

**DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING**

Thursday – November 19, 2020 – 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 NOVEMBER 19, 2020 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
Sean Marsh
Julie Maki – Teleconference
Darrin Ulmer – Teleconference
Scott Spears – Teleconference
Nichole Rush – Teleconference
Vaughn Rasmussen – Teleconference
Jeanna Anderson – Teleconference

DBS Staff Members Present:

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

◆ **Protocol**

Prior to speaking, Chairman Piper asked everyone acknowledge and be recognized by him first. Introductions will then be made by either himself or the individual wanting to speak.

◆ **Approval of the November 19, 2020 Agenda, September 24, 2020 Meeting Minutes and October 14, 2020 Special Meeting Minutes**

MOTION: Sean March made a motion to approve the agenda with the following amendments: Strike item 02 Administrative Appeals Hearing from the Action Agenda as the appeal for Cutting Edge Landscape has been resolved, and in the interest of scheduling, move item 10 Administrator Report to the top of the Informational Agenda, as well as approve the September 24, 2020 meeting minutes and October 14, 2020 special meeting minutes. Bob Chandler and Nichole Rush seconded. All in favor, motion carried.

◆ **Publishing Literature in Spanish**

The Division has received authorization to work with a publisher currently approved by the State of Idaho to translate the Statutes and Rules into Spanish. The cost is approximately \$1,500 and will be eight cents per word. Desktop Publishing is \$15 an hour with a minimum \$15 charge. For a minimal fee, printing can be done by Correctional Industries. For clarification, the only documents to be published in Spanish are the Statute and Rules booklet and training materials.

MOTION: Bob Chandler made a motion to translate and print the entire Statute and Rules booklet, and training pamphlets/materials; printing 1,000 copies of each item. Sean Marsh seconded. All in favor, motion carried.

◆ **Administrator Report**

Marketing Agency – Arianne Quignon is a purchasing officer with the State of Idaho’s Division of Purchasing, as well as the Request for Proposal Lead on the marketing contract for DBS. The appeal period closes at 5:00 p.m., November 19, 2020, and providing no appeals are received, Ms. Quignon will award the contract to Colorado Advertising Agency Vladimir Jones on November 20, 2020. The Idaho Division of Occupational and Professional Licenses (IDOPL) will use this agency for marketing as well. A “kick off” meeting will be scheduled in December 2020. Julie Maki, Board Member and Chairperson of the Education and Training (E & T) Subcommittee, asked to be included in that meeting. DP Program Specialist Bill Hale is the liaison for the Board and will work with the Division’s purchasing officer, who is the contract manager and main point of contact to interface with the advertising agency. It has been negotiated for a maximum period of five-years with a one-year initial contract. There are no annual fees or retainers; however, an hourly rate based on project.

DBS Activity – When Covid-19 began earlier in the year, the Governor determined construction was essential and asked DBS to track its permit and inspection activities on a daily basis. The Division’s permitting activity in 2020 is approximately ten percent higher than 2019.

IDOPL – The move under IDOPL and to the Idaho Chinden Campus continues to progress. On July 1, 2021, DBS will no longer be an independent agency but become part of Section One of the IDOPL Program. At this time, there is no intent to change any of the current work-loads and duties.

◆ **How to Handle Non-Board or DBS Requests to Intervene in Disputes**

Board members have been receiving calls from the industry, asking to resolve issues in the field. Suggestions were: 1) Industry bring issues to local Utility Coordinating Councils, 2) Board members direct to the complaint process on the Damage Prevention Board website, 3) Invite them to meetings to address concerns under “Open Forum”, and 4) Direct calls or emails to DBS.

◆ **Financial Update**

At the September 2020 Board meeting, a \$4,013.49 expense was questioned. The fee is the Board’s portion of a yearly bill for services by Idaho Technology Services. The amount has been added into the totals. The Division is making modifications to the formulas for the 2021 financial spreadsheet. Based on the Board’s current year spending authority, and what it’s expectations are for expenses, the Board has approximately \$75,000 to spend on marketing and/or printing until June 30, 2021.

◆ **Education and Training Subcommittee Update**

Subcommittee Minutes – The E & T Subcommittee met on November 12, 2020. Minutes from future meetings will be included in the board packet.

Billboard Campaign – The Subcommittee will meet with the new advertising company; bringing ideas for billboards to the January 2021 Board meeting. It is anticipated billboards, throughout the State of Idaho, will be installed by March or April 2021.

Facebook – Years ago, former Board Member Linda Phillips oversaw the Damage Prevention Board’s Facebook page. The Division can manage the page upon receiving permissions and administrative rights from Ms. Phillips. It was suggested the advertising agency pursue social media through Facebook. Chairman Piper recommended this topic be part of the E & T Subcommittee report.

◆ **Damage Prevention Training Report**

This year, training has been limited due to Covid-19. The DP Program Specialist continues to reach out to the industry; offering his services. Currently, there are out-of-state communication contractors creating issues by not abiding by Idaho guidelines. To better understand the continuous problems with major contractors, the Division will pull a D.I.R.T. report. With the report, the Chairman asked Mr. Hale to focus part of the Damage Prevention Training report on a solution to reduce issues by twenty percent.

◆ **Statutes and Rules Review Subcommittee Update**

The Subcommittee has met several times and have discussed emergency locates, maintaining markings, service laterals and high-volume excavators. Board Member Nichole Rush brought forth draft language and the Association of General Contractors provided additional input on emergency locates. There has been discussion on the timeframe of maintaining markings; extending from 21 to 28 days. A question was asked if the Subcommittee has discussed making pre-marking mandatory as the 2019 D.I.R.T. report shows this as one of the biggest issues. Board Member Maki was asked to send the Subcommittee Chairman an email; further defining the problem. Once satisfied, the Subcommittee will bring proposed language to the Board for review and final approval. To comply with the Open Meeting Laws, no more than five board members should be in attendance at any subcommittee meeting.

◆ **Compliance Report**

With an increase in construction, and 417 complaints in 2020 versus 418 this time last year, it suggests the compliance program is making an impact in the reduction of damages to underground facilities.

◆ **Adjournment**

Chairman Piper adjourned the meeting at 10:41 a.m.

JERRY PIPER, CHAIRMAN
DAMAGE PREVENTION BOARD

RON WHITNEY, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

01/07/2021rb