

MEETING MINUTES

Common Ground of Nebraska (CGN)

August 25, 2009 Noon - 2:00 pm

Hosted by:

Rod Jobman – Sudbeck Construction

Meeting Location:

Papio Greens

11050 S. 66th

Papillion, NE.

In Attendance: Bill Uitts, ELM; Paul Baugher, ELM; Dan Maschka, Northern Natural Gas; Greg Flickner, Kinder Morgan; Rod Jobman, Sudbeck Construction; Lanna Machmuller, SourceGas; Val Snyder, Kinder Morgan; Tim Proksel, Black Hill Energy; Jeff Othus, UPPR; Susan Lynch, Digger's Hotline; Todd Carson, City of Omaha; Larry Blackstone, Qwest Communications; Harold Winnie, PHMSA/OPS.

Meeting Minutes

1. **Welcome, introductions and sign up sheet**
2. **Safety and housekeeping** – fire exits, evacuations, health concerns, restrooms, etc
3. **General meeting etiquette reminders** - set your phones to vibrate, take calls outside of this meeting room, one conversation at a time, etc.
4. **Industry Highlight:**
 - a. Rod Jobman – brief overview of Sudbeck construction activities
Due to golf outing hosted by Sudbeck Construction and time restrictions with full agenda, Industry Highlight was omitted from Agenda.
 - b. Volunteer for next meeting
Susan Lynch is searching for a location in or near York, NE – will provide information on next meeting locating when confirmed.
5. **Old Business:**
 - a. Comments / Corrections from the previous minutes:
Minutes were reviewed with no corrections
 - b. Membership related news: (Bill Uitts)
 - i. New members, pledge cards on web.
Bill Uitts has developed online Membership pledge cards and they are ready to go. An addition of an email field will be included and the final form will be distributed to all current members of the CGN. In order to update our

database, the CGN is requesting all members to complete and submit the online form including those members that have already submitted a pledge card. When completing the online Membership card, you will be asked to create a digital signature. The process is simple, continue to follow the prompts and it will create for you.

c. Website issues – Bill Uitts (point person), Rod Jobman, Susan Lynch and Tim Proksel. View at: www.Nebraska-cga.com

- i. Update membership page
- ii. Add all previous meeting notes
- iii. Review and then add updated By-Laws

Bill Uitts has completed all the updates and additions to the CGN website.

d. Task Groups

- i. **Locate Workshops – renamed: Strategy Planning Sessions and Goals** – Lance Loschen, Susan Griess, Bill Uitts, Gary Brakhahn, Phil Bentz, Dan Willets, and Randy Leiser. Update: NE Nebraska workshops, goals/strategy?

Susan sent an email to the Task Group seeking input regarding a locate workshop in conjunction with the Digger’s Excavator Breakfast to be held in Norfolk, NE on October 14. Input was also requested regarding strategies that use the 9 Elements as a template. No feedback was received from the task group.

- ii. **Better Communication** - Paul Anderson, Lanna Machmuller, Rod Jobman, Doug Douglas, Marvin Brummer, Larry Blackstone, Val Snyder. Update: Business cards other handouts.

Lanna passed around the color-code cards that were developed as a marketing tool to educate on the CGN and seek participation from all NE Stakeholders. As there were minor edits that needed to be made, the final order was not available at the meeting but will be available soon.

- iii. **Ad Hoc** – Seeking state authority designation from the governor/ grant applications / nine elements / Damage Prevention Assistance Program (DPAP)

A letter drafted by Rod Jobman was sent to the Governor’s office seeking designation as the State Agency authorized to receive the grant money. Rod and Susan spoke with the State Fire Marshal’s office to provide clarification regarding the CGN and the associated TAG grant. Susan has spoke with Robert Bell from the Governor’s office and has sent the needed letter template along with acquiring a DUNS# and working with PHMSA to get registered in FedSTAR. Harold Winnie with PHMSA will reach out to officials in Washington so they may contact the Governor’s office to expediate the designation as the deadline to apply is August 31, 2009.

Much discussion occurred regarding the 9 elements and the associated funds that will be requested by the CGN to assist in satisfying the 9 Elements of successful Damage Prevention in the State of NE.

