



On December 8, 2011 CGI held a General Membership Meeting was held at the Iowa Utilities Board, Des Moines, IA At 10:00 AM, Cynthia Munyon called the CGI meeting to order.

**CGI Executive Committee in Attendance:**

Those in attendance included:

Chairperson	Cynthia	Munyon	Iowa Utility Board
Secretary	Travis	Daniels	United States Infrastructure Corp
Website Coordinator	Nick	Gardner	Black Hills Energy
Membership Director	Darrell	Brown	RBS Safety Training
Program Director	Dave	Hraha	Iowa Assoc. Municipal Utilities
Marketing Director	Sally	Fossum	Alliance Pipeline
Vice Chairperson	John	Barber	Snyder & Associates, Inc.

CGI Executive Committee Members not in attendance include:

Treasurer	Josh	Doughan	Snyder & Associates, Inc.
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**Introduction of Attendees:**

Cynthia Munyon welcomed all in attendance. Meeting participant introductions consisted of each individual introducing them self and identifying the company/organization they represented.

Luann	Allar	Alliant Energy
Arlynn	Ahrens	Franklin REC
Kasin	Beckwith	Polk County Public Works
Kyle	Bencker	Northern Natural Gas
Ben	Booth	Iowa One Call
Silicia	Boutchee	MidAmerican Energy
Mike	Broshous	United States Infrastructure Corporation
Curtis	Carstens	Midland Power Coop
Tracy	Decker	Partner Communications Coop
Marlowe	Dickinson	Dickinson Company
Brian	Dreesen	United State Infrastructure Corporation
Jeremy	Feldmann	J and K Contracting
Duane	Fournier	Iowa Utilities Board
Stacey	Freestone	Pioneer Hi-Bred, Int. Inc.
Randy	Gibson	Pioneer Hi-Bred, Int. Inc.
Dave	Grewell	Partner Communications Coop
Matt	Hall	Pioneer Hi-Bred, Int. Inc.

Kent	Hayes	Pioneer Hi-Bred, Int. Inc.
Dan	Herber	Iowa Utilities Board
Kenton	Heuertz	MidAmerican Energy
Brian	Hickman	City of Waukee
Tim	Hommer	City of Indianola
Darwin	Hook	MidAmerican Energy
Ryan	Hunt	Elder Corporation
Adam	Johnson	Cox Communications
Paul	Kleist	Alliance Pipeline
Jason	Lee	WIPCO
Bill	Lewers	City of Lake View
Dan	Maschka	Northern Natural Gas
Bob	Meis	IPL
Larry	Miller	Iowa Communications Network
Chris	Murphy	EMC Insurance
Carol	Navratil	Navratil Excavating, Inc.
Todd	Newhouse	IPL
Pat	Norton	Polk County Public Works
Craig	Olson	Prairie Energy Coop
Ron	Otto	AGC of Iowa
Rudy	Parcel	Iowa Municipal Utilities
Bob	Pose	Iowa One Call
Craig	Peters	MidAmerican Energy
Tim	Royer	City of Waukee
Tim	Slaichert	Prairie Energy Coop
Larry	Sorenson	Iowa Utilities Board
Craig	Walters	Iowa One Call
Harold	Winnie	PHMSA

**Common Ground Iowa Mission Statement:**

Ben Booth from Iowa One Call 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”.***

**Consent of Agenda Items**

The following items were made available to the general membership and a motion to approve was made by John Barber. Nick Gardner seconded the motion.

## Approval of Agenda

### June 2, 2011 Meeting Minutes:

#### Treasurers Report:

June 2011 beginning balance was \$2,553.34

Deposits totaling \$102,837.60 have been made. PHMSA SDP Grant, \$100,000.00; 2011 Summit Sponsorship, \$2,615.00; Refund from Classic Events and Parties for overcharge, \$222.60.

Expenditures totaling \$71,675.94 were payed. 2011 Safety Summit, \$21,675.94; 2011 CGI Marketing Program, \$50,000.00; Website Hosting Fees, \$100.00; Miscellaneous/Postage/etc., \$13.64.

Current Funds Available, \$33,601.36

Upcoming expenses, Rental Equipment Excavation Awareness Program, \$30,000.00

## Old Business

### **2011 Year in Review**

Cynthia Munyon spoke briefly on the various CGI activities in 2011. Some of the activities mentioned were the Governor's proclamation signing and tree planting events, the 811 billboard at the Farmer's Market, the 30 second public service announcement broadcast throughout Iowa, the distribution of the CGI DVD partnering with HyVee and Earl May, and the Safety Summit.

## New Business

### **2012 CGI Activities and Events**

Cynthia Munyon spoke briefly on some of the upcoming plans for CGI in 2012.

Some of the possible activities discussed were YouTube videos, web banners, smart phone apps, possible joint ventures with Iowa One Call including a sports figure and Governor, rebuilding of CGI website, and the implementation of a quarterly newsletter.

### **Election of Marketing Director**

Cynthia Munyon opened the floor for nominations for the position of Marketing Director for the CGI Executive Committee. John Barber nominated Sally Fossum. Sally was the only nomination and no written vote was needed. All in attendance were in favor and Sally accepted her re-election.

### **2011 Golden Shovel Award**

Cynthia Munyon was proud to present the 2011 Golden Shovel Award to Ben Booth with Iowa One Call on behalf of CGI. This award is given out each year to one individual in recognition of outstanding contributions to the success of the CGI and damage prevention through Iowa.

## Locator Roundtable

A roundtable forum consisting of Ben Booth, Iowa One Call; Silicia Boutchee, Mid American Energy; Jeremy Feldmann, J and K Contracting; and Ryan Hunt, Elder Corporation was held to initiate lively discussion on several key topics. John Barber was the moderator.

Some of the topics discussed were the "18 inch" rule, hand digging to depth of excavation, and depth verification.

Design locate requests versus calling locates for bidding purposes. How to deal with abandoned facilities,

Best methods of communication between contractor, locators and utilities.

Larry Sorenson of the Iowa Utilities Board added that locators must be documenting any agreements between themselves and the contractor when a locate request must be delayed.

**Discussion of Other Matters**

Ben Booth recommended that CGI use the upcoming Iowa One Call Safety Awareness Programs to distribute CGI DVDs.

**Meeting Adjourned**

Meeting was adjourned at 12:00PM.

**Lunch was held after the meeting adjourned and was followed by a tour of the Iowa Utilities Board/Consumer Advocate Demonstration Building.**

**Calendar and Upcoming Events:**

<b>Dates</b>	<b>Meeting</b>	<b>Location</b>
March 15, 2012	CGI Education / General Membership Meeting	Spencer, IA
June 14, 2012	CGI Education / General Membership Meeting	Fairfield, IA
August 7, 8, 2012	CGI Summit / General Membership Meeting	IAMU Ankeny, IA
December 6, 2012	CGI Education / General Membership Meeting	Des Moines IA

As members become aware of damage prevention events they are encouraged to notify CGI allowing us to update the CGI News webpage. [nick.gardner@blackhillscorp.com](mailto:nick.gardner@blackhillscorp.com)