

**BEFORE THE PUBLIC UTILITY COMMISSION
OF OREGON**

UG 462

In the Matter of

NORTHWEST NATURAL GAS
COMPANY, DBA NW NATURAL,

Renewable Natural Gas Adjustment
Mechanism - Dakota City.

MEMORANDUM ON HEARING
PROCEDURES

This memorandum is intended to provide additional guidance regarding pre-hearing documents to be filed and information to be provided to the Commission, as well as information regarding the conduct of hearing.

First, the Commission will conduct evidentiary hearings in this proceeding on August 29, 2023, in person and via Zoom. Participants may choose to participate in person from the Commission's Salem, Oregon hearing room or on Zoom at their option.

During the hearing, the Commission will use the video and audio-conferencing Zoom tools, but not functions such as text chat, screen sharing, etc.; these tools will be disabled. A court reporter or transcriptionist will transcribe the hearing and the Administrative Hearings Division (AHD) will provide the contact information. If you want to order a transcription, you will need to contact the court reporter or transcriptionist directly.

All parties must be able to operate and troubleshoot Zoom on their own, understanding how to enable and disable the audio and video functions. Parties will be expected to disable audio when not talking. The Commission will not provide technical support.

For purposes of this hearing, active participants include testifying witnesses, their counsel, and cross-examining counsel. Active participants who intend to participate by Zoom will be provided with unique Zoom links prior to the hearing. In order to facilitate this, parties must submit a list designating the individuals who will be active participants (both witnesses and counsel for each witness) and the manner which each person will participate with their cross-examination statements. Should an active participant need to change their participation status after that time, they should notify the Administrative Hearings Division as soon as practicable.

If participating by Zoom, while each witness is testifying, the witness, their designated counsel, and cross-examining counsel should plan to be visible via video. Zoom

participants will be able to see and hear attorneys, the Administrative Law Judge and any participating Commissioners in the hearing room.

Counsel should be prepared to ensure that any documents referenced at hearing are easily accessible to all hearing participants, either through relying on submitted exhibits identified by page number, by screen sharing, or by email. In particular, to the extent you intend to rely on spreadsheets or workpapers, counsel are encouraged to provide those to participants in advance for ease of reference.

Hearing participants planning on attending in-person at the PUC should be aware that the microphones are very sensitive in the hearing room. Any sidebar conversations should be conducted outside the hearing room so that they are not picked up on the microphone.

Second, cross-examination statements are due on August 18, 2023. Cross-examination statements should include:

- (a) The estimated time and subject matter for each witness a party intends to question;
- (b) Whether there will be cross-examination regarding confidential materials or highly confidential materials and, if so, the estimated time and subject matter for each;
- (c) If a confidential session will be required, the name of each person qualified under the protective order who will be present; and
- (d) The counsel who will be asking questions of each witness.¹

Third, all exhibits should be submitted by August 18, 2023. Exhibits must be pre-marked as indicated in OAR 860-001-0480. If you have voluminous exhibits, please reach out the AHD at: PUC.HEARINGS@puc.oregon.gov.

Fourth, Parties are encouraged to submit written affidavits in support of testimony and exhibits they seek to offer into evidence as well as accompanying motions to admit in lieu of having witnesses adopt their testimony at hearing.

¹ Please also indicate if counsel does not have initial cross but may have follow-up cross for that witness.

I anticipate providing a memorandum with a schedule for cross-examination, after cross-examination statements are filed. Finally, any anticipated procedural matters should also be raised in advance of the hearing in writing to prevent delays to the start of testimony at the hearing.

Dated this 3rd day of August, 2023, at Salem, Oregon.

A handwritten signature in blue ink that reads "Katharine Mapes". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Katharine Mapes
Administrative Law Judge

Attachment: Zoom Instructions and Tips

Zoom Instructions and Tips

Set up a Zoom account and install Zoom Client for Meetings:

1. If you do not already have a Zoom account, set one up at <https://zoom.us>. A paid Zoom account is not necessary for any interaction with the Commission.
2. Log into <https://zoom.us/profile> and set your name, phone and email. Including a photo will help identify you when connecting.
3. Install the latest Zoom Client for Meetings at <https://zoom.us/download>. Although Zoom can be used in a browser, it is not suitable for participating with the Commission. The Zoom Client is required to ensure the best functionality.

Test the system prior to the date of the hearing using the following steps:

1. Connect your device to power. Avoid using a mobile device if possible. Although tablets and smartphones can be used, they are very limited, and the performance may be inferior.
2. Make sure your internet connection is good:
<https://www.pcworld.com/article/2048594/how-to-test-your-home-internet-speed.html>
3. Test your video. Ensure that you know how to turn your video camera on and off.
4. Test your audio. Ensure that you know how to mute and unmute yourself.
5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.).
6. Run a quick test to connect with another Zoom user, or use the Zoom test:
<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

During the hearing, please:

1. Mute your phone, and mute all sounds from all other applications (email notifications, chat messaging, etc.).
2. Avoid using battery power only. Plug into a good power source while using Zoom.
3. Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
4. Avoid distracting real or virtual backgrounds.
5. Avoid poor camera positioning. Try to frame yourself so you take up most the screen, at eye level.
6. Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.