
California Underground Facilities Safe Excavation Board

July 8-9, 2024

Agenda Item No. 15 (Action Item) – Staff Report

Board Committees and Membership

PRESENTER

Tony Marino, Executive Officer

SUMMARY

The Board develops committees to spearhead its initiatives and assigns one or two of its members to each. Staff proposes that the Ticket Process, Education, and Planning and Design Committees absorb the remaining work of the Potholing, Agriculture, and Safety Lessons Committees and reestablish the Unmarked and Abandoned Lines, Geographical Information Systems, and Legislative Committees without change in scope.

STRATEGIC PLAN

2020 Strategic Plan Direction: Build Board Operations to Achieve Compliance, Reporting, and Operational Excellence in a Resource-Efficient Manner

BACKGROUND

The California Constitution¹ requires meetings of state bodies, of which the Board is one, to be open to public scrutiny, and the Bagley-Keene Open Meeting Act² sets several requirements for these meetings, such as notice and access requirements. State law allows committees of state bodies, composed of two or fewer people, to meet without these requirements.

As of January 1, 2024, the Board had the following committees, composed of the following members:

- **Unmarked and Abandoned Lines:** Bill Johns and Amparo Muñoz
- **Education:** Marjorie Del Toro and Marshall Johnson
- **Potholing:** Ron Bianchini and Randy Charland
- **Agriculture:** Carl Voss and Bill Johns

¹ [Article I, § 3 \(b\)\(1\)](#)

² [Government Code § 11120 et seq.](#)

- **Planning and Design:** Bill Johns and Marshall Johnson
- **Safety Lessons:** Marshall Johnson
- **Ticket Process:** Ron Bianchini and Randy Charland
- **Geographical Information Systems Mapping:** Amparo Munoz and Carl Voss
- **Legislative:** Amparo Muñoz and Marjorie Del Toro

With the departure of Members Bianchini and Del Toro at the end of January, the Board discussed during its April meeting how to reorganize and consolidate committees.

DISCUSSION

Following the Board’s discussion of committees in April, staff proposes to reorganize and reaffirm its committees as follows.

Absorption of Existing Committees

Staff proposes the Board consider reorganizing the workload of the following committees into other existing committees:

Potholing Committee

The Potholing Committee developed and published draft standards in July 2023 and held workshops to seek public input in August 2023. The next step was for the Planning and Design Committee to release design standards so that the two sets of standards could be reviewed together, as there is overlap in the two processes.

Given that the Potholing Committee’s draft standards are public, the Board may wish to transfer responsibility for the majority of those standards to the Planning and Design Committee. Some standards, however, may be best suited to the Ticket Process Committee. During the course of the Ticket Process Committee’s work on determining appropriate codes for one- and two-way electronic positive response,³ the Committee has discovered that this communication should have associated standards, and those standards are closely-related to those under the “Locate and Mark” section of the Potholing Committee’s standards. Therefore, staff proposes to divide the Potholing Committee’s standards between the Planning and Design and Ticket Process Committees, as follows:

Standards to Transfer to Planning and Design Committee

- 4.1 Existing Facility Verification Conducted Prior to and Separate from Construction for Designed Projects

³ Staff Report, “[Item 42: Electronic Positive Response Codes \(EPR\) Rewrite Development Update](#),” November 13-14, 2023.

- 5.3 Identification of Potholing Locations
- 5.4 Documenting Utility Operator Marks and the Results of Potholing
- 5.5 Deeply Buried Facilities – Exceptions to Positive Confirmation Based on Data Quality C Information
- 5.6 Identification and Protection of Sewer Laterals

Standards to Transfer to Ticket Process Committee

- 3.1 Relevant Information Provided to Locators
- 3.2 Information Sharing With Excavators Outside of Uniform Color Code and Marking Guidelines
- 3.3 Use of Surface Indicators to Confirm Instrument Readings
- 3.4 Operator Troubleshooting Contact Available to Locators
- 3.5 Operator Process for Identifying and Correcting Mapping Errors
- 3.6 Utility Operator Locate and Mark Documentation
- 4.2 Traffic Control Information for Locators on Ticket
- 4.3 Documentation of Delineation
- 4.4 Delineation for Point Excavations
- 5.1 Information Kept Onsite
- 5.2 Confirmation of Marks Using Utility Operator Responses and Surface Indicators

Appendix B: Photography

The Potholing Committee’s standards also contains the “Appendix A: Surface Indicators.” This appendix could go to either committee, as surface indicators:

- Are used to confirm instrument readings during locate and mark
- Assist designers in identifying existing facilities

The Board will need to determine to which committee this appendix should be assigned.

Agriculture Committee

The initial function of the Agriculture Committee was to oversee the development of regulations for areas of continual excavation. These regulations were completed in 2020. Subsequently, the Committee’s focus has been on outreach to farmers to inform them of the area of continual excavation (ACE) ticket and to produce guides for how to obtain one. This work is ongoing.

Given the Committee’s current focus on outreach, staff proposes that the Committee’s work be absorbed by the Education Committee.

Safety Lessons

The Board is charged by the Legislature to investigate accidents and to coordinate the state's education and outreach efforts.⁴ To bridge these two tasks, the Board uses the results of investigations to inform its policy and education and outreach efforts.

Given the nexus between the development of safety lessons from investigative facts and the dissemination of safety information, staff proposes that the scope of the Safety Lessons Committee be absorbed by the Education Committee.

Expanding Duties of Existing Committees

Planning and Design Committee

As discussed above, staff recommends that certain components of the Potholing Committee be absorbed into the work of the Planning and Design Committee.

To reflect the additional scope, staff proposes to reestablish and rename the Committee to the **Potholing and Planning and Design Committee**.

Ticket Process Committee

As discussed above, staff recommends that other components of the Potholing Committee be absorbed into the work of the Ticket Process Committee.

Additionally, staff proposes that new work associated with 811 notification center membership also be added to the Ticket Process Committee. During the April 2024 meeting, the Board discussed whether the Ticket Process or Unmarked and Abandoned Lines Committee was the best home for 811 notification center membership issues. As an operator's abandonment of lines is not a basis for no longer being an operator under the Dig Safe Act,⁵ staff believes that the Ticket Process Committee is the better suited to address 811 notification center membership issues.

Staff proposes to reestablish the Ticket Process Committee with the changes in scope listed above.

Education Committee

As discussed above, staff recommends that the Education Committee absorb the outreach responsibilities of the Agriculture Committee and the responsibilities of the Safety Lessons Committee.

To reflect the additional scope, staff proposes to reestablish and rename the Committee to the **Education and Outreach Committee**.

⁴ [Gov. Code § 4216.12\(b\)](#).

⁵ Staff report, "[811 Notification Center Membership Termination Processes](#)," July 8-9, 2024, p. 4.

Re-establishment of Committees without Modification

Unmarked and Abandoned Lines Committee

Staff proposes to reestablish the Unmarked and Abandoned Lines Committee with no change in scope.

Geographical Information Systems Mapping Committee

Staff proposes to reestablish the Geographical Information Systems Committee with no change in scope.

Legislative Committee

Staff proposes to reestablish the Legislative Committee with no change in scope.

RECOMMENDATION

Staff recommends the Board vote to reallocate committee responsibilities and reestablish and rename them as described above. Staff also recommends the Board assign two members to each committee. To maintain continuity, staff recommends the Board consider existing subject matter assignments when assigning members to committees.