



Meeting Minutes

April 20, 2017
Brainerd, MN

Attendees in person: Jeff Law-Korterra, Estelle Richard-GSOC, Tracy Mitzel-Great Plains Natural Gas, Justin Larson-Xcel Energy, Ward Westphal-MP Technologies, Brian Johnson-Tiller Corporation, Myron Polzin-Hutchinson Utilities, Mike Mendiola-MN OPS, Barb Cederberg-GSOC, Stephanie Menning-MUCA, Brianne Wodicka-Connexus Energy, Rick Schlegel-Koch Pipeline, Ed Traut-Koch Pipeline, Greg Scovill-Michels, Jolena Ware-GSOC, Eric Klute-MnDOT, Dan Maschka-Northern Natural Gas, Chris Madden-City of Duluth, David Gunderson-Viking Gas Transmission, Paul Totzke-Viking Gas Transmission

Attendees by phone: N/A

Charter Update

Attendees reviewed, discussed and amended sections of the MN CGA Charter. Once they were comfortable with the changes, a motion was carried, seconded and a vote approved the changes. The amended and approved Charter is attached to these minutes.

Committee Updates

Ag Committee (*Led by Claude Anderson*)

- No update – Claude not present.

Technology Committee (*Led by Jeff Law*)

- KorTerra is working to rebuild the website. The effort involved with the rebuild has been more than expected. In the meantime, KorTerra will work to update the site to include information on the Mudder's Run –July 15th; 811 Run –August 12th; and the Day of the Dozers –September 30th.

Education Committee – (*Betty Jo Keisow –not present*)

DP Meeting Evaluations (*Brian Johnson*)

- Crystal Gorre is no longer able to coordinate the compilation of the DP Meeting evaluations.
- Brian Johnson, Tiller Corp has agreed to help – thank you Brian!
- S. Menning will send all data currently collected to Brian, along with the templates to complete the analysis of the data. We're hoping to have data for our next meeting, July 12th.
- This massive effort is heavy on data entry. Discussion was held on electronic submissions via smart phone, the probable cost involved, and whether participants will respond and whether the data gleaned is used (who reviews it, decides what to do with it, or uses it to further our programs/services?). More discussion will be held at the next meeting.

Best Practices SubCommittee (*Led by Chris Madden*)

- 216D meetings – some discussion was held regarding sizing of materials
- The next Best Practices SubCommittee meeting will be held on May 25th

Marketing Committee (*Led by Estelle Richard*)

- Sponsorship is needed for the 811 Run

- Help was requested to participate at the Hmong Town Market event which will host both the 811 Bike and Car.
- Papa Murphy Pizza promotion was shared with coupons and flyers for \$8.11 Pizza

Communication/MN CGA Forum (*Barbara Cederberg*)

- Articles needed for May 1st
 - Update on 216D Stakeholder Review
 - MN OPS Conference Synopsis
 - Key Dates for upcoming events

Special Projects Committee:

- 811 Run will take place August 12th, 2017 at Lake Calhoun. Mary Anderson can assist with organizing the race. Steph will reach out to Whitney to get a timeline and additional information. Keith Novy with CenterPoint Energy and Jerry Cobenais with Xcel Energy will take the lead on this event
- Day of the Dozers will be scheduled for Sept 30th. Alicia Berger has taken the lead on organizing MNCGA participation
- SuperBowl 2018! Suggestion was made that a golden opportunity presents itself to share the 811 message during the week of the SuperBowl in Minneapolis. Scott Landes will lead the effort –CenterPoint, Xcel, Northern Natural and USIC have already expressed an interest in participating. Scott is looking into possible hat options.

Additional Information

216D Stakeholder Review Meeting: Next meeting is May 4th hosted by Austin Utilities in Austin, MN. More key stakeholder groups are needed to attend. Folks that should be involved: nursery/landscape, fencing, masonry, etc.

