

October 23<sup>rd</sup>, 2017

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

PS15-001

Informational Filing October 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.

Worked on gas charts at TBS and District Station along with locates throughout the past 6 months and an excess flow valve installed for Golden West. Mike Beaner had left the city of Humboldt for another position during the past 6 months and had an interview when the interview process for the City Utilities Manager came back available. At this point, the City of Humboldt's Town Board hired Mike Beaner back on as the City Utilities manager and Mike Beaner resumed all prior responsibilities. Mike has been receiving hands on experience for Natural Gas training throughout this process.

Don Boll and Brenda Haviland has continued their hands on and class room training throughout the 6 months with GTS. Along with the hands-on training and class room training the Humboldt Municipal Gas Board has continued their internal audits and training. Marlene Elko has put in extensive hours cross referencing bills, charges and receivables. The Humboldt Municipal Gas Board also has invited and met with Home owners on renters and landlords. Brenda Haviland and Marlene Elko have gone out with Don Boll and Mike Beaner to read meters for another form of audits and hands on training.

There was a new line put in for a twin home that Don Boll had over scene the project along with the current President of the Natural Gas Board Brenda Haviland.

The Humboldt Municipal Gas Board have met on a consistent monthly basis viewing and including all vendor payables, payroll as well as monthly financial reports. The training for reviewing and starting monthly audit reports continued along with training and regulations.

Utility President continues to update the Town Board on its progress and audit reports and findings to continue a work with and informative cohesive relationship from the Humboldt Municipal Gas Board.

Respectfully,

Brenda Haviland  
President  
Humboldt Municipal Gas Utility