PUBLIC SERVICE COMMISSION
STATE OF NORTH DAKOTA

Public Service Commission
City of Granville
Pipeline Safety Enforcement

Case No. GS-16-764

CITY OF GRANVILLE'S RESPONSE TO NOTICE OF PROBABLE VIOLATIONS

Alleged Violation 1: Respondent did not test the capacity of relief device #14 in 2015 or determine the capacity by review and calculations.

In November 2015, the City received notice of probable violations (PSC Case No. GS-15-723) based upon a records audit conducted in September 2015. The probable violations included an allegation that the City had failed to test the capacity of relief device #14 in 2014. Although relief device #14 had been tested by the City in 2011, 2012, and 2013, when the City's previous maintenance employee left employment on August 8, 2014, he left a task list that omitted the testing of relief device #14.

In response to the November 2015 notice, the City acknowledged this oversight. However, immediate testing of relief device was not possible at that time because the City's maintenance employee was not then certified to do so. The City promptly undertook extensive efforts to obtain necessary certifications for the City maintenance employee, utilized all resources to seek out contracted services, and kept the PSC apprised of these efforts. **(See Exhibit #1 - City response to Case GS-15-723 dated December 16, 2015 and Timeline for Testing Relief Device #14).**

Although the City's maintenance employee became qualified to test device #14 on December 14, 2015, testing at that time was discouraged because the City's entire propane system would have been shut down if relief device #14 failed during testing. **(See Exhibit #2).** This information was also previously provided to the PSC. Relief device #14 was ultimately replaced and confirmed to be in good working order in 2016. In addition, the City installed an isolation valve to allow for future testing of relief device #14 without jeopardizing the ability to promptly resume operation in the event of device failure. In 2016, the City entered into Service

Agreements with Sub-Site Technologies and B&H Utility Services Inc. to provide maintenance repair and support for the City's propane system for tasks the City maintenance employee was unable to perform. Copies of those Service Agreements were previously provided to the PSC.

Until it received the notice of probable violations in November 2015, the City did not realize it had overlooked testing of relief device #14. The City's inability to have relief device #14 tested before the end of 2015 was made known to the PSC by virtue of the City's response to Case No. GS-15-723 and its ongoing reports of efforts to address probable violations noticed by the PSC in Case No. GS-15-723 - including testing of relief device #14. As a result, it was apparent that the City would not be able to test relieve device #14 until weather conditions permitted in 2016. The City did test relief device #14 as soon as weather conditions permitted it and the device passed. Under these circumstances, the City believes it would be inequitable to impose any penalty for failure to test device #14 in 2015.

Alleged Violation 2: In 2015, Respondent did not check or service distribution valve #12 as required under 49 CFR 192.747 (a).

Distribution valve #12 was tested by qualified contracted technician Jeff Haugen on December 11, 2015 and was found to be in good working order. **(See Exhibit #3 - Valve #12 testing report and Jeff Haugen's OQ Task List).** The City's primary operator, Mr. Blodgett, became certified in valve maintenance on December 14, 2015 and also performed valve maintenance on the system's key valve and all the other valve's located above ground on December 16, 2015. Mr. Blodgett performed valve maintenance on the underground valves as well on December 29, 2015. **(See Exhibit #4 - Blodgett Evaluation of Valve Maintenance-Inspection/Partial Operation, ()&M Appendix I, and O&M Appendix H).**

Alleged Violation 3: In 2015, Respondent did not inspect their aboveground pipe for atmospheric corrosion as required under 49 CFR 192.481 (a).

The City's records show that it did perform atmospheric corrosion inspection in 2015; however, it was completed by the primary operator, who was not qualified for the Atmospheric Corrosion Task until August 24, 2016. Even without qualified certifications met, the City still did take measures to react accordingly off of Blodgett's Atmospheric Corrosion Control Inspection Report and contracted the recoating of the plant's tank, supports, and all aboveground piping at

the site in September 2015 through Grant Contractors Inc. **(See Exhibit #5 - Atmospheric Corrosion Control Inspection Form 13 and Grant Contractors' Bid & Invoice).**

CONCLUSION

The City recognizes that that the tasks listed within Alleged Violations 1 and 3 failed to meet full compliance in 2015 however it does believe reasonable actions were taken. As for Alleged Violation 2, the City completed the task in entirety. In conclusion, the City requests that the alleged penalties be waived at this time.

