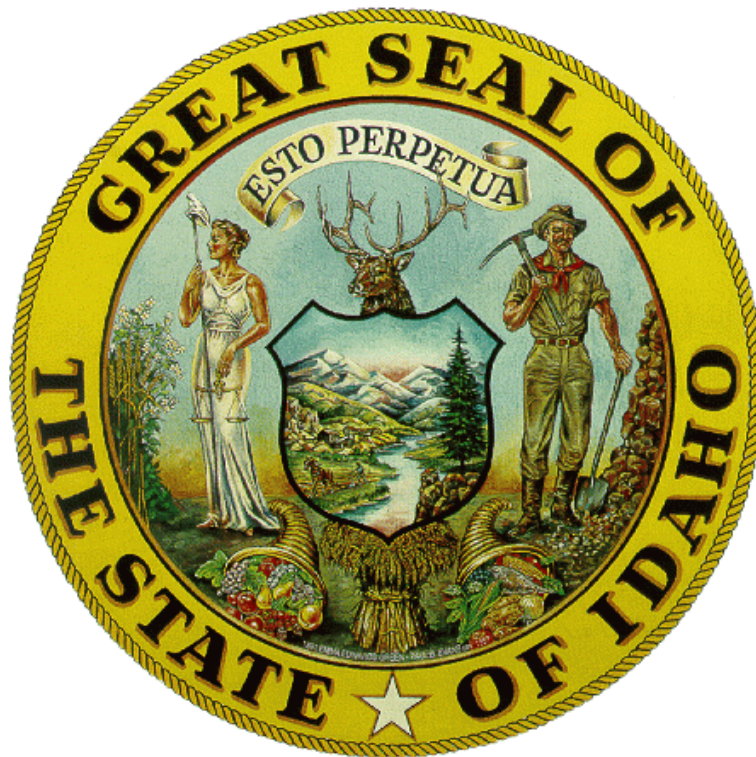


DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

DAMAGE PREVENTION BOARD MEETING

MAY 26, 2022





IDAHO

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

- DAMAGE PREVENTION BOARD -

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR
JERRY PIPER - BOARD CHAIR

PO Box 83720
BOISE, ID 83720-0061
PHONE: (208)577-2476
FAX: (208)577-2490

AGENDA

May 26, 2022 - 9:00 a.m. (MT)

DAMAGE PREVENTION BOARD MEETING
Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian 83642
Dopl.idaho.gov – 208-334-3285

Meeting Link
Join by phone: 1-415-655-0001

Password: qKrTJJG4a34
Access Code: 2461 794 8203

CALL TO ORDER

- Roll Call & Introductions – Jerry Piper, Chairman
 - John Nielsen, New Executive Officer
- 1. Approval of the January 27, 2022, and March 10, 2022 Board Meeting Minutes [**Action**] – Chairman
- 2. Public Comment
- 3. Board Business – Chairman Piper
 - A. Executive Agency Legislation Process
 - B. Discuss Emergency Locates
 - C. Discuss Training/Education as it pertains to Idaho UCC
 - D. Discuss 811 Poster Campaign [**Action**]
- 4. Division Updates – John Nielsen, Executive Officer
 - A. Damage Prevention Board Stats
 - B. Notice of Violation Activity
 - C. Training Report
 - D. Financial Update

ADJOURNMENT

All times, other than beginning, are approximate and scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on the Board's preference. 05/24/2022rb

OFFICE LOCATED AT:
11351 W CHINDEN BLVD
BOISE, ID 83714

**DAMAGE PREVENTION BOARD
VIDEOCONFERENCE MEETING**

Thursday – January 27, 2022 – 9:30 a.m. (MT)

**Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
155 North Maple Street, Blackfoot**

***DRAFT MINUTES OF THE JANUARY 27, 2022 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. (MT)

Board Members:

Jerry Piper, Chairman
Bob Chandler, Vice-Chairman
Jeanna Anderson
Julie Maki
Roy Ellis
Nichole Rush
Scott Spears
Sean Marsh - Absent
Paul Good - Absent
Vaughn Rasmussen - Absent

DBS Staff Members:

Michael Hyde, Operations Manager
Warren Wing, Executive Officer
Gary Sonnen, Regional Supervisor, Region 1
Yvonne Dunbar, Legal Counsel
Ron Bassett, Board Services Manager
Steve Gorski, Investigative Units Manager
Bill Hale, Damage Prevention (DP) Program Specialist
Amy Kohler, Building Safety Program Supervisor
Renee Bryant, Board Support Supervisor
Linda Pratzner, Board Support Specialist
Dustin Busmann, Office Specialist 2

DOPL Organizational Chart Update

Administrator Russell Barron sent an email to all board members in December 2021 regarding the reorganization of DOPL. There are three bureaus within the division: Health and Professions, General Occupational Licensing and Building, Construction, and Real Estate (BCRE). Within the BCRE Bureau are sixteen boards. There will be an Executive Officer assigned to each board to ensure the needs of the boards are met.

