

## **OUCC Meeting • The Grand Hotel, Salem + Zoom**

Meeting Minutes -

Meeting Date: December 7, 2021

### **Call to order:**

Scott Gallegos called the meeting to order at 12:30 p.m. and introductions were made. Motion to approve minutes 9.7.21 meeting was made by Joyce N. and 2<sup>nd</sup> by Alba V. Kitty will post on OUCC website.

### **Treasurer's Report:**

Current balance: \$34,598.87

--Balance includes \$(zero) 0.00 for yearly assistance funds. \$15,444.33 for Additional Assistance Funds. \$5,363.43 in trailer funds. \$272.66 in Tax Advisor funding and \$3,518.45 in Operating Expenses. Balance based on Dawn's report. No outstanding transactions. (See Attachment 1)

-Motion was made to accept the treasurer's report by Kyle Thomas and 2<sup>nd</sup> by Ryon Kershner.

**P & E Report:** Kitty reported the 2022 dashboard calendars are online to order. The OUNC 2022 wall calendars should be out soon. The 811-fleece orange/yellow beanie caps can be ordered as well.

**DIRT Report:** Lynsay Demko will transition with Josh Thomas so OUNC will update DIRT.

### **Zone Reports**

#### **Zone 1-**

-Yamhill UCC: No Report – Scott asked we keep these councils on our radar and help out.

-North Coast UCC: No Report

-Mid Willamette UCC: No Report

-Metro UCC: Scott reported their council meets 4<sup>th</sup> Wednesday of each month. The contractor's lunch in November was a success with over 30 attending. Brian Logsdon from OCC presented the new ITICnxt. Members have already started planning for next years MUCC Golf Scramble

#### **Zone 2-**

-Linn Benton UCC: Joyce Nelsen reported they meet quarterly.

Linn Benton and East Linn have combined their efforts for the contractors breakfast held in October at the NW Natural Albany facility.

-East Linn UCC: Joyce Nelsen reported they meet quarterly.

Linn Benton and East Linn have combined their efforts for the contractors breakfast held in October at the NW Natural Albany facility.

-Lane UCC: Amy Abramson reported the Roman stepped down as president and Roxy will take on that roll. They are planning a drive thru contractors breakfast for February 2022.

-Lincoln UCC: Lynn Detering reported their council is having a low attendance due to Covid. Hope things start to pick up. They had to cancel their contractor's dinner. They have over \$6k left in funds.

### **Zone 3-**

-Douglas County UCC: Ryon Kershner reported the council meets at Sunshine Park in Roseburg the first Tuesday of the month.

They set up a booth at the Southern Oregon Conference.

The council purchased a large amount of 811 t-shirts and hand out to contractors.

They started a Contractor of the Month Program where they buy lunch for the awarded person. A great way to bring pizza to the group and provide education sessions on OR811 dig law.

-South Coast UCC: No Report.

-Klamath Falls UCC: Michelle Tyree reported she is now the president. Council is actively meeting. Their transit bus campaign is still going and worth the \$2k investment. They have hung 811 banners at two different job sites. They set up their 811 booth at the community college career day; great way to introduce our youth in our industry.

-Rogue Basin UCC: Jeff Simas reported they have \$3,200 in funds. Their council actively pursues contractors to contribute a \$75 yearly fee. These proceeds help support the council's efforts in getting the 811 messages out. (See attachment 2 for donation letter)

### **Zone 4-**

-Hood River UCC: John Buckley spoke with Kitty on Dec.7th to let her know he is trying to get his councils taxes filled. He will contact Wicks Emmett. He has retired and trying to fill his place as the council's president.

-Wasco County UCC: No Report.

-Central Oregon UCC: Kyle Thomas shared the council has not met in awhile. He needs to transfer over responsibilities. He commented there's a big turnover with utilities in that community.

### **Zone 5-**

-Umatilla UCC: No Report

-Union UCC: No Report

-Baker UCC: No Report

-Malheur UCC: No Report

### **Old Business:**

#### **• Taxes:**

- The Executive Council met via Zoom with Wicks Emmett in November to go over their proposed 2022 budget. (See Attachment 3) During the meeting all members reviewed this proposal.

- Wick/Emmitt will pay councils fees when filing and invoice OUCC for reimbursement.

- Scott asked members if the OUCC should continue having Wicks Emmett file councils taxes? Members all agreed to keep them in 2022. Good investment to keep continuity.

