

## **OUCC Meeting • The Gordon Hotel, Eugene, OR + Zoom**

Meeting Minutes -

Meeting Date: October 16, 2024

### **Call to order:**

Scott Gallegos called the meeting to order at 1:30 p.m. and introductions were made. Scott welcomed members and guests.

A motion was made by KC to approve minutes from 07.17.24 and 2<sup>nd</sup> by Ryon. Kitty will post approved minutes on the OUCC website.

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

Members reviewed the October 2024 Treasurer's Report submitted by Alba.

Alba shared the following to members: Current balance: \$25,201.60

Balance includes \$10,292.20 for annual assistance funds. \$5,480.14 for Additional Assistance Funds. \$4,249.53 in trailer funds. \$383.61 in Tax Advisor funding and \$2,999.31 in Operating Expenses. Balance based on Alba's report.

A motion to accept the treasurer report was made by Ryon and 2<sup>nd</sup> by Jake.  
(See attachment for full report)

### **P & E Report:**

- Kitty reminded members to reach out to Frank Planton (frank@occinc.com) to reserve the 811 Corvette for their local events. The Corvette is a great way to grab the public's attention and start a conversation on our 811 messaging.

- The 811 trailer needs its yearly maintenance checkup. Jake volunteered to take care of this.

- Need to reserve the 811 trailer for your next council event? [Click here](#)

-Kitty reminded members of the new letter going out each quarter called, 'Keeping Us Connected'. Each quarter, she'll email to all members so we can see what our members are doing for events, share ideas, and keep us informed with certain issues covered by the Oregon Utility Notification Center. If you have a story to share, please email [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com)

### **DIRT Report:**

No full report was given today. To see the full 2022 DIRT and Data Report, [click here](#)

### **Zone Reports**

#### **Zone 1-**

-Yamhill UCC: Steve Zimmerman previously reported the council meets the 2<sup>nd</sup> Thursday each month with 8 attending.

- Newberg Public Works Day – was June 2024 – 811 Trailer has been reserved.

- Looking into U of O alien sponsorship.

-North Coast UCC: Scott reported this council is currently not active

-Mid Willamette UCC: No Report

-Metro UCC: Scott reported their council meets 4<sup>th</sup> Wednesday of each month. Great turnout with private contractors attending their meetings at both locations.

- MUCC Golf tournament was July 12, 2024. 108 attended!

- Collected funds for the Ronald McDonald House - \$10K.

- Contractor lunch in November 2024 at NWN in Sherwood. Broadband presentation. 60 some people to attend. They are partnering with Yamhill Council.

### **Zone 2-**

- Linn Benton UCC: Garry Black reported they meet the 4<sup>th</sup> Friday with 7 to 10 members attending. He shared they partner with East Linn to get a higher attendance.
  - Veteran's Day Parade – will have the 811 trailer at the event.
  - 2<sup>nd</sup> Contractor breakfast in November
- East Linn UCC: Jason Williams previously reported they meet the 4<sup>th</sup> Friday. every other month.
  - 5-7 people attending.
  - Contractor's breakfast was April 11
  - Linn County Fair
  - Linn Benton Safety Day
- Lane UCC: Rocky Stewart reported they meet 1<sup>st</sup> Thursday of the month. 15-20
  - Contractor Appreciation Lunch in October
  - Discussion for online training with NWN
- Lincoln UCC: Jason Williams reported their council meets 4<sup>th</sup> Wednesday each month; 10-15 attending.
  - Contractors dinner at The Pines end of May with 60 people attended
  - Jason to provide training at NWN in Lincoln City