Executive Officer Introduction

Operations Manager Michael Hyde introduced Executive Officer Warren Wing to the Board, as well as introduced Ron Bassett, Board Services Manager, and Steve Gorski, Investigative Units Manager.

Public Comment

There were no public comments.

Approval of the November 18, 2021 Meeting Minutes

MOTION: Board Member Chandler made a motion to approve the November 18, 2021 Meeting Minutes as written. Board Member Maki seconded. Motion carried.

Board Business

Vladimir Jones Advertising Report – Megan Whalen, Vladimir Jones representative, presented the advertising report with a 2021 Board Location and Performance Power Point presentation.

Education & Training Subcommittee Update – Board Member Julie Maki stated the Subcommittee approved to continue the 811 advertising with the same artwork, for cost savings, but with different locations. The Subcommittee requested more time for the billboards to be displayed throughout the year. Board Member Maki will follow-up with Vladimir Jones on the options for bonus billboards.

The Subcommittee reviewed the training modules (agriculture, landscapers, and homeowners) Bill Hale, Damage Prevention Program Specialist, is working on. The module for the Damage Information Reporting Tool (DIRT) is currently being worked on by the DP Program Specialist. Chairman Piper thanked the Subcommittee for all their hard work with the billboards.

Statutes & Rules Review Subcommittee Update – Board Member Scott Spears reported the Subcommittee is still working on proposals for emergency locating for design. The two examples being reviewed are virtual white lining, known as pre-marking, and contacting high volume excavators. The Subcommittee is scheduled to meet March 8, 2022.

Reschedule November 17, 2022 Meeting – Due to a conflict with another BCRE Board meeting, the Damage Prevention Board rescheduled its meeting for November 16, 2022.

Discuss “One Call” Fees – This is a discussion regarding a moratorium on fees. The initial fee was at ten cents a call. The dig line tickets have more than doubled in the last four years. In 2017, the dig line had 132,000 calls, 2018 had 162,000, 2019 had 179,000 and 2020 had 207,000. Board Member Bob Chandler cautioned the Board to not reduce the fee too quickly without a financial report. Board Member Maki clarified for every inbound call there are five outbound calls associated with the inbound call, and these outbound calls are where the ten cents is charged. Board Member Nicole Rush recommended this be a yearly agenda item for the Board to review.

Board Member Training Regarding Subcommittees – Yvonne Dunbar, Legal Counsel, reviewed the subcommittee rules. Subcommittees are required to follow the Open Meeting Law and should not take any action on topics but rather bring agreed upon items to the Board. The Board should utilize subcommittees as the exception, not the rule. Chairman Piper requested information be provided regarding the Open Meeting Law to the board members, as well as the rules the subcommittee are required to follow.

Division Updates – Reports

Financial Report – There was no report.

Damage Prevention Board Stats Report – The Damage Prevention Stats Report, January 1, 2022 through January 14, 2022, was presented. Chairman Piper asked what is being done regarding the Civil Penalty dues and how much has been collected. Currently, DOPL is

reviewing the collections letter process for effectiveness before sending it out. In 2019, an average of 30% to 40% had been collected of these past due fees.

Notice of Violation (NOV) Activity Report – The NOV Activity Report was presented. Chairman Piper needed clarification on what “pending” means. Amy Kohler, Building Safety Program Supervisor, explained the procedure of the Division’s compliance program. Moving forward, the NOV Activity Report and Compliance Report will be presented as one report with the graph and include a “status key” in the packet with the report.

Compliance Report – This will be covered with the NOV Activity Report moving forward.

Damage Prevention Training Report – The report listed trainings scheduled in January 2022.

Division Updates – Board Expectations, Concerns and Training

Discuss Items the Board Would Like to See on Reports – The Board discussed the NOV and Compliance reports being combined.

Discuss and Identify Training Needs of Board Members – Open Meeting Law training will be addressed at a future meeting. Chairman Piper requested an overview of the financial report and how the monies are carried over to the next fiscal year. Also, an easy-to-understand financial report with a finance person to answer questions. Board Member Maki requested a final fiscal report for 2021. Operations Manager Hyde stated this report can be produced for the next meeting. Board Member Jeanna Anderson requested a document explaining the Zero-Based Regulations process for review. Executive Officer Wing stated this document can be provided and will be on the agenda for the next meeting.

Discuss and Identify Ideas and Concerns Regarding Stakeholder Training – Chairman Piper posed the question of which is the most effective training mechanism. DP Program Specialist Hale stated face-to-face trainings. The Damage Prevention Board pays a fee to the Utility Coordinating Council (UCC) for trainers to be part of the meetings. Chairman Piper inquired what outreach has been completed since being a member. The DP Program Specialist attends regularly and makes contacts. Board Member Maki would like to see more training scheduled in the less busy months of December, January, and February. Board Member Nicole Rush recommended to individually contact repeat offenders for training. Currently, personal contacting of repeat offenders is done by the DP Program Specialist.

Receiving calls from individuals who have an issue, Chairman Piper asked where he should send these calls. Operations Manager Hyde recommended to send them to Executive Officer Wing. Board Member Rush asked if the current collections process will change for repeat offenders. For efficiency, and to establish an overall agency policy, DOPL is evaluating the processes for all its boards.