Issues in the Field

- Phone number issue: contractors do not have a reliable phone number to contact the correct person in the utility when a hit occurs. Typically the number listed is that of the locator, or the ‘general’ number for the utility.
- SuperBowl construction issues: installations downtown are already difficult with a layering of various utilities. Additional construction for the SuperBowl infrastructure could wreak havoc.
- Depth issues: contractors are experiencing utilities located less than 2” from the surface, or all the way to 26’ feet down. Discussion was also held on a 2” gas line buried within 4” of asphalt. There is NO safe way for a contractor to expose such a line, that shouldn’t have been installed like that in the first place. It’s a perfect set-up for contractor failure and the utility not accepting responsibility for improper burial of their infrastructure.

NEXT MEETING: July 12th, 10 AM – Korterra Offices, Chanhassen

MN Regional CGA Charter 4/20/17

Situation

Our communities, homeowners, and excavators throughout Minnesota can be at risk due to excavation practices. The Minnesota Regional Common Ground Alliance is a diverse group of stakeholders dedicated to improving the safety of those who work or live in the vicinity of underground facilities, and the integrity of those facilities.

Key factors that influence our situation

- One Call Law
- Regulatory oversight
- Shared responsibility and cooperation for safety
- Communication between Excavator, Utility, Facility Operator, and Locator
- Weather influences / work volume patterns
- Advancement in technology

Vision

To eliminate underground facility damages and injuries by creating, using and promoting Damage Prevention Best Practices.

Mission Statement

We are dedicated to ensuring public safety and the integrity of services by championing effective damage prevention practices. We will promote a spirit of shared responsibility, and welcome all stakeholders who want to contribute to that effort.

Powers and Authority

Power to communicate, no authority to legislate - Power to educate, no authority to mandate

- Generate and provide materials to membership for education purposes
- Formulate and recommend regulatory changes to agencies and professional groups
- Identify and commend exceptional performance
- Represent the membership at regional, state, or nationwide conferences
- Build and maintain communications system for our membership

Goals

- Be the preferred resource for damage prevention information
- Reduce underground facility damages and injuries through the use of Damage Prevention Best Practices

Results/Measurements

- Maintain/create website that meets member expectations
- Track excavation damage and injury statistics
- Record feedback from members and all stakeholders

Desired member make up

Membership in the CGA is open to all stakeholders with a genuine interest in reducing damages to the underground infrastructure. We endeavor to have all stakeholders represented.

Member Rotation (Guidelines)

- Officers will serve a 2 year term and will be comprised of two co-chairs. After a person is nominated and seconded the committee members will vote for each nomination.
 - Officer terms will be staggered to ensure continuity of initiatives, goals and message. The staggering period will be a minimum of one year, but not more than 2 years, unless members step down from their position earlier or there are no qualified volunteers for the position.
 - As officer positions become available, the members of the MNCGA will be notified and those interested in the opening can make their interest known.
 - When any officer leaves a position, the remaining officers and new officer candidate(s) will meet and agree on position changes. Any disagreements will be resolved by the most senior officer (determined by length of service).
 - In the event that the officer position goes unfilled, the current officers may stay in their positions indefinitely (if confirmed by a general consensus vote of the members present at the meeting closest to the term ending). Officers may also recruit other members of the MNCGA to fill the open seat.
 - New officers and changes to officer positions will be confirmed by a general consensus vote at the next scheduled MNCGA meeting
- Committee membership may be modified to ensure balanced representation inclusive of the various stakeholder interests. Every effort will be made to make sure every stakeholder will be represented.

Member Training

- New members will be assigned a mentor upon request.

Member Responsibilities

Co- Chairperson's Role

- Lead meetings
- Set the agenda for meetings
- Encourage member participation
- Serve as moderator for disagreements between members / membership
- Responsible for special meeting topics
- Responsible for representation on special concerns with regulatory agencies or other professional groups
- Leads special projects as identified by the MN Regional CGA
- Participate as a member
- Generating minutes from committee meetings and distribute
- Follow up on action items identified in meetings
- Monitors communication systems for availability / member access
- Participate as member

Committee Member's Role

- Positively represent the MN Regional CGA
- Actively participate and contribute ideas (in and out of committee meetings)
- Encouraged to support at least one MN Regional CGA activity annually
- Share the CGA message with the excavation community at large
- Mentor and coach new members

MN Regional CGA will review our charter annually and any changes will be voted on by the members.