

PUBLIC SERVICE COMMISSION
STATE OF NORTH DAKOTA

City of Granville
Gas Safety – Granville, ND
Inspection

Case No. GS-10-602

RECEIVED

NOV 16 2010

**RESPONSE OF CITY OF GRANVILLE
TO NOTICE OF PROBABLE VIOLATIONS**

PUBLIC SERVICE COMMISSION

BACKGROUND:

On Saturday, July 10, 2010, at approximately 11:30 a.m. John Morrison (Morrison), the Mayor of the City of Granville, North Dakota (Granville) was notified that a Granville LP service line had been accidentally cut by a resident operating a trenching machine on their property. When Morrison arrived at the residence, the trenching machine had been shut down and moved away from the line. There were no vehicles running and Morrison observed no other ignition sources in the area. Tim Krout, a former Granville Propane Commissioner familiar with the Granville LP plant had already shut off the plant to prevent LP gas from escaping.

Karlain Drader (Drader), Granville's maintenance employee arrived at the scene after Morrison. Drader observed no running equipment and no ignition sources. On July 10, 2010 Drader had been on the job for only twelve (12) days, having been hired on June 28, 2010 after the prior maintenance employee, Bob Bachmeier (Bachmeier) resigned.

Contact was made with Michael Zerr of Coolfish Services, Inc. (Zerr) to repair the damaged LP line. However, Zerr was unavailable until Monday, July 12, 2010. On that date he, accompanied by Drader, inspected the damaged line. Zerr applied a proper squeeze-off tool upstream of the damaged section of line. It was determined that parts would have to be ordered to make the repairs. The parts were ordered July 12, 2010 but did not arrive until July 14 or 15, 2010.

On July 15, 2010 Zerr, assisted by Drader repaired the damaged service line. The damaged pipe was removed and repairs were made with a short length of PE pipe and two Permasert® couplings. The repair was checked with an air pressure test (85 p.s.i.) and the fittings were soap tested prior to re-establishing service. No additional repairs to the line have been required.

On October 12, 2010, the North Dakota Public Service Commission (PSC) issued a Notice of Probable Violations, Case No. GS-10-602 (the Notice) to Granville. According to the Notice, eleven (11) probable violations of PSC gas pipeline safety regulations (N.D.A.C. 69-09-03) were identified as a result of an August 11, 2010 review of Granville's Operation and Maintenance Plan, its Emergency Response Plan and a Gas Emergency and Response Report concerning damage to a service pipe within Granville's LP distribution system that occurred on July 10, 2010. A Notice of one (1) additional violation was also separately issued.

Granville's responses to the alleged violations, proposed compliance orders and proposed penalties are as follows:

1. **Alleged violation: Granville failed to make an adequate record to show the level of test pressure applied to the pipe repaired on July 10, 2010 as required by 49 CRF 192.603(b).**
Proposed Compliance Order: Provide a pressure test report to show the actual amount of pressure applied to the service line.
Proposed Civil Penalty: \$1,000.00.

Granville acknowledges that a record of the level of test pressure applied to the damaged pipe following repairs was not made at the time of the repair. However, a pressure test was performed by Zerr when the line was repaired. Granville has prepared a Pressure Test Report showing the amount of pressure applied to the service line (approximately 85 p.s.i.). See Exhibit 1. Granville requests waiver of the proposed penalty (\$1,000.00).

49 CFR 192.603(b) requires an operator to "keep records necessary to administer the procedures established under §192.605." On the date of the incident – July 10, 2010, Drader had only been employed as Granville's maintenance employee for eleven (11) days. She had not been afforded a reasonable opportunity to that point to fully review Granville's Operation and Maintenance Plan or the Emergency Plan and was not yet familiar with those procedures nor had she been able to obtain sufficient training by that time. The failure to complete a Pressure Test Report was merely an unintentional oversight. Granville did, however, take reasonable steps to identify a trained third party who could provide services during the interim (Zerr) and the repaired line was pressure-tested by Zerr to a level of 85 p.s.i.

2. **Alleged violation: Granville did not make an adequate record to show that all potential ignition sources were removed at the onset of the emergency or that a fire extinguisher was provided at the scene of the emergency on July 10, 2010 as required by 49 CFR 192.605(b)(1) and 49 CFR 192.751(a).**
Proposed Compliance Order: Provide a record to show that all potential ignition sources were removed from the scene at the onset of the emergency or that a fire extinguisher was provided at the scene.
Proposed Civil Penalty: \$1,000.00.

While a written record may not have been contemporaneously prepared, potential ignition sources were removed from the scene on July 10, 2010. Granville is willing to provide a report, which shows that potential ignition sources were removed from the scene. Granville requests waiver of the proposed penalty (\$1,000.00).

Morrison was the first City Official contacted about the damaged line. When Morrison arrived at the scene, however, the LP plant had already been shut off by Tim Krout, a former Propane Commissioner who was familiar with the Granville LP plant and system. Morrison did observe upon his arrival that the trenching machine which damaged the LP gas line had been shut down and moved away and that there were no vehicles running or

other visible ignition sources in the area (see Exhibit 2). Drader, who had been hired just 12 days before, was not yet familiar with Granville's Operation and Maintenance Plan or the Emergency Plan and any failure to make a record is merely an inadvertent oversight.

3. **Alleged violation: Granville did not qualify the procedure used to repair the service line as required by 49 CFR 192.273(b).**
Proposed Compliance Order: Provide written proof that Granville has qualified the plastic joining procedure used to repair the damaged service line.
Proposed Civil Penalty: \$1,000.00

Granville contests the alleged violation as well as the proposed penalty (\$1,000.00). Granville contends that the procedure used to repair the damaged service line is "qualified" under 49 CFR 192.273(b).

Repairs to the damaged line were performed by Zerr. After applying a squeeze-off tool upstream of the damaged section of line, Zerr removed the damaged pipe and made repairs with a short length of PE pipe and two Permasert® couplings. He then checked the repair with an air pressure test and soap-tested the fittings before re-establishing service to the line.

49 CFR 192.273(b) requires joints to be made according to procedures "proven by test or experience to produce strong gastight joints." The procedure and Permasert® couplings used by Zerr satisfy that standard. See Exhibit 3. Granville, however, will modify its Operation and Maintenance Plan to specifically include the use of Permasert® couplings.

4. **Alleged violation: Granville failed to qualify the person performing the mechanical joint procedure used to repair the service line as required by Granville's Operation and Maintenance Plan, Appendix A, p.41 and 49 CFR 192.13(c).**
Proposed Compliance Order: Provide written proof that the person performing the fusion procedure used to repair the service line was qualified.
Proposed Civil Penalty: \$1,000.00.

Granville contests the alleged violation and the proposed penalty (\$1,000.00). Documentation of the qualifications of the person that performed the repairs (Zerr) is attached.

Following the resignation of its maintenance employee, Granville took reasonable steps to identify a qualified individual who could service the LP system until a replacement maintenance employee could be hired and trained. See Exhibit 4. Zerr, the owner and operator of Coolfish Services, Inc., was recommended by Montana-Dakota Utilities. Zerr completed a Gas Serviceman General apprenticeship under the sponsorship of Montana-Dakota Utilities and was issued a Certificate of Completion of Apprenticeship by the U.S. Department of Labor on December 7, 2001. Documentation of Zerr's qualifications is attached. See Exhibit 5. Granville also contacted the PSC in response to the resignation of the former maintenance employee and was advised that the PSC would be

willing to “work with” Granville. See Exhibit 4. Under these circumstances, Granville took reasonable and adequate steps to obtain qualified assistance.

5. **Alleged violation: Granville failed to maintain 24-hour per day, seven days per week emergency contact communication availability as required by Granville’s Emergency Response Plan, Section 1, p.1 and 49 CFR 192.13(c).
Proposed Compliance Order: Insure that 24-hour per day, seven days per week emergency contact communication is available.
Proposed Civil Penalty: \$1,000.00.**

Granville contests this alleged violation and the proposed penalty.

The Notice alleges that the emergency cell phone assigned to the system operator is sometimes shut off and is, at times, given to non-system personnel for use while performing non-system tasks. Since Drader was hired as maintenance employee, the emergency cell phone has not been shut off. On one occasion, the emergency cell phone was left with the City Auditor, Nancy Mueller, when Drader was out of town for a weekend. However, Ms. Mueller completed eight (8) hours of Propane Office Personnel Training in 2009 and in 2010 as well as FEMA emergency management training in 2007. See Exhibit 6. The emergency cell phone is not given to non-system personnel for use while performing non-system tasks. Drader has a personal cell phone which she uses for non-system purposes.

6. **Alleged violation: Granville did not classify the emergency.
Proposed Compliance Order: Provide a written emergency training plan that will insure all future emergencies will be responded to in accordance with Granville’s Emergency Response Plan and 49 CFR Part 192.
Proposed Civil Penalty: \$5,000.00 (cumulative #6-10)**

Granville acknowledges that the situation was not “classified” on July 10, 2010. Granville requests that the proposed penalty be waived since its maintenance employee (Drader) has received significant education and training that will permit a more appropriate response to future emergencies.

As already described, on the date of the incident (July 10, 2010) Drader had not been able to review the Operation and Maintenance Plan or Emergency Response Plan. Granville, however, has taken significant steps to obtain training for its maintenance employee. Both Drader and the City Auditor completed Propane Office Personnel Training sponsored by the North Dakota Propane Gas Association (see Exhibits 6 and 7). In addition, Drader completed eight (8) other courses providing her with propane education and training (see Exhibit 7). As a result, Drader is capable of responding to situations such as that which occurred on July 10, 2010 in accordance with the Granville Operation and Maintenance Plan and its Emergency Response Plan.

7. **Alleged violation: Granville did not provide proper squeeze-off tools at the emergency.**
Proposed Compliance Order: See #6
Proposed Civil Penalty: See #6

Granville disputes the alleged violation and contests the proposed penalty.

Granville does maintain squeeze-off tools for use in connection with its LP system. Unfortunately, on July 10, 2010, Drader was not intimately familiar with operations the LP system and was unaware that such tools were available. However, a clamp was applied to the damaged line to prevent leakage of LP gas. When Zerr arrived on Monday, July 12, 2010, he applied Granville's squeeze-off tool to the damaged line. That tool remained in place until necessary parts arrived on July 14 or 15, 2010.

8. **Alleged violation: Granville did not determine the location of applicable key valves to properly shut down the system.**
Proposed Compliance Order: See #6
Proposed Civil Penalty: See #6

Granville disputes this allegation and contests the proposed penalty.

Granville contends that the location of key valves to properly shut down the LP system is known. Although Drader was not familiar with the location of key valves on July 10, 2010, upon her arrival at the scene the affected area of the LP system had already been shut down by Tim Krout, a former Granville Propane Commissioner, who was familiar with the Granville LP system. Several other Granville personnel are also aware of the location of key valves.

9. **Alleged violation: Granville did not properly restore service after the emergency repair was completed by shutting down affected services at the risers and tag those services until access to the buildings could be achieved and pilots could be properly relit.**
Proposed Compliance Order: See #6
Proposed Civil Penalty: See #6

Granville acknowledges that affected services for the entire City were not shut down at the risers and tagged until pilots could be relit. Granville requests that the proposed penalty be waived since affirmative steps have been taken to provide the maintenance employee with education and training to properly respond to emergencies in the future.

The proposed compliance order would require Granville to provide an emergency training plan. However, since the July 10, 2010 incident Drader has already been provided education and training that will ensure an appropriate response to any future emergencies. It bears repeating that, on July 10, 2010, Granville had only recently hired a replacement maintenance employee (Drader) following the resignation of its previous maintenance employee. Granville was aware that Drader would not be immediately able

to familiarize herself with the LP system, the Operation and Maintenance Plan or the Emergency Response Plan and, for that reason, took steps to identify someone (Zerr) who could provide services to the City until Drader received additional education and training.

10. **Alleged violation: Granville failed to properly train designated emergency responders including the system operator, as required by Granville's Emergency Response Plan.**
Proposed Compliance Order: See #6
Proposed Civil Penalty: See #6

Granville contests this allegation as well as the proposed penalty.

Drader was hired as Granville's maintenance employee on June 28, 2010 after the previous maintenance employee, Bachmeier, resigned. Following his resignation, the Granville City Council discussed its emergency propane plan and was advised that Bachmeier's brother, Jason Bachmeier, was certified to shut down the plant in case of an emergency. Morrison also contacted Montana-Dakota Utilities to inquire about the possibility of obtaining assistance with Granville's LP plant in the event of any emergency. Morrison was encouraged to contact Zerr. Morrison also contacted the PSC and was advised that the PSC would be willing to cooperate with Granville until it was able to fill the maintenance employee position. Granville was advised that it could not contact its former maintenance employee (Bachmeier) regarding the LP system because of his employment with the PSC as an inspector.

Although Drader began looking for propane-related courses prior to July 10, 2010, the first course was not available until July 19, 2010. Since she was hired, Drader has attended nine (9) courses related to propane and propane safety:

- Gas Check (July 19, 2010)
- Hazardous Materials Training (July 20, 2010)
- Basic and Delivery Refresher Training (July 20, 2010)
- Static Electricity in Propane Industry (July 20, 2010)
- Regulatory Update (July 20, 2010)
- Vapor Distribution System / Operation Systems (July 21 – 23, 2010)
- Basic Practices and Principals of Propane (September 27 – 28, 2010)
- Propane Office Personnel training (October 13, 2010)

See Exhibit 7. The Granville City Auditor, Nancy Mueller, also received training, completing FEMA emergency management training in 2007 and the Propane Office Personnel training in 2009 and 2010. See Exhibit 6. Granville also wishes to note that many of its records, including its Operation and Maintenance Plan and its Emergency Response Plan had been removed by the former maintenance employee and were returned to the City only after a call was placed by Morrison to the PSC.

Under these circumstances, Granville took reasonable and prudent steps to obtain qualified assistance with its LP systems until such time as the maintenance employee could be hired and trained.

11. **Alleged violation:** Granville failed to make an adequate record showing that a review of its employee activities was conducted to determine whether procedures were effectively followed as required by 49 CFR 192.603(b), 49 CFR 192.605 and 49 CFR 192.615(b)(3).
Proposed Compliance Order: Provide a written report showing a review of Granville employee activities during the July 10, 2010 emergency and a determination as to whether Granville's procedures were effectively followed.
Proposed Civil Penalty: \$1,000.00.

