



**Date:** Thursday, March 11, 2010

**To:** CGI (Common Ground Iowa) stakeholders and interested parties

**From:** Mike Broshous, on behalf of Common Ground Iowa (CGI)

**Subject:** March 11, 2010 Education-General Membership Meeting Minutes

On March 11, 2010 the CGI General Membership Meeting was held at Black Hills Energy Service Center, 1414 West Broadway, Council Bluffs, IA. At 10:02 AM, Mike Broshous called the meeting to order. Those in attendance include:

Ball	Monte	EMC Insurance Company
Barber	John	Snyder and Associates, Inc.
Bisbee	Mike	Adventures in Advertising
Blackstone	Larry	Qwest Communications
Booth	Ben	Iowa One Call
Broshous	Mike	Consolidated Utility Services, Inc.
Doughan	Josh	Snyder and Associates, Inc.
Eis	Tom	Kinder Morgan
Fitch	David	MidAmerican Energy Company
Fossum	Sally	Alliance Pipeline
Hanna	Brian	Consolidated Utility Services, Inc.
Heuertz	Keaton	MidAmerican Energy Company
Hraha	Dave	Iowa Association of Municipal Utilities
Maline	Craig	Consolidated Utility Services, Inc.
Maschka	Dan	Northern Natural Gas Company
Mieska	Steve	Cox Communications
Munyon	Cynthia	Iowa Utilities Board
Osthus	Jeff	Union Pacific Railroad
Shallow	Michael	Union Pacific Railroad
Skokan	John	Cox Communications
Swenson	Tammy	EMC Insurance Company
Tobias	Don "Toby"	Union Pacific Railroad
Vielhaber	Pete	Qwest Communications

### **Safety & Housekeeping Concerns:**

Mike Broshous provided all in attendance the Black Hills Energy Service Center safety and housekeeping guidelines.

### **Welcome and Introductions:**

Mike Broshous welcomed all in attendance. Introductions consisted of each CGI Executive Team member introducing themselves and identifying the company/organization and executive team office they hold. Meeting participant introductions consisted of each individual introducing themselves and identifying the company/organization they represented.

### **Common Ground Iowa Mission Statement:**

Pete Vielhaber read the Common Ground Iowa Mission Statement, ***“The mission of CGI is to promote public safety through damage prevention and shared responsibility, while utilizing the Common Ground Alliance’s Best Practices for advancing Underground Utility Safety in the State of Iowa”.***

### **Business Meeting**

#### **September 3, 2009 Meeting Minutes:**

It was noted that the Meeting Minutes are posted on the CGI website; no further discussion regarding the December 3, 2009 meeting minutes. A motion was made by John Barber to approve the meeting minutes. Cynthia Munyon seconded the motion and all CGI members present voted in favor of the motion.

#### **Treasurers Report:**

The financial report was presented by Josh Doughan. Josh stated the balance as of December 2009 was \$1925.21. Deposits from corporate sponsorships (Northern Natural) totaled \$2500. Expenses in this period included bank fees, web hosting fees, and annual meeting expenses totaling the amount of \$852.62. The current amount of funds available are \$3572.59.

John Barber made the motion to accept the financial report. Cynthia Munyon seconded the motion and all CGI members present voted in favor of the motion.

### **Committee Reports / YTD Summary:**

**Best Practices:** Pete Vielhaber provided the Best Practice (BP) Committee report. Pete noted that there was not much activity other than working on the DVD committee. Version 7.0 of the CGA Best Practices will be made available at the June 3, 2010 CGI meeting.

**Marketing:** Sally Fossum provided the Marketing Committee report. Sally gave an update to the group on the Executive Team’s meetings with the three PR firms in February 4, 2010. Although no decisions have been made in regards to hiring a firm to promote the CGI initiatives, many good tips and information were discovered. The use of Social Media was highly encouraged, and since that time, Pete Vielhaber has initiated use of Facebook, Twitter, etc.

**Membership:** John Barber provided the Membership Committee report. John updated the group on the total number of members being at 59, encompassing 16 stakeholders and 42 companies. John encouraged people to sign up and provide input and feedback. Mike Broshous added that the CGI email distribution list contains over 400 contacts.

**Program/Education:**

Mike Broshous provided the Program/Education Committee report. Mike gave an overview of the AGC Dirt Days and the CGI Best Practices Presentation.

At this point a question arose regarding the use of the DIRT tool; explanations and lengthy discussions followed. It was decided that an in-depth DIRT presentation at an upcoming CGI Membership meeting would be most beneficial.

Preparation is underway for identifying 2010 educational topics and meeting speakers/presenters. The 2010 meeting locations secured are:

<b>2010 Meeting Dates</b>	<b>Community</b>	<b>Location</b>
<b>Spring Meeting</b> Thursday, March 11 <sup>th</sup>	Council Bluffs	Black Hills Energy Service Center
<b>Summer Meeting</b> Thursday, June 3 <sup>rd</sup>	W Des Moines	West Des Moines Learning Center
<b>Fall Meeting</b> Thursday, September 3 <sup>rd</sup>	Davenport	(In conjunction with visit to Iowa One Call Center)
<b>Winter Meeting</b> Thursday, December 2 <sup>nd</sup>	W Des Moines	Venue/location TBD

**PHMSA Grant Application Update:**

Cynthia Munyon provided the PHMSA grant application update. Cynthia informed the group that the grant had been approved, and provided an overview of the partnership between the IUB and the CGI in order to apply for the grant. The funds will be used for development of a Safety DVD/Video (\$90K) and the 2010 Excavation Safety Summit (\$10K). These initiatives must be completed by the end of the year.

