

**BEFORE THE PUBLIC UTILITY COMMISSION
OF OREGON**

UM 2032

In the Matter of

PUBLIC UTILITY COMMISSION OF
OREGON,

Investigation into the Treatment of
Network Upgrade Costs for Qualifying
Facilities.

MEMORANDUM REGARDING
REMOTE HEARING PROCEDURES
AND FILING REQUIREMENTS

Evidentiary Hearing Will Be Virtual

On June 16, 2022, at 9:30 a.m., an evidentiary hearing in this proceeding is scheduled. Commissioner attendance at this hearing is not anticipated. The Commission will virtually conduct the hearing via Zoom Video Communications (Zoom) services. During the hearing, the Commission will use Zoom's video and audio conferencing tools, but not functions such as text chat, screen sharing, etc.; these tools will be disabled. The hearing will be recorded, and transcribed at its conclusion; all other recordings, either video or audio, are prohibited. In the event of an issue with Zoom, the hearing will alternatively be conducted by other teleconference services.

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/mute audio when not talking. The Commission will not provide technical support.

Planning for the Virtual Hearing

To facilitate the virtual hearing, all persons intending to be active participants during the virtual hearing need to be identified and to pre-register by setting up and testing Zoom (Zoom Instructions and Tips are attached to this memorandum). Active participants include testifying witnesses, their counsel, and the cross-examining counsel. When a witness testifies, the witness, the counsel for the witness, and the cross-examining counsel must be simultaneously visible via video. The Commission anticipates providing a view-only option for persons wishing to observe the hearing. Cross-examination statements are due on June 9, 2022. Please identify the intended active participants in these statements.

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. You may address such in your cross-exam statements. I also ask parties to consider whether it would be helpful to conduct a practice Zoom session. We can schedule a prehearing conference and

practice Zoom session sometime between June 13 and June 15, 2022. Please indicate in cross-examination statements whether you want a practice Zoom session and identify available days and times.

Cross-examination testimony/exhibits must also be filed on June 9, 2022. All exhibits must be pre-marked as indicated in OAR 860-001-0480. Any exhibit that will be referenced or relied on in any way during the hearing must be provided in .pdf format to all parties, myself, and Cheryl Walker by June 9, 2022. If an exhibit is voluminous, filing arrangements need to be made with Cheryl Walker.

I anticipate providing a memorandum with a schedule for cross-examination as soon as possible after my review of the filed cross-examination statements.

Dated this 23rd day of May, 2022, at Salem, Oregon.



Traci Kirkpatrick
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.