Granville acknowledges that a formal review to determine whether procedures were effectively followed was not immediately conducted on July 10, 2010. Granville, however, requests that the proposed penalty be waived since a review of the response to the July 10, 2010 incident has effectively been performed in the form of Granville's response to these proceedings.

12. **Alleged violation:** Granville did not ensure through evaluation that individuals performing tasks covered by its written operator qualification program were qualified as required under 49 CFR 192.805(b).
Proposed Compliance Order: Provide a system operator training plan which shows all of Granville's covered tasks, the name(s) of individuals who perform those tasks, and when and how those individuals were qualified to perform those tasks. If Granville's staff has not been qualified to perform certain tasks, then it must show how and when training will occur. Granville must also provide operator qualification records for any individuals or contractors who will perform covered tasks in the interim until Granville staff has been qualified.
Proposed Civil Penalty: \$3,000.00.

Granville contests the proposed penalty. Granville maintains that it took reasonable steps to hire and train a maintenance employee after the resignation of its prior maintenance employee. Recognizing that Drader would not be immediately able to service the LP system, Granville made arrangements with Zerr to provide those services until Drader was familiar with the LP system and received additional education and training. Granville also contacted the PSC to discuss the issue and was told that the PSC would be willing to "work with" Granville.

Granville also maintains that it undertook concerted efforts to provide training and ensure that individuals performing covered tasks have the necessary knowledge and skills to do so in a manner that ensures the safe operation of its LP system. Since Drader was hired in late June 2010, she has received extensive education and training in propane system issues, attending nine (9) courses involving LP safety. She is now familiar with the LP system, the Operation and Maintenance Plan and Emergency Response Plan. However, if the PSC believes additional qualification records beyond those attached to this response are necessary, Granville is willing to provide such qualification records.

CONCLUSION:

Unfortunately, the July 10, 2010 incident occurred after the resignation of Granville's maintenance employee (Bachmeier) but before his replacement could be adequately trained and familiarize himself / herself with Granville's LP system. Following Bachmeier's resignation, Granville contacted the PSC and also took steps to identify a qualified person (Zerr) who could service the LP system until a full-time maintenance employee could be hired and trained. Drader was hired June 28, 2010. Unfortunately, by July 10, 2010 she was unable to review Granville's Operation and Maintenance Plan and its Emergency Response Plan or obtain training. Although Drader identified a propane course prior to July 10, 2010, it was not held until July 19, 2010. Since being hired, Drader attended nine (9) propane courses.

Finally, it is important to note that at least four (4) of the alleged violations relate to documentation of actions taken – not a failure to act. The service line repair was performed by Zerr, a qualified individual, using qualified methods. There have been no problems with the repaired line.

Granville is a small town (population approximately 250) with limited resources. It operates an LP plant in order to provide service to its citizens at affordable cost. Operations of the LP system are funded almost entirely by propane sales. The proposed penalties would cause unnecessary financial hardship to Granville and could jeopardize Granville's ability to continue to provide this necessary service to its citizens. Granville took reasonable and prudent action to address the July 10, 2010 incident and is willing to address any remaining concerns the PSC may have.

Date: November 15, 2010



John Morrison, Mayor

APPENDIX E
Form 16

CITY OF GRANVILLE
INSPECTION OF UNCOVERED PIPE

Date: _____ 19__

1. Location of line _____
2. Name of Inspector _____
3. Designation of Line: _____ Main _____ Service _____
4. Line Age: _____ Years Line Size: _____ Inches
5. Type of pipe: _____
6. Coating: Type _____ Condition _____
7. Condition of Pipe: Smooth _____ Pitted _____ Depth of Pits _____
8. Soil: Kind: Sand () Clay () Loam ()
9. Corrective Measures Taken if Needed: _____

PIPELINE PRESSURE TEST

Date 11-12-2010
19__

Type of Pipe (steel/plastic) plastic Diameter/Length 3/4" / Approximately 3'
Location of pipe East of house on SE corner of concrete driveway

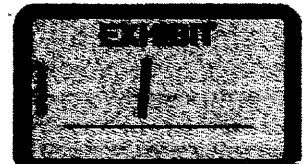
Date/Time Start 7-15-10 / Date/Time Stop 7-15-10
approximately
Pressure Start 85 psig Pressure Stop Same psig

Was there line loss NO

Corrective Measures Taken leak check, no pressure loss and
no leaks

Sketch location of line on back
of this sheet.

Signed By [Signature]
[Signature]



Office Of
City Auditor

"The Friendly City"
City of Granville

INCORPORATED 1907

OFFICERS
Mayor and
Board of Aldermen

GRANVILLE, NORTH DAKOTA 58741

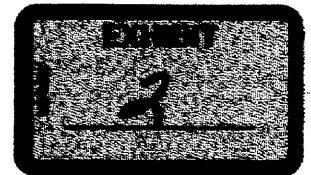
To whom it concerns,

On the day of July 10th, 2010, I was called to a propane line cut at Donovan and Kathy Nelson residence at approximately 11:30 am. On corner of McHenry Ave. and Second St. in Granville, ND.

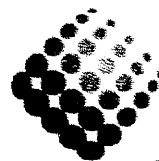
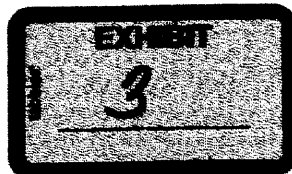
No ignition sources were present at the time of my arrival. The trenching machine was shut down and moved away from the cut, no vehicles were running, and I didn't see any other ignition sources in the area.

Sincerely,


John Morrison
Granville City Mayor



Permasert® Mechanical Couplings



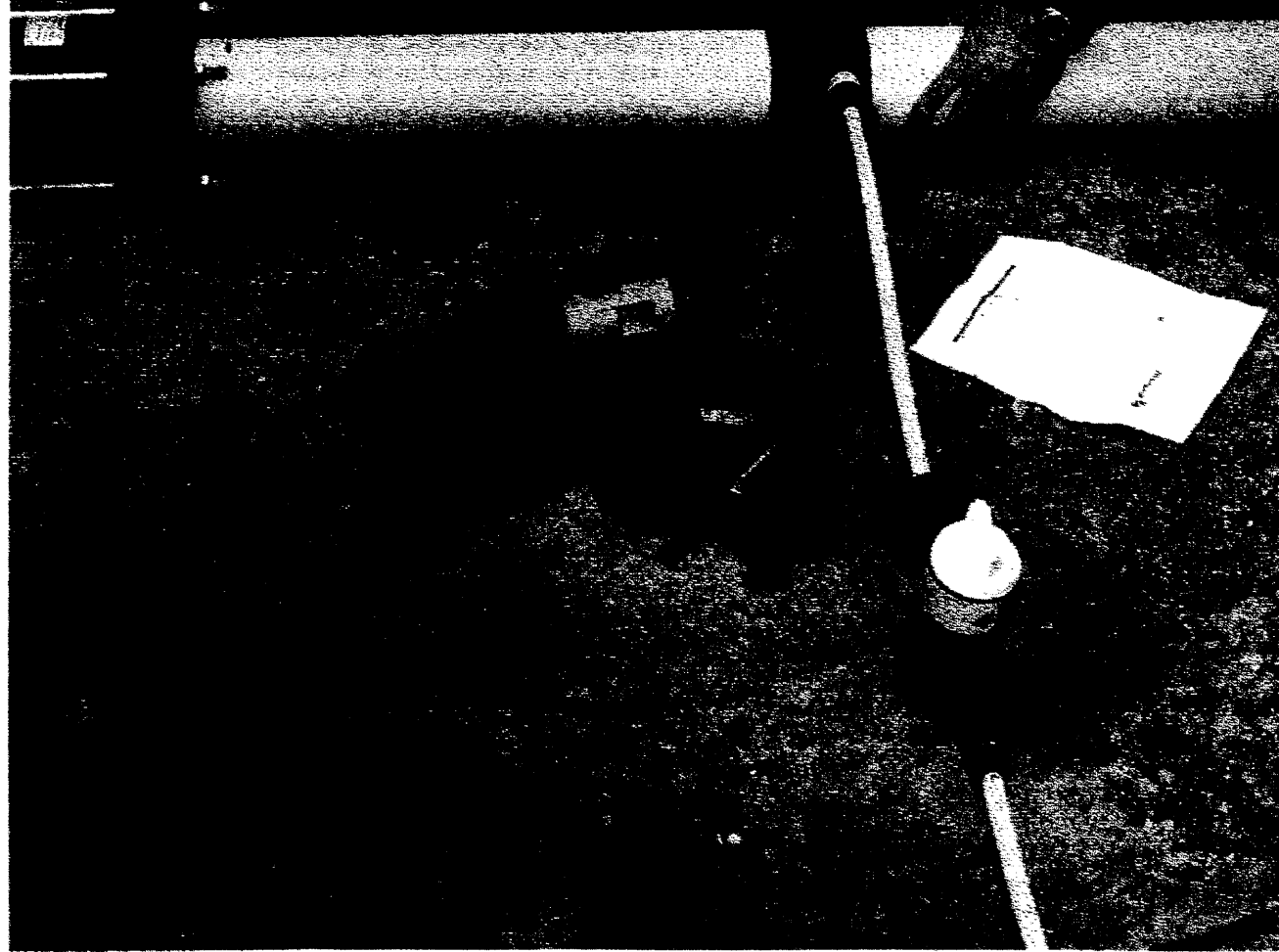
elster
Perfection

Permasert® Mechanical Couplings

In 1976, Elster Perfection revolutionized natural gas distribution with the introduction of the first polyethylene mechanical coupling—Permasert®.

Since that time, Permasert® has become the most widely used mechanical coupling for service line installations and replacements. The coupling has not only replaced the traditional cast iron pipe and fittings, but also has replaced the steel pipe and fittings used in Permasert® installations. Its composite and non-metallic construction offers many advantages.

Permasert® couplings are made from a high-strength, low-density polyethylene resin that provides a high strength-to-weight ratio and a greater dielectric strength than any other available level of polyethylene. As a result, the dielectric strength of Permasert® couplings is greater than that of any other polyethylene coupling available in the industry. The Permasert® coupling is also non-conductive and non-flammable. The coupling is also resistant to rust and corrosion, and is the right choice for all gas distribution applications.



Elster Perfection

Permasert® Saves Time and Money

Increased competition in the energy market place is forcing natural gas utilities to monitor and evaluate all aspects of their cost structure.

Benefits

- Fast and easy installation requires only one person
- Total installed cost savings versus electrical steel and lead fusion joined polyethylene
- No special tools, costly installation equipment, or special training required to install
- Smaller diameters required means lower excavation and restoration costs
- Non-corrosive couplings eliminate the need for protective coatings and cathodic protection
- Safe, dependable performance for over 30 years. More than 40 million installed worldwide
- Minimal stress on PE tubing
- Molded from industry leading PE4710/PE3410E
- Available in many sizes
- All weather installations

Easiest method for restoration of EFVs into the service line.

Best method for repair of damaged service lines.



Time Proven Products

Since its introduction, the Permasert Mechanical Coupling has become the number one polyethylene mechanical fitting in the world. In achieving and maintaining this valued leadership position, Elster Perfection has worked hard to earn the confidence of its customers. We're proud that with a 30-year track record and over 40 million Permasert couplings in use in every conceivable climate and soil condition, Permasert continues to deliver safe, reliable performance.

Saves Time and Money

One area of focus is the installation of new gas services and the repair of existing services. For this reason many utilities are re-evaluating their method of joining plastic pipe.

An ever increasing number of utilities, and their contractors, are arriving at the same conclusion...Permasert mechanical couplings offer significant total installed cost savings compared to alternate connection methods. Why? It's simple. Permasert takes one person only a few minutes to install...without any expensive equipment or extensive training. All you do is cut the PE piping, chamfer the end, mark the proper stab depth and insert the PE piping into the coupling. That's it. No torque requirements and no special tools. Fast, safe and easy...saving you time and money.



Permasert couplings simply repairing damaged service lines.



Installing a blind end cap allows for easy future connections.



Permasert outlets make connecting to valves and tees fast and easy.

Permasert® Mechanical Couplings

Connect with safety, integrity and speed.
Connect with Elster Perfection.

Time Proven Products

Elster Perfection molds it's complete line of Permasert mechanical joining products from PE4710/PE3408. This resin shares many of the same properties as PE2406 and PE3408, while offering several significant performance enhancements. PE4710/PE3408 provides excellent resistance to Rapid Crack Propagation (RCP) and Slow Crack Growth (SCG). In fact, it is 20 and 60 times more resistant to SCG than typical PE2406 and PE3408. The resin also provides greater than 6,000 hours PENT (Pennsylvania Notch Test), which is 60 times the ASTM D 2513 requirement. In addition, PE4710 has a proven track record having been successfully used around the world for more than 20 years. All of which adds up to greater gas distribution integrity.

Our Complete System... From Main To Meter

Only Elster Perfection has developed a complete mechanical polyethylene gas distribution system for installing a main-to-meter gas service. This family of easy-to-install products incorporates our Permasert couplings and allows you to make fast and safe piping connections without the use of special tools or expensive equipment.

Complementing the wide variety of couplings, we offer anodeless service line risers, PermaLock® Mechanical Tapping Tees, PSV™ polyethylene shut-off valves, and Perfection excess flow valve. Each of these products features Permasert coupling outlets and are available in a broad range of sizes.



Reducing Couplings and Reducing Tees

Blind End Caps and Stubs

Mechanical Couplings

Couplings with EFV Excess Flow Valves

Tees, Wyes and Elbs

Repair Couplings

Special Meeting(Discuss Hiring of New City Maintenance Worker)

May 24, 2010

8 PM

Members: Mayor John Morrison; Council-Ralph Larsen, Jason Smette, Jerry Anderson, Tim Krout

Others: Bob Bachmeier

Mayor Morrison called the meeting to order.

Mr. Bachmeier resigned his position of city maintenance worker. Mayor Morrison asked Mr. Bachmeier to send in a written resignation. The position is to be advertised as soon as possible. Mayor Morrison contacted Pat Fahn, Public Service Commission, and he is willing to work with the city until we get the position filled.

The emergency propane plan was discussed. Mr. Bachmeier stated that Jason Bachmeier is certified to shut down the propane plant in case of an emergency. MDI will be contacted to see about the possibility of helping with the system in case of an emergency or any other necessary coverage of the system.

The Public Service Commission and the MD State Health Department is to be notified of Mr. Bachmeier's leaving. Other entities will be advised of his leaving. Mr. Bachmeier is to move all files to the city office.

