

**BEFORE THE PUBLIC UTILITY COMMISSION
OF OREGON**

UE 170

In the Matter of the Request of)	
)	
PACIFIC POWER & LIGHT)	MEMORANDUM
(dba PacifiCorp))	
)	
Request for a General Rate Increase in the)	
Company's Oregon Annual Revenues.)	

Three open houses have been scheduled in this docket, as follows:
Bend —February 28, 2005, Portland—March 9, 2005, and Medford—March 16, 2005. A fourth open house will be scheduled for March 15, 2005, in Klamath Falls. On February 1, the first of the open houses was noticed. The purpose of the open houses is to provide information and obtain public comments about the request for a general rate case of Pacific Power & Light (PacifiCorp).

In an open house setting, there is no program and attendees may come and go as they please. Information is provided by participating parties at individual tables. Attendees will be encouraged to comment, either orally on tape, or by filling out a comment card. The Commission will have a greeter at the door to welcome attendees, explain the layout of the room, hand out comment cards, answer questions and thank attendees for attending.

A maximum of eight tables will be set up. (See attached sample diagram.) Commission Staff (Staff), the Administrative Law Judge (ALJ) and Applicants will occupy one table each. All intervenors are eligible to participate in the open house. To confirm participation, an intervenor must submit notice of intention to participate in the open houses by close of business on February 10, 2005. If necessary, intervenors will be asked to share table space.

Applicants and intervenors are responsible for creating and printing posterboard sets for display at the open houses. Each table may display one set of posterboards. A set of posterboards shall consist of no more than three individual posterboards that are mounted and measure 20 inches by 30 inches. Each posterboard may express only one key message and three supporting facts. (See Table 1.) Messages should be clear and concise and use straightforward language that does not use industry

jargon or acronyms. Participants may also make copies of the posterboards available at the table.

TABLE 1

SAMPLE POSTERBOARD		
KEY MESSAGE 1	KEY MESSAGE 2	KEY MESSAGE 3
Fact A	Fact A	Fact A
Fact B	Fact B	Fact B
Fact C	Fact C	Fact C

The boards must be pre-approved for format and clarity by an ALJ. Draft posterboards should be submitted to ALJ Kirkpatrick by February 18, 2005. Participants may email draft posterboards to traci.kirkpatrick@state.or.us. Participants will be notified of approval of submitted posterboards no later than February 22, 2005.

Please feel free to contact Carol Hulse (503-378-3885) with any questions.

Dated this 3rd day of February, 2005, at Salem, Oregon.

Traci A. G. Kirkpatrick
Administrative Law Judge

Attachment