



Oregon

Kate Brown, Governor

Oregon Utility Notification Center
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Portland, OR 97220-4170
(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 at 11:08amam 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) - ous	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 Me	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 - Sponsorsships - JJ Harrison	5,000	5,000	5,000	5,000	5,000	-	5,000	5,000
519.2 - Publicity - Sponsorsships - 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.

	BUDGET	PAID	DIFFERENCE
ADVERTISING #511			
Alpha Media (year round)	\$16,000	\$0	\$16,000
National Excavator Initiative - TV commercial (new)	\$40,000	\$0	\$40,000
SUBTOTAL	\$56,000	\$0	\$56,000
Promo #515 and #515.1			
#515 - Promo			
#515.1: Dormers - Online Store purchases. Includes T-shirt program	\$100,000	\$0	\$100,000
SUBTOTAL	\$100,000	\$0	\$100,000
SPONSORSHIPS #519			
Dozer Day - Vancouver, WA. + swag	\$1,000	\$0	\$1,000
Dozer Day - Eugene, OR	\$5,000	\$0	\$5,000
Mid Oregon Construction Safety Summit	\$1,500	\$0	\$1,500
The Oregonian (new)	\$4,000	\$0	\$4,000
Sunday Parkways (new)	\$2,000	\$0	\$2,000
JJ Harrison	\$5,000	\$0	\$5,000
Hillsboro Hops + 811 swag	\$11,100	\$0	\$11,100
Pendleton Roundup	\$20,000	\$0	\$20,000
SUBTOTAL	\$49,600	\$0	\$49,600
MISC. #518			
Other (general)	\$10,000	\$0	\$10,000
OUCJ Joint States Assistance (was line item #516)	\$10,000	\$0	\$10,000
Standard Manuals	\$10,000	\$0	\$10,000
Spanish version	\$0	\$0	
English version	\$0	\$0	
Dashboard Calendars	\$12,000	\$0	\$12,000
SUBTOTAL	\$42,000	\$0	\$42,000
\$247,600	\$0	\$247,600	

2021 Training & Education Budget Forecast					
ANTICIPATED COSTS					
	BUDGET	PAID	DIFFERENCE		
Training					
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 OR811 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		