



State of Idaho
Division of Occupational and Professional Licenses
Damage Prevention Board

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Minutes of 09/19/2024

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 Jill Randolph, Legal Counsel Renee Bryant, Board Support Supv. Jorge Perez, Board Support Specialist Tara Hinderliter, Tech. Records Spec. 2 Jeannien DeWitt, Educ./Trng. Spec. Jeana Graft, Human Resource Specialist
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Board Members Absent: Michael Kimmel

The meeting was called to order at 9:01 AM MT by Chair Stephen Boorman.

APPROVAL OF 06/20/2024 MINUTES

A motion was made and seconded to approve the 06/20/2024 meeting minutes as presented. The motion carried unanimously.

DIVISION BUSINESS

Public Comment: There were no comments from the public.

Respectful Workplace Training: Human Resource Specialist Jeana Graft delivered a PowerPoint presentation titled “Respectful Workplace Training”.

One Call Grant/PUC Grant Updates: Executive Officer (EO) Amy Lorenzo stated that this topic would be addressed in the Financial Update.

Utility Coordinating Council (UCC) Presentation/Update: Idaho State Director for ELM Utility Services and President of the Idaho UCC Alan Volbrecht noted that UCCs across the state have been facing challenges with attendance and participation. One idea to boost membership and encourage attendance is to link the Board’s complaint process to participation. Specifically, if a complaint is filed, the complainant would need to attend three UCC meetings in place of attending training or paying fines.

Additional suggestions were utility owners to consider reducing their fines by half if the complainants attend a certain number of UCC meetings and conduct a survey to gather insights on

what excavators, locators, and utility owners find beneficial, what they would like to see, and what might encourage them to attend meetings.

The Idaho UCC website, to include regional UCC information, is being revamped to offer more training resources in partnership with the Damage Prevention Board.

BOARD BUSINESS

Revised Agenda: EO Lorenzo identified a few unintentional omissions in today's meeting agenda and requested the Board consider a motion to add an education update. She also noted a typo in item five (5), stating the Board should vote to go pending rather than proposed. Additionally, she suggested including agenda item nine (9) to vote for a vice chair, as Vice Chair Julie Maki has been serving in that role and would be beneficial for the Board to make a motion to revisit that item so she can retain her position.

A motion was made and seconded to recommend implementing those changes to facilitate today's discussions. The motion carried unanimously.

Financials Review: EO Lorenzo highlighted the following on the financial report: Personnel costs, expectations from legislative audits (cash reserve or balance between 30% and 125% of its annual operating costs), \$0.10 One Call revenue, contributions to administrative costs, expenditures for fuel and travel, and the Division's new Oasis system.

The Division has obtained partial funding from the One Call Grant via the Public Utilities Commission. This funding will help support the salary, benefits, and travel costs of an enforcement specialist. Exhibition booths at stakeholder meetings, informational brochures, and a learning management system for damage prevention are also included in the funding.

In addition to the previously mentioned grant, the Division has also received approval for the State Damage Prevention Grant from the Pipeline and Hazardous Materials Safety Administration (PHMSA). This grant provides funding for a part-time educational specialist, enhancing educational development, and organizing state-wide training conferences.

Data/DIRT Report: The Damage Information Reporting Tool (DIRT) 2023 Analysis and Recommendations report has not been released; therefore, no update was given.

Education Report Update: Education and Training Specialist Jeannien DeWitt shared a brief overview of her training and outreach activities since the beginning of the year. Her efforts included several presentations across Idaho, such as at the Bannock County UCC meetings, Ada County UCC meetings, and both the Spring and Fall State UCC meetings, among others.

Notice of Violation (NOV) Activity Report: Technical Records Specialist 2 Tara Hinderliter addressed the NOV Activity Report.

Public Comment: There were no comments from the public.

Zero Based Regulation: Legal Council Jill Randolph explained the renumbering process on the proposed rules.

A motion was made and seconded to go pending as outlined in the document. The motion carried unanimously.

2025 Legislative Session: The deadline for submitting proposed rule changes to the Governor's Office for consideration in the 2025 Legislative Session was Spring 2024.

Potential Legislative Ideas for 2026: While the 2025 Legislative Session may still see changes, Chair Boorman discussed the six-month period for adjustments to the Idaho Damage Prevention Code for 2026. The Board will review proposed changes at upcoming meetings in preparation for the 2026 Idaho Legislative Session.

Schedule for 2025 Meetings: The Board confirmed the following meeting dates for 2025: January 16, April 17, June 12, and September 18. Board members are welcome to join meetings virtually at any time.

Election of Vice Chair: A motion was made and seconded to nominate Julie Maki as vice chair. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:36 AM.

10/25/2024/krb