

**DAMAGE PREVENTION BOARD  
VIDEOCONFERENCE MEETING**

**Thursday – January 28, 2021 – 9:30 a.m. (MST)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d’Alene  
155 North Maple Street, Blackfoot**

**MINUTES OF THE JANUARY 28, 2021 MEETING**

**NOTE:** The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Jerry Piper called the meeting to order at 9:30 a.m. (MST)

**Board Members Present:**

Jerry Piper, Chairman  
Bob Chandler, Vice-Chairman  
Julie Maki  
Sean Marsh  
Paul Good  
Darrin Ulmer-Teleconference  
Jeanna Anderson-Teleconference  
Scott Spears-Teleconference  
Nichole Rush-Teleconference

**DBS Staff Members Present:**

Ron Whitney, Administrator  
Patrick J. Grace, Deputy Administrator  
Spencer Holm, Deputy Attorney General-Teleconference  
Adam Bowcutt, Regional Manager, Region 3  
Gary Sonnen, Regional Supervisor, Region 1  
Bill Hale, Damage Prevention (DP) Program Specialist  
Patrick Wood, DP Program Assistant  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address under open forum.

◆ **Approval of the January 28, 2021 Agenda and November 19, 2020 Meeting Minutes**

**MOTION:** Bob Chandler made a motion to approve the agenda and minutes as presented. Sean Marsh seconded. All in favor, motion carried.

◆ **Billboards—Approve Advertising and Funding**

Representatives of Advertising Agency Vladimir Jones presented the “Call Before You Dig Awareness” Billboard Campaign. Depending on the billboards and locations, the length of time for advertising will be between March through November 2021 and will be posted in Coeur d’Alene/Post Falls (2), Lewiston (1), Boise/Eagle/Meridian (6), Idaho Falls (1), Pocatello (1), Rigby (1) and Challis (1). Additional vinyl’s will be provided to the out-of-home advertising companies and when billboards become available the Board’s safety messages will be installed at no additional cost.

Although a high volume of construction is currently in the Twin Falls area, there is a lack of billboards available. Vladimir Jones will request additional presence in Twin Falls, at no cost, when a billboard becomes available. It was also encouraged to place the advertisement on billboards along I-84. Upon approval of the Board on the creativity, Vladimir Jones will work with the subcommittee on the final message for posting at each location. Chairman Jerry Piper questioned whether the Board has authority to spend more than the original \$65,000 on billboards. Not in the current fiscal

year; however, will have additional authorization at the beginning of Fiscal Year 2022, which is effective July 1, 2021.

**MOTION:** Bob Chandler made a motion to move forward with the billboard campaign and allow the subcommittee to make the final decisions on the advertisement and placement of billboards. Sean Marsh seconded. All in favor, motion carried.

◆ **Pay UCC Association Dues and Travel/Training Costs for Damage Prevention (DP) Program Specialist to Represent DB Board and DP Subcommittees**

Currently, there are 11 local Utility Coordinating Council (UCC) groups in Idaho. The Board agreed to join each group with DP Program Specialist Bill Hale attending on its behalf. This will show support of the Board to stakeholders, as well as provide training and help to raise attendance.

**MOTION:** Julie Maki made a motion the Damage Prevention (DP) Board become a member of each of the 11 local UCCs on an annual basis with DP Program Specialist Bill Hale representing at the meetings he is able to attend. Nichole Rush seconded. All in favor, motion carried.

◆ **Financial Update**

The Division has invoiced the Pipeline and Hazardous Materials Safety Administration (PHMSA) Grant for \$50,000; which is the first half of the grant.

Upon reviewing the Board's 2020 budget, Chairman Piper questioned how the "projected and "actual" revenues are almost the same throughout the spreadsheet. It was suggested to add a column at the end with a running total of the monies being brought in and spent so it's not a combination of both numbers. It was recommended the Division research the General Accepted Accounting Principles (GAAP) standards for this type of board and how projections should be done. The Chairman provided his reconfigured copy of the financial report to Administrator Ron Whitney to better understand what the Board would like to see in the future.

◆ **Education and Training Subcommittee Update**

The E & T Subcommittee meets every other month and Subcommittee Chairperson Julie Maki provides the minutes to the Administrative Assistant 2 for incorporation into the board packets.

Billboard Campaign – In January 2021, the subcommittee met with Vladimir Jones for the first time and have continued to meet with them every other week.

Facebook – Patrick Wood has received the login credentials for the DP Board's Facebook page. Any suggestions or items wanting to be posted should be directed to Mr. Wood.

