



State of Idaho

Division of Occupational and Professional Licenses Damage Prevention Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Draft Minutes of 04/17/2025

Board Members Present:	Stephen Boorman, Chair Julie Maki, Vice-Chair Jerry Piper Jeff Brooks Evan Powers Merril Quayle Sean Courtright Scott Spears Curtis Reno	Division Staff:	Amy Lorenzo, Executive Officer Gus Tate, Legal Counsel Amanda Lee, Board Support Specialist Tara Hinderliter, Tech. Records Spec. 2 Jeannien DeWitt, Educ./Trng. Spec.
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Board Members Absent: Michael Kimmel

The meeting was called to order at 9:00 AM MT by Chair Stephen Boorman.

APPROVAL OF 01/16/2025 MINUTES

A motion was made to approve the 01/16/2025 minutes with the changes discussed by the Board. The motion carried unanimously.

AMENDED AGENDA

Due to the unexpected absence of Wayne Hammon, Idaho Associated General Contractors, Executive Officer Amy Lorenzo proposed that the agenda be revised to exclude the topic "Wayne Hammon, AGC – Discussion of History of Damage Prevention" and include the topic "Justin Johnson, City of Shelley – Copper Removal".

Acting in good faith and pursuant to Idaho Code § 74-204(4)(c), a motion was made and seconded to amend the agenda, removing the topic "Wayne Hammon, AGC – Discussion of History of Damage Prevention" and adding the topic "Justin Johnson, City of Shelley – Copper Removal". The motion carried unanimously.

DIVISION BUSINESS

Damage Prevention Month Proclamation: Education/Training Specialist (ETS) Jeannien DeWitt sent a draft of the 2025 Proclamation to the Governor to be approved for publication.

Wayne Hammon, AGC – Discussion of History of Damage Prevention: This topic will be discussed at the next regularly scheduled meeting.

Justin Johnson, City of Shelley – Copper Removal: The City of Shelley will be installing meters and replacing all copper piping city wide, including lines from the meters to houses with the homeowners' consent, within the next three to five years. The city intends to use tracer wire while the replacement occurs.

Education/Outreach Update: ETS DeWitt reviewed the events completed for 2025 and presented the planned events for later this year.

2025 Conference Discussion – New Date: Due to frozen federal grant funds, the Damage Prevention Safe Digging Conference, originally intended for Spring, has been postponed. Information on the conference will be posted once available.

Legislative Update – Broadband: ETS DeWitt is creating a presentation to review the impacts of House Bill 180 on broadband infrastructure. Board Member Merrill Quayle will address micro-trenching at the next Board meeting.

BOARD BUSINESS

Public Comment: There were no comments from the public.

Financial Review: Executive Officer Amy Lorenzo presented the Second Quarter Financials and presented updates on the hold that was placed, and since removed, on the Pipeline and Hazardous Material Safety Administration (PHMSA) grant.

Date/DIRT Report: There were no questions or discussions regarding this topic.

Notice of Violation (NOV) Activity Report: Technical Records Specialist 2 (TRS2) Tara Hinderliter informed the Board that previous complaints are still being investigated, and three additional complaints have been received in the last week. The complaint process, including how complaints are managed within the new OASIS licensing system, was reviewed by TRS2 Hinderliter.

AMENDED AGENDA

Due to the recent procurement of important information and acting in good faith, EO Lorenzo proposed that the agenda be amended to include an "Executive Session". Pursuant to Idaho Code § 74-204(4)(c), a motion was made and seconded to amend the agenda to include an "Executive Session". The motion carried unanimously.

EXECUTIVE SESSION

Motion to Enter Executive Session: A motion was made and seconded that the Board enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to consider documents relating to the fitness of an applicant to be granted a license or registration. Roll call: Chairman Boorman–aye, Vice-Chairman Maki–aye, Board Member Powers–aye, Board Member Reno–aye, Board Member Brooks–aye, Board Member Spears–aye, Board Member Quayle–aye, Board Member Courtright–aye, and Board Member

Piper-aye. The motion carried unanimously.

Motion to Leave Executive Session: A motion was made and seconded to leave executive session. The motion carried unanimously.

SPRING TRAINING

The following topics were discussed:

- PHMSA Damage Reporting – Safety Enforcement; Presented by David Applebaum of PHMSA
- Idaho Public Utilities Commission’s Role in Pipeline Safety
- Which State Agency is Responsible for Underwater Boring
- Tap Point Procedures
- Enforcement for Non-Compliant Violators
- Review of Drafted Edits to Title 55 Chapter 22 Underground Facilities Damage Prevention

ADJOURNMENT

There being no further business, the meeting adjourned at 3:24 PM.