*Items that will be submitted for the 2010 Grant funding include:
Element 5 – Partnership in Public Education*

For education, awareness and recruitment: Hosting a safety or educational summit similar to Kansas and Iowa Regional Partner Groups – include focus of educating on the CGA Best Practices Development and distribution of marketing literature and handouts to supplement above summit and to use for additional outreach endeavors across Nebraska

Farm Safety Programs – Resources to expand the participation for these events

Locate Workshops – expansion of these successful trainings to include basic and advanced curriculum

Additional discussion regarding Element 3 – Operator’s Use of Performance Measures for Locators. It was determined that research needed to go into identifying the various Performance Measures currently used across all Utilities and Locate companies and identifying an associated Best Practice in Nebraska from the research. A Task Group will be formed to pursue this topic through 2010.

The application for the Grant will be submitted pending all needed requirements for submission are met prior to the August 31, 2009 deadline.

- e. *Today Show success!! Promoting August 11. Dan Maschka passed around a flier highlighting the CGA volunteers that were featured on the Today Show. Recent partnerships with John Deere, Travelers Insurance and Home Depot were also discussed.*
- f. *Follow up with Todd Carson’s recommendations to recognize a few companies for a job well done concerning the one call process. Todd Carson will send a list of companies to Susan Lynch. Susan requested everyone send her company names of those companies that are doing a job well done. They will be included in the Digger’s Newsletter sent out in late Fall 2009.*

6. New Business:

- a. *One-call board meeting update – Dan Maschka Discussed the request for support regarding TAG Grant – One Call Board declined*
- b. *Review CGN Treasury – Lanna Machmuller No changes to the Treasury report since last meeting*
- c. *Farm Safety Day events – reviewed list last meeting, now who can volunteer? Dan Maschka handed out a schedule of remaining Farm Safety events and sought volunteers to help out in this outreach effort. If interested in volunteering, please contact the Event Coordinator. Following is additional information provided by Dan for interested volunteers:*

Try this link: <http://www.call811.com/campaign-materials/ag-campaign.aspx>

FYI - Once you are on the website, scroll down and you will see three icons at the bottom of the page, the one on the left and in the middle are the ones you want for the Farm Safety stuff. These are large files, so when you download them it would be best to do it from a high-speed internet connection.

The icon in the middle contains the curriculum. Read through it and decide which hands-on activity you want to use. The one Susan uses with the flower pots is a proven crowd pleaser, but you will need to get details from her.

The graphics icon provides tons of material, probably more than you need, so pick and choose the items you want to print based on the message(s) you want to convey. Most stuff is available in color and/or B/W, but color is always more effective if you can use it. Some folks have printed selected items “poster size” some have even laminated their favorites they use over and over at each event.

Be sure to share which dates and towns you will try for so we don’t overlap. As Susan suggested, contact the safety day event coordinator directly, also understand that some event schedules are already full. The coordinators are sometimes surprised with an unsolicited offer to help and may not have even heard of the new curriculum yet, so occasionally you have to explain what you are trying to accomplish. But it’s worth it if we are able to make even a few presentations!!!

*The Progressive Ag website has the latest schedule:
<http://www.progressiveag.org/content/view/22/15/> Probably a good idea to review for changes.*

- d. Review e-mail distribution list
New Membership Pledge cards and requested updates will assist in any needed updates.
- e. One-Call newsletter - Excavator of the Month Award (item “f” above?)
Send nominations to susan.lynch@cusinc.com!

7. Open discussion

The national CGA, regional partners meeting will be held in Nashville, Sept. 30. Information provided at that meeting will be distributed to the CGN at our next meeting.

8. Determine the next meeting date, time and location -

Date: Tuesday, November 17, 2009

Task Groups meet at Noon. Please coordinate with your Task Group to confirm you will be meeting at Noon.

General Meeting will begin at 1:00 pm.

Location TBA – researching York, NE facilities and volunteers to host.

A special Thank You to Rod Jobman and Sudbeck Construction for hosting the meeting, lunch and golf outing – huge success!

Minutes submitted by: Susan Lynch – August 26, 2009