



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: Thursday, November 5, 2020
Conf call.

Called to order at 9:03am.

Members attending: John Sapp, Dawn Hickson, Don Moore, Scott Gallegos, Ryan Sandhu, Joyce Nelson and Kitty O'Keefe.
Guest: Konstantin Chumachin

Reviewed and approved minutes for 9/8/20 B/A Committee Meeting without change; motion by Dawn Hickson, 2nd by John Sapp. Motion approved. Kitty to post on OUNC website.

Chair statement:

- Thank you for attending and helping. Johnny and Dawn will meet next week at Riverview to get names on account.

New Business:

a. Discuss 2021 budget:

- i. Members, line item by line item, reviewed Attachment #1 –Annualized Budget.
- ii. #503 – Call Center Contract – Ryan pulled up resent outbound ticket reports and discussion followed how the increase is decided. *The base rate went up \$.08. The base is what all discounts are taken from. Look at the blended rate, which is shown on all the monthly billing summaries that Greg sends out. For example the blended ticket price for October 2020 was %5.07. The master report toward the bottom shows the monthly blended ticket price over time by month. July each year is when there is and adjustment based on the CPI.*
- iii. Attachment #2 – 2021 Publicity Budget
Members want to condense the line items to show Publicity's Budget:
#511 - Advertising = \$56,000.00
#515 - Promo - 0 (currently)
#551.1 - Dormers = \$100,000.00
518 - Misc. = \$42,000.00
#519 - Sponsorship = \$49,600.00
Total = \$247,600.00
- iv. Training & Education's budget will now be under line item #520
Attachment #3 – 2021 T&E Budget

2. Old Business:
3. For the Good of the Order: none
4. Next Meeting: to be decided
5. Motion to adjourn by Dawn and 2nd by Johnny. Motion approved.

Minutes submitted by Kitty O'Keefe on Nov.6, 2020

| | Actual Year End 2017 | Actual Year End 2018 | Actual Year End 2019 | 3 YR Average | 2020 Budget | 2020 9/30/2020 | Annualized 2020 | BUDGET 2021 |
|---|----------------------------|----------------------------|----------------------------|------------------|------------------|-------------------|--------------------|--------------------|
| 400 - General Revenue | | | | | | | | |
| 405 - Call Center Operating Receipts | 1,922,720 | 1,972,933 | 2,144,167 | 2,013,273 | 2,350,000 | 1,779,261 | 2,372,348.23 | 2,350,000 |
| 407 - Interest From Investments | 399 | 410 | 1,804 | 871 | 2,160 | 2,254 | 3,004.88 | 2,160 |
| 408 - Other Revenue | 6,027 | 6,433 | 6,682 | 6,381 | 8,400 | 1,865 | 2,486.67 | 8,400 |
| 420 - Gifts (Standard Sponsorship) - ouss | 33,945 | 5,945 | - | 13,297 | - | 5,000 | 6,666.67 | - |
| 425 - Gifts (Restricted Media) | - | 4,000 | 5,000 | 3,000 | 25,000 | - | 5,000 | 25,000 |
| 430 - Fines & Penalties | 8,400 | 7,000 | - | 5,133 | - | - | - | - |
| Total General Revenue | 1,971,491 | 1,996,721 | 2,157,653 | 2,041,955 | 2,385,560 | 1,788,380 | 2,389,506 | 2,385,560 |
| 453 - Federal Grant - PUC Restricted (Training) | - | - | - | - | - | - | - | - |
| Total Grants | - | - | - | - | - | - | - | - |
| Total Revenue | 1,971,491 | 1,996,721 | 2,157,653 | 2,041,955 | 2,385,560 | 1,788,380 | 2,389,506 | - 2,385,560 |
| Expenditures | | | | | | | | |
| 500 - General Expenses | | | | | | | | |
| 502 - Account Fees | 192 | 165 | 238 | 198 | 180 | 166 | 221.33 | 180 |
| 503 - Call Center Contract | 1,563,986 | 1,649,527 | 1,705,286 | 1,639,600 | 1,760,000 | 1,346,106 | 1,794,807.59 | 1,760,000 |
| 505 - Website Design & Maint. | 1,979 | 2,370 | 4,763 | 3,038 | 5,000 | 1,701 | 2,268.00 | 5,000 |
| 500 - General Expenses (Other) | 640 | 6,799 | 5,667 | 4,369 | 6,000 | - | - | 6,000 |
| Total General Expenses | 1,566,797 | 1,658,862 | 1,715,954 | 1,647,204 | 1,771,180 | 1,347,973 | 1,797,297 | 1,771,180 |
| 510 - Publicity & Education | | | | | | | | |
| 511 - Publicity - Alpha Media | 25,790 | 6,930 | 27,322 | | 15,000 | 7,360 | 9,813.33 | 15,000 |
| 512.1 - Publicity - National Excavator | - | 9,950 | - | 3,317 | 50,000 | 29,500 | 39,333.33 | 50,000 |
| 512.2 - Publicity - Internet | - | 6,000 | - | 2,000 | - | - | - | - |
| 512.6 - Publicity - Star Light Parade | - | - | 15,500 | 5,167 | 16,400 | 17,500 | 15,500 | 16,400 |
| 514 - P&E - OUCC Local Council Assistance | 50,000 | 50,000 | 60,000 | 53,333 | 45,000 | 45,000 | 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 | 104,724 | 94,670 | 102,055 | 100,483 | 100,000 | 78,967 | 105,289.83 | 100,000 |
| 515.2 - P&E - Standard Materials | - | 18,650 | 2,974 | 7,208 | 13,000 | 8,537 | 10,244 | 13,000 |
| 515.3 - Publicity - Calendars | 13,288 | 13,288 | 10,639 | 12,405 | 13,000 | - | - | 13,000 |
| 516 - Contractor Outreach/ OUCC Joint State Meeting | 6,105 | 42,003 | - | 16,036 | 10,000 | - | - | 10,000 |
| 516.1 - Education - Safety Excavation (2) | - | - | 5,285 | 1,762 | 5,000 | 84 | 112 | 5,000 |
| 517.1 - Education - Locator Training (3) | 21,533 | 23,884 | 19,366 | 21,594 | 25,000 | 6,602 | 8,802.63 | 25,000 |
| 518 - P&E - Other (General) | 10,919 | 6,489 | 4,868 | 7,425 | 10,000 | 2,629 | 3,505.85 | 10,000 |
| 519.1 - Publicity - Sponsors - JJ Harrison | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | - | 5,000 | 5,000 |
| 519.2 - Publicity - Sponsors - Other | - | - | - | - | 9,000 | - | - | 9,000 |
| Total PUBLICITY AND EDUCATION | 247,359 | 286,864 | 263,009 | 245,730 | 326,400 | 216,630 | 281,535 | 326,400 |
| 530 - Administration | | | | | | | | |
| 531 - Executive Board Admin | 24,280 | 39,097 | 43,047 | 35,475 | 40,000 | 10,468 | 13,957.03 | 40,000 |
| 531.5 - Bookkeeping | 4,730 | 4,994 | 5,051 | 4,925 | 5,500 | 3,699 | 4,439 | 5,500 |
| 532 - Board Admin - Contract Labor | 40,141 | 54,575 | 67,290 | 54,002 | 65,000 | 48,223 | 57,867 | 65,000 |
| 533 - Board Admin - Executive Director | - | - | - | - | 190,000 | - | - | 190,000 |
| 534 - 811 Charges | 66 | 44 | 42 | 51 | 65 | 28 | 37.08 | 65 |
| 535 - Audit | - | - | 9,000 | 3,000 | - | - | - | - |
| Total Administration | 69,217 | 98,711 | 124,429 | 97,452 | 300,565 | 62,417 | 76,300 | 300,565 |

