



Oregon

Tina Kotek, Governor

Oregon Utility Notification Center
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**Oregon Utility Notification Center
Policy and Procedures Committee Meeting**

Date: Wednesday, March 13, 2024

Time: 1 – 3 p.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/85343149287?pwd=ewt6ia6qZnUFPyGdZhqh53FDcTlGih.1>

Meeting ID: 853 4314 9287

Passcode: 203582

A G E N D A

1. Announcements and Introductions

- a. Announcements, Roll Call/Guest sign-in, Declaration of Quorum
- b. Review/approve and/or amend prior Meeting Minutes from November 8, 2023
- c. Comments from the Chair: Jessica Epley

2. Old Business

- a. Amend chapter on Leadership and Function to create a policy for referral of business to and between committees via delegation of authority as explained in Issue Summary **#23-09-0035b**.

RECOMMENDATION - Add the following to Policy and Procedures Manual, Section 1.4, after the fourth paragraph:

New concepts for consideration by committees will be submitted via a concept submission form or an issue summary from staff. The Board of Directors will vote to refer or assign new or existing concept submission forms or issue summaries to standing and ad hoc committees.

In an emergency or when urgent attention is warranted, the Board Chairperson or Executive Director shall have the discretion to call a special meeting of the board.

At all times, the Board Chairperson and/or Executive Director have the delegated authority to refer items between committees. As an example, a policy with budgetary implications could be heard by the Policy and Procedures Committee and referred to the Budget, Audit and Tariff Committee before going back to the full Board for review and approval.

- b. Create annual process by which the board will review the Service Tariff Rate on an annual basis for adjustment that is based upon the Consumer Price Index for All Urban Consumers (CPI-U) as explained in Issue Summary **#24.01.0038a**.

RECOMMENDATION – Add the following to the Policy and Procedures Manual under revenue (section TBD):

Unless otherwise decided by the board, the Service Tariff base rate will be revised annually. Beginning each July, the Board will increase the rate by the greater of two and a half percent (2.5%) or the actual percentage of increase in the consumer price index (CPI) up to five percent (5%) for the subsequent calendar year. The CPI is found on the Bureau of Labor and Statistics website, listed under All Urban Consumers (CPI-U), and it is the same calculation used for the notification center contract.

- c. Update amounts for clothing allowance and clarifying language in manual section 1.2.3, approved at the February meeting (vote record 2-25-24-05)

APPROVED CHANGES – Amend Policy and Procedures Manual Section, 1.2.3 (changes noted in bold):

Board Members receive an initial clothing allowance of **\$250** to purchase Oregon 811 logo shirts, jackets or hats that can be worn to meetings and events. Members receive a **\$150** annual clothing allowance for each additional year of service to the board. **These amounts do not rollover if left unused in any given year. Special exceptions may be approved by the Board Chairperson and/or Executive Director.**

3. New Business

- a. Establishing new process for establishing self-certification of exemptions and subsidies

RECOMMENDATION - Add the following to the Policy and Procedures Manual under revenue (section TBD):

Annually coinciding with the following year's budget forecast, the notification center contractor will contact the qualified exempted entities listed under ORS 757.552. These entities must submit a certification by an officer stating that the entity qualifies for the exemption for the following calendar year. Failure to provide a signed certification of exemption will result in removal of exemptions for that entity.

- b. Contract review process, pending consideration of Notification Center contract RFP (December 31, 2025 expiration with one-year extension)

CONSIDERATION - Following on Board discussion regarding ad hoc contracts committee vs staff roles vs OUNC Board work sessions

- c. Proposal to combine Policy and Procedures and Oregon Administrative Rules Committees into Governance Committee.

4. For the Good of the Order

5. Next Meeting

Voting members of the Policy and Procedures Committee: Jessica Epley, Melanie Lewis, Alba Vogland and Kevin Hennessy

Non-voting members: Josh Thomas, Kitty O'Keefe, and Micah Brown