete version of 2020 actuals.

[2] Pending board approval. Recommending higher amount to ensure call center continuity.

[3] This number will likely be higher.

[4] Was this overage due to a coding error?

[5] May request adding \$20K to maintain NEI relationship at current level.

[6] What level of support are we committing to for 2022?

[7] Financial review/audit must be done every 3-5 years. Our last was in 2019 -- a review of 2018. We should proceed in 2022 or 2023 at the latest.

[8] This number will be substantially lower when accurate actuals are updated in the spreadsheet.