

OUCC Meeting • Oregon (Conference call in & Join.Me)

Meeting Minutes -

Meeting Date: March 9, 2021

Call to order:

Scott Gallegos called the meeting to order at 12:30 p.m. and introductions were made. Motion to approve minutes from 12.08.20 meeting was made by Dawn H. and 2nd by Brad Beverly. Kitty will post on OUCC website.

Treasurer's Report:

Current balance: \$ \$63,127.60

--Balance includes \$(zero) 0.00 for yearly assistance funds, \$38,723.45 for additional assistance funds, \$5,208.71 in trailer funds, \$3,52.66 in Tax Advisor funding and \$15,420.28 in operating expenses. Balance based on Dawn's report. To date, there has been \$17,020.80 spent on taxes. (See Attachment 1)

-Motion was made to accept the treasurer's report by Joyce N. and 2nd by Roman H.

P & E Report: No updates to report.

DIRT Report: Kitty relayed to members a full report will be provide in April of 2021. She will email the report to each council and post on the OUCC website.

Zone Reports

Zone 1-

-Yamhill UCC: No Report

-North Coast UCC: No Report

-Mid Willamette UCC: No Report

-Metro UCC: Scott Gallegos reported their council meets 4th Wednesday of each month. Meetings are held virtually during COVID. A Survey Monkey went out to get a feel for who will attend the MUCC Golf Scramble this year. Council is still in decision-making phase. They purchased 811 t-shirts to hand out. Scott announced he is no longer the president of this council.

Zone 2-

-Linn Benton UCC: No Report

-East Linn UCC: Joyce Nelsen reported they held a drive thru contractors breakfast with Linn Benton council at the NW Natural facility in Albany. As folks drove thru, they received a breakfast burrito and 811-swap bag. She reported the council received their DOJ letter for tax purposes.

-Lane UCC: Roman Hernandez reported they are holding virtual meetings. Council held a drive thru contractor breakfast with a large turnout of appx. 85 vehicles. The 811 trailer was on site along with canopies and lights. Discussion to hold a lunch drive thru when weather is better and less Covid restrictions. Naomi is working on taxes.

-Lincoln UCC: Lynn Detering reported the council has not met since last summer. They plan to hold a drive thru contractors breakfast or lunch in September.

Zone 3-

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

- They started a Contractor of the Month Program where they buy lunch for the awarded person. All other activities on hold due to Covid 19 restrictions

-South Coast UCC: No Report.

-Klamath Falls UCC: Kitty reported for Michelle Tyree that they are doing virtual meetings. Two new members have joined their council. They are advertising on local transit buses. Michelle will be the new council president. Call Before You Dig banners are hanging in small towns in Klamath County. They hope to be at some Home Depot education events this summer.

-Rogue Basin UCC: Jeff Simas reported the council has completed their tax filing. They are advertising Call Before You Dig on a local transit bus. He's had success with some local rental companies providing a large sign to hang and providing the brochure and card rack holder (811 online store has these to order)

Zone 4-

-Hood River UCC: John Buckley submitted his report to Kitty via email: council has not been as active due to Covid 19 restrictions. He's been handing out the 811 dashboard calendars to local businesses and contractors. They plan to develop a 811 poster for billboards. John is retiring next year but plans to stay on the council as VP and guide the new president over the year.

-Wasco County UCC: No Report.

-Central Oregon UCC: No Report.

Zone 5-

-Umatilla UCC: No Report

-Union UCC: No Report

-Baker UCC: No Report

-Malheur UCC: No Report

Old Business:

• Taxes: Wicks Emmett provided updates via email. (See Attachment 2)

- A reminder to members, there is no cost to each council as OUCC has funds to pay.

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

- Kitty commented when asked what Wicks cost this year will be? "I think once the state and federal registrations and exempt applications have all been done, then the annual filings won't be that much going forward." She will contact Wicks Emmett and report back to BOD for their estimated charges moving forward.

• Joint States Meeting Update: A Survey Monkey went out to poll folks to see who would attend this year. Percentage indicates low turn out due to Covid restrictions; so we will push this out to 2022. Kitty will email out an E-shot to all members for updates on next years dates.

New Business:

- Funding in 2021 – Continued conversation from last quarterly meeting for using funds towards a Digital and Social Media Campaign with Alpha Media. Members agreed; check in closer to Fall and see what funds are available.

- Members discussed and shared ideas on how to get the word out. Examples included: sponsorship for youth sports, banners hung to show virtually at lives games, excavator of the month and provide a pizza party, drive thru contractors breakfast or lunch, share our Free-online Excavator Safety 101 class link <https://digsafelyoregon.com/resources/excavation-safety-101/> Have them collect completed certification to your council and provide gift cards/pizza party as a thank you.