Chairman Piper asked who will make sure the Board does not miss a grant opportunity. Executive Officer Wing stated the financial team will be responsible for grants. Chairman Piper would like to apply for the Public Utility Commission (PUC) grant when offered this year. Executive Officer Wing is working with Deputy Administrator Tim Frost on the PUC grant application.

Next Meeting

Thursday, March 10, 2022 – Board Member Roy Ellis would like to add “Utilities Digging Ahead of Timelines” as a topic on the agenda for the next meeting.

Adjournment

With no further questions, Chairman Piper adjourned the meeting at 11:49 a.m.

JERRY PIPER, CHAIRMAN
DAMAGE PREVENTION BOARD

WARREN WING, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Board. 05/24/2022lp

DPB STATS FROM 1/1/2022 TO 5/12/22

ACTIVE	18
APPEAL ACTIVE	1
APPEAL NEGOTIATED	3
APPEAL REJECTED	
APPEAL UPHELDS	
CANCELLED COMPLAINTS	2
CLOSED	52
COLLECTIONS	
INVALID COMPLAINTS	17
NO PENALTY	4
PAID	6
PENDING	51
TOTAL	154

TRAINING CASES	41
TRAINING COMPLETED	

	#	\$ CP	\$ CP DUE
# of 1ST OFFENSES	90		
# OF 2ND OFFENSES	1	\$3,700.00	\$1,500.00
# OF 3RD OFFENSES	8	\$16,000.00	\$10,500.00
# OF 4TH OFFENSES	6	\$21,000.00	\$21,000.00
# OF 5TH OFFENSES	2	\$5,000.00	\$0.00
# OF 6TH OFFENSES			
# OF 7TH OFFENSES	1		
# OF 8TH OFFENSES	2	\$5,000.00	\$5,000.00
# OF 9TH OFFENSES	3	\$15,000.00	\$15,000.00
# OF 10TH OFFENSES	1		
# OF 11TH OFFENSES	1	\$5,000.00	\$5,000.00
# OF 12TH OFFENSES	2	\$5,000.00	\$5,000.00
# OF 13TH OFFENSES			
# OF 14TH OFFENSES			
# OF 15TH OFFENSES	1	\$3,000.00	\$2,800.00
# OF 16TH OFFENSES	1	\$5,000.00	\$4,800.00
# OF 17TH OFFENSES	1	\$3,000.00	\$2,800.00
# OF 19TH OFFENSES	1		
# OF 31ST OFFENSES	1		
\$ CP ASSESSED		\$86,700.00	\$73,400.00

COMPLAINTS FILED BY:	#	INVALID	CANCELLED	NO PENALTY	APPEAL - UPHELD	APPEAL - REJECTED	APPEAL - NEGOTIATED
CROWN UTILITIES	1						
DIRECT COMMUNICAITONS	2	1		1			
IDAHO POWER	24	2					
INTERMOUNTAIN GAS	121	14		3		3	
M AND L CONSTRUCTION	4						
SUEZ WATER COMPANY	2						
TOTAL	154	17	0	4	0	3	0



DAM% NOV Activity by Date

ICS\akohler 5/12/2022 2:33:54 PM
From 3/3/2022 to 5/12/2022

88 Cases 96 Violations



CASE NO	STARTED	CLOSED	Case Type	FEES CHARGED	FEES PAID	BALANCE DUE	STATUS	OFFENDER COMPLAINANT
DAM2203-0020 EMMETT	3/7/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	EMMETT IRRIGATION DISTRICT INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2203-0021 SUN VALLEY	3/4/2022	4/4/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	SUN VALLEY GARDEN CENTER IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2203-0022 HAYDEN	3/16/2022		NOV	\$5000.00	\$0.00	\$5000.00	ACTIVE	AVISTA M & L CONSTRUCTION
VIOLATION: DAM - FAILURE TO LOCATE OR MARK								
DAM2203-0023 HAYDEN	3/16/2022		NOV	\$5000.00	\$0.00	\$5000.00	ACTIVE	AVISTA M & L CONSTRUCTION
VIOLATION: DAM - FAILURE TO LOCATE OR MARK								
DAM2203-0025 BOISE	3/11/2022	4/8/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	ELEVATED CONSTRUCTION INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								

DAM2203-0026 BOISE	3/7/2022		NOV	\$5000.00	\$0.00	\$5000.00	ACTIVE	IDAHO POWER DAMAGE CLAIMS INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2203-0027 MERIDIAN	3/16/2022	4/21/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	IDAHO POOLS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2203-0028 BOISE	3/9/2022		NOV	\$5000.00	\$0.00	\$5000.00	ACTIVE	PROBST ELECTRIC (ATTN LEGAL) INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2203-0029 BOISE	3/7/2022	5/3/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	BULLY EXCAVATION INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2203-0030 BOISE	3/7/2022	5/9/2022	NOV	\$0.00	\$0.00	\$0.00	NO PENALTY	ROBELL FENCE INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS								
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2203-0031 IDAHO FALLS	3/22/2022	5/5/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	MD NURSERY AND LANDSCAPE INTERMOUNTAIN GAS CO

VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2203-0036 FRUITLAND	3/25/2022		NOV	\$200.00	\$0.00	\$200.00	ACTIVE	JNNS CONSTRUCTION LLC INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS

DAM2203-0037 NAMPA	3/14/2022	4/4/2022	NOV	\$0.00	\$0.00	\$0.00	INVALID	CAPITAL PAVING INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS

DAM2203-0038 FRUITLAND	3/9/2022	4/1/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	BRIAN CLARK INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2203-0039 REXBURG	3/23/2022	5/3/2022	NOV	\$0.00	\$0.00	\$0.00	INVALID	INTERMOUNTAIN GAS CO DIRECT COMMUNICATIONS
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

VIOLATION: DAM - REPORTING OF DAMAGE TO FACILITY

DAM2204-0001 IDAHO FALLS	3/23/2022	4/21/2022	NOV	\$200.00	\$0.00	\$200.00	INVALID	AAA SEWER SERVICE INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO CEASE EXCAVATION OR REPORT UNIDENTIFIED FACILITIES

VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0002 BLACKFOOT	3/24/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	K & R BUILDERS LLC IDAHO POWER DAMAGE CLAIMS
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2204-0003 POCATELLO	3/15/2022		NOV	\$1000.00	\$0.00	\$1000.00	ACTIVE	DASCO IDAHO POWER DAMAGE CLAIMS
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2204-0004 GARDEN CITY	3/31/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	CAMBRIDGE TELECOM INTERMOUNTAIN GAS CO
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0005 BOISE	3/29/2022		NOV	\$1000.00	\$0.00	\$1000.00	ACTIVE	IDAHO MATERIALS AND CONSTRUCTION INTERMOUNTAIN GAS CO
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0006 BOISE	3/29/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BENT RIVER CONTRACTING INTERMOUNTAIN GAS CO
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0007 EAGLE	3/30/2022	4/12/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	OUTDOOR SOLUTIONS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0008 MERIDIAN	3/26/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	LEONARD SLENDER INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0009 CALDWELL	3/31/2022	4/22/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	BEAU & AMBER CANNON INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0010 CHUBBUCK	3/8/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BLACK DIAMOND PAVING INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0011 MIDDLETON	3/11/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	GREEN CITY LANDSCAPING INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0012 CALDWELL	3/25/2022		NOV	\$5000.00	\$0.00	\$5000.00	ACTIVE	TRINITY CONSTRUCTION INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								

DAM2204-0013 WEISER	3/31/2022	4/21/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	MTE COMMUNICATIONS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0014 ARIMO	3/17/2022	4/20/2022	NOV	\$0.00	\$0.00	\$0.00	NO PENALTY	CANNON BUILDERS DIRECT COMMUNICATIONS
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0015 RIGBY	4/8/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	Highpointe Companies INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0016 CASCADE	3/21/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	OK GRAVEL IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0017 POCATELLO	3/25/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	Jesse Reicks INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0018 TWIN FALLS	4/6/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	IDAHO CONCRETE & EXCAVATION IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								

DAM2204-0019 EMMETT	3/25/2022	4/22/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	James Pearson IDAHO POWER COMPANY
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0020 WEISER	3/26/2022	4/22/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	Ron Lancaster IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0021 IDAHO FALLS	4/14/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	FYBERCOM INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS								
DAM2204-0022 BOISE	3/21/2022	5/2/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	BENDER ELECTRIC INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0023 BOISE	4/11/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	TOP OF THE MOUNTAIN CONSTRUCTION INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0024 BOISE	4/11/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	ROCK PLACING COMPANY INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								

DAM2204-0025 BOISE	4/6/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	EARTH ENERGY INC INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0026 GARDEN CITY	4/8/2022	5/2/2022	NOV	\$0.00	\$0.00	\$0.00	NO PENALTY	MR. MUDD CONCRETE CORP INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0027 BOISE	4/9/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BERNIE WOLLINSKI INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0028 BLACKFOOT	3/20/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	SHANE MITCHELL INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0029 POCATELLO	3/29/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	INTERNATIONAL LINE BUILDERS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0030 NAMPA	3/25/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	FELIPE'S LAWN CARE LLC INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								

DAM2204-0031 CALDWELL	3/23/2022	5/9/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	MARK SUBIA INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0032 NAMPA	3/21/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	ROGERS HOUSING INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0033 NAMPA	4/25/2022	4/25/2022	NOV	\$0.00	\$0.00	\$0.00	INVALID	VANNI TILZEY INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0035 RIGBY	4/21/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	RC MECHANICAL INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0036 INKOM	4/7/2022	5/12/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	KV INC IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0037 REXBURG	4/11/2022	5/12/2022	NOV	\$0.00	\$0.00	\$0.00	NO PENALTY	A PLUS CONTRACTORS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								