ATTEST:

City Auditor

Mayor

1-10-2017
Date

1-10-2017
Date

EXHIBIT
1

PUBLIC SERVICE COMMISSION
STATE OF NORTH DAKOTA

Public Service Commission
City of Granville
Pipeline Safety Enforcement

Case No. GS-15-723

CITY OF GRANVILLE'S RESPONSE TO NOTICE OF PROBABLE VIOLATIONS

Alleged Violation 1: Respondent did not test the capacity of relief device #14 in 2014 or determine the capacity by review and calculations.

The lack of testing of relief device #14 was an oversight that occurred as a result of the City's maintenance employee's termination of his employment. The City's maintenance employee, Taylor Stassens, ended his employment effective August 8, 2014. Relief device #14 had been tested by the City in 2011, 2012 and 2013. See Exhibit #1 (Relief Valve Inspection Reports). Although Mr. Stassens left a task list, in retrospect, it did not provide enough detail. The City did promptly arrange for Mr. Blodgett's propane training, sending him to his first propane training course on August 28, 2014 – less than one month after he was hired. The City also maintained communication with the PSC Inspector during Mr. Blodgett's transition into the maintenance position. See Exhibit 2 (email communications between City and PSC Inspector). The City also continued its efforts to get Mr. Blodgett qualified to perform the actions required by the City's propane system. See Exhibit 3 (Paul Blodgett qualification documentation). However, the location of relief device #14 in the City's system presents a problem which has interfered with testing. Due to its location, if relief device #14 were to fail during testing, the City's entire system would have to be shut down – an undesirable outcome in December in North Dakota. Although the City has not observed any problems with relief device #14 and believes it to be in good working order, the City is working to identify a solution that will allow testing to

occur without risking a shutdown of the entire propane system and will provide an update as soon as that occurs.

Alleged Violation 2: In 2014, Respondent did not check or service distribution valve #12 as required under 49 CFR 192.747 (a).

The lack of testing of distribution valve #12 was an oversight that occurred as a result of the City's maintenance employee's termination of his employment. The City has taken corrective action and the distribution valve was found to be in working order. Valve #12 was tested in 2011, 2012 and 2013. See Exhibit 4 (Propane System Key Valve Inspection Reports). As noted, the task list left by the City's prior maintenance employee did not provide enough detail and the distribution valve testing did not occur. However, as Exhibit 2 shows, the City was communicating with the PSC Inspector in an attempt to identify and address system testing and maintenance issues. Distribution valve #12 was tested by Jeff Haugen on December 11, 2015 and found to be in working order. See Exhibit #5 (Valve #12 testing report and Jeff Haugen OQ).

Alleged Violation 3: In 2014 Respondent did not test their cathodic protection system as required under 49 CFR 192.465 (a).

The City's records show that its cathodic protection system was tested by Mr. Blodgett in 2014. Although Mr. Blodgett had been trained to perform this testing, he had not obtained certification in 2014. Mr. Blodgett was certified on June 16, 2015. See Exhibit 3. The cathodic protection system had also been tested in 2011, 2012 and 2013 and was also tested in 2015.

Alleged Violation 4: Respondent did not conduct a pressure test on a segment of system pipeline repaired on February 12, 2014, as required under 49 CFR 192.513 (a).

The City retained MDU to repair a damaged section of pipe in 2014, relying on the qualifications and expertise of MDU. On September 11, 2015, the City was informed by the PSC that MDU had not completed a required pressure test report. The City Auditor immediately contacted

MDU and requested a detailed test report or other verification by the technician that performed the repair. MDU indicated that, although the technician was no longer an employee, his manager would supply the needed information. The City forwarded MDU's report to the PSC on September 15, 2015, as soon as it was received. The PSC advised the City that the "start" and "stop" times of the pressure testing could not be verified but allowed the City to continue operating the pipe until it could be retested. On September 16, 2015, the City forwarded the PSC's response to MDU and requested a retest of the repaired pipe. MDU attempted to locate records from the pipe's manufacturer but, on September 22, 2015, MDU notified the City the records could not be located and the repaired section of pipe would have to be replaced. The City Auditor contacted MDU to request retesting on October 23, 2015 after PSC Inspector Morman recommended the City pressure test the repaired section of pipe. The City Auditor followed up again with MDU on October 30, 2015, November 6, 2015 and November 10, 2015. On November 10, 2015 (after the City had been threatened with a shutdown of its system), MDU agreed to replace the section of pipe on November 12, 2015. See Exhibit 6 (e-mail correspondence between City and MDU). The City requested a one-call locate on November 11, 2015 and the City Auditor drove to Bismarck, ND to obtain parts needed for the replacement. Iron Horse Hydravac reopened the hole and MDU replaced the repaired pipe on November 12, 2015. MDU paperwork pertaining to the replacement pipe and test records was immediately forwarded to the PSC Inspector, who confirmed that it was satisfactory.