- Motion: Kyle Thomas moved to accept the proposed \$9,735 from Wicks Emmett for 2022s tax filings for all UCC councils. Ryon 2<sup>nd</sup> the motion. Motion passed.

- Motion: Kyle Thomas made a motion to move the remainder (\$9,462.34) from Additional Funds to the Tax Advisor fund to cover approved proposal from Wick Emmett. Ryon 2<sup>nd</sup> the motion. Motion passed.

- **Discuss a FALL 2021 Digital and Social Media Campaign with Alpha Media**

- Kitty shared with members Lamar Advertising has the two billboards up. Both are on the I-5 corridor near Medford and Salem. Cost spent: \$2,000.
- Members asked Kitty to see what billboard locations are available in the coastal area near Astoria and east near Pendleton. She will report back.
- Kitty commented the digital campaign with Alpha Media is going strong. A scheduled zoom with the Sales Manager is the first week of January to go over analytics.

- **Discuss Finances for 2022:**

Scott asked members how they should move forward with finances in 2022. After a lengthy discussion a motion was made: Kyle Thomas made a motion that the OUCC will NOT allocate local council funding; but by request only. (\$2k per council) OUCC will revisit funding allocation in Q2-June meeting. Joyce 2<sup>nd</sup> the motion. Motion passed.

### New Business:

- Elections were held for the 2022 State Council:

- Scott Gallegos is President
- Kyle Thomas is Vice President
- Ryon Kershner is Treasurer
- Lynn Detering is Secretary
- Motion: Kyle moved to elect all positions nominated. Alba 2<sup>nd</sup> the motion. Motion passes.
- Alba & Kitty will schedule a meeting with Ryon to discuss Treasurers responsibilities.

- Brian Logsdon from One Call Concepts presented on ITICnxt. He reminded everyone that training is available to further understand the new tool.  
Please contact them at [nwtic@occinc.com](mailto:nwtic@occinc.com)

### Good of the Order:

- Raffle for \$100 Amazon Gift Card went to Joyce Nelson and Brian Logsdon. Congrats!
- Morrison Award for 2021: This year's recipient goes to Don Moore from Cascade Natural Gas. Don will receive his award at the February OUNC board meeting.
- Motion was made: Kyle moved to have Dawn Hickson and Tobin Werner removed from all accounts with the OUCC. Add Scott Gallegos and Ryon Kershner to all OUCC accounts. Account #0028 5570 6120. Alba 2<sup>nd</sup> the motion. Motion passes.

### Next meeting:

- Next Meeting:
  - March 8, 2022 - Meeting start time is 12:30 p.m.  
Location: Salishan Coastal Lodge  
Gleneden Beach, Oregon

Adjourned at 3:30 pm

Submitted by: *Kitty O'Keefe on December 13, 2021*



## OUCC Treasurers Report December 2021

**Current Balance**

**\$34,598.87**

The checkbook balances with the statement for November 2021.

There are no outstanding transactions.

The balance above includes the following:

\$(zero) 0.00 – Annual Assistance Funds (see note #1 below)

\$ 15,444.33 – Additional Assistance Funds

\$ 272.66 – Tax Advisor Funding (see note #2 below)

\$ 5,363.43 – trailer fund

\$ 10,000.00 – 2022 Joint States fund; and the balance of

\$ 3,518.45 – operating expenses, dues collected and miscellaneous expenses.

Note #1 - Annual Dues and the approved \$250 / per Council payment for Tax Assistance have been taken out and moved to the corresponding line item totals.

The Annual Assistance for each Council has been moved into the Additional Assistance line item, and will still be available for the Councils needing their Annual Assistance, and for those requesting Additional Assistance. This move puts all the Assistance Funds into one line item to track expenditures for Media Outreach this year.

Note #2 – Tax Advisor Fund – funds are transferred from Assistance funds as needed for Tax Advisor payments for the Councils.

Respectfully submitted for the Oregon Utility Coordinating Council by  
Alba Dawn Vogland, Treasurer

12.06.2021



**Rogue Basin Utility Coordinating Council  
P.O. Box 4553  
Medford, OR 97501  
Federal ID#93-1310735  
State ID#89394598**

July 27, 2021

The Rogue Basin Utility Coordinating Council (RBUC) is a non profit organization functioning in conjunction with the Oregon Utility Coordinating Council (OUNC). RBUC was formed in the 1980's to facilitate the marking of underground utility locations in our area. We are a non-profit organization and exist solely on donations from the community. In 1997, changes to Oregon's administrative regulation required underground excavation to be preceded by calling the OUNC to request utility locates prior to digging. With these new regulations being adopted into the Oregon Administrative Regulations, (OAR's) and thus state law, the OUNC board facilitated volunteer's state wide to provide a venue to communicate exchange and provide information, i.e. changes within the law, enforcement actions, training, standards manuals, etc.