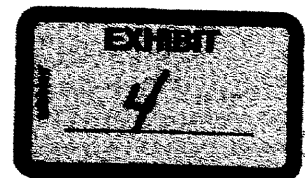
Job advertisement description was discussed. Mr. Smette moved to draw up an advertisement for the position. Mr. Larsen second the motion. Passed.

Mr. Bachmeier will be paid any remaining vacation due.

Mr. Anderson moved to adjourn at 8:30 PM. Mr. Larsen second the motion. Passed.

John H. Morrison, Mayor

Nancy A. Mueller, Auditor



Regular Meeting

June 7, 2010

7 PM

Members: Mayor John Morrison; Council-Jason Smette, Ralph Larsen, Tim Krout, Ralph Larsen; Absent-Jerry Anderson

Others: Karlain Drader, Deb Swallers, Maria Effertz Hanson(McHenry Co. JDA), Jeff McElwain(Estvold Engineering), Mike Zerr(Coolfish Refrigeration Heating and Air), Deputies Trey Skager and James Mann

Mayor Morrison called the meeting to order. Mr. Smette moved to approve the minutes as presented. Mr. Larsen second it. Passed. Mr. Larsen moved to approve the financial report and bills as presented. Mr. Smette second it. Passed. Delinquents were reviewed.

Public:

Ms. Hanson reviewed the personnel policy and council duties with the council.

Mr. McElwain reported that USDA is working on the water tower funding.

~~Mr. Zerr reported that he is interested that he is interested in being a backup person for the Granville Propane System.~~

~~Mr. Drader expressed interest in the city maintenance job.~~ Council will discuss starting wages.

Deputy Skager introduced new deputy James Mann to the council. He is living in Granville.

Mrs. Swallers presented dog nuisance complaint that she filed with the McHenry County Sheriff's Dept. in reference to Ron Bendickson's dogs. Redoing of the Pet Ordinance was discussed.

Old Business:

Mr. Smette moved to pass the first reading of the amendment to Ordinance 8.0405. Mr. Larsen second it. Passed.

The mayor reported he has been in contact with the First District Health Department in reference to the building on lots 1 & 2, Block 2, Original Granville and the city landfill.

Mr. Smette moved to have the city council as the city sales tax committee. Mr. Larsen second it. Passed.

City employee drug testing was discussed. The auditor will check with Occupational Medicine at Medical Arts Clinic in Minot. Mr. Smette will check on who does drug testing at his place of employment.

When Mr. Bachmeier returns next week the auditor will check to see if RV dump signs have been ordered.

New Business:

Mr. Jerry Sevland has asked to mow the hay land around Granville and will pay \$500.00 like 2009. The council approved the request.

It was decided to offer the TGU-Granville School propane for the 2010-2011 heating season at a 4 cent discount from consumer price.

It was decided to advertise for 100,000 gallons of propane for the 2010-2011 heating season. Bids will be due at the July 5, 2010 meeting.

The city will purchase flowers for the planter at the Centennial Park and 2 First Aid Kits

with eye wash.

Mr. Smette will check to see if the water and sewer lines have been flushed.

The condition of floor scrubber will be checked on and if needs repair it will be fixed.

Mr. Larsen moved to pass a resolution setting the City Auditor's Bond at \$118,000.00.

Mr. Smette second it. Passed.

Mr. Larsen moved to adjourn the meeting at 9:20 PM. Mr. Smette second it. Passed.

John H. Morrison, Mayor

Nancy A. Mueller, Auditor

Michael J. Zerr

515 8th Ave. SE
Minot, ND 58701
(701) 838-6409 home
(701) 833-9216 mobile
michael.zerr@coolfishservices.com

OBJECTIVE

My objective is to serve my community and the world using my skills, interests, and abilities in the HVAC, refrigeration, and energy industries.

EDUCATION

University of Mary-Bismarck, North Dakota
Degree: May 2003: Bachelor of Science: Management

North Dakota State College of Science-Wahpeton, North Dakota
Degree: May 1998: Associate of Applied Science: Refrigeration and Air Conditioning
Extracurricular Activities: Refrigeration Club- Treasurer

University of North Dakota- Grand Forks, North Dakota
3 semesters in pre-business

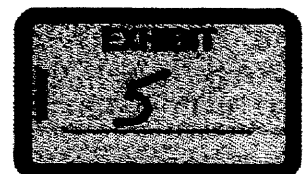
Garrison High School- Garrison, North Dakota
Diploma: May 1994
Extracurricular Activities: Band, Choir, Jazz Band, Show Choir, Baseball, Science Olympiad, Math Track, GNDA Business Challenge

WORK EXPERIENCE

Cool Fish Services Inc.- Minot, North Dakota- September 2009-present
Owner and sole employee- All duties involved in start up and operation of this small HVAC & refrigeration business. Perform service and install work in addition to the day to day accounting and marketing activities.

Montana Dakota Utilities- Minot, North Dakota- July 1999- September 2009
Gas Service Technician General- Journeyman- perform duties required to operate and maintain gas distribution systems, install, maintain, repair, and service all types of domestic, commercial, and industrial gas equipment. Gas leak investigation and repair, customer turn-on and turn off. Duties also include service and repair of commercial and domestic appliances and all other aspects of customer service and community relations.

Carlson and Stewart Refrigeration Inc.- Marshall, Minnesota- May 1998-July 1999
Performed duties of service, maintenance, and installation of commercial refrigeration and air conditioning equipment in supermarkets, industrial manufacturing facilities, smaller stores, and restaurants.



Twain City Refrigeration- Breckenridge, Minnesota- May 1997-April 1998
Performed duties of service and installation of commercial and residential heating, ventilation, air conditioning, and refrigeration equipment.

Garrison Super Valu- Garrison, North Dakota- August 1991-August 1996
4 years carryout: assisted customers, stocked shelves, and cleaned store.
1 year assistant store manager: assisted customers, supervised employees, closed store, balanced registers and made night deposits.

OTHER ACTIVITIES

Currently serving as Deputy Director for Region 11- Refrigeration Service Engineers Society (RSES).

Currently facilitating NATE study course- RSES Souris Chapter

Three terms as Chapter President- Refrigeration Service Engineers Society- Souris Chapter, Minot, North Dakota

Terms as Sergeant at arms, Secretary, Treasurer, and Vice President- RSES Souris Chapter, Minot, North Dakota

Certificate Member Specialist (CMS- HVACR electrical specialist) - Refrigeration Service Engineers Society-

North American Technicians Excellence (NATE) certified- Air Conditioning service and install, Air to Air Heat Pump service and install, Ground Source Heat Pump Loop Installer (IGSHPA), NATE ID#9605831

Master Heating license- City of Minot License # 11383

Master Gas Pipefitter license- City of Minot License # 11384

Co-chaired RSES 50th Annual UMRA Conference- Minot, North Dakota 2005

Course Instructor- RSES Heating Course, Unit 1- Heating Fundamentals 2006-07

Course Instructor- RSES Heating Course, Unit 2- Electric Heating 2007-08

Participated in MDU "leadership in action" mentoring program

United States Department of Labor

Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training
Certificate of Completion of Apprenticeship

This is to certify that

MICHAEL ZERR

has completed an apprenticeship for the occupation

GAS SERVICEMAN GENERAL

under the sponsorship of

MONTANA-DAKOTA UTILITIES JATC
BISMARCK, NORTH DAKOTA

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

Donald C. Bush
Committee Chairman

M. D. P.
KAYLOR MANAGER

DECEMBER 7, 2001

Date Completed



S. L. Chao
Secretary of Labor

Quintana Swartz
Administrator, Apprenticeship Training, Employer and Labor Services

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS.

This

Certificate of Completion of Apprenticeship

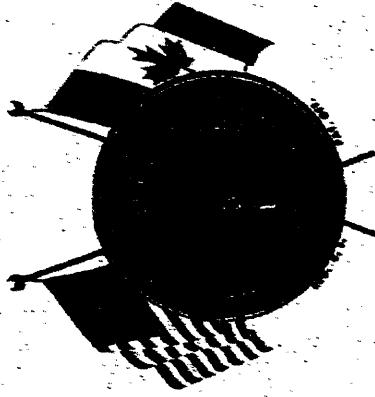
is proudly presented to

MICHAEL ZERR

and certifies that this person has successfully completed an apprenticeship in accordance with the guidelines of our Brotherhood

presented this **FIRST** day of **DECEMBER 2001**

in the city of **MINOT, NORTH DAKOTA**



APPRENTICESHIP AND TRAINING COMMITTEE

Donald Bond
CHAIRMAN

Paul D. Stein
SECRETARY (OF LOCAL UNION PRESIDENT)

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS.

Frank J. ...

INTERNATIONAL PRESIDENT

James J. ...

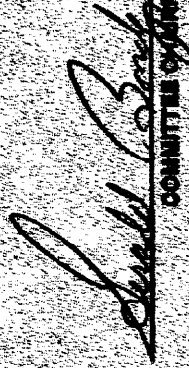
INTERNATIONAL SECRETARY-TREASURER

Certificate of Achievement

AWARDED TO

Michael Zerr

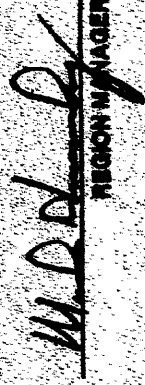
FOR SUCCESSFUL COMPLETION OF
**Gas Serviceman General
Apprenticeship Program**



GERALD B. [unclear]
COMMITTEE CHAIRMAN



[unclear]
PRESIDENT

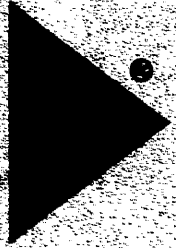


M. D. [unclear]
REGIONAL MANAGER

MONTANA-DAKOTA

UTILITIES CO.

A DIVISION OF MDU RESOURCES GROUP, INC.



Refrigeration Service Engineers Society

AN EDUCATIONAL ASSOCIATION DEDICATED TO ADVANCEMENT OF ITS MEMBERS IN THE ART AND SCIENCE OF REFRIGERATION AND AIR CONDITIONING INSTALLATION AND SERVICE ENGINEERING

This is to certify that

Michael J. Zerr

has been granted

Certificate Membership

and is entitled to all rights and privileges as set forth in the Society's Bylaws
2000

James R. [Signature] CMS
International Secretary



[Signature] CMS
International President

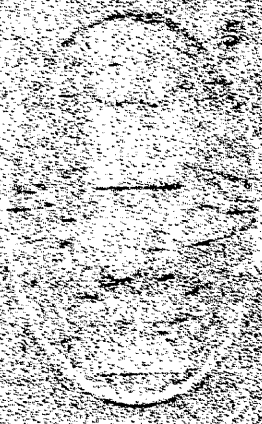
INTERNATIONAL SOCIETY OF PROFESSIONAL BUSINESS VALUERS

Michael J. Zerr

has earned the title of Certificate Member Specialist
by successfully passing the

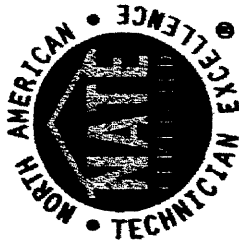
and is entitled to all rights and privileges as set forth
by the Society's bylaws
2004

Robert E. Smith, Esq.
International Director



Thomas G. Smith, Esq.
International Secretary

Tested By: Refrigeration Service Engineers Society



North American Technician Excellence

Be It known that

Michael J. Zerr

has successfully passed the examinations administered by
North American Technician Excellence
and is awarded this certificate as evidence of competency as a(n)

Air-to-Air Heat Pump — Service Technician



Rex P. Boynton, President

Test Date: May 18, 2009

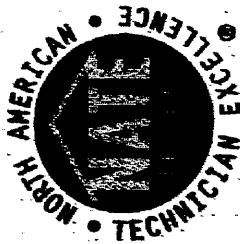
Certificate Issue Date: June 01, 2009

Certification Date: May 29, 2009

NATE ID # 9005931

Certification Expires: May 2014

Tested By: Refrigeration Service Engineers Society



North American Technician Excellence

Be it known that

Michael J Zerr

has successfully passed the examinations administered by
North American Technician Excellence
and is awarded this certificate as evidence of competency as a(n)

Gas Furnaces — Service Technician

Paul L. Murphy

Paul L. Murphy, Vice-President, Certifications

Test Date: May 17, 2010

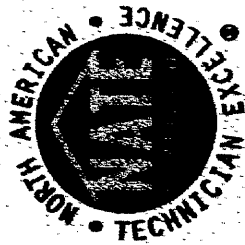
Certificate Issue Date: June 02, 2010

Certification Date: June 01, 2010

Certification Expires: June 2015

NATE ID # 000041

Trained By: International Ground Source Heat Pump Assoc.



North American Technician Excellence



So it's known that

Michael J Zerr

has successfully passed the examinations administered by
North American Technician Excellence
and is awarded this certificate as evidence of competency as a(n)

Ground Source Heat Pump Loop Installer

Peter L. Murphy, Vice-President, Certifications

Test Date: January 26, 2010

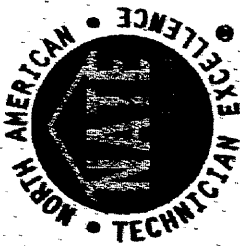
Certificate Issue Date: February 08, 2010

Certification Date: February 06, 2010

Certification Expires: February 2015

NATE ID # 960857

Trusted By: Registered Service Engineers' Society



North American Technician Excellence

Be it known that

Michael J Zerr

has successfully passed the examinations administered by
North American Technician Excellence

and is awarded this certificate as evidence of competency as a(n)

Air Distribution — Service Technician

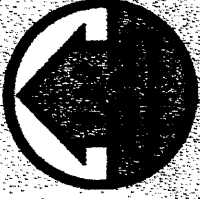
Patrick L. Murphy, Vice-President, Certification

Test Date: <u>May 17, 2010</u>	Certificate Issue Date: <u>June 02, 2010</u>
Certification Date: <u>June 01, 2010</u>	Certification Expires: <u>June 2015</u>

NATE ID # 9005831

WaterFurnace®

Smarter from the Ground Up™



Geothermal Piping Design Training School

This is to certify that

Michael J. Zerr

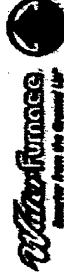
has successfully completed the Geothermal Piping Design
Training School as prescribed by WaterFurnace International, Inc.

Thursday, January 28, 2010

Sonny Hampton

Sonny Hampton
Training Manager

WaterFurnace International, Inc.