DAM2204-0038 PARMA	4/1/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	RICHARD BEAVER IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0039 NEW PLYMOUTH	4/14/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	SANTOS MENDEZ IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0042 SHOSHONE	3/21/2022		NOV	\$0.00	\$0.00	\$0.00	INVALID	GEM STATE PLUMBING INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0043 TWIN FALLS	3/22/2022		NOV	\$0.00	\$0.00	\$0.00	INVALID	CODE ELECTRIC INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2204-0044	3/23/2022		NOV	\$0.00	\$0.00	\$0.00	INVALID	TRACK UTILITIES INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2204-0045 TWIN FALLS	3/28/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	HANK CUSTOM LAWN CARE INTERMOUNTAIN GAS CO

VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0046 REXBURG	4/25/2022	5/9/2022	NOV	\$0.00	\$0.00	\$0.00	CLOSED	LET US CLIP YA INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2204-0047 KUNA	4/8/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	MIKE ROBINSON INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2204-0048 BOISE	4/29/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	ARTEM MAYNAGARDT INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2204-0049 EAGLE	3/24/2022		NOV	\$0.00	\$0.00	\$0.00	INVALID	TITANIUM EXCAVATION INTERMOUNTAIN GAS CO
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2204-0050 GARDEN CITY	4/12/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	MOUNTAIN POWER ELECTRIC INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS

DAM2204-0051 CALDWELL	3/30/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	SILVER LANDSCAPING LLC INTERMOUNTAIN GAS CO	
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE									
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE									
DAM2204-0052 CASCADE	4/21/2022		NOV	\$0.00	\$0.00	\$0.00	ACTIVE	OK GRAVEL IDAHO POWER DAMAGE CLAIMS	
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE									
DAM2205-0001 MIDDLETON	3/30/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	JT VENTURES INTERMOUNTAIN GAS CO	
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE									
DAM2205-0002 PARMA	3/31/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	ROCKING R CONSTRUCTION INTERMOUNTAIN GAS CO	
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE									
DAM2205-0003 CALDWELL	4/6/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	GW ELECTRIC INTERMOUNTAIN GAS CO	
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE									
DAM2205-0004 NAMPA	4/5/2022		NOV	\$0.00	\$0.00	\$0.00	INVALID	SCOTT JACOBS INTERMOUNTAIN GAS CO	
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE									

DAM2205-0005 FILER	4/22/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	LEGGACY FENCE LLC INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0006 EMMETT	4/20/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	GMJ LLC IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2205-0007 IDAHO FALLS	4/29/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	SOUTHCO METALS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO CEASE EXCAVATION OR REPORT UNIDENTIFIED FACILITIES								
VIOLATION: DAM - FAILURE TO PRE-MARK EXCAVATION SITE								
DAM2205-0008 SUGAR CITY	4/28/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	DEPATCO INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0009 BOISE	4/20/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	CORONA LANDSCAPE INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								

DAM2205-0010 BOISE	4/19/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	GRANITE EXCAVATION INC INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2205-0011 BOISE	4/28/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	TUFFY EXCAVATION CONTRACTORS INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO WAIT FOR LOCATE OR MAINTAIN MARKINGS								
DAM2205-0012 EAGLE	4/28/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	DAN BAIRD LANDSCAPING INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2205-0013 MERIDIAN	5/3/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	MR. ROOTER PLUMBING INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0014 MERIDIAN	4/27/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	ROCKBURY 88 LLC INTERMOUNTAIN GAS CO
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0015 BOISE	5/2/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	GRANITE EXCAVATION INC INTERMOUNTAIN GAS CO

VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2205-0016 BOISE	4/13/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	KNIFE RIVER IDAHO POWER DAMAGE CLAIMS
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2205-0017 MERIDIAN	4/19/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	LEWIS EXCAVATION IDAHO POWER DAMAGE CLAIMS
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2205-0018 TWIN FALLS	4/9/2022	5/11/2022	NOV	\$0.00	\$0.00	\$0.00	INVALID	VIKING EXCAVATION INTERMOUNTAIN GAS CO
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2205-0019 RICHFIELD	4/27/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	JOE'S BACKHOE SERVICE INTERMOUNTAIN GAS CO
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VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE

DAM2205-0020 HAYDEN	5/2/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BLUE LAKE UTILITY SERVICES M & L CONSTRUCTION
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VIOLATION: DAM - FAILURE TO PROVIDE NOTICE

DAM2205-0021 HAYDEN	5/2/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BLUE LAKE UTILITY SERVICES M & L CONSTRUCTION
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
DAM2205-0022 TWIN FALLS	4/28/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	CONNECTION INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0023 TWIN FALLS	4/29/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	PROBST ELECTRIC (ATTN LEGAL) INTERMOUNTAIN GAS CO
VIOLATION: DAM - PRECAUTIONS TO AVOID DAMAGE								
DAM2205-0024 POCATELLO	4/26/2022		NOV	\$0.00	\$0.00	\$0.00	PENDING	BRISCOE BUILDERS IDAHO POWER DAMAGE CLAIMS
VIOLATION: DAM - FAILURE TO PROVIDE NOTICE								
Total Cases: 88				\$27400.00	\$0.00	\$27400.00		