CONCLUSION

The City recognizes that some testing was overlooked in 2014 as a result of the transition between maintenance employees. However, the City believes that it has taken reasonable steps to train and qualify Mr. Blodgett. Distribution Valve #12 has been tested and found to be in

working order. The City's cathodic protection system was tested in 2014 and no problems were identified. While Mr. Blodgett may not have been certified to perform the testing at the time, he had been trained at the time and was subsequently formally certified. The City relied on the expertise of MDU to repair and properly test a leaking section of pipe and worked diligently with the PSC Inspector to try to obtain the requested information from MDU. When that proved unsuccessful, the City took action to replace the section of pipe lacking documentation – even going so far as to have the City Auditor drive to Bismarck to obtain the parts needed to perform the replacement. In short, the City believes that the proposed penalties would be inequitable given the facts and circumstances and requests that they be waived.

ATTEST:

Anita Traore
City Auditor

12/16/2015
Date

Jerry L Anderson
Mayor

12/16/15
Date

TIMELINE FOR TESTING PLANT RELIEF DEVICE #14

The City's LP plant distribution system includes one pressure relief device located downstream of the pressure regulators to prevent overpressure in the distribution piping. It is a spring-loaded, adjustable device set at a maximum pressure of 18 psig and properly sized to relieve enough vapor to prevent over pressurization. The City's plan requirement is to inspect and test the device once every year, not to exceed 15 months, which determines that the device operates at the set pressure, closes after testing, and is not leaking. It was revealed during the September 2015 PSC audit that the device was not tested properly in 2014 nor tested in 2015. The City auditor took immediate action to investigate requirements needed to remedy the situation.

OCTOBER

10/12/2015

Eric from Liquid Distributions was verbally questioned whether or not he was certified to test the valves and relief devices at the plant with confirmation provided that he was not qualified.

NOVEMBER

Keith Dibble from Envision was contacted by telephone for technician references to assist the City with the required testing. He referred the auditor to contact Darin Adolphsen from LPG&NH3.

11/16/2015

After speaking to Darin, an email communication was provided which included company contact information to Techserv Inc. who could possibly be subcontracted to perform the testing. The auditor made phone contact with Techserv who referred her to contact ODAY. ODAY was contacted as well who stated that they no longer calibrate or test relief devices due to the liability involved.

11/17/2015

Rich Brierley from Whiting Oil was contacted by phone to inquire if he would have any recommendations for assistance. He stated that Whiting Oil contracts VRC Protx Inc. for all of their testing and gave the auditor their contact information. After speaking to a representative from VRC, a quote was emailed to the City including the cost it would be for testing all the valves at the plant.

Exhibit* 1

11/25/2015

Further communications with Bill Johnson at VRC Prptx Inc. revealed that their technicians would not be certified to test the relief devices at the plant. As a result, Paul Blodgett made contact with former employee Bob Bachmeier for any kind of assistance that he could provide.

11/30/2015

Mr. Bachmeier contacted FEI who provided email instruction steps to test the backup relief device that is on inventory located in the City Shop.

DECEMBER

12/11/2015

Jeff Haugen from B&H Utility Services was subcontracted to test Key Valve #12. At that time the relief was discussed and Mr. Haugen suggested the possibility of installing a bypass onto the line to isolate the device and test it properly without losing service to the entire system. He also provided recommendation that a proper valve be installed for future testing requirements.

12/14/2015

City Operator Paul Blodgett became certified to test the relief device however without a backup for failure was still unable to test the device.

12/17/2015

Phone conversation with Jeff Haugen further clarified the details surrounding a possible bypass option including at least 4 days required for installation and the possibility of failure due to the full pressure operation of the system. He relayed that it would be appropriate to wait until the weather is warmer and there is less use needed to minimize the risk to the customers.

Conclusion was made on December 17, 2015 that testing the relief device in 2015 would not be completed due to the impact of trying to test the relief in December without proper backup procedures in place in the case of equipment failure and the time constraints of working days left in the calendar year.

12/23/2015

Photos of the Fisher backup relief device were emailed to Clay at FEI for further investigation of working condition requirements.