FACTORY TRAINED FUSION TECHNICIAN

Michael J. Zerr

Has successfully completed all of the requirements to perform heat fusion
of WaterFurnace® geothermal pipe.

Section PE #461 PE

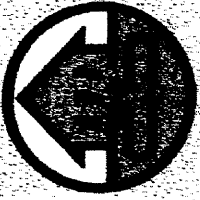
Rick Rehehn
Instructor 11478 ID Number

1/28/2010
Expires

30 classroom hours

WaterFurnace®

Smarter from the Ground Up™



**Geothermal Equipment
Service/Installation Technician Training School**

This is to certify that

Michael J. Zerr

has successfully completed the Service/Installation
Technician Training School as prescribed by WaterFurnace International, Inc.

Thursday, March 18, 2010

21 classroom hours

Sonny Hampton

Sonny Hampton
Training Manager
WaterFurnace International, Inc.

**CITY OF MINOT
LICENSE**

Receipt # 109354

License # 11383

BE IT KNOWN, that the City Council of the City of Minot, North Dakota, in consideration of the sum of \$35.00 paid to the City and under agreement to abide by all provisions of the ordinances of said City regulating and governing the trade licensed, do hereby grant and issue this license to conduct the trade of

Master Heating

In said city for the current fiscal year of 2010 unless sooner canceled by the City Council.

**CITY OF MINOT
LICENSE**

Receipt # 109354

License # 11384

BE IT KNOWN, that the City Council of the City of Minot, North Dakota, in consideration of the sum of \$35.00 paid to the City and under agreement to abide by all provisions of the ordinances of said City regulating and governing the trade licensed, do hereby grant and issue this license to conduct the trade of

Master Gaspipe Fitter

In said city for the current fiscal year of 2010 unless sooner canceled by the City Council.

Please sign where indicated and carry license on person when working.

(Detach license below)

CITY OF MINOT, NORTH DAKOTA

License # 11383

This certifies that:

Michael J. Zerr
Cool Fish Refrigeration & Heating & Air
615 8th Avenue SE
Minot, ND 58701

holds a Master Heating license which expires December 31st, 2010.


City Official

Please sign where indicated and carry license on person when working.

(Detach license below)

CITY OF MINOT, NORTH DAKOTA

License # 11384

This certifies that:

Michael J. Zerr
Cool Fish Refrigeration & Heating & Air
615 8th Avenue SE
Minot, ND 58701

holds a Master Gaspipe Fitter license which expires December 31st, 2010.


City Official

Recollections of Garville repair.

I was called about repairing a damaged propane service line. The line had been damaged by excavation. No line location had been requested or performed. The line had been squeezed off with a wood clamp and no gas was escaping. Prior to any repairs being made, a proper squeeze off tool was applied upstream of the damaged pipe. Damaged pipe was removed, and repairs were made with a short length of PE pipe and two permasett couplings. The repair was checked with an air pressure test and the fittings were soap tested prior to re-establishing service.

Montana-Dakota Utilities Co.

Date: 11/10/2010

Completed Qualification Report

Page: 1

Site: Minot District
Employee: Zerr, Michael - 218443

Qualification	Eval Method	Qualify	Requalify
DOT110-CLR Materials of Trade	Observe/Simulations, Written Exam	4/28/2009	4/28/2011
DOT130-CLR Substance Abuse Program	Observe/Simulations, Written Exam	4/28/2009	
KNT192-0101 Characteristics and Hazards of Natural Gas	Oral Exam, Written Exam	1/10/2007	1/10/2012
KNT192-0401 Corrosion Monitoring - Atmospheric, External, and Internal	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2013
KNT192-0402 Coating Maintenance	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
KNT192-0505 Cathodic Protection System Testing	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
KNT192-0512 Pipe-to-Soil Testing	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2013
KNT192-0701 Locating, Installing, and Protecting Customer Meters and Regulators	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2011
KNT192-0801 Locating Pipelines	Observe/Simulations, Written Exam	9/3/2008	9/3/2011
KNT192-0802 Protection During Disturbance of Segment Support	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
KNT192-0803 Inspection for Damage	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
KNT192-0804 Damage Prevention During Excavation Activities	Observe/Simulations, Written Exam	9/3/2008	9/3/2011
KNT192-0901 System Patrolling	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014
KNT192-1201 Leakage Survey: Distribution and Transmission	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2012
KNT192-1401 Abandonment or Inactivation of Facilities	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014
KNT192-1410. Cover - Service Lines, Mains and Transmission Lines	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014

Montana-Dakota Utilities Co.

Date: 11/10/2010

Completed Qualification Report

Page: 2

Site: Minot District
Employee: Zerr, Michael - 218443

Qualification	Eval Method	Qualify	Requalify
KNT192-1413 Line Markers	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2011
KNT192-1418 Purging	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2011
KNT192-1427 Valve Maintenance	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014
KNT192-1803 Pressure Regulating, Limiting, Relief Device - Operation-Maintenance	Observe/Simulations, Written Exam	9/3/2008	9/3/2011
KNT192-2014 Service Lines Not In Use and Service Discontinuance	Oral Exam, Written Exam	1/10/2007	1/10/2012
KNT192-Abnormal Operating Conditions	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014
MDU/KNT Carbon Monoxide Testing	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
MDU/KNT Combustion and Ventilation Air	Written Exam	1/10/2007	1/10/2012
MDU/KNT Lighting/Relighting Equipment and Gas-Air Adjustment	Written Exam	1/10/2007	1/10/2012
MDU/KNT Venting	Oral Exam, Written Exam	1/10/2007	1/10/2012
MDU/PEF Carbon Monoxide Testing	Written Exam	1/10/2007	1/10/2012
PEF192-0401.01 Corrosion Monitoring - Atmospheric, External and Internal	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2013
PEF192-0402.01 Coating Maintenance	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2013
PEF192-0512.01 Pipe-to-Soil Testing	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2013
PEF192-0701.01 Residential / Small Commercial	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2011

Montana-Dakota Utilities Co.

Date: 11/10/2010

Completed Qualification Report

Page: 3

Site: Minot District
Employee: Zerr, Michael - 218443

Qualification	Eval Method	Qualify	Requalify
PEF192-0801.01 Locating Pipelines	Observe/Simulations, Written Exam	9/3/2008	9/3/2011
PEF192-0803.01 Inspection for Damage	Observe/Simulations, Written Exam	9/3/2008	9/3/2013
PEF192-1418.01 Purging	Observe/Performance, Oral Exam, Written Exam	7/24/2008	7/24/2011
PEF192-1427.01 Valve Maintenance - Inspection & Partial Operation	Observe/Performance, Oral Exam, Written Exam	4/2/2009	4/2/2014
PEF192-1803.01 Border/District Regulator Stations	Observe/Simulations, Written Exam	9/3/2008	9/3/2011
SAF096-CLR Accident & Hazard Reporting	Observe/Performance	4/4/2008	
SAF170-CLR Confined Space	Observe/Simulations, Written Exam	5/15/2007	
SAF195-CLR Driver's Training	Observe/Simulations, Written Exam	1/15/2008	1/15/2011
SAF251-CLR Ladders	Observe/Simulations, Written Exam	5/7/2008	
SAF270-CLR First Aid and CPR	Observe/Performance, Written Exam	2/5/2009	2/5/2012
SAF270-DEMO First Aid and CPR	Observe/Performance, Written Exam	2/5/2009	2/5/2012
SAF330-CLR Lockout/Tagout	Observe/Simulations, Written Exam	4/28/2009	
SAF430-CLR Personal Protective Equipment	Observe/Simulations, Written Exam	4/28/2009	
SAF470-CLR Trenching and Excavating	Observe/Simulations, Written Exam	4/28/2009	
SAF480-CLR Work Area Traffic Control	Observe/Simulations, Written Exam	5/7/2008	
SAF485 CLR-Worker's Compensation	Observe/Simulations, Written Exam	4/28/2009	

Employee Number 218443 **Zarr, Michael J.**
Home Company 00001 **Montana Dakota Utilities Co.**
Home Business Unit 000000000206 **Mont. District Utilization**
Union Code 19EW **System Council U-13**
Job Type 8530 **Service Technician-Gas**
Job Step

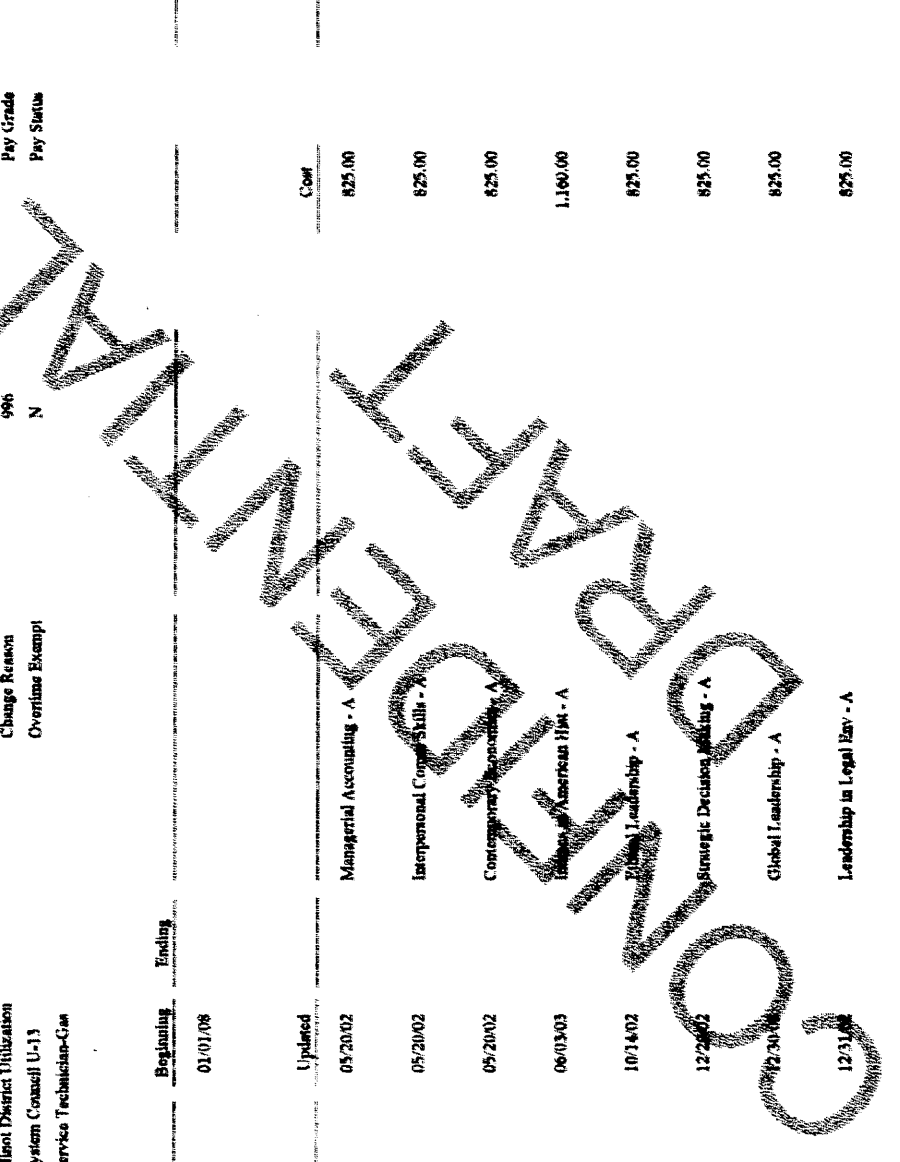
Date of Birth 02/04/76
Adjusted Service Date 07/19/99
Change Reason 996
Overtime Exempt N

Pay Class(H/S/P) H
Pay Frequency B
Pay Grade J
Pay Status T

Supplemental Data

Establishment Number	Description	Beginning	Ending
244351		01/01/08	

Course	Description	Updated	Cost
FS010	Accounting	05/20/02	825.00
FS153	Communications	05/20/02	825.00
FS220	Economics	05/20/02	825.00
FS350	History	06/03/03	1,160.00
FS435	Leadership/Business Ethics	10/14/02	825.00
FS435	Leadership/Business Ethics	12/28/02	825.00
FS435	Leadership/Business Ethics	12/30/02	825.00
FS435	Leadership/Business Ethics	12/31/02	825.00
FS450	Management	10/14/02	825.00
FS460	Marketing	10/14/02	825.00
FS755	Theology	06/03/03	1,160.00
FS756	Transitional Leadership	10/26/01	825.00



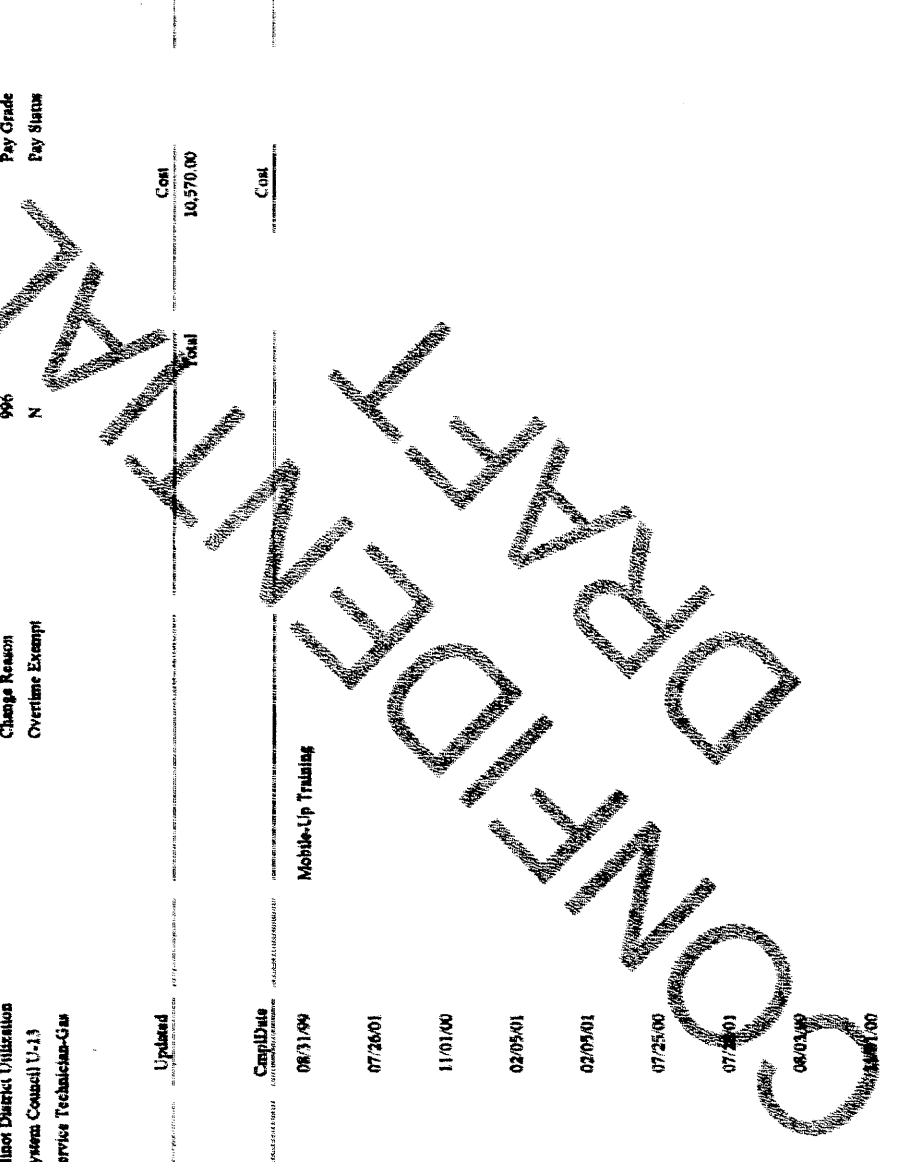
Employee
 Supplemental Data

Employee Number	218443	Zarr, Michael J.	Date of Birth	02/04/76	Pay Class(H/S/P)	H
Home Company	00001	Montana Dakota Utilities Co.	Adjusted Service Date	07/19/99	Pay Frequency	B
Home Business Unit	0000000002106	Minor District Utilization	Change Reason	996	Pay Grade	J
Union Code	195W	Systems Counsel U-13	Overtime Exempt	N	Pay Status	T
Job Type	8530	Service Technician-Gas				
Job Step						

<u>Continuing Education</u>						
Course	Description	Updated	Cost			
			10,570.00	Total		

<u>Home Study/Service Schools</u>						
Course	Description	CompDate	Cost			

CPTR	Computer Home Study	08/31/99		Mobile-Up Training		
HA751	Appliance Servicing	07/26/01				
HA752	Applied Electricity	11/01/00				
HA755	Domestic Boilers	02/05/01				
HA762	Gas Distribution	02/05/01				
HA763	Gas Utility Qualifications	07/25/00				
HA770	NTA-Appliance Servicing	07/26/01				
HA771	Safe Practices Exam	08/03/99				
HA773	Schematic Writing Simplified					
HA776	Young Gas Furnaces	05/25/00				
HS405	FUR Guide	02/09/05				350.00
HS520	Legal & Effective Interviewing	04/24/07				
HS532	7 Habits of Effective People	10/20/06				



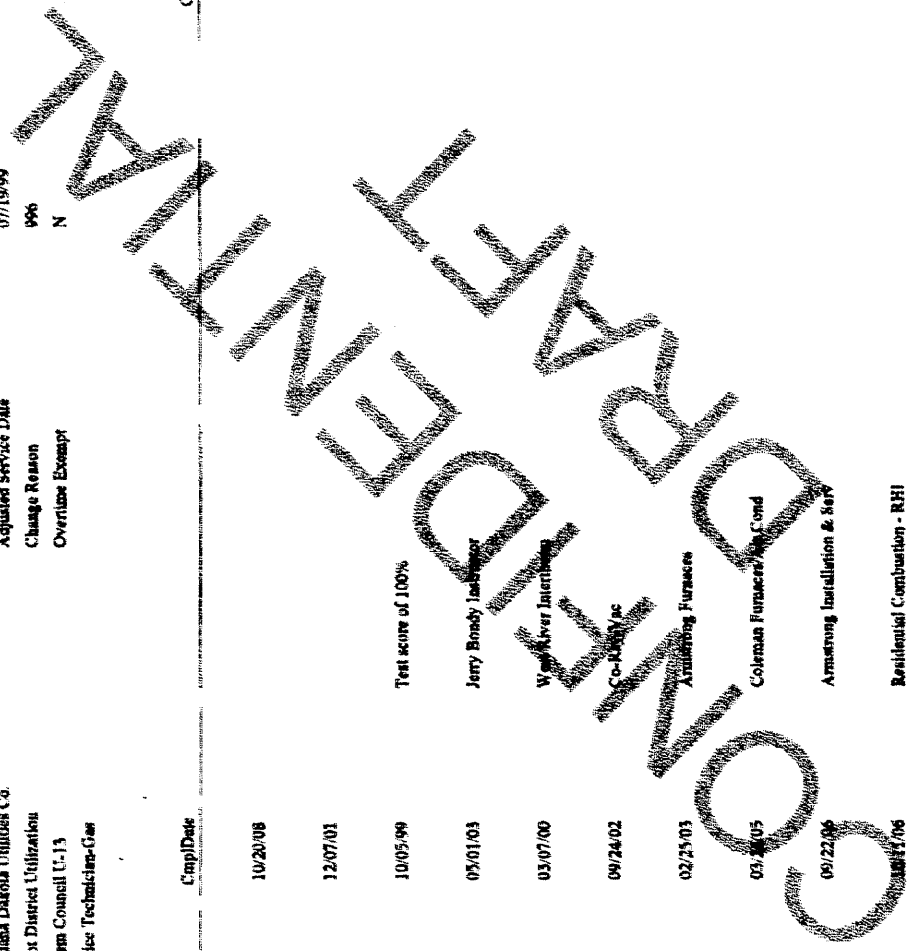
Employee Supplemental Data

Employee Number	218443	Zarr, Michael J.	Date of Birth	02/04/76	Pay Class(E/S/P)	H
Home Company	00001	Montana Dakota Utilities Co.	Adjusted Service Date	07/19/99	Pay Frequency	B
Home Business Unit	000000000206	Missoula District Utilization	Change Reason	966	Pay Grade	J
Union Code	IBEW	System Council U-13	Overtime Exempt	N	Pay Status	T
Job Type	8330	Service Technician-Gas				
Job Step						

Account Study/Service Records Course Description Cmpl/Dat

Course	Description	Cmpl/Dat	Additional Info	Score
118572	The 8th Habit	10/20/08		
JA703	JA-Gas Servicemen's General	12/07/01		
OQ221	Leak Classification	10/05/99	Test score of 100%	
88703	Electricity/Schematics	05/01/03	Jerry Bondy Instructor	
88704	Furnaces	03/07/00	Wayne Kover Instructor	
88704	Furnaces	09/24/02	Co-July 02	
88704	Furnaces	02/23/03	Armstrong Furnaces	
88704	Furnaces	03/28/05	Coleman Furnaces/ Gas Cond	
88704	Furnaces	09/22/06	Armstrong Installation & Serv	
88704	Furnaces	08/05/06	Residential Combustion - RHI	50.00
88707	Air Conditioning	03/07/00	None/bye	
88714	Boilers	09/30/99	Water side (Familiar)	
88714	Boilers	10/03/01	Hydrobarn by Western Steel	
88717	Refrigeration	01/01/00	Refrig. Service Ring Society	

Cont



Employee Supplemental Data

Employee Number: 218443 Zerr, Michael J.
 Home Company: 00001 Montana Dakota Utilities Co.
 Home Business Unit: 000000000206 Most District Utilization
 Union Code: IREW System Council U-13
 Job Type: 8530 Service Technician-Cas
 Job Step:

Home Study/Service Schools
 Course Description Class/Date Date of Birth Adjusted Service Date Change Reason Overtime Exempt Pay Class(H/ST/P) Pay Frequency Pay Grade Pay Status

Course	Description	Class/Date	Date of Birth	Adjusted Service Date	Change Reason	Overtime Exempt	Pay Class(H/ST/P)	Pay Frequency	Pay Grade	Pay Status	Cost
85717	Refrigeration	06/13/06					R410A R/H/Armstrong				
85726	Service Proc. & Appliance Diag	10/10/01					Appliance Servicing				
85727	Plastic Fusion	04/07/00					Class A,B,C				
85734	Emergency Oper/Tng Procedure	11/27/01					Conducted by Property Systems				
Total											400.00
Total											56.00
Total											48.00
Total											328.00
Total											175.00
Total											20.00
Total											627.00

Professional License/Certificates

Course	Description	Class/Date	Updated
BIS1001	Outlook-Level 1&2	03/14/00	03/14/00
BIS1002	Word-Level 1	08/08/00	08/08/00
GAS001	Gas	04/17/06	04/17/06
GAS001	Gas	04/09/06	04/09/06
PWR125	Boiler Control/Maintenance	09/16/08	09/16/08
RFR	Refrigerant Recovery-Universal	01/01/02	01/01/02

Professional License/Certificates

Updated

Universal

Employee
Supplemental Data

Employee Number	218443	Zerr, Michael J.	Date of Birth	02/04/76	Pay Class(H/S/P)	II
Home Company	00001	Montana Dakota Utilities Co.	Adjusted Service Date	07/19/99	Pay Frequency	B
Home Business Unit	000000000206	Minot District Utilization	Change Reason	996	Pay Grade	J
Union Code	1885W	System Council U-13	Overtime Exempt	N	Pay Status	T
Job Type	8330	Service Technician-Gas				
Job Step						

Appraisal

Appraisal	Description	ApprDate
02	Commendable/Exemplary	10/29/02
03	Proficient/Very Satisfactory	10/22/99
3A	Proficient	12/21/07
4A	Commendable	12/31/08

3.75

5.75

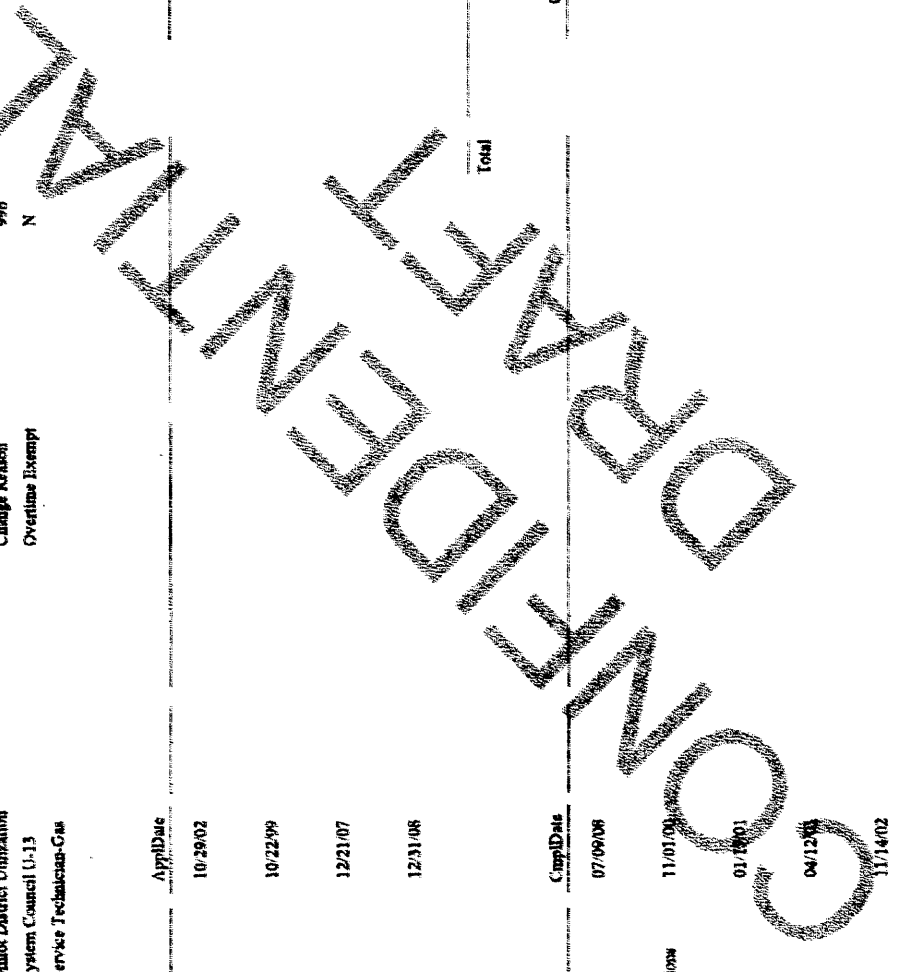
Total

Cost

30.00

Inst. Company Meetings or Trng

Course	Description	CompDate
CO001	Resolving for Stellar Service	07/09/08
CO106	How to Make Econ Bus Decisions	11/01/09
CO124	2000 K-Plan Training	01/28/01
CO190	The Basic Principles	04/12/00
CO210	The Leader in Each of Us	11/14/02
CO240	Expressing Yourself	05/06/03
CO245	Giving & Receiving Feedback	08/17/04
M2008	Mentoring 2008	03/28/08



Employee Number 218443 Zarr, Michael J.
 Home Company 00001 Missouri Dakota Utilities Co.
 Home Business Unit 00000000206 Missot District Utilization
 Union Code IBEW System Council U-13
 Job Type 8530 Service Technician-Car
 Job Step

Date of Birth 02/04/76
 Adjusted Service Date 07/19/99
 Change Reason 906
 Overtime Exempt N