Flyers in Spanish – DP Program Specialist Hale has been in contact with the company hired to translate the Board's statutes and rules into Spanish. The translation should be completed in one to two weeks and then to print. Flyers will be provided at UCC conferences and training and can be requested and/or printed from the Board's website.

Future Campaigns – Once the billboards are installed, the subcommittee will begin working on the 2022 campaign.

Wrapping of Vehicles – The Board likes the idea of wrapping DBS vehicles with “Call 811”. Deputy Attorney General Spencer Holm will research whether there is a statewide standard on advertisement placed on state vehicles and the Division will contact its purchasing buyer who oversees its fleet management. “Call 811” logos are free through the Common Ground Alliance. It was suggested contacting rental companies to see if they would place 811 stickers on their construction equipment.

**ACTION:** The Division and Deputy Attorney General will explore the wrapping of state vehicles.

Budget – The FY2022 budget has already been approved and the Board’s spending authority is basically the same as last fiscal year. Grant funding from PHMSA is a supplemental income and is now being included into the Board’s spending authority on an annual basis. Since the state has obtained an advertising company, it was suggested the subcommittee meet with the agency to discuss a layout of a more expansive marketing program with a deadline of late August to request the funding for the Board’s FY2023 budget.

◆ **Damage Prevention Training Report**

The week of January 18, 2021, the DP Program Specialist made a presentation at the annual Landscape and Nursery Conference, and to the Master Plumbers Association. Training can be scheduled through a training calendar on the Board’s website or by contacting the DP Program Specialist.

◆ **Statutes and Rules Review Subcommittee Update**

The subcommittee has met several times since the November 2020 Board meeting. Upcoming items/proposals for discussion/review are:

- Maintaining markings – Three to four weeks.
- Locating for design.
- Hand digging or sprinkler repair exemption – Landscape industry.
- Emergency locates – Board Member Nichole Rush – Presented to UCC’s around the state.
- High volume excavators.
- Abandoned facilities.
- Locating for vertical depth – Concerns by utility and locating companies – Board Member Julie Maki has an idea for pre-marking.

Subcommittee Chairman Scott Spears agreed to make presentations to the Board as soon as there are draft proposals.

◆ **Compliance Report**

DBS Stats Report – From January 1, 2020 to January 19, 2021, the Division received a total of 517 complaints and \$32,000 in civil penalty fees. When questioned, invalid complaints are primarily based on an incorrect alleged violator on the complaint form and the complainant is unable to make the correction within the required 30 days of the alleged violation. The number of appeals rejected, which is one, was questioned. The DP Program Assistant will look into the Division’s tracking system to confirm that is the correct number. The timeline for individuals/companies to be referred to collections for non-payment of civil penalties is 60 to 90 days after the complaint process and fees have been assessed.

DIRT Report – The DP Program Specialist provides copies of the DIRT report when attending UCC meetings. In February 2021, the Division will send reminder letters to all utility owners to enter their information into DIRT.

Financial Report – For clarification, the violations fees for November 2020 were combined with the December 2020 fees in the report.

◆ **Administrator Report**

Financials – Administrator Whitney explained the complexity of the Board’s financials; i.e., billing and revenue processes as the state works off of a fiscal year of July 1st through June 30<sup>th</sup> and the federal grants are from October 1<sup>st</sup> through September 30<sup>th</sup>.

Omni-Bus Rules – The pending fee rules, which the Board approved in October 2020, have passed the Senate Commerce and Human Resources Committee.

Division of Occupational and Professional Licenses (DOPL) – Three new senate bills that change the statute and moves DBS under DOPL are: S1024-Hiring Authority, S1025-Reorganization and S1026-Assignment of Boards. S1025 is relative to the funding where all funds generated by any of the boards being brought into DOPL will be deposited into a DOPL fund; however, through the state’s new account system, LUMA, board funds cannot be intermingled.

Revenue – The original estimate of \$50K a year in revenue from the 10 cents per call is close to doubling, as well as the civil penalty numbers are running high.

Permits – The Division provides regular reports to the governor’s office on all its permit activity. Despite Covid, permit numbers were higher in calendar year 2020 than in 2019. In January 2020, permits averaged 160 per day, and as of January 27, 2021, the daily average is around 212 permits.

DBS Staff – Kudos were given to the staff of DBS, working from home and office, for continuing to keep up with the high volume of workloads. There have been 17 cases of Covid; however, none are inner-agency. The Division continues to proctor exams in all three of its locations.

◆ **Adjournment**

Chairman Piper adjourned the meeting at 11:12 a.m.

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JERRY PIPER, CHAIRMAN  
DAMAGE PREVENTION BOARD

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RON WHITNEY, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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