04/17/2025al

Financial Plan Status By Fund

427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: December | Fiscal Year: 2025

Fund Code: 22927 - State Reg Fund: Underground Damage Prevention Board (DAP/DAM)

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr Revenue/Expenditures	2nd Qtr Revenue/Expenditures	3rd Qtr Revenue/Expenditures	4th Qtr Revenue/Expenditures	Year-to-Date Revenue/Expenditures
40 Revenue	DPLB	2005	LIC FEE FINES	670.00	348.13			1,018.13
	DPLB	2005	ONE-CALL REVENUE	35,260.60	25,214.50			60,475.10
	DPLB	2005	CIVIL PENALTIES	-	870.00			870.00
	DPLB	2005	SALE OF SERV	-	339.37			339.37
	DPLB	2005	RENT AND LEASE	21.18	-			21.18
40 Revenue - Summary				35,951.78	26,772.00	-	-	62,723.78
50 Personnel	DPLB	2005	EMPLOYEE BENEFITS	4,529.98	3,748.89			8,278.87
	DPLB	2005	HEALTH BENEFITS	3,178.61	2,986.62			6,165.23
	DPLB	2005	SALARY & WAGES	21,246.04	18,084.84			39,330.88
50 Personnel - Summary				28,954.63	24,820.35	-	-	53,774.98
55 Operating	DPLB	2005	ADMIN SERVICES	0.39	5.44			5.83
	DPLB	2005	ADMIN SUPPLIES	132.79	53.68			186.47
	DPLB	2005	COMMUNICATION COSTS	224.06	120.83			344.89
	DPLB	2005	COMPUTER SERVICES	0.50	0.52			1.02
	DPLB	2005	COMPUTER SERVICES - OASIS	548.37	337.82			886.19
	DPLB	2005	COMPUTER SERVICES - ITS	412.53	412.53			825.06
	DPLB	2005	COMPUTER SUPPLIES	0.41	-			0.41
	DPLB	2005	EMPLOYEE DEVELOPMENT	2.36	2.23			4.59
	DPLB	2005	FUEL & LUBRICANTS	2.44	173.70			176.14
	DPLB	2005	GENERAL SERVICES					
			TEMPORARY PERSONNEL	379.68	346.16			725.84
			SECURITY PATROL OR ALARM	64.38	64.25			128.63
			GROUP PUBLICATION	3.32	79.76			83.08
			OTHER GENERAL SVS	256.34	6.93			263.27
	DPLB	2005	IN-STATE TRAVEL	1,208.28	1,507.18			2,715.46
		2005	OUT-STATE TRAVEL		67.35			67.35
	DPLB	2005	INSURANCE	748.29	-			748.29
	DPLB	2005	MISCELLANEOUS					
			ADMIN RULE EXPENSE	712.00	61.00			773.00
			GOVERNMENTAL OVERHEAD		662.10			662.10
			INVESTIGATIVE EXPENSE	4.51	1.01			5.52
			OTHER MISC EXPENDITURES	0.48	-			0.48
	DPLB	2005	PROFESSIONAL SERVICES	5.91	3.40			9.31
	DPLB	2005	RENTAL	1,380.81	(843.46)			537.35
	DPLB	2005	RENTAL - FACILITIES	58.98	58.98			117.96
	DPLB	2005	REPAIR & MAINTENANCE	1,035.71	324.44			1,360.15
	DPLB	2005	REPAIR & MAINTENANCE - OASIS	300.23	-			300.23
	DPLB	2005	REPAIR & MAINTENANCE - ITS	689.47	689.47			1,378.94
	DPLB	2005	SPECIFIC SUPPLIES	12.91	0.94			13.85
	DPLB	2005	UTILITIES	2.78	3.86			6.64
55 Operating - Summary				8,187.93	4,140.11	-	-	12,328.04
Net Income (Loss)				(1,190.78)	(2,188.46)	-	-	(3,379.24)
Beginning Cash Balance								249,113.24
AP/Prepays Adjustment (Tab PP.AP)								(2,832.74)
Ending Cash Balance								242,901.26

Prepared by:

Kimbaty White

1/31/2025

Approved by:

1/31/2025

Note 1: Accruals are on Tab PP.AP

Note 2: Rental credit for correction of estimate to actual allocations

Wendy M Gutierrez

		Pmt	Q1	Q2	Q3	Q4	Total
Prepaid	Oasis Go Live						
	7/24 Pmt	548.37	137.09	137.09	137.09	137.09	548.37
	11/24Pmt	548.37	137.09	137.09	137.09	137.09	548.37
		1,096.74	274.19	274.19	274.19	274.19	1,096.74
AP	Acceptance						
	2/25 Pmt	675.63	168.91	168.91	168.91	168.91	675.63
	Total GoLive/Accept	1,772.37	443.09	443.09	443.09	443.09	1,772.37
Prepaid	Maintance						
	7/24 Pmt	300.23	75.06	75.06	75.06	75.06	300.23
	11/24 Pmt	300.23	75.06	75.06	75.06	75.06	300.23
	Total Maintenance	600.46	150.12	150.12	150.12	150.12	600.46
Prepaid	ITS						
	Computer Services						
	7/24 Pmt	1,650.11	412.53	412.53	412.53	412.53	1,650.11
	R&M - IT						
	7/24 Pmt	2,757.88	689.47	689.47	689.47	689.47	2,757.88
AP	Facilities Rent						
	Chinden	-	-	-			-
	CdA	235.92	58.98	58.98	58.98	58.98	235.92
	Cash Adjustment	6,341.11	1,754.19	1,754.19			2,832.74

Signature: *Wendy Gutierrez*

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