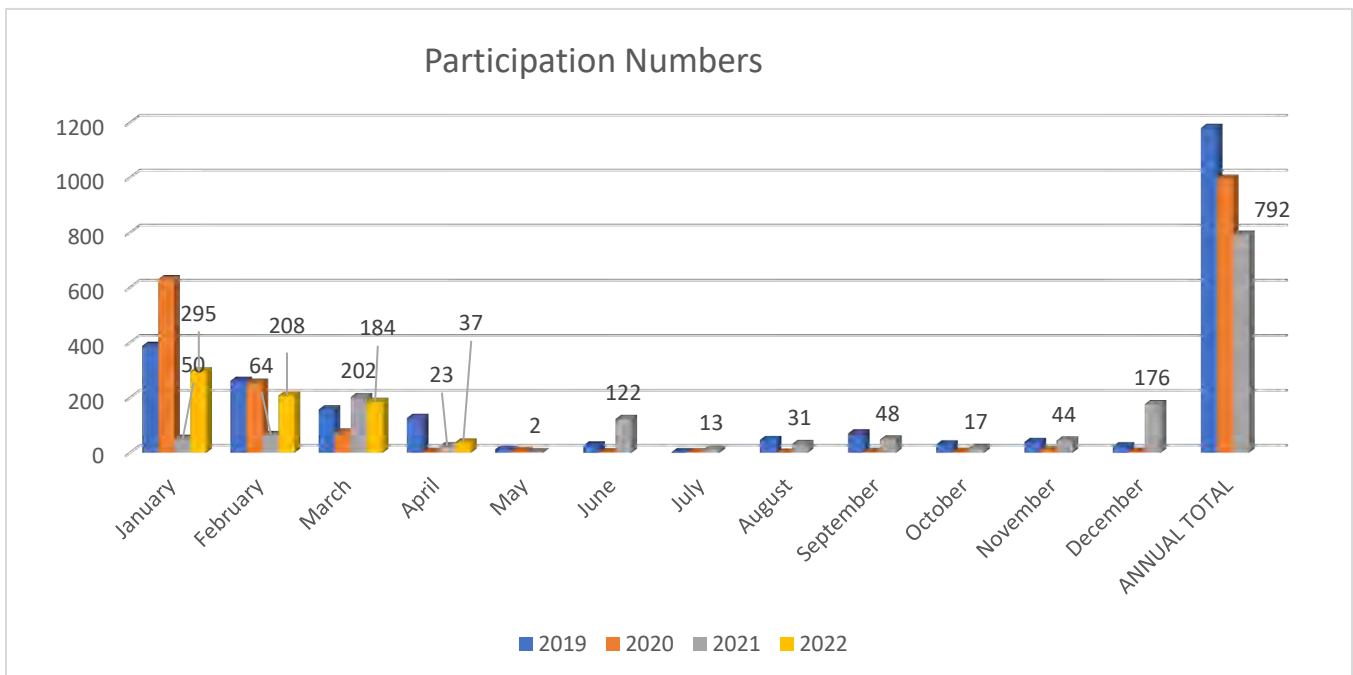
Idaho Damage Prevention Training Report

Damage Prevention Board Meeting 5/26/2022

Title: May 2022 DBS Training Report

From: Bill Hale, Damage Prevention Program Specialist

Up coming 5/11/2022 City of Caldwell
5/16-5/27 Workforce Development
6/8/2022 Meridian Public Works Expo
6/20-7/1 workforce Development
7/6/2022 Farmers Telephone Fruitland
10/6/2022 IRWA Fall Conference
City of Moscow TBD



Idaho Damage Prevention Training Report

MARCH 2022

Date	Class/ Event	Duration	Audience	Participants
3/17/2022	Damage Prevention Basics	1hr	Idaho Consumer Owned Utilities Board of Directors	25
3/28/2022	Safe Digging	1hr	Blue Ribbon Landscape	44
3/31/2022	Safe Digging	1hr	Boise Fence & Rail	6
In Person:				184
Online:				
TOTAL:				184

April 2022

Date	Class/ Event	Duration	Audience	Participants
4/5/2022	Guerro Electric	1hr	Electricians	2
4/27/2022	Damage Prevention Review	30min	IUCC Members	35
In Person				37
Online:				
TOTAL:				37



IDAHO

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

To: DOPL Board Members

From: Linda Brown, Financial Officer, Division of Occupational and Professional Licenses

RE: Division Financial Updates, April 2022

The Division financial team has achieved many accomplishments over the past six months, and I would like to provide you an update on some of them. We have a team of 12 members and are beginning to implement the new team structure which consists of functions organized by two teams. One team is focused on accounts payable and receivable, they are responsible for paying all the bills for DOPL and receipting all the revenue. Some examples of what they handle are:

- Interagency billing and invoicing;
- Revenue receipting, coding and adjustments for each board;
- Payment of all invoices; and
- Researching payment or revenue issues.