**April – National Safe Digging Month**

Mike Broshous provided an update on the CGI activities for National Safe Digging Month. Mike confirmed that Governor Culver has signed the NSDM Proclamation for the State of Iowa. A joint press release is in the works between Iowa One Call and CGI. Mike encouraged all companies to support NSDM and advised of a “tool kit” available on the CGA website. Pete Vielhaber provided an update on the use of the 811 Know What’s Below web banner. Pete notified the group about his work in distributing the web banner to the media and encouraging its use on websites.

**501 (c)(3) Application**

Cynthia Munyon notified the group that the Internal Revenue Service has approved the non-profit status of 501(c)3 has been approved pending a 7 day review. The status is retroactive. The non-profit status will be mentioned in the proposed sponsor letter.

**2010 CGA Conference Update**

Mike Broshous provided an update on the CGA annual conference that took place on March 2-4, 2010 in San Diego, California. Mike noted that the attendance was up this year, which was a concern relating to the current state of the economy. Dan Maschka provided additional updates and an overview of the background of the CGA conference and its sessions. All sessions and speakers for the CGA annual conference are associated with Damage Prevention. Next year’s annual conference will take place in Florida.

## **2010 CGI Committees**

The focus for CGI committees will focus on this year's two initiatives: development of the DVD/Video and planning/execution of the Excavation Safety Summit. Mike Broshous encouraged attendees to participate in at least one of these committees.

### **CGA and 811 Pirate Video**

Mike Broshous and Dan Maschka provided an overview of the new CGA informational and fun "pirate" DVD/Video that targets children between the ages of 8-11. Dan detailed the background of the making of the video, and the contributions by a number of sources that collaborated to make the DVD a reality, including Progressive Agriculture Foundation. Dan Maschka can be contacted to obtain an order form ([dan.maschka@nngco.com](mailto:dan.maschka@nngco.com)). A box of 50 DVD's will cost around \$40, not including shipping. The video can also be viewed on the web at [www.call811kids.com](http://www.call811kids.com).

### **Old Business:**

#### **Election for CGI Program/Education Director:**

Mike Broshous introduced the open position for the CGI Program Director and a vote by all in attendance was performed. Dave Hraha, IAMU, was unanimously voted into the position.

#### **Featured Educational Program**

##### **Guest Speaker:**

Jeff Osthus, Union Pacific Railroad, along with other members of his staff (Michael Shallow, Don "Toby" Tobias) provided a presentation about the Union Pacific Railroad's Damage Prevention initiatives. Two (2) PowerPoint presentations were shown to the audience and an extensive and informative discussion took place afterwards. UP operates 32,200 miles of track in 22 US States and then has over 33,000 of fiber-optic telecommunications running in their railroad right-of-ways. Railroads in the USA don't belong to State One Call Centers. UP operates their own one call center through their Harriman Dispatch Center. CBUD (Call Before You Dig) can be reached by calling (800) 336-9193. This is a free service to contractors and excavators. One note from this presentation; an excavator working on and/or near UP railroad ROW, will need to have a work permit, in addition to calling the respective State One Call Center and contacting the UP CBUD Center.

### **Calendar and Upcoming Events:**

<b>Date</b>	<b>Event</b>	<b>Location</b>
March 30	AGC Iowa Dirt Days	Ames IA
June 3	CGI General Membership Meeting	West Des Moines IA
June 22 - 24	TSI Conference	West Des Moines IA
August 11	CGI Excavation Safety Summit	Ankeny IA
September 3	CGI General Membership Meeting	Davenport IA
December 2	CGI Annual Meeting	West Des Moines IA

### **Member Forum / Open Discussion:**

Open discussions included DIRT and UPRR, see above.

### **Host:**

Black Hills Energy and Nick Gardner were hosts for the meeting today. BHE provided the meeting room and lunch. Thank you!

**Adjourn Meeting:**

A motion was made to adjourn the meeting by John Barber with a second by Dave Hraha. Meeting adjourned at 12:30 PM.

**Review of Task Assignments**

Topic	Action / Task Assignment	Person Responsible
March Agenda Items	Send items for the June agenda to Mike Broshous at <a href="mailto:mike.broshous@cusinc.com">mike.broshous@cusinc.com</a> or <a href="mailto:info@commongroundiowa.com">info@commongroundiowa.com</a>	All Members
General Membership Educational Event/ Keynote Speakers	Submit recommendations to <a href="mailto:mike.broshous@cusinc.com">mike.broshous@cusinc.com</a> or <a href="mailto:info@commongroundiowa.com">info@commongroundiowa.com</a>	All Members
Damage Prevention Events	Submit upcoming damage prevention events to <a href="mailto:pete.vielhaber@qwest.com">pete.vielhaber@qwest.com</a> or <a href="mailto:info@commongroundiowa.com">info@commongroundiowa.com</a>	All Members

**Future Meeting Details:**

**CGI Educational and General Membership Meeting**

Date: Thursday June 3, 2010  
Location: West Des Moines Learning Center  
Address: 3550 Mills Civic Parkway  
West Des Moines, IA 50265

**Meeting Start Time:** 10:00AM to 1:00PM

**Lunch provided by:** Common Ground Iowa (CGI)