

OUCC Meeting • Portland, Oregon - Sheraton Hotel and Zoom

Meeting Minutes -

Meeting Date: June 8, 2021

Call to order:

Scott Gallegos called the meeting to order at 12:30 p.m. and introductions were made. Motion to approve minutes 03.09.21 meeting was made by Dawn V. and 2nd by Jeff Simas. Kitty will post on OUCC website.

Treasurer's Report:

Current balance: \$ \$57,643.24

--Balance includes \$(zero) 0.00 for yearly assistance funds, \$38,723.45 for additional assistance funds, \$5,208.71 in trailer funds, \$682.66 in Tax Advisor funding and \$13,028.42 in operating expenses. Balance based on Dawn's report. To date, there has been \$22,278.30 spent on taxes. (See Attachment 1)

-Motion was made to accept the treasurer's report by Kyle Thomas. and 2nd by Jeff Simas.

P & E Report: Kitty reported she had invited Kurt Klenzman, Creative Director/OCC to present at this meeting. But with low turnout, we asked to reschedule. Presentation will cover, 'how to engage companies to complete our online Excavation Safety 101 course.'

DIRT Report: Kitty reported she emailed the OUCC – Damage Chairs on May 13, 2021, the latest DIRT Reports that were reviewed at the May 12th – OUNC Board Meeting. These reports can be found on the home page of the OUCC website.

Zone Reports

Zone 1-

-Yamhill UCC: No Report

-North Coast UCC: No Report

-Mid Willamette UCC: No Report

-Metro UCC: Dawn reported their council meets 4th Wednesday of each month. Meetings have been held virtually during COVID; but scheduling in person meetings soon. Council is gearing up for their 16th Annual MUCC Golf Scramble this year. Members are working hard to build sponsorships.

Zone 2-

-Linn Benton UCC: No Report

-East Linn UCC: No Report

-Lane UCC: No Report

-Lincoln UCC: No Report

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. 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: 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 asked if anyone is available to provide training at the APWA Fall Short School in Newport. Kitty had emailed a few guys but has not heard back.

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: Kyle Thomas shared how the growth in Bend hasn't slowed down and keeping up with locate tickets is in great demand. Missed or inaccurate locates is a big issue. He provides folks with our free online Excavation Safety 101 link. Great education tool you can find at: digsafelyoregon.com/resources/excavation-safety-101/

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.
- 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.

New Business:

- Nomination and Election was held for the Vice Chair and Kyle Thomas was elected. Kyle will submit his paperwork to the Governors office soon. Kitty will provide Kyle link for 'how to apply'.

Good of the Order:

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

Next meeting:

- Next Meetings:
 - 2021 – OUCC Quarterly Meetings
 - - September 7, 2021 - Meeting start time is 12:30 p.m.
Location: NW College of Construction
8111 NE Holman Street – Portland, OR 97218
 - December 7, 2021 - Meeting start time is 12:30 p.m.
Location: NW Natural
3123 Broadway St. NE - Salem, OR 97303

Adjourned at 1:00 pm

Submitted by: Kitty O'Keefe on June 11, 2021



OUCC Treasurers Report June 2021

Current Balance

\$57,643.24

The checkbook balances with the statement for May 2021.

There are no outstanding transactions.

The balance above includes the following:

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

\$ 38,723.45 – Additional Assistance Funds

\$ 682.66 – Tax Advisor Funding (see note #2 below)

\$ 5,208.71 – trailer fund; and the balance of

\$ 13,028.42 – 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 \$22,278.30 spent on Taxes.

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

06.06.2021

Update on 6.1.2021 – 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, **5 have been fully completed**, as we are pending IRS determination letters on several.

Oregon Secretary of State filings:

- 11 Completed
 - North Coast
 - Metro
 - Mid-Willamette
 - Lincoln
 - Linn-Benton
 - East Linn
 - South Coast
 - Klamath
 - Wasco
 - Central Oregon
 - Union
- 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)
 - Lane needs to be amended due to being filed as a mutual benefit

IRS Tax Exempt Applications (form 1023-EZ)

- 10 Applications submitted
 - All of the above 11 SOS completed with the exception of the following in process.
 - 5 IRS Determination Letters received
 - Metro
 - Lincoln
 - East Linn
 - Union
 - Baker
- 1 in process:
 - 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):

- 5 Applications submitted and approved by DOJ
 - Metro
 - Lincoln
 - East Linn
 - Union
 - Baker

NOTE: The councils that have received IRS determination letters with effective dates in 2020 will need to file the annual form 990-N and DOJ CT-12 for 2020, which was **due May 15, 2021**, with an option to extend the CT-12 through November 15, 2021. We will work with those councils to complete the filings.

2020 filing completed thus far:

- Douglas: both 990-N and CT-12 filed
- Union: both 990-N and CT-12 filed

- Lincoln: 990-N filed, CT-12 extended
- Malheur: 990-N filed, CT-12 extended
- Baker: 990-N filed, CT-12 extended

2020 filings – council prefers to file on own:

- East Linn
- Rogue
- Umatilla, Morrow, Gilliam