12/29/2015

Email receipt from B&H Utility Services Inc. summarizing the factors included for testing the device during the winter and their recommendations to proceed.

EXHIBIT
2

Office of
City Auditor

"The Friendly City"

City of Granville

OFFICERS
Mayor and
City Council

INCORPORATED 1907
GRANVILLE, NORTH DAKOTA 58741

January 27, 2016

Public Service Commission
State of North Dakota
600 East Boulevard Dept 408
Bismarck, ND 58505-0480

Dear Mr. Morman,

The purpose of this letter is to provide the Commission with an update regarding the status of the City's efforts to test Relief Device #14. As explained below, despite extensive efforts, the City was unable to test the relief device before the end of 2015.

Certification for the City's maintenance personnel was obtained on December 14, 2015. Although the City's maintenance personnel was qualified to test the relief device, the City's system was in full operation. Because of the location of relief device #14, if the relief device were to fail during testing, the City would have to completely shut down service to all customers until the relief device could be replaced – a daunting prospect in the middle of a North Dakota winter. In fact, a certified technician discouraged the City from conducting such testing during the winter (see attached letter from Jeff Haugen, B&H Utility Services, Inc.).

Since then the City has taken steps to arrange testing of the relief device in 2016 when weather conditions are conducive. Current options under consideration include installation of a bypass and valve with testing to occur when customer demand is at a lower level and temperatures are not a factor. The City also requested bids to obtain recertification of a backup relief device in inventory since 2006. The Fisher Relief Device would allow the City to replace the relief device in the event of a failure (see attached email correspondence from Steve Keag, Novaspect, Inc.).

The City is committed to providing propane service to its customers as safely as possible. The City will continue to provide updates as additional information becomes available. If you have any questions, concerns, or need further information please contact the City Hall at 1-701-728-6369.

Thank You
Anita Trana
Anita Trana
Granville City Auditor

12/28/2015
City of Granville,

On Friday December 11, 2015 we discussed the issue of the relief valve being tested. I believe it would be possible to install a 4" line stopper and by pass the relief so that it can be tested. However doing this task in the winter months is not recommended. There are many factors involved in doing this task and with the cold temperatures and the customer demand I feel that this time of the year is not the time to do this. If we run into any unforeseen problems you could possibly lose propane to your customers. I recommend meeting with an engineer to look over your system to see if a valve can be installed before the relief so that you wouldn't have to bypass it again to test it. Also look at any other upgrades needed so that they can be done at the same time. I think in the spring when your customer demand is lower and the temperatures are not a factor would be a better time to do this. We are willing to work with you on this task in the spring but not in the winter months. Please contact me if this is something you would like us to do next spring or if you have any other question.

Jeff Haugen
Supervisor,
B&H Utility Services, Inc.
1630 64th St NW
Minot ND, 58703

Jeff Haugen 12/28/2015

City of Granville

From: "Keag, Steve" <SKeag@novaspect.com>
Date: Tuesday, January 19, 2016 11:27 AM
To: <granville@srt.com>
Cc: "Kisner, Cory" <CKisner@novaspect.com>
Attach: GRANVILLE_17883649.pdf
Subject: Fisher 63EG Relief Valve

Anita,

Serial card for the relief valve you have in stock is attached. The relief valve shipped in 2006, so even though it probably would work it is best to get it rebuilt to replace all soft parts.

Your contact for this repair will be Cory Kisner, contact info shown below.

Kisner, Cory
Novaspect Inc.
Repair Coordinator
Valve Repair Inside Fisher
952-975-1564 Work
612-619-3041 Mobile
CKisner@novaspect.com
2885 Water Tower Place
Chanhassen, MN 55317

Cory, please contact Anita at 701-728-6369, ASAP, as they need to get this done so they can test the existing unit.

Regards
Steve

Steve Keag | Valve Sales
Novaspect Inc. | 2885 Water Tower Place | Chanhassen | MN | 55317 | USA
T +1 952-975-1553 | F +1 952-361-6802
skeag@novaspect.com
An Emerson Process Management Local Business Partner

EMERSON. Process Management

Serial Card

FISHER

Priority: Standard
Pack Date: 10/17/2006
RO:014 -A303223743
SerialRange: 17883649
S CITY OF GRANDVILLE
o P O BOX 39
l GRANVILLE, ND
d 58741
Shipped: 11/20/2006
Detailer:
Project: 0000000 Sub: Mgr: Type:
Carrier: UPS GROUND
Split Ship: Y Pack: DOