

Fahn, Patrick J.

From: Paul Giron [Paul.Giron@rooney-eng.com]
Sent: Tuesday, August 31, 2010 1:23 PM
To: Fahn, Patrick J.
Cc: Paul Giron; Bruce Homeniuk; Mark Johnke; Claudia Schrull
Subject: Pre-Job Meeting Minutes for Bethold PREP - BTUL (8-30-10)
Attachments: Berthold PREP - BTUL Pre-Job Meeting Minutes (8-30-10).docx.pdf

Mr. Fahn,

Attached are a copy of the meeting notes and attendance sheet for PREP/BTUL pre-construction meeting. I still owe you a copy of our permits and I will get those to you hopefully in the next day or two. Please review and let me know if you have any questions or concerns.

Paul A. Giron.

Senior Project Engineer

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3 **PU-10-564** Filed: 8/31/2010 Pages: 7
Pre-construction meeting minutes

Berthold PREP/ BTUL Pre- job Meeting Minutes
August 26, 2010
Project Manager: Paul Giron

Attendance: Paul Giron, Steve Mack, Milt Gowan, Cole Deister, Travis Anderson, Jo Leslie, Patti Thomas, Mark Thomas, Tom Mclaughlin, Brin Foster, Wally Jones, Keith Voigt, Rocky Elliott, Gene Szarkowski, Trent Mattick, Nicole Carlson, On Phone: Gary Blowers, Charlie Roehm, Greg Wiley, Pat Fahn

Contractors: Rooney, Gowan – Civil, Elkhorne- Mechanical

Meeting Notes:

- All new/updated drawing will be mailed out by Paul Giron on Friday's of every week as necessary.
- All work on the LACT side is on hold due to permit issue. We are hoping to have this cleared up in the next couple weeks. In the mean time, all work being done will be on our existing property.
- Tank dike lowering may be one of the last things that will be done before commissioning the station since that area will be used for drying hydrotest water.
- Gene Szarkowski will be the inspector on site.
- All equipment needs to have a 5 lbs fire extinguisher on it.
- Work extra authorizations- need to have these completed or will not get paid for the work.

Civil

- Drawings – reviewed changes that were made.
 - Elevations of pipe supports have changed.
 - Booster pump elevations raised 1.5 inches and grouting of base is required.
 - Anchor bolt dimensions changed.
- On road 296, we will be putting a geotextile fabric under the road to help with weather conditions and traffic. (Drawing: C-1005)
- A question on the Rebar for the pumps, is there suppose to be less rebar being used than on previous jobs? Yes, the pumps will not be permanent and to cut cost we will use less rebar.

Piping

- The 12 inch line that was going to be decommissioned that runs to Tank 9800 will stay and be used for suction. And the new 10 inch line that was going to be added is no longer going to be constructed (this includes the nozzle on tank 9800).
- Road crossing – 5 ft below the lowest ditch.
- ON BOM's – some valve types were labeled wrong. These have been corrected.

Job Book- went over the different sections in the book.

- Schedule is tight for this project, with commissioning the station being November 3rd.
- Welder Qualifications – who all needs to be qualified? We will be multi-qualifying all the welders so that they can be used for any weld activity.

- Elkhorne- will qualify welders on site or across the road in the shop. EPND will provide pipe to test on and needs to know the procedures they will be using.
We tested to:
 - WP-44 w/ WP51 branch
 - UB36 w/ DB-48 branch
 - You will probably want to swap out UB36 for UB44 (will discuss)
- Elkhorne to send what they have to Paul to review and they will go from there to get procedures and welders qualified.
- OQ- any work being done inside station, make sure you are OQ'd if necessary. Every person inside the fence has to be AOC qualified and specifically OQ'd on other tasks.
- Gowan was wondering how the unloading of materials process was going to work. They are going to get together with Elkhorne to discuss the best method and let Paul know what they have come up with.
- Gowan and Elkhorne discussed where to put the job trailers, and EPND owns a triangle of land outside the fence were the job trailers will go. However, there is no electricity, so the contractors will have to provide there own generators.

SCHEDULE

- Gowan- start of next week to survey and plan lay out. The following week start on grading and then hopefully start hydro test by Wednesday.
- Will start on the south side of the station.
- Gowan to have up to 12 people max.at the station at a time. Will have their safety rep there weekly to start with and possible more often if necessary.
- Elkhorne will have a full time safety rep on site.

SAFETY-(See attachment)

- All contractors are to have a copy of their own safety program on site at all times. It can be electronic as long as it is accessible at all times. Plus you need to make sure that everyone is aware of changes that are made to it if it's electronic only.
- When your scope of work changes they need to be addressed again on the safe work permit and at the tailgate meeting. Gowan & Elkhorne -to do a joint meeting.
- Site specific orientation- all new employees on site, inspectors can help with it.
- Visit access- if not work related need to be approved by inspector to be on site.
- Smoking – smoking areas are to have a bucket and a fire extinguisher outside the fence. There will be no lighter or matches allowed in the station.

Action Items

- Paul- to get out a contact list for the job book.
- Paul Giron - will mail all new/updated drawing on Friday's of every week as applicable.
- Elkhorne to send what they have to Paul to review and they will go from there to get procedures and welders qualified.
- Paul- Material list is a little outdated, will send out a new one.

Pat- North Dakota Service Commission

Pat reviewed over the phone:

- “Certification Relating to order Provisions- Piping Siting” orders for Case No. PU-10-130.
- Tree and Shrub Mitigation Specifications
- Energy Conversion and Transmission Facility Siting Act – Penalty Clauses

Meeting Notes:

All construction work at the station at this point will be taking place on our existing property.

Pat was curious if all the permits with the application for the existing land were submitted? Paul mentioned that he had them all and would get him copies of all licenses and permits that were needed.

Pat request that we report to him when the construction started and also send in a weekly progress report via email. Be sure to include the Case # on filings when sending them into Pat. (PU10564)

Enbridge is to provide commission a hard copy and electronic version of ASBuilts & Drawings that can be converted to ESRI GIS Mapping Software.

Action Items:

Paul needs to send all licenses and permits to Pat at the ND Service Commission that applies to the existing lands work at the Berthold Station.

Paul or Bruce to send Pat a weekly progress report to his email, including the case number. (PU10564)

Enbridge is to provide commission a hard copy and electronic version of ASBuilts & Drawings that can be converted to ESRI GIS Mapping Software.

Job: Beathold Prep 18741 Pre-Job Meeting Date: 8/26/10

Name (printed)	Company	Cell phone number	E-mail Address
Paul Girell	Roney Eng.	720-300-7285	paug@ronney-eng.com
Steve Mack	Gowan	701-739-0551	steve@gowanconstruction.com
M. It Gowan	Gowan Construction	701-739-5357	Mit@gowanconstruction.com
Cole DeStee	Eckhorn	303-549-9197	coleste@elkhornconstruction.com
TRAVIS ANDERSON	GOWAN	701 739 1448	TRAVIS.GOWAN@CONSTRUCTION.COM
SO LESLIE	EIKHORN	303-549-0951	STESLIE@ELKHORNCONSTRUCTION.COM
Patti Thomas	EIKHORN	505-947-2019	PThomas@elkhornconstruction.com
MARK THOMAS	EIKHORN	970-560-2961	MTTHOMAS@ELKHORNCONSTRUCTION.COM
Tom McLaughlin	EIKHORN	432-661-5538	Tom.McLaughlin@ElkhornConstruction.com
Brian Foster	EIKHORN	307-679-6440	bfoster@ElkhornConstruction.com
Walt Jones	Elkhorn Construction	307-783-5052	wjones@elkhornconstruction.com
Kelly Voigt	EPND	701-220-0265	Kelly.Voigt@epnda.com
ERICENE SZARKOWSKI	MBF/EPND	701-368-0075	SZARKI167@HOTMAIL.COM
Rocky Elliott	EPND	208-716-3752	rocky.elliott@epnda.com
Trent Markham	EPND		
Kelli Consm	"	701-857-0817	KICAR.CONSM@BRIDGE.COM
Ramy Blawie - on phone	"		

Charlie Ruchm - on phone
 Greg Wilkey - on phone
 Det Farn - on phone



**Enbridge Transportation Group North
PRE-BID and PRE-JOB MEETING SAFETY CHECKLIST**

Contracted by: Engineering or Operations

Elk Horn + Gowen
(Contractor)

ICS
(Subcontractor)

Bedford
(Job-Site Location)

The following checked-off topics were reviewed by the Enbridge Company Representative with the Contractor's Representative:

- Foreword
- Safety and Environmental Policies
- Intent
- Objective
- Responsibilities
- Safety Orientation
- General Requirements
- Incident Reporting
- Workers Compensation Board
- Statistical Reporting
- First Aid Requirements
- Safe Work Permits
- Emergency Evacuation Procedures
- Personal Protective Equipment
- Blasting
- Abrasive Blasting
- Compressed Air
- Confined Space Entry
- Hot Work in Enclosed Spaces
- Electrical Safety
- Lockout Procedures
- Spark Arrestor & Positive Air Shut-Offs
- Refuelling
- Vehicles & Mobile Equipment
- Back-up Alarms
- Mobile Hosting Equipment
- Ropes, Chains, Slings and Cables
- Ditching Machines
- Hand and Portable Power Tools
- Air Operated Tools
- Explosive Actuated Tools
- Grinders
- Ladder Safety
- Excavation and Safeguarding of Pipeline Facilities
- Portable Heaters
- Radiography
- Safeguards, Barricades and Warning Signs
- Scaffolds
- Swingstages and Work Cages
- Powered Elevated Work Platforms
- Manbaskets
- Welding and Cutting
- Pipe and Material Handling
- Safety Around Storage Tanks
- Manual Lifting
- Pigging and Testing
- Warehouse and Storage Depot
- Contractor Laydown and Storage Areas
- Characteristics of Products Pumped
- Hazardous Materials
- Fire Prevention, Protection, and Inspection
- Safety Awards
- Other _____
- Other _____

Comments: 4 Head monitor

[Signature]
Name and Signature of Contractor Representative

HSE Director 8/26/10
Position Date

[Signature]
Name and Signature of Enbridge Rep. Conducting Pre-Job

Construction Safety 8/26/10
Position Date

30 Hour OSHA safety training will be required for foreman and certification will be available for review. Foreman who are the on-site safety representative receive the responsibilities for on site safety representative such as:

- Weekly formal safety inspections
- Responsible for effective tailgate and safety awareness for crew and sub-contractors being used on site.
- Insuring sub-contractors have appropriate equipment, training, and knowledge of company and Enbridge safety programs.
- All responsibilities listed in the Construction Safety Program for the Contractor Safety Representative.

Cameras and cell phones will be allowed only for foreman of construction crews. Their use is limited to the condition that the atmosphere has been previously and continuously monitored.

Monitors (minimum of three head), required for every employee, must be bump tested and recorded with records of bump testing available on site.

Hours worked by the contractor their sub-contractors, must be submitted by the 5th of each month for the prior month.

Daily safety/toolbox meetings will be held to disseminate hazards, controls, and plans from the safe work permit relating to that days work scope. Meetings must be effective and employees arriving late to the job site must be informed as well.

Emergency transportation plans are supplied by the contractor.

Contractors are required to attend lock out/ tag out meetings and be involved in the process. On the LO/TO day, contractors will be required to provide a lock on the final lock box.

Lifting plans will be required as per CSP.

FR clothing must meet NFPA 2112 performance requirements.

Respiratory protection will be required as per CSP and fit test and pulmonary function test must be complete.

Pre-excavation checklist will be filled out daily by contractor rep. As well as participating in the planning of the excavation and working with the inspector to complete the Enbridge Ground Disturbance Form.

Scaffolding will be erected as per CSP.

Materials handling equipment will be appropriate for the type of work being completed.

Safety representation will be required on each site at a minimum of twice per month.