Pay Class(H/R/P) H
 Pay Frequency B
 Pay Grade J
 Pay Status T

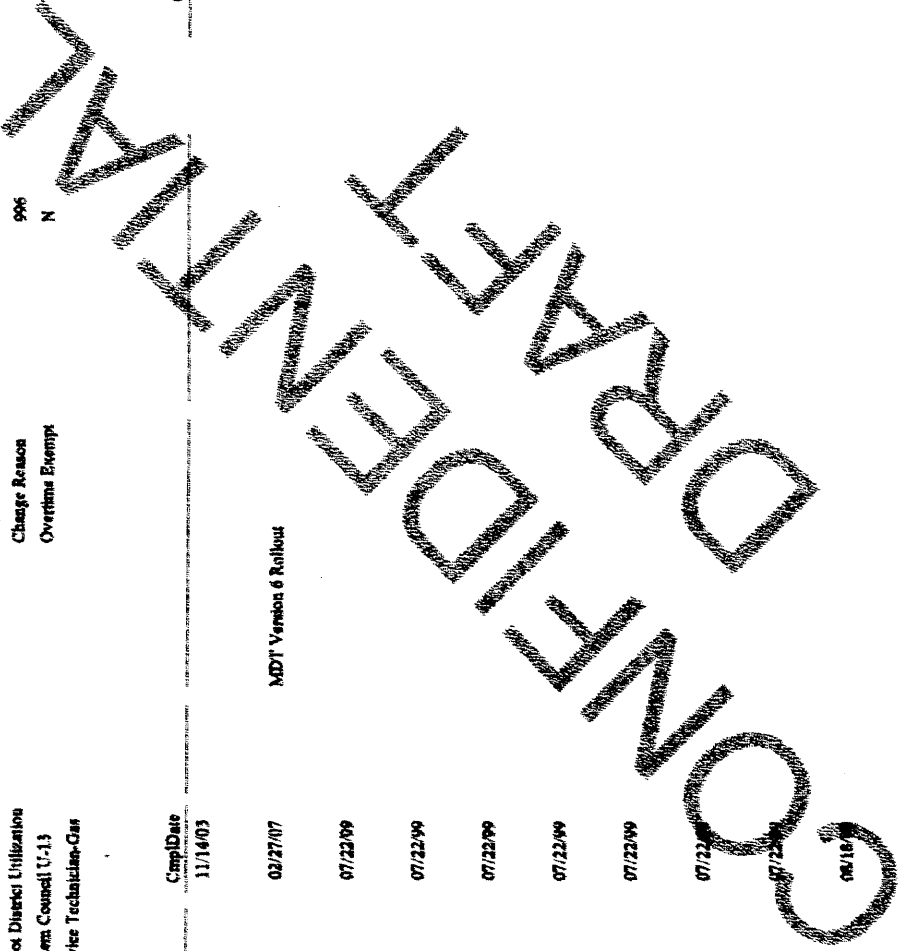
Supplemental Data

Int. Company Meetings of Type
 Course Description
 MDT01 Mobile Data Terminal Trap. 11/14/03

MDT Version 6 Rollout

Course	Description	Comp Date
MDT01	Mobile Data Terminal Trap	03/27/07
US100	Law/Misfield Video -94	07/22/99
US101	Law Compliance Manual-95	07/22/99
US104	Copyright Compliance -96	07/22/99
US106	Say What You Mean Video	07/22/99
US107	Ribbit Video by Doug Kane	07/22/99
US108	Violence in the Workplace	07/22/99
US109	Preventing Sexual Harassment	07/22/99
US111	Refresher - Learn The Law	08/18/99
US114	Safety/Ergonomics - 2000	07/19/00
US114	Safety/Ergonomics - 2000	06/04/02
US114	Safety/Ergonomics - 2000	09/17/03
US115	Emergency Action Plans-2000	07/19/00

Cont



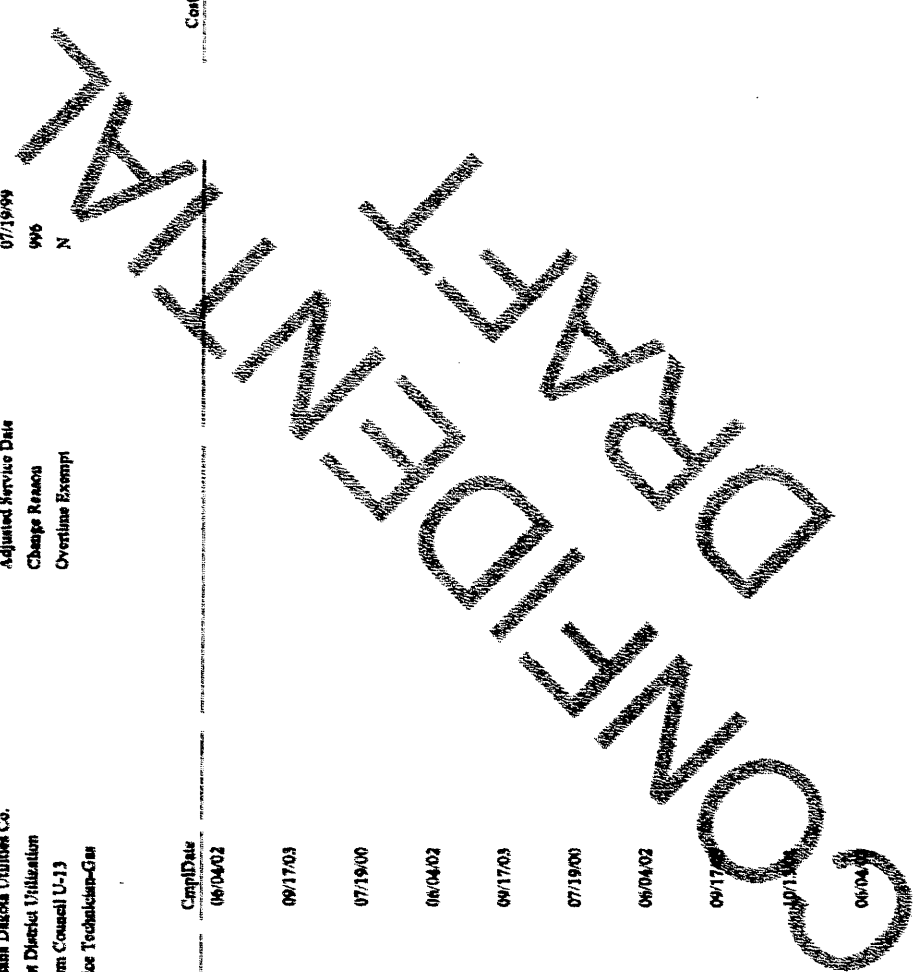
Employee Number 218443 Zerr, Michael J.
 Home Company 00001 Montana Dakota Utilities Co.
 Home Business Unit 000000000206 Meter District Utilization
 Union Code 1BENW System Counsel U-13
 Job Type 8530 Service Technicians-Gen
 Job Step

Employee Supplemental Data

Date of Birth 02/04/76
 Adjusted Service Date 07/19/99
 Change Reason 996
 Overtime Exempt N
 Pay Class(H/S/P) H
 Pay Frequency B
 Pay Grade J
 Pay Status T

Int. Company Meetings of Time

Course	Description	CompDate	Cost
U8115	Emergency Action Plans-2000	06/04/02	
U8115	Emergency Action Plans-2000	09/17/03	
U8116	Blood Borne Pathogens-2000	07/19/00	
U8116	Blood Borne Pathogens-2000	06/04/02	
U8116	Blood Borne Pathogens-2000	09/17/03	
U8117	Hazard Communication-2000	07/19/00	
U8117	Hazard Communication-2000	06/04/02	
U8117	Hazard Communication-2000	09/17/03	
U8124	2001 Substance Abuse Trng.	06/04/02	
U8124	2001 Substance Abuse Trng.	09/17/03	
U8124	2001 Substance Abuse Trng.	06/04/02	
U8124	2001 Substance Abuse Trng.	09/17/03	
U8124	2001 Substance Abuse Trng.	04/28/04	
U8125	2002 Environmental Trng.	06/04/02	
U8131	Doing the Right Thing	09/17/03	



Employee Supplemental Data

Employee Number 218413 Zarr, Michael J.
 Home Company 00001 Montana Dakota Utilities Co.
 Home Business Unit 000000000206 Miles District Utilization
 Union Code IBEW System Council U-13
 Job Type 8530 Service Technicians-Crew
 Job Step

Date of Birth 02/04/76 Pay Class(H/S/P) H
 Adjusted Service Date 07/19/99 Pay Frequency B
 Change Reason 996 Pay Grade J
 Overtime Exempt N Pay Status T

Int. Company Meetings or Training
 Course Description CompDate Cost
 US141 LTL-Preventing Harassment 03/22/05

US145 LTL-Babies Overview 08/11/04

Total 30.00

Salary/DOT/Environmental Training
 Course Description CompDate Cost

DOT110 DOT 126F Hazmat Course 08/18/99 Cost

DOT110 DOT 126F Hazmat Course 01/24/01 Cost

DOT110 DOT 126F Hazmat Course 05/03/03 Cost

DOT130 Substance Abuse 07/22/99 Cost

DOT130 Substance Abuse 06/18/99 Cost

DOT130 Substance Abuse 05/03/05 Cost

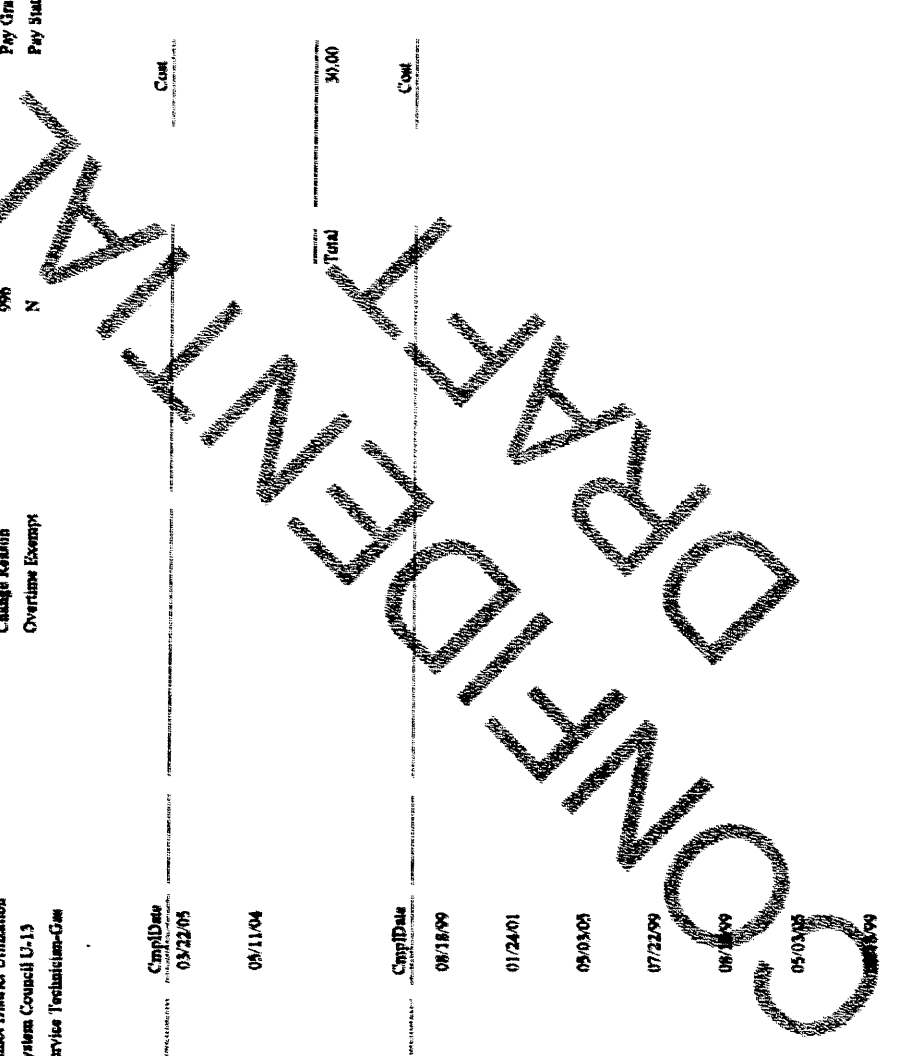
ENV230 PCB Update (Annual) 08/09/99 Cost

ENV230 PCB Update (Annual) 02/16/00 Cost

ENV230 PCB Update (Annual) 06/04/02 Cost

ENV230 PCB Update (Annual) 04/11/03 Cost

ENV230 PCB Update (Annual) 05/03/05 Cost



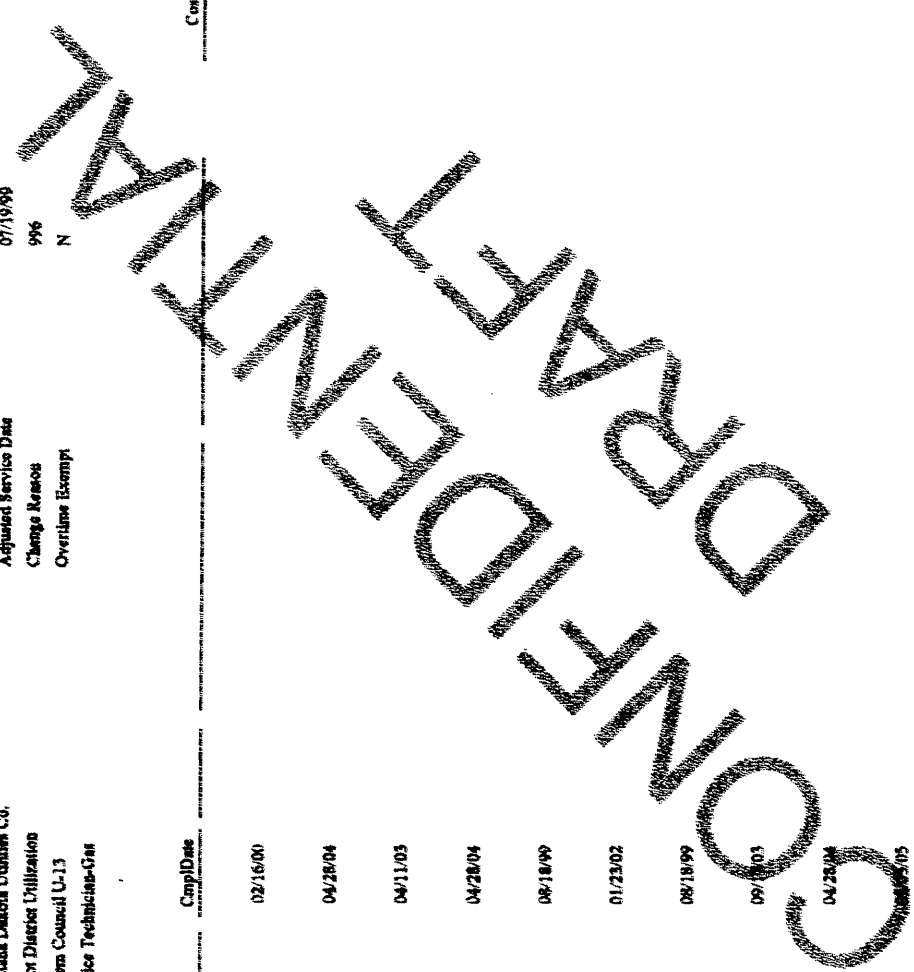
Employee
Supplemental Data

Employee Number	218443	Zem, Michael J.			
Home Company	00001	Montana Dakota Utilities Co.			
Home Business Unit	000000000206	Mont District Utilization			
Union Code	IBEW	System Council U-13			
Job Type	8530	Service Technicians-Gas			
Job Step					