Executive Board Planning:

- Scott announced his now works at One Call Concepts and feels a conflict of interest as he holds the OUCC position on the OUNC Board. Scott will write a letter explaining the changes and include expectations of holding the OUCC spot on the OUNC Board of Directors for Kitty to email to all members.
- Vice Chair/Treasurer: members discussed making this into 2 separate positions. Dawn Hickson will hold the Treasurers spot. Elect new VC at June meeting? This action item will be on June's agenda.

Good of the Order:

- Raffle for \$100 Amazon Gift Card went to Joyce Nelsen and Vern Dozer. Congrats!

-Next meeting:

- Next Meetings:
 - 2021 – OUCC Quarterly Meetings
 - June 8, 2021 - Meeting start time is 12:30 p.m. This meeting was scheduled to be held at the Wilsonville Training Center but is still not open due to Covid.
 - Conference call is available for this meeting.
 - Please dial 1-646-307-1990. Enter conference ID: 889-738-824#
 - View screen share at: https://join.me/DigSafe_2019
 - September 7, 2021 - Meeting start time is 12:30 p.m.
 - December 7, 2021 - Meeting start time is 12:30 p.m.

Adjourned at 2:00 pm

Submitted by: Kitty O'Keefe on March 12, 2021



OUCC Treasurers Report March 2021

Current Balance **\$63,127.60**

The checkbook balances with the statement for February 2021.

There is one outstanding transactions in the amount of \$422.50.
It is for Website Maintenance.

The balance above includes the following:

- \$(zero) 0.00 – Annual Assistance Funds (see note #1 below)
- \$ 38,723.45 – Additional Assistance Funds
- \$ 3,352.66 – Tax Advisor Funding (see note #2 below)
- \$ 5,208.71 – trailer fund; and the balance of
- \$ 15,420.28 – 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 - Funding has been transferred from the General Fund to the Tax Advisor fund to cover all fees. These include fees for all local UCC's and the Oregon UCC tax preparations. To date, there has been \$19,608.30 spent on Taxes.

Respectfully submitted for the Oregon Utility Coordinating Council by
Dawn Hickson, Vice President/Treasurer

03.03.2021

Update on 3.6.2021 – OUCC Taxes

SUMMARY: The process for these filings is: 1) Oregon Secretary of State registration; 2) IRS tax exempt application to obtain IRS determination letter; 3) Oregon DOJ application once IRS determination letter received.

Based on the necessity to obtain each registration/letter before moving onto the next phase, the councils are in various stages of completion through the full 3 step process. To date, only 2 have been fully completed, as we are pending IRS determination letters on several.

Oregon Secretary of State filings:

- 11 Completed
 - Metro
 - Mid-Willamette
 - Lincoln
 - Linn-Benton
 - East Linn
 - South Coast
 - Klamath
 - Wasco
 - Central Oregon
 - Union
 - North Coast
- 1 to complete
 - Hood River – last contact was 6/2, sent a follow up on 8/31 and again on 10/5 (to John Buckley and Fred Schatz). Non-responsive
- 7 were already completed (Wicks did not prepare)

IRS Tax Exempt Applications (form 1023-EZ)

- 8 Applications submitted, only 2 IRS Determination Letters received (see “IRS Response Letters” below)
 - All of the above listed with the exception of the following in process.
- 4 in process:
 - Klamath – sent draft to council on 11/5/20 – awaiting response. I will update and follow up week of 3/8/21
 - South Coast – prepared, but need to update and get council signature
 - North Coast – EIN was under the name of Oregon Utilities Coordinating Council. Have requested council to obtain a new EIN. Have not heard (11/23/20)
- 1 to complete:
 - Lane – we need to re-instate the SOS due to lapse in filing before we file the 1023-EZ. I will work on the week of 3/8/21
- 1 Not Started
 - Hood River (non-responsive)
- 6 were already completed by council (Wicks did not prepare)

Oregon DOJ applications (after receiving IRS Determination Letter):

- 2 Applications submitted – awaiting approval by DOJ
 - East Linn
 - Union County

IRS Response Letters:

Of the 8 applications submitted, 6 received letters from the IRS requesting additional information.

- 5 Responses submitted to IRS – still waiting information:
 - Metro – last response to IRS was 2/17/21 – awaiting exemption letter and/or further information from IRS
 - Lincoln – response to IRS was 12/14/20 – council had not received anything as of 2/12/21
 - Linn-Benton - response to IRS was 12/7/20 – council had not received anything as of 2/12/21
 - Wasco - last response to IRS was 2/16/21 – awaiting exemption letter and/or further information from IRS
 - Baker - response to IRS was 12/15/20 – unsure if council has received anything further
- 1 Response submitted and subsequently received IRS determination letter
 - East Linn

NOTE: The councils that have received IRS determination letters with effective dates in 2020 will need to file the annual form 990-N for 2020, which is **due May 15, 2021**. We will work with those councils to complete the filings.