Gen. liability
ins. Sept/Oct.

delete

*\$1,800 10/5

*\$5,000 10/5

2021 Publicity Budget Forecast

ANTICIPATED SPONSORSHIPS, RADIO & GENERAL, ect.

ADVERTISING #511

Alpha Media (year round)
National Excavator Initiative - TV commercial (new)

SUBTOTAL

Promo #515 and #515.1

#515 - Promo

#515.1: Dormers - Online Store purchases. Includes T-shirt program

SUBTOTAL

SPONSORSHIPS #519

Dozer Day - Vancouver, WA. + swag
Dozer Day - Eugene, OR
Mid Oregon Construction Safety Summit
The Oregonian (new)
Sunday Parkways (new)
JJ Harrison
Hillsboro Hops + 811 swag
Pendleton Roundup

SUBTOTAL

MISC. #518

Other (general)
OUCC Joint States Assistance (was line item #516)
Standard Manuals
Spanish version
English version
Dashboard Calendars

SUBTOTAL

DIFFERENCE

\$0

\$16,000

\$40,000

\$56,000

\$0

\$100,000

\$49,600

\$0

\$1,000

\$5,000

\$1,500

\$4,000

\$2,000

\$5,000

\$11,100

\$20,000

\$0

\$49,600

\$0

\$10,000

\$10,000

\$10,000

\$0

\$0

\$0

\$12,000

\$42,000

\$0

\$247,600

| 2021 Training & Education Budget Forecast | | | | | | |
|--|-----------------|-----------------|------------|------------|-----------------|-----------------|
| ANTICIPATED COSTS | | | | | | |
| Training | BUDGET | PAID | DIFFERENCE | | | |
| Locator Training Classes: includes virtual and in class sessions | \$25,000 | | | | | |
| Excavator Safety Training | \$5,000 | | | | | |
| On-line Excavation Safety 101: maintenance cost | \$1,200 | | | | | |
| SUBTOTAL | | \$31,200 | | \$0 | | \$31,200 |
| Printed Materials | | | | | | |
| 3- folded ORB11 Brochure: English & Spanish | \$3,200 | | | | | |
| Pocket Guide: English & Spanish | \$2,000 | | | | | |
| 2-sided Excavator Checklist | \$500 | | | | | |
| SUBTOTAL | | \$5,700 | | \$0 | | \$5,700 |
| MISC. | | | | | | |
| Currently these printed items below fall under Publicity Budget: | | | | | | |
| Standard Manuals | | | | | | |
| Spanish version | | | | | | |
| English version | | | | | | |
| Dashboard Calendars | | | | | | |
| SUBTOTAL | | \$0 | | \$0 | | \$0 |
| | \$36,900 | | \$0 | | \$36,900 | |