### **Zone 3-**

- Douglas County UCC: Ryon reported: his council meets the last Tuesday and hopes to go back to monthly meeting. So far this year, his council has participated in:
  - Home Show – handed out 811 materials
  - Contractor's breakfast was in May and Josh presented.
  - Sponsored a team.
  - Ryon met with relators in his area and shared the importance of calling 811 before you install your relator signs.
- South Coast UCC: Tracy Pierce reported council meets quarterly the 2<sup>nd</sup> Thursday with 2 locations. 12 people attended last meeting. Next meeting Oct. 24<sup>th</sup>.
  - Coos Bay DWTN Farmers Market.
  - Council participated in the Coos County Fair end of July
  - National Night Out Coquille
  - Tracy handed out Standards Manuals and 811 warning signs
- Klamath Falls UCC: Robbie West reported they meet quarterly following the OUCC & OUNC meetings so he can report back. 10 + attend. Lunch is provided by the City of K Falls.
  - Third Thursday Event in K Falls
  - Contractor breakfast scheduled for November
  - Touch Road Show sponsored by local library with 150 kids + parents
  - Street Fair was in August – set up 811 booth
- Rogue Basin UCC: Jason Kennedy reported they meet quarterly; 2<sup>nd</sup> Wednesday.
  - Safety Fair – City of Central Point was in August

- Sponsoring a hole at the American Water Works golf tournament.

#### **Zone 4-**

-Hood River UCC: Jake Gilbertson is the new council President, and they started back up in August. 19 folks attended the last meeting. Meet every other month.

- Waiting of councils finances (around \$5k)
- Discussing \$\$ spent on advertising
- Scheduling a contractors breakfast

-Wasco County UCC: Jake Gilbertson reported they meet each month at Cousin's- 3<sup>rd</sup> Th rea month. Trying to get more contractors each meeting.

- no upcoming events till 2025.

-Central Oregon UCC: this council was disbanded in 2022

#### **Zone 5-**

-Umatilla UCC: no report

-Union UCC: Diana Anderson previously reported they meet in La Grande for lunch quarterly.

- no events till 2025

-Baker UCC: no report

-Malheur UCC: this council was disbanded in 2022

#### **Old Business:**

• **Alpha Media** – Scott asked members how they would like to spend the Additional Assistance Funds. After members discussed different outreach opportunities, two different motions were made:

- A motion was made by Ryon, to spend \$10K with Alpha Media. Run a 4-month digital ad campaign targeting the three (3) unserved council areas: North Coast, Central, and Union. 2<sup>nd</sup> by Jake. Motion passed. Kitty will reach out to Ayn and get this campaign going.
- A motion was made by Ryon to spend \$1,000 on our 811 outdoors banners. 2<sup>nd</sup> by Jason. Motion passed. Kitty will contact F3B and get 12 or 14 banners printed and shipped to the 811 trailer.

#### • **Taxes:**

- Erica Aitken, from Wicks Emmet could not attend the meeting but shared the following and Kitty reported on:
  - Attached is the 2023 tax tracking spreadsheet that show the status for each council. (See full report attached)
  - Total Wicks Emmett bills to date total \$5760
  - Total fees are estimated to be roughly \$8200, which is \$2,500 less than 2023.
- Wick/Emmitt will pay councils fees when filing and invoice OUCC for reimbursement.
- Feel free to contact: [erica@wicksemmet.com](mailto:erica@wicksemmet.com)

### **New Business:**

- Nominations for 2025 Officers
  - Motion was made by Rocky to nominate the current 2024 Officers: Scott Gallegos/President, KC Chumachenko/Vice Chair, Alba Vogland/Treasurer, and Lynn Detering/Secretary. 2<sup>nd</sup> by Jake. Motion passed.
- Discuss additional funds from OUNC
  - Scott shared with members they would like to ask OUNC for additional money.
  - Inflation, taxes, CPIs, all going up. Discussion continued and officers asked members to include their 2-25 outreach and funds \$\$ they will need for 2025
  - Members shared what dues their councils do or do not collect.
  - Tabled and will be put on Jan. 15, 2025, agenda for further discussion.
- UG2024 recap
  - Scott shared One Call Concepts put on this Damage Prevention conference each year.
  - Kitty shared she enjoyed Adam Franco's Mobile App presentation. She's working with OCC Creative Team to start a 2025 campaign.
  - Frank Planton shared his Legislative Roundtable discussions.

### **Good of the Order:**

- Amazon Gifts Cards: KC and Jake will receive a \$25 gift card.
- Kevin Hennessy, PUC representative shared the following:
  - Docket No. NC405, City of Portland – Sewer Lateral discussion
  - CGAs – Online Learning Experience for Excavators
  - Learning Management Training – rollout to come
- Enforcement discussion follow for the remain of the meeting. Members shared their frustration with the Complaint Process.
- Kevin invited members to come the PUC meetings and continue this dialogue.