Our second team is responsible for the following activities:

- Responsible for our fleet of approximately 120 vehicles;
- Responsible for the purchasing function for the Division;
- Reconciliations to both the statewide accounting system and our internal licensing systems;
- Responsible for board financial analysis and reporting; and
- Preparation of the budget request and budget monitoring for the Division.

When reviewing your board financial report, all revenue is direct to the board. There is no indirect or general revenue the Division receives. Direct expenses on the report include payroll, board meetings, board travel, staff time, among others. The way we receive our revenue, requires us to allocate indirect expenses to each board, commission, or program. The baseline cost allocation for our Division's indirect expense for FY 2023 includes:

1. Allocation – number of licenses, applications, and permits annually per board (by Division or Bureau)
2. Allocation – combination of allocation #1 and number of employees per bureau (Administration)
3. Allocation – bureau square footage % of building 4, then divided equally by boards
4. Allocation – number of board meetings per year, as a percentage of total bureau board meetings
5. Allocation – combination of allocation #1 and allocation #4 (Bureau)

- Allocation 'buckets' for Administration – (Indirect Expenses)
 - Personnel time defaults performed using allocation #2
 - Building (rent/lease/repair/maintenance/utilities/etc.) performed using allocation #3
 - General administration (copy machines/office supplies/etc.) performed using allocation #2

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- Allocation 'buckets' for Bureaus- (Direct Expenses)
 - Personnel time defaults performed using allocation #1 or #4
 - General bureau expenses performed using allocation #5
 - General licensing support expenses performed using allocation #1
 - General board support expenses performed using allocation #4

The board financial report will detail both direct and indirect expenses on your financial report. The benefit of implementing the above allocation plan is that it will allow the Division to start gathering cost information for the newly consolidated Division. Once we can gather cost information and gain a better understanding of the required Division expenses – we will be able to better forecast revenue, expenses, and budgets. We will continue to analyze financial information and the cost allocations in place and adjust the baseline cost allocation structure if needed, as we gain a better understanding of the financial impact of the Division transition in the first few fiscal years of the consolidation.

We still have a lot of work ahead of us. Our team goals for FY22/FY23 include the following activities:

- Successfully close out FY22 financially
- Fully (electronically) implement cost allocations for the Division
- Create a more automated process for board financial reports
- Reconcile each board's revenue to both the various licensing systems and statewide accounting system
- Reconcile suspense accounts to licensing systems
- Analyze financial data and provide boards with financial recommendations/information
- Prepare the budget request for the FY24 budget cycle
- Work with the Luma team to prepare DOPL for transition into the new accounting system

I realize this will take time to fully implement and become familiar with all the boards, committees and programs, and appreciate your patience during our implementation and learning phase. I also appreciate the opportunity to work with your board and ensure financial transparency, accountability, and efficiency for our Division. Thank you for your service and please don't hesitate to contact me with any questions!

Sincerely,

Linda Brown

Linda Brown

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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

Finance Team Contact Information

Name: Linda Brown
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Name: Ada Finlayson
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Name: Kathy Owen
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Position: Financial Specialist Principal- Supervisor over fleet, purchasing, financial analysis and reporting and budget

DOPL Finance Team: finance@dopl.idaho.gov



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DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

Board Finance Report – April 2022

Damage Prevention

Beginning cash balance- FY22	194,251.11
	As of March 23, 2022
<u>Revenue+</u>	
Intergovt rev & contribution	24,606.80
License permit & fees	79,600.00
Other revenue	73,888.70
Sub total	178,095.50
<u>Direct Expenses+</u>	
Operating expenses	(42,682.92)
Personnel expenses	(122,819.49)
Licensing support	(3,115.08)
Board support	(29,805.13)
Bureau admin expenses	(13,077.37)
Sub total	(211,499.99)
<u>Indirect Expenses+</u>	
Payroll expenses	(30,857.58)
Operating expenses	(17,824.95)
Sub total	(48,682.53)
Total as of March 23, 2022	(82,087.02)
<u>Total cash balance*</u>	112,164.09

* Cash balance is unrelated to appropriation or available funds to spend in the current fiscal year. DOPL receives one appropriation for the agency from the legislature. Finance is working on detailing a budget for each board for the fiscal year, that will tie to our agency appropriation.

+ Once we have fully implemented our allocation plan, finance will be able to analyze revenue and expenditure data to identify irregularities and trends, which will allow us to anticipate and forecast revenue and expenditure data for each board. We will review the allocation plan regularly and modify or adjust as needed and will seek input from your board as we all become familiar with the new process.



IDAHO

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR

LUMA Update

The Division finance team continues to work with the Idaho State Controller's Office Luma team to ensure we are prepared to transition to the new system when it is ready.

From: State Controller's Office, Luma Team

Date: Thursday, April 7, 2022

To: All Idaho State Agencies

Re: Luma No-Go Statement

Our commitment has always been that we will not go live if the solution is not ready to meet the demands of the core business activities of the state. Given the level of concern in agency personnel readiness and the need to do more testing on the Luma system, the Luma leadership has determined that the July 1, 2022 go-live is not in the best interest of the state.

