
California Underground Facilities Safe Excavation Board

July 14-15, 2025

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

Board Committee Membership

PRESENTER

Jaime Hastings, Policy Manager

SUMMARY

The Board forms committees, generally consisting of two Board members each, to lead its policy initiatives and assigns members accordingly. To ensure continuity and expertise in policy development, and fill a vacancy, staff recommends the Board assign a member to fill the vacancy in the Ticket Process Committee. Staff notes that Member Simonian is new to the Board and does not have a committee assignment.

STRATEGIC PLAN

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

BACKGROUND

The Bagley-Keene Open Meeting Act¹ imposes various notice and access requirements for the Board's meetings. However, committees composed of two or fewer members may meet without these requirements. The Board benefits from having small subject-specific committees that meet more frequently and with less formality.

As approved by the Board at its April 15, 2025, meeting, 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

Amparo Muñoz and David Sorem

Legislative

Amparo Muñoz and Bill Johns

¹ [Government Code § 11120 et seq.](#)

Education and Outreach

Marshall Johnson and Travis Clausen

Ticket Process

Marshall Johnson and Vacant (position previously held by Member Charland)

Potholing and Planning and Design

David Sorem and Travis Clausen

DISCUSSION

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

With the departure of Member Charland in April 2025, a vacancy has arisen in the Ticket Process Committee. Member Simonian joined the Board in May 2025 and does not yet have a committee assignment. The Board may wish to assign Member Simonian to fill the vacancy. This assignment will provide Member Simonian an opportunity for active participation in a committee.

RECOMMENDATION

Staff recommends the Board assign Member Simonian to the Ticket Process 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, thus 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.