

April 21st, 2017

Public Utilities Commission
Capitol Building 1st Floor
500 East Capitol Avenue
Pierre, South Dakota 57501-5070

PS15-001
Informational Filing April 2017
Humboldt Municipal Gas Utility
100 South Main Street, P.O. Box 72
Humboldt, South Dakota 57035

Gas employees Don Boll (20 hours/week plus as needed hours) and Mike Beaner (15 hours/week)
the City Utilities Manager

Their time has been spent but not limited to the following:

Daily and weekly general maintenance, chart service, patrolling, meter reading, the gas charts at the TBS and District Stations are read on Monday's with the exceptions of Holidays throughout the past six months. Mike has been receiving hands on experience for Natural Gas training throughout this process. Along with the hands on training Mike and Don have been taking their on line courses as well. In October/ November of 2016 there were more locates completed due to the city sewer updates. In December of 2016, Mike, Don and Brenda Haviland continued training with Terry Hansen (GTS). In January 2017 Don Boll, Mike Beaner and Brenda Haviland attended the Pipeline Safety at the Holiday Inn Civic Center in Sioux Falls SD. Mike Beaner had also completed 18 of the 24 test at this point. In February 2017 Don and Mike started the process of going door to door with all the EFV notifications. February 10th, 2017 Mike Beaner, Don Boll and Brenda Haviland trained with GTS. Don and Mike also suggested obtaining Fire Suits to be used in case of emergency and contacted the Humboldt Volunteer Fire Department. After meeting with HVFD, they agreed to provide Fire Suits to the Humboldt Municipal Gas Employees in case of emergency. In March of 2017 Mike Beaner and Don Boll completed all EFV Notifications. Don Boll and Brenda Haviland attended the Pipeline Safety Conference in Rapid City SD March 27-30th. While at the Pipeline Safety Conference, Mike Beaner had put in his notice to the City of Humboldt Town Board. The President of the Humboldt Natural Gas Board approached Mike Beaner to become a member of the HNGB and continue his OQ training along with Brenda Haviland, he accepted and will be asked to be approved at the next Town Board meeting to approve.

Gas Board met at its regular monthly meetings October 24th, 2016, November 21st, 2016, December 19, 2016, January 19th, 2017, February 20th, 2017, March 21st, 2017. Either the Gas Board President or Vice President reported to the Humboldt Town Board with updated reports on the following dates, September 26th, 2016, October 24th, 2016, November 28th, 2016, December there was no report due to the Holiday and will report in January for December. They reported January 23rd, 2017, February 27th, 2017 and March 27th, 2017 to the Humboldt Town Board. All regular monthly business was discussed and approved including all vendor payables, payroll as well as monthly financial reports. The training for

reviewing and starting monthly audit reports continued along with training on Natural Gas Emergency Plan, Open Meeting Laws, Historical Data, Conversion Factors, PUC Inspections for 2017 along with 7100 Report for continued training. The Humboldt Natural Gas Board have been continuing to strive for public safety and employee safety along with continued internal audits.

Respectfully,

Brenda Haviland
President
Humboldt Municipal Gas Utility