Luma is about setting the foundation of the future for state operations. The Luma project team, in partnership with numerous state agencies and personnel, has the monumental task of moving 85 state agencies away from disparate processes and systems into a single, statewide integrated system. These resources have worked late into many evenings, on weekends, and even a few holidays to make this implementation successful, and I believe they deserve recognition.

Despite their effort, the realities of the pandemic, statewide workforce shortages, and agency resource availability have constrained the state enough that the risk of going live in July is just too great. While we could have pushed forward toward go live, the principle of doing it right requires us ensuring there is more testing of the system and enough training on the future processes for end users so we are ready for this generational transition.

System functionality and quality remain paramount in our implementation of the Luma system. While the July launch is a no-go, we fully believe the path forward will provide robust end-to-end testing and focused end-user training required for the successful launch and sustainment of the Luma system at the appropriate future date, still yet to be determined.

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RUSSELL S. BARRON - ADMINISTRATOR

Division Finance Questions and Answers

Q: Prior to the Division reorganization, our board had a cash balance. What happened to the prior fiscal year cash balance?

A: Pursuant to SB 1056, the 2021 Idaho Legislature transferred all prior year cash balances of each board and commission into one agency and one occupational licenses fund. The Division finance team has the prior year cash balance amounts and are currently in the process of assigning each board's cash balance a detail within the fund to track and maintain all previous and ongoing fund balances, revenues, and expenditures at the board level.

Q: Is our board's cash balance mixed in with other board's money?

A: DOPL is one agency with only one fund. As a state agency, we understand the importance of tracking revenue, expenditures, and cash on an individual board basis for financial transparency and accountability. On November 1, 2021, the Division finance team implemented a new coding structure to begin tracking this information on a board and commission level. Each board now has a unique index number (like a unit number) and fund detail to track this information. The finance team is in the process of converting all transactions (revenue, expenditures, payroll, etc.) from July 1, 2021 - November 1, 2021, to properly link the correct cash balance, revenue, and expenditures to the appropriate board. **The report issued in April 2022, provides the board's current financial status.**

Q: What portion of the move to Chinden was attributed to my board, and how was it determined?

A: The budget amount for the move to the Chinden campus was calculated using the number of appropriated FTP (Full Time Permanent employee) that were or intended to be filled in the Treasure Valley for each of the former eleven (11) agencies at a snapshot in time. Multiple factors of the move were determined (move costs, furniture, IT, build costs, etc.), then divided by the current number of employees for each former 'agency.' Agencies that had multiple boards used their current allocation method to charge their individual boards. If an agency required a contingency for their current lease, the full amount of the contingency was assigned to the agency after the initial allocation. **The future report issued in July 2022, will provide the board expenses of the move to Chinden campus.**

Q: What Division financial report details will be provided to board members and how frequently?

A: The Division finance team will provide a quarterly financial report to each board. The finance team is in the process of creating a financial reporting template that will be used for all boards and commissions and will include board specific details on their cash balance, revenues and expenditures. The financial report will include the appropriate level of detail for the Division administrator and board to see accurate financial forecasting and make appropriate financial decisions.

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Q: What is the role of the Division finance team and the Division administrator in helping the board, program or Division with budgeting, forecasting or possible fee changes?

A: The Division finance team and Division administrator are primarily responsible to provide financial reports and information to the board, program or commission as needed to lead budgeting, forecasting, or identifying a need for a change in fees. The finance team and the executive officers will also help the board, commission, or program to understand and interpret the reports and information. State agency budgeting is done 12-16 months in advance of actual spending, and the finance team will work with the boards, commissions, or programs with processes and deadlines.

Q: How will board meetings, locations, local/regional/national association attendance and travel be determined?

A: Each board, commission, or program will be allotted a budget for travel and expenditures based on available budgeted funds and the current fiscal year spending plan. The executive officer is responsible for working with the board chair on ensuring any decisions related to board meetings and association travel are in alignment with the allotted budget and Idaho open public meetings laws.

Q: How will administrative expenses effect my board/program?

A: The Division finance team is working on a plan to allocate administrative costs to each board, commission, or program in the most efficient and appropriate manner. Different types of expenses will be allocated differently. For example, some expenses may be allocated based on the number of licenses a board issues, or the number of electronic devices a board needs. Finance will determine the most appropriate allocation base for each expenditure. As the Division is new, the allocation plan will be adjusted appropriately for each board, commission, or program as we gather more accurate information about the different types of administrative expenses we receive.

Additional Questions or Feedback

We are constantly trying to improve our analysis and communication and would appreciate any feedback you may have for the finance team. We are also striving for accuracy and consistency for the Division. After reviewing your initial board financial report, please provide the following feedback to our team:

- Is there anything missing from the report that is necessary to include?
- Is there anything on the report that is not needed and could be removed?
- Do you have additional comments/ recommendations/ considerations for the financial report?

Please feel free to reach out to me or a member of the DOPL finance management team if you have any questions or concerns.

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