Supplemental Data

Course	Description	CompDate	Date of Birth	Adjusted Service Data	Change Reason	Overlines Exempt	Pay Class(H/S/P)	Pay Frequency	Pay Grade	Pay Status
ENV270	Spill Prevention	02/16/00	02/04/76	07/19/99	996	N	H			
ENV280	Stormwater Pollution	04/28/04					B			
ENV285	Transportation of Haz. Mat.	04/11/03					J			
ENV285	Transportation of Haz. Mat.	04/28/04					T			
SAF099	Aerial Lift Safety	08/18/99								
SAF099	Aerial Lift Safety	01/23/02								
SAF130	Bloodborne Pathogens	08/18/99								
SAF130	Bloodborne Pathogens	09/19/03								
SAF130	Bloodborne Pathogens	04/28/04								
SAF130	Bloodborne Pathogens	04/28/05								
SAF170	Confined Space	05/04/00								
SAF170	Confined Space	04/11/03								
SAF170	Confined Space	04/28/04								
SAF180	CPR(Cardio-pulmonary Resus)	08/17/00								

Cont



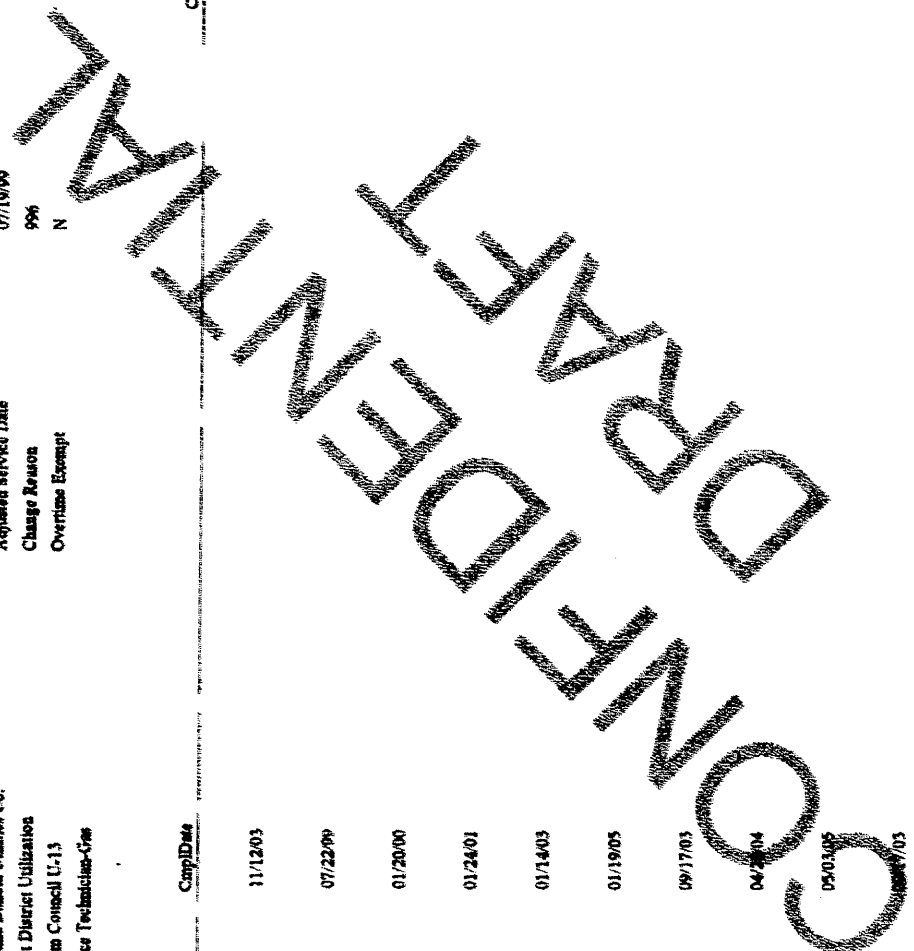
Employee Number 218415 Zarr, Michael J.
 Home Company 00001 Montana Dakota Utilities Co.
 Home Business Unit 000000000206 Mount District Utilization
 Union Code IBEW System Council U-13
 Job Type 8530 Service Technicians-Care
 Job Step

Date of Birth 02/04/76
 Adjusted Service Date 07/19/99
 Change Reason 996
 Overtime Exempt N

Pay Class(H/S/P) H
 Pay Frequency B
 Pay Grade J
 Pay Status T

SAFETY/DOE/Environmental Trng

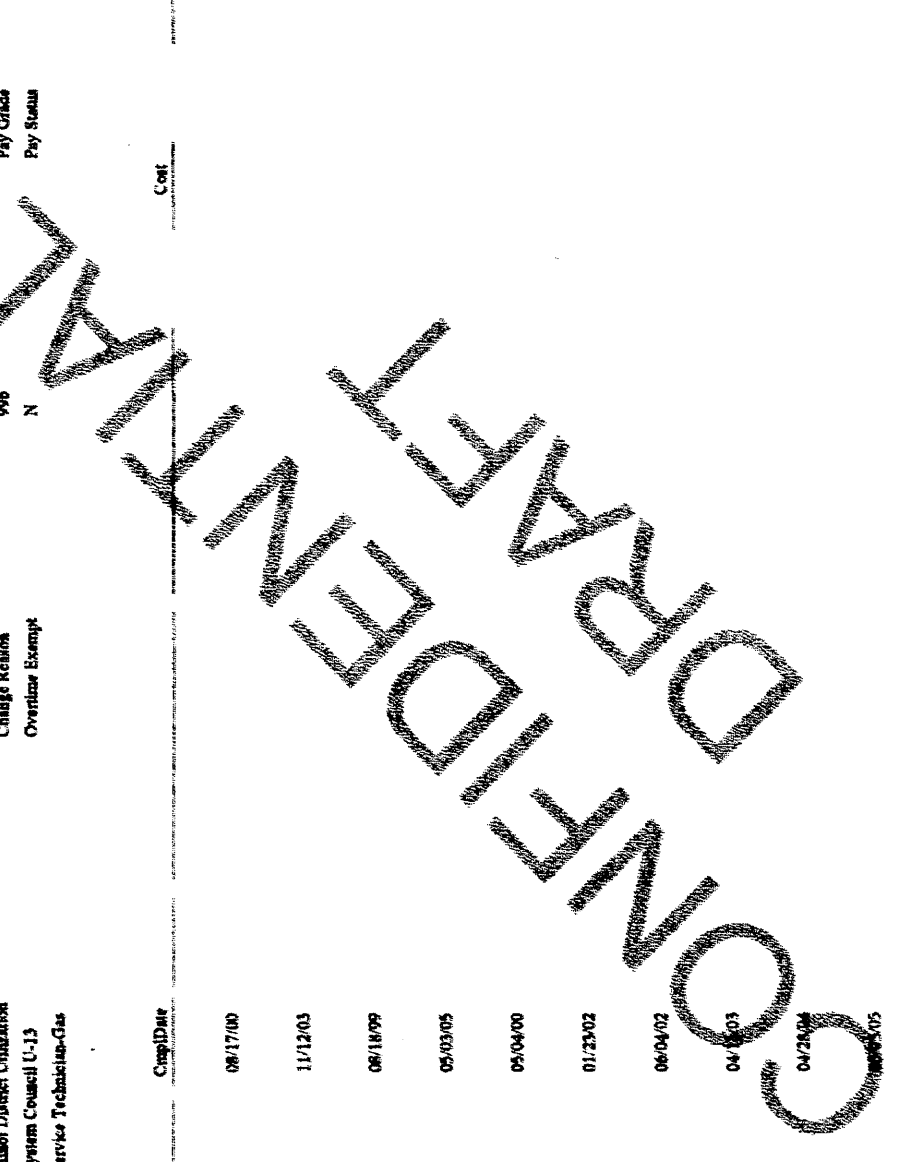
Course	Description	Comp Date	Cont
SAF180	CPR(Cardio-pulmonary Resusc)	11/12/03	
SAF195	Driving Tactics	07/22/99	
SAF195	Driving Tactics	01/20/00	
SAF195	Driving Tactics	01/24/01	
SAF195	Driving Tactics	01/14/03	
SAF195	Driving Tactics	01/19/05	
SAF200	Emergency Action	09/17/03	
SAF200	Emergency Action	04/28/04	
SAF200	Emergency Action	05/03/05	
SAF230	Ergonomics	04/28/04	
SAF230	Ergonomics	05/03/05	
SAF250	Fall Protection	05/04/00	
SAF250	Fall Protection	01/23/02	



Employee Number 218443 Zarr, Michael J.
 Home Company 00001 Montana Dakota Utilities Co.
 Home Business Unit 000000000206 Mazon District Utilization
 Union Code IBEW System Council U-13
 Job Type 8530 Service Technician-Gas
 Job Step

Salary/DOY/Supplemental Info
 Cost

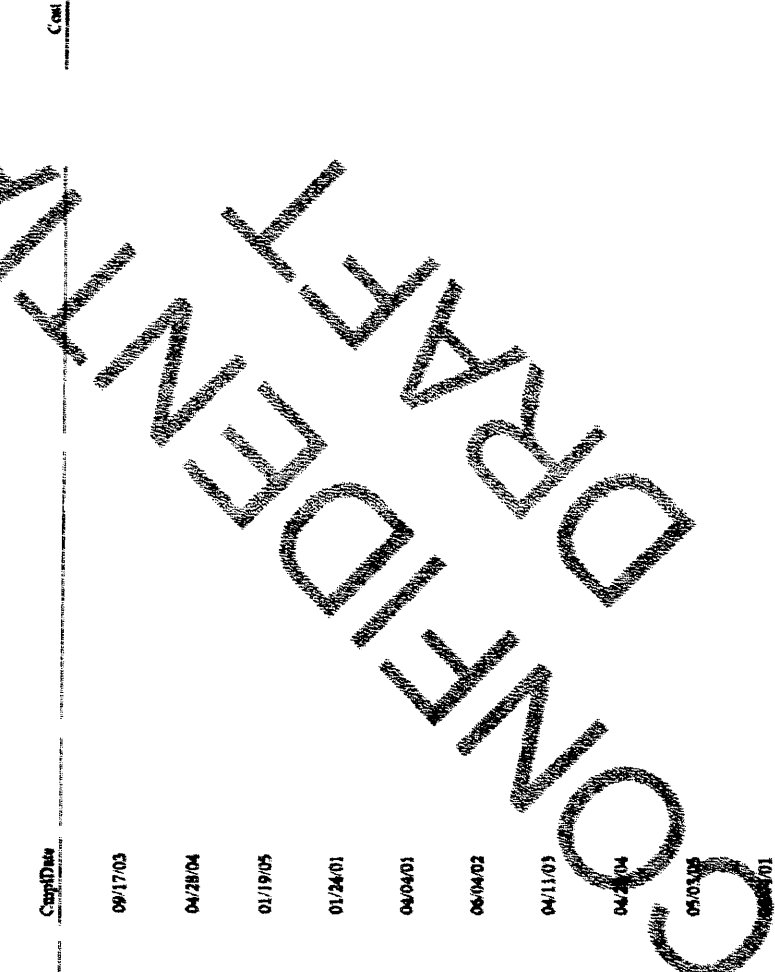
Code	Description	CompDate	Date of Birth	Adjusted Service Date	Change Reasons	Overtime Exempt	Pay Class(H/R/P)	Pay Frequency	Pay Grade	Pay Status
SAP270	Pins Aid	08/17/00	02/04/76	07/19/90	996	N	H	B	J	T
SAP270	Pins Aid	11/12/03								
SAP290	Hazcum	08/18/99								
SAP290	Hazcum	05/03/05								
SAP322	Leader Safety	05/04/00								
SAP322	Leader Safety	01/23/02								
SAP330	Lockout/Tagout	06/04/02								
SAP330	Lockout/Tagout	04/18/03								
SAP330	Lockout/Tagout	01/28/04								
SAP330	Lockout/Tagout	06/30/05								
SAP335	MBDS - Right To Know	09/17/03								
SAP335	MBDS - Right To Know	04/28/04								
SAP365	ND Workers Compensation	04/04/01								
SAP365	ND Workers Compensation	06/04/02								



Employee Number 218443 Zern, Michael J.
 Home Company 00001 Montana Dakota Utilities Co.
 Home Business Unit 000000000000000000 Mixed District Utilization
 Union Code 1887W System Council U-13
 Job Type 8530 Service Technicians-Gas
 Job Step

Employee Supplemental Data

Date of Birth 02/04/76 Pay Class(H/R/P) H
 Adjusted Service Date 07/19/99 Pay Frequency B
 Change Reason 906 Pay Grade J
 Overtime Exempt N Pay Status T



Subject/DOY/Supplemental Type
 Course Description Captd Date Cost

SAF365	ND Workern Compensation	09/17/03	
SAF365	ND Workern Compensation	04/28/04	
SAF365	ND Workern Compensation	01/19/05	
SAF366	Net Removal	01/24/01	
SAF430	PPPE(Personal Protective Equip)	04/04/01	
SAF430	PPPE(Personal Protective Equip)	06/04/02	
SAF430	PPPE(Personal Protective Equip)	04/11/03	
SAF430	PPPE(Personal Protective Equip)	04/28/04	
SAF430	PPPE(Personal Protective Equip)	05/03/05	
SAF431	Personal Injury Update	06/06/01	
SAF445	Safety Orientation	07/26/99	
SAF460	Scaffold Safety	01/23/02	
SAF475	Slips & Falls	12/03/03	
SAF476	Spill Prevention	01/24/01	

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

NANCY A. MUELLER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00100

**Introduction to the Incident Command System,
(ICS 100)**

Issued this 2nd Day of April, 2007


Cortez Lawrence, PhD
Supervisor
Emergency Management Institute

0.3 CEU

FEMA Form 16-01, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

NANCY A. MUELLER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200

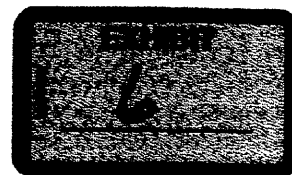
**ICS for Single Resources and
Initial Action Incidents**

Issued this 2nd Day of April, 2007


Cortez Lawrence, PhD
Supervisor
Emergency Management Institute

0.3 CEU

FEMA Form 16-01, October 05



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

NANCY A. MUELLER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00700

**National Incident Management System
(NIMS) an Introduction**

Issued this 2nd Day of April, 2007


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 CEU

FEMA Form 16-31, October 05

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

NANCY A. MUELLER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00800

National Response Plan (NRP), an Introduction

Issued this 2nd Day of April, 2007


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 CEU

FEMA Form 16-31, October 05

Certificate of Training

PROPANE
EXCEPTIONAL ENERGY®

North Dakota Propane Gas Association

**In recognition of completing eight hours
of Propane Office Personnel Training**

Presents this certificate to:

