
California Underground Facilities Safe Excavation Board

February 10–11, 2025

Agenda Item No. 5 (Action Item) – Staff Report

Board Committee Membership

PRESENTER

Jaime Hastings, Policy Manager

SUMMARY

The Board forms committees to lead its policy initiatives and assigns members accordingly. To ensure continuity and expertise in policy development, staff recommends the Board assign two members to each committee, considering members expertise, experience, and interest.

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, including this Board, to be open to public scrutiny. The Bagley-Keene Open Meeting Act² imposes various notice and access requirements for these meetings. However, committees composed of two or fewer members may meet without these requirements.

As of January 1, 2025, the Board’s committee assignments are as follows (see Attachment 1 for descriptions):

- **Unmarked and Abandoned Lines**
Bill Johns and Amparo Muñoz
- **Geographic Information Systems (GIS)**
Amparo Muñoz
- **Legislative**
Amparo Muñoz

¹ [Article I, § 3\(b\)\(1\)](#)

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

- **Education and Outreach**
Marshall Johnson
- **Ticket Process**
Randy Charland and Marshall Johnson
- **Potholing and Planning and Design**
Bill Johns and Marshall Johnson

DISCUSSION

With the departure of Member Voss at the end of December 2024, vacancies have arisen in the Education and Outreach and GIS committees, both of which currently have only one member. Additionally, with Member Sorem joining the Board in August 2024, assigning him to a committee will provide him an opportunity for active participation.

To maintain compliance with the Bagley-Keene Open Meeting Act, each committee must be limited to a maximum of two Board members. Assignments should be based on members expertise, experience, and interest, ensuring alignment with the Board's policy objectives.

RECOMMENDATION

Staff recommends the Board assign two members to each committee to maintain continuity and support policy initiatives. Additionally, staff recommends the Board consider members expertise, experience, and interest when making assignments. The Board must ensure committee assignments are structured to comply with the Bagley-Keene Open Meeting Act by maintaining a maximum of two members per committee.

Attachments:

1. Underground Safety Board Committee Descriptions

Underground Safety Board Committee Descriptions

Committee	Description
Potholing and Planning and Design	Develops and oversees standards and regulations that promote the safe exposure of subsurface installations through potholing, enhancing public and worker safety, reducing burdens on operators and locators, and minimizing costly project delays by promoting proactive avoidance of existing buried utilities before construction.
Abandoned and Unmarked Lines	Provides guidance on addressing issues related to abandoned, unmarked, and unclaimed lines by identifying responsible operators, developing collaborative solutions to statewide challenges, and educating operators on their Dig Safe Act responsibilities.
Geographic Information Systems	Develops regulations and standards that guide operators in standardizing information related to the requirement to maintain records of new subsurface installations using a geographic information system.
Education and Outreach	Implements coordinated education and outreach initiatives that promote excavation safety statewide by developing and promoting training programs and providing resources, collaborating with stakeholders, and raising public awareness.
Ticket Process	Provides guidance on policy initiatives on excavation notifications and communication among regional notification centers (RNC), excavators, and operators by addressing RNC membership termination and information exchange, electronic positive response (EPR) codes, and a two-way EPR system.
Legislative	Provides guidance and recommendations on proposed legislation to enhance safe excavation practices and regulatory compliance.