

MNCGA Best Practices MEETING MINUTES

PROJECT: MNCGA Best Practices Quarterly Meeting	MEETING DATE: July 15, 2015
	MEETING LOCATION: CNP-501 South/Conference Call MINUTES BY: Mike Mendiola

ATTENDANCE: Mike Mendiola (MNOPS), Jodi Corrow (MN Power), Emir Ahmedic (Xcel Energy), Pat Donovan (MNOPS), Erica Fink (Xcel Energy), Betty Jo Kiesow (Dakota Electric), Keith Novy (CenterPoint Energy), Ed Traut (Koch Pipeline), Chris Madden (City of Duluth), Jason Ponciano (Vanguard), Dan Maschka (NNG), Amy Asche (Great Plains Natural Gas), Walt Kelly (consultant), Steve Olinger (CenterPoint Energy)

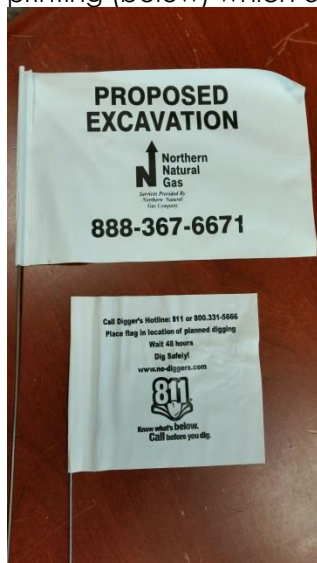
MAJOR HIGHLIGHTS DISCUSSED:

White Marking in Cold Weather

Proposal was made to incorporate a black flag with white lettering and 811 logo when snow is present or an alternating black/white flag with appropriate lettering and logo.

Key Notes

- Per Dan Maschka, Nebraska excavators have used white flags with black printing (below) which appears to be successful.



Action Item- a pilot program will be implemented- Chris Madden and Betty Jo Kiesow will implement a pilot program this upcoming winter (2015-2016) outlining positives and feedback that they encounter during the pilot program and report back to the team.

Proposal to hand out Proposed Excavation flags at public education events (State Fair, 811 Run, Day of the Dozers, etc...) if feasible (see mock-up at end of minutes by Steve Olinger).

Proposal to add additional verbiage to the CGA Best Practice handbook. CGA BP 5-2 White Lining "When the excavation site cannot be clearly and adequately identified on the locate ticket, the excavator designates the route and/ or area to be excavated

MNCGA Best Practices MEETING MINUTES

using white pre-marking prior to the arrival of the locator. **If snow or ice is present or anticipated to be present at the proposed excavation location, contrasting black and white markings may be used in addition to white.**

Action Item- Mike Mendiola to work with vendors on pricing and availability and report back to the team at next meeting. Steve Olinger design flag based upon team recommendations.

Marking High-Risk/ High Profile Utilities

Vanguard utilizes High Risk flags in a program with Xcel Energy along with process and procedures. Saw a reduction in damages to High Risk areas.

Discussion around defining "High Risk/ High Profile". It was agreed that a common definition of "High Risk/ High Profile" would not be accomplished. Each Operator would need to determine "High Risk/ High Profile" respectfully.

Proposed implementing "High Risk/ High Profile" candy striped flags with corresponding color code for making underground utilities.

Determination: More discussion is needed. To be added to next meeting.

Locating/ Marking Accuracy for Private Facilities

Question: "Is it the locator's assumption that the 2-foot accuracy also applies to private facilities?" **Determination:** Yes, it applies to private facilities as well as public.

Excavation Tolerance Zone for Private Facilities

Question: "Is it the excavator's expectation that the 2-foot tolerance zone also applies to private facilities?" **Determination:** Yes, it applies to private facilities as well as public.

Proposed developing proposal language to be held off at this point in time.

Propose adding language to CGA BP 5-10

Proposed language: Prior to excavation, excavators verify that they are at the correct location, verify locate markings and, to the best of their ability, check for unmarked facilities **including but not limited to private facilities.**

Practice Description - Upon arrival at the excavation site and prior to beginning the excavation, an excavator does the following:

- Verifies that the dig site matches the one call request and is timely
- Verifies that all facilities have been marked and reviews color codes if in doubt
- Verifies all service feeds from buildings and homes
- Checks for any visible signs of underground facilities, such as pedestals, risers, meters, and new trench lines
- Checks for any facilities that are not members of the one call center and contact someone to get them located.

~~**(Remove Proposed Bullet)** Ensures that private facility owners identify all private facilities by method of mapping and/or locating.~~

Action Items

- Steve Olinger write up notes (Completed)
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MNCGA Best Practices MEETING MINUTES

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- Steve Olinger draw up proposed excavation flag (Completed-See below)
 - Mike Mendiola work with vendors on pricing and availability of white Proposed Excavation flags
 - Chris Madden and Betty Jo Kiesow to pilot Proposed Excavation flags winter 2015 and report back to team in winter/ spring meeting.
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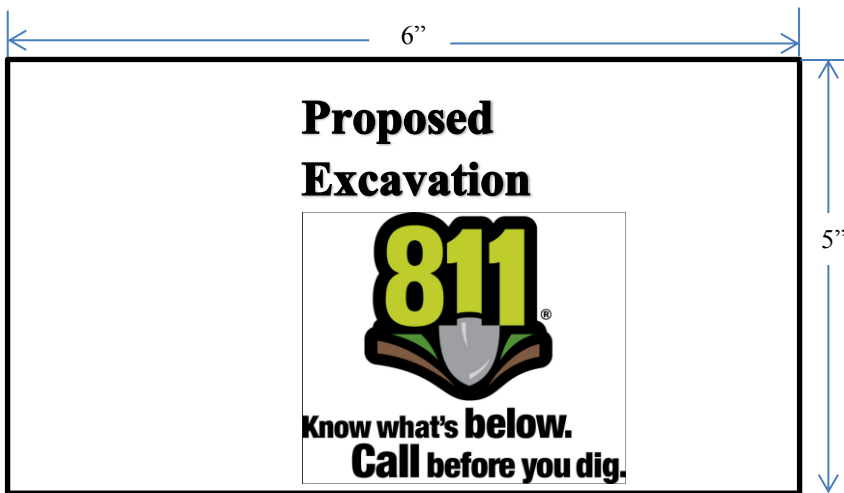
Items moved to next meeting

- Marking High Risk/ High Profile utilities
 - Finalize proposed language changes.
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Proposed Future Meeting

October 21, 2015 location: TBD

* Mock-Up of proposed excavation flag by Steve Olinger



Proposed Excavation white flag with black lettering. The flag is 6" x 5" with 26" fiberglass rod.