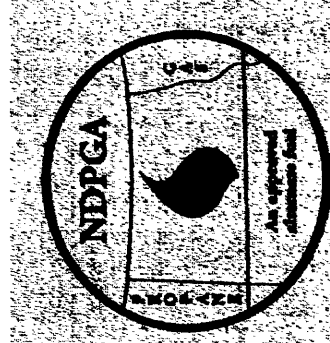
Nancy A Mueller

Ken Kraft

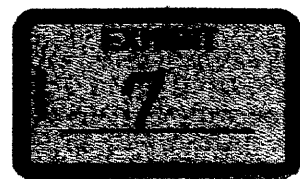
Instructor

July 17, 2009

Date



Karlain's
Certificates



Industrial Training Services

Transcript

Date: 10/11/2010
Page: 1

Name: DRADER KARLAIN L

Date	Course Description	Pass/Fail	Skill Assessments	Certified
09/28/2010	1.0 CETP Basic Principles and Practices	P	YES	10/11/2010
07/23/2010	4.2 Preparing and Installing Vapor Distribution System Components	P	YES	10/11/2010



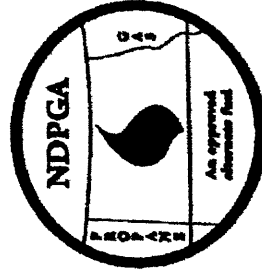
Industrial Training Services, Inc.
310 C. C. Lowry Drive
Murray, KY 42071
270-753-2150

In recognition of completing 6 hours of
Office Personnel Training

Presents this certificate to:

Karlain Drader

North Dakota Propane Gas Association



Certificate of Training

PROPANE EXCEPTIONAL ENERGY®

Ken Kraft

Instructor

October 13, 2010

Date

National Propane Gas Association
CERTIFIED EMPLOYEE TRAINING PROGRAM

This certifies that

Karlain L. Drader

*has successfully completed a prescribed course of study, including both knowledge
and skills assessment, for the job classification*

4.2 Vapor Distribution System Installation

In witness whereof, this certificate is issued

October 11, 2010



President & CEO, NPGA

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National Propane Gas Association
CERTIFIED EMPLOYEE TRAINING PROGRAM

This certifies that

Karlain L. Drader

*has successfully completed a prescribed course of study, including both knowledge
and skills assessment, for the job classification*

1.0 Basic Principles and Practices

In witness whereof, this certificate is issued

October 11, 2010



President & CEO, NPGA

All rights related to the Certified Employee Training Program (CETP) logo and name are the intellectual property of the Propane Education & Research Council (PERC) and are licensed for use by NPGA. NPGA makes no representations, warranties or guarantees as to, and assumes no responsibility for, the use or performance of CETP-certified employees. NPGA expressly disclaims all liability for damages of any kind arising out of the use or performance of, reference to, or reliance on CETP-certified employees. In no event shall NPGA be responsible for any damages arising from the use or performance of a CETP-certified employee. Any questions regarding a CETP-certified employee should be directed to the employee.

Oct 25
IV. CETP Performance Evaluation / Employer Record

THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:

On-line Test Candidates: CASTLE Worldwide 900 Perimeter Park Drive, Suite G Morrisville, NC 27560	Paper test Candidates: Industrial Training Services, Inc. 310 C.C. Lowry Drive Murray, KY 42071
---	---

Employee Information: (print or type) Test Group Number (if known): 12607
Name Karlina Drader Social Security Number 502-90-7161
Employer City of Granville
Address PO Box 39
City, State: Granville ND Zip Code 58741-0039

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, CASTLE Worldwide and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Karlina Drader Date 9-29-10

Skills Evaluator Information: (print or type)

Name Arland G. Mueller
Organization/Employer Fire Chief
Telephone Number 701-728-6864

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Arland G. Mueller Date 9-29-10

The employee is qualified to perform the listed operations at the following level:

**Without
Direct
Supervision** **Not
Applicable**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identified NFPA Codes and regulations that apply to propane operations. CETP Module 1.1.1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verify proper product specifications and odorization of propane shipments. CETP Module 1.3.2, 1.4.1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Obtained chemical properties, health and safety, and personal protection information from a propane Material Safety Data Sheet. CETP Module 1.3.3, Resources
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performed a "sniff test" to verify the presence of propane odorant. CETP Module 1.4.1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recognized a gas leak call when a customer called in to report an odor complaint, and followed company policies and procedures. CETP Module 1.4.2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Recognized an "out-of-gas" call when a customer called in to order a propane delivery, and followed company policies and procedures. CETP Module 1.4.2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recognized a call requiring restoration of service after interruption when a customer called in to request propane delivery at a new or existing customer location, using a different customer account name, and following company policies and procedures. CETP Module 1.4.2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recognized a possible aldehydes/carbon monoxide call when a customer called in to report an odor complaint or to inquire about possible health effects of exposure to propane or to report appliance malfunctions, and followed company policies and procedures. CETP Module 1.5.3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Determined the location of emergency equipment and the procedures that apply to emergencies in the bulk plant. CETP Modules 1.6.1, 1.6.2, 1.7.1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Located and determined proper inspection of fire extinguishers. CETP Module 1.6.3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verified required stampings on DOT cylinders. CETP Module 1.8.2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Filled a DOT Cylinder by Weight CETP Module 1.8.2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Identify valves, fittings, tubing and piping approved for LP-gas service. CETP Module 1.8.4

After completion of Section IV, "Employer Record," remove pages 13 and 14 from the packet and photocopy. Retain photocopy for your files. Mail original to:

On-line Test Candidates:
CASTLE Worldwide
 900 Perimeter Park Drive, Suite G
 Morrisville, NC 27560

Paper test Candidates:
Industrial Training Services, Inc.
 310 C.C. Lowry Drive
 Murray, KY 42071

Date 8-20-10

IV. CETP Performance Evaluation / Employer Record

THIS PAGE MUST BE RETURNED AS SOON AS POSSIBLE, BUT NO LATER THAN 12 MONTHS AFTER TAKING THE CERTIFICATION TEST, TO THE FOLLOWING ADDRESS:

Industrial Training Services, Inc
310 C.C. Lowry Drive
Murray, KY 42071

Employee Information: (print or type) Test Group Number (if known): 17805

Name Karlain Drader Social Security Number 502-90-7161

Employer City of Granville

Address PO Box 39 103 3rd St SW

City, State: Granville ND Zip Code 58741

Affidavit

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the CETP certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances. I acknowledge that I am responsible for recognizing hazards and abnormal conditions in my workplace and must exercise care and good judgment, always using appropriate equipment, procedures and tools for the tasks I perform. The Propane Education and Research Council, the National Propane Gas Association, and Industrial Training Services, Inc. assume no liability for my actions, or for my application of the skills assessment performance guides used in this evaluation checklist.

Employee's Signature Karlain Drader Date 7-26-10

Skills Evaluator Information: (print or type)

Name Arland Mueller

Organization/Employer Granville Fire Protection District

Telephone Number 701-728-6864

Affidavit

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Skill Evaluator's Signature Arland Mueller Date 8-16-2010

The employee is qualified to perform the listed operations at the following level:

Without Direct Supervision	Not Applicable	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preparing DOT Cylinders for Transportation. 4.2.1a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preparing ASME Tanks for Transportation. 4.2.2a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Performing Trenching, Digging & Backfilling Operations. 4.2.6a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installing DOT/ICC Exchange or Stationary Cylinders 4.2.7a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installing Aboveground ASME Tanks/Installing Manifold ASME Tanks 4.2.9a/4.2.11a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installing Underground ASME Tanks/Installing Manifold ASME Tanks 4.2.9a/4.2.11a
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Installing Buried Distribution Lines Using PE Tubing & Fittings. 4.2.12a
<input checked="" type="checkbox"/>		Installing Vapor Pressure Regulators. 4.2.15a
<input type="checkbox"/>		Performing Regulator Flow Pressure Tests 4.2.15b
<input type="checkbox"/>		Performing Regulator Lock-up Tests 4.2.15c
<input type="checkbox"/>		Cutting, Threading & Assembling Steel Pipe, and Pressure Testing Piping. 4.2.17a/4.2.19a
<input checked="" type="checkbox"/>		Assemble CSST Piping & Pressure Test Piping. 4.2.18a/4.2.19a
<input checked="" type="checkbox"/>		Purging Gas Distribution Lines and Placing Gas Appliances into Operation. 4.2.21a/4.2.23a
<input checked="" type="checkbox"/>		Performing Gas Distribution System Leak Checks. 4.2.22a
<input checked="" type="checkbox"/>		Communicating Consumer Propane Information to the Customer. 4.2.24a

After completion of Section IV, "Employer Record," remove pages 19 and 20 from the packet and photocopy. Retain photocopy for your files. Mail original to:

Industrial Training Services, Inc
 310 C.C. Lowry Drive
 Murray, KY 42071

Industrial Training Services

Official Transcript

Date: 8/10/2010

Page: 1

Name: DRADER KARLAIN L

Date	Course Description	Pass/Fail	Skill Assessments	Certified
07/23/2010	4.2 Preparing and Installing Vapor Distribution System Components	P	NO BASIC TEST OR 1.0 4.2 SKILLS	No

Above are the results of your recent CETP Certification Exam. Your certification cannot be completed until we receive the required skill assessment verification form(s). Skill assessment forms are found at the end of your binder, at the end of the DVD or can be downloaded from the www.npqa.org website under Safety and Training Programs. You have 12 months from the test date to submit your skill assessments. Non-receipt of skill assessments after 12 months will result in your certification exam being deemed invalid.

In the event that you did not receive a passing score or have not completed the required prerequisites, please contact your supervisor to schedule a retest or sign up for the required prerequisite course.

Gas Check

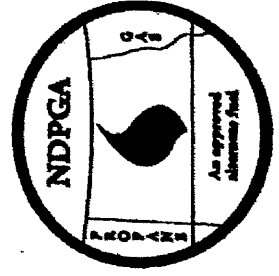
PROPANE
EXCEPTIONAL ENERGY®

Ken Kraft
Instructor

July 20, 2010
Date

In recognition of completing 12 hours of Training
Gas System Check
Gas Appliance System Check

Presents this certificate to: Kachin Drader



North Dakota Propane Gas Association

North Dakota Propane Gas Association

In recognition of completing 4 hours of

Propane Basic & Delivery

Refresher Training

Presents this certificate to: Karlain Drader

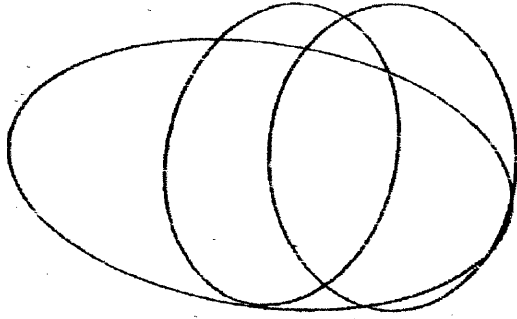
**Refresher
Training**

PROPANE
EXCEPTIONAL ENERGY[®]

Ken Kraft
Instructor

July 20, 2010

Date



HAZMAT EMPLOYEE TRAINING RECORD AND CERTIFICATION

EMPLOYEE NAME LAST: <u>Drader</u> FIRST: <u>Karlain</u> MIDDLE: <u>L</u>	EMPLOYER NAME <u>City of Granville</u>
EMPLOYEE IDENTIFICATION NUMBER	LOCATION STREET: <u>103 3rd St SW</u> <u>P.O. Box 39</u> CITY: <u>Granville</u> STATE: <u>ND</u> ZIP CODE:
POSITION/JOB DESCRIPTION <u>City Maintenance Person</u>	

REGULATIONS

§172.704(a) Recordkeeping. A record of current training, inclusive of the preceding three years, in accordance with this section shall be created and retained by each hazmat employer for as long as that employee is employed by that employer as a hazmat employee and for 90 days thereafter. The record shall include: (1) The hazmat employee's name; (2) The most recent training completion date of the hazmat employee's training; (3) A description, copy, or the location of the training materials used to meet the requirements in paragraph (a) of this section; (4) The name and address of the person providing the training; and (5) Certification that the hazmat employee has been trained and tested, as required by this subpart.

§172.704(e) Limitation. A hazmat employee who repairs, modifies, reconditions, or tests packages as qualified for use in the transportation of hazardous materials, and who does not perform any other function subject to the requirements of this subchapter, is not subject to the safety training requirement of paragraph (a)(3) of this section.

INSTRUCTIONS

The training requirements in §172.704 and 177.816 cover six areas of training for hazmat employees. Based on the training required for the above named hazmat employee, provide the training and testing for compliance. Satisfy the recordkeeping requirements in 172.704(a) by completing the information on this form.

HAZMAT EMPLOYEE TRAINING REQUIRED


<input checked="" type="checkbox"/>	General Awareness
<input checked="" type="checkbox"/>	Function-specific
<input checked="" type="checkbox"/>	Safety Training
<input checked="" type="checkbox"/>	Security Awareness Training
<input type="checkbox"/>	In-Depth Security Training
<input type="checkbox"/>	Driver Training

SECTION 1 CURRENT TRAINING

COMPLETION DATE	DESCRIPTION OF TRAINING, COPY OR LOCATION OF TRAINING MATERIALS USED	TRAINER/ADDRESS	TRAINING AND TESTING CERTIFIED BY	DATE
07/20/2010	J.J. Keller 150-K ND Propane Gas Association 1025 N 3 rd Street Bismarck ND 58501	Ken Kraft NDPGA	Ken Kraft	07/20/2010

SECTION 2 RELEVANT TRAINING

Provide information from previous hazmat employment training. Attach appropriate current records from the previous employer.

SECTION 3 COMPLETION DATE	 <p style="font-size: small;">Verification of participation and completion of the above Training Program</p> Employee: <u>Karlain Drader</u> Instructor: <u>Ken Kraft</u> Company: <u>NDPGA</u> Date: <u>7-20-10</u>	TRAINING <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">TRAINING ADDRESS</th> <th style="width: 30%;">TRAINING AND TESTING CERTIFIED BY</th> <th style="width: 40%;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	TRAINING ADDRESS	TRAINING AND TESTING CERTIFIED BY	DATE												
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