### **2025 Quarterly Meeting Schedule for OUCC**

January 15<sup>th</sup> – Sheraton, Portland Airport

April 16<sup>th</sup> – Seven Feathers, Canyonville

July 16<sup>th</sup> – Salishan Resort, Gleneden Beach

October 15<sup>th</sup> – Wildhorse Resort, Pendleton

Meeting adjourned 4:25 pm

*Minutes submitted by Kitty O'Keefe Oct.24, 2024*



## OUCC Treasurers Report October 2024

**Current Balance** **\$25,201.60**

The checkbook balances with the statement for September 2024.

There is one (1) outstanding issue in the amount of \$1,796.81.

The balance above includes the following:

\$	10,292.20	Annual Assistance Funds
\$	5,480.14	Additional Assistance Funds
\$	383.61	Tax Advisor Funding (see note #1 below)
\$	4,249.53	Trailer Fund
\$	0.00	(Next Joint States fund for 2030?); and the balance of
\$	2,999.31	Operating expenses, includes dues collected and vendor line items

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

10-13-2024

Notes:

- 1 As needed, Additional Assistance funds are transferred:
  - a. To the Tax Advisor line to cover the Tax Advisor invoices. We try to start that line item with enough money each year, but it always varies depending on how much Wicks Emmett needs to do for each council.
  - b. To the Vendors line to cover approved media outreach in the fall.

# UTILITY COUNCILS 990 TRACKING

Tax Year 2023

Client	501©	FYE	Original Due Date	Deliverables (FED)	Status	Deliverables (STATE)	Status2	Notes
BAKER COUNTY UTILITIES COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
DOUGLAS COUNTY UTILITY COORDINATING COUNCIL	501©6	12/31/2023	5/15/2024	990-N	COMPLETE	N/A	N/A	501©6 - Not required to file CT-12
EAST LINN UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
HOOD RIVER UTILITY COORDINATING COUNCIL	-	12/31/2023	5/15/2024	990-N		CT-12		Established with SOS. Obtained POA. Obtained EIN in 2024. Applied with DOJ on 9.13.24. IRS application in process
KLAMATH UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	Received IRS Determination Letter on 8/23, effective 1.2.23
LANE UTILITY COORDINATING COUNCIL	-	12/31/2023	5/15/2024	990-N		CT-12		Still need to file for exemption. Not elig for 501©3. May need to file as 501©6
LINCOLN UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
LINN-BENTON UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	Obtained Determination Letter in 2024 (for 2023 effective)
METROPOLITAN UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
MID-WILLAMETTE UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
NORTH-COAST UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
OREGON UTILITIES COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-EZ	EXTENDED	CT-12	EXTENDED	Have received information from OUCC. In preparation.
ROGUE BASIN UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
SOUTH COAST UTILITY COORDINATING COUNCIL	-	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	Obtained Determination Letter in 2024 (for 2023 effective)
UMATILLA, MORROW, GILLIAM COUNTY UTILITIES COORD	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
UNION COUNTY UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
WASCO COUNTY UTILITY COORDINATING COUNCIL	501©3	12/31/2023	5/15/2024	990-N	COMPLETE	CT-12	COMPLETE	
YAMHILL UTILITY COORDINATING COUNCIL	501©6	12/31/2023	5/15/2024	990-N	COMPLETE	N/A	N/A	501©6 - Not required to file CT-12

Attached is the 2023 tax tracking spreadsheet that shows the status for each council. As you can see, the majority are complete, with just the OUCC full 990 and 2 others that are still in the registration/determination phase.

In terms of fees and remaining CPA services for 2024:

- Total Wicks Emmett bills to date total \$5760, which includes all filing and registration pass thru fees as well.
- There are 4 more Secretary of State annual report filings to complete in 2024 (\$100 WE +\$50 SOS filing fee = \$150 per council). The timing of these is depended on their annual renewal date, which varies by council.
- The OUCC tax returns will be completed in November, for which fees are anticipated to be roughly \$1500-\$2000.
- Total fees are estimated to be roughly \$8200, which is ~2,500 less than 2023. This decrease is a result of the majority of the applications and fees completed and efficiencies gained in the tax return information compiling process.