In order to continue our efforts, we are requesting an annual donation of \$75.00 from your organization. Your contribution is used to support training, quarterly meetings, mailers, flyers, annual events etc., all relating to Underground Utility Locating and the education thereof. RBUC has a five member board, strictly volunteer, elected each year by its membership.

Thank you for your continued support. If you have questions, or need more information, please contact:

**RBUC BOARD MEMBERS**

Jeff Simas, President/Treasurer  
541.774.2621

Jason Kennedy, Vice President/Locator Liaison  
541-613-0888

Cyndi Weeks, Publication/Education Chair  
541-423-1021

Allen Daniels, Contractor Liaison  
541-727-8894

Casey O'Roark, Secretary  
541-326-9614

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**2020 DONATION REQUEST**

**Minimum \$75.00**

**Please make check payable to:  
ROGUE BASIN UTILITY COORDINATING COUNCIL  
PO BOX 4553  
MEDFORD, OR 97501**

**Oregon Utilities Councils  
Proposed 2022 Budget**

The following budget is prepared on the expectation that the council is responsive to our annual requests. If additional correspondence or assistance outside the annual filings is required, we will bill separately at our hourly rates.

<b>Annual Filing</b>	<b>Due Date</b>	<b>Wicks Fees</b>	<b>Form Fees</b>	<b>Total Fees</b>
Oregon Secretary of State Annual Report	Depends on council	\$ 100	\$ 50	\$ 150
IRS Form 990-N Annual Filing	15-May	\$ 150	-	\$ 150
Oregon DOJ Form CT-12 Annual Report (if we also prepare 990-N)	15-May	\$ 100	\$ 20	\$ 120
		\$ 350	\$ 70	\$ 420

Councils we have assisted in the process and anticipate YE 12/31/21 filings:

<b>Council</b>	<b>SOS</b>	<b>990-N</b>	<b>CT-12</b>	<b>Est. Form Fees</b>	<b>Est. Wicks Fees</b>	<b>Total</b>
1 North Coast	Yes	Note 1	Note 1	\$ 345.00	\$ 700.00	\$ 1,045.00
2 Metro	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
3 Mid-Willamette	Yes	Note 3	Note 3	\$ 345.00	\$ 700.00	\$ 1,045.00
4 Yamhill	Yes	Yes	Note 1	\$ 70.00	\$ 500.00	\$ 570.00
5 Lincoln	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
6 Linn-Benton	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
7 East Linn	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
8 Lane	Yes	Note 1	Note 1	\$ 345.00	\$ 700.00	\$ 1,045.00
9 Douglas	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
10 South Coast	Yes	Note 2	Note 2	\$ 70.00	\$ 350.00	\$ 420.00
11 Rogue	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
12 Klamath	Yes	Note 2	Note 2	\$ 70.00	\$ 350.00	\$ 420.00
13 Hood River	No	No	No	None responsive		
14 Wasco	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
15 Central Oregon	Yes	Yes	Note 1	\$ 70.00	\$ 500.00	\$ 570.00
16 Umatilla, Morrow, Gilliam	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
17 Union	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
18 Baker	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
19 Malhuer	Yes	Yes	Yes	\$ 70.00	\$ 350.00	\$ 420.00
				\$ 2,085.00	\$ 7,650.00	\$ 9,735.00

NOTE 1: Applications are still in process - no filing requirement yet. Prep and application fees may still apply

NOTE 2: Application was submitted - pending approval. If rejected, will need to re-apply

NOTE 3: Previous application was rejected. Will need to re-apply

Additional information:

Form 1023-EZ application fee:	\$ 275
Wicks estimated fee to prepare 1023-EZ:	\$ 200
DOJ application fee:	\$ -
Wicks estimated fee to prepare DOJ app.:	\$ 150
<b>Total Est. Application Fees</b>	<b>\$ 625</b>
SOS re-instatement fee:	\$ 50
CT-12 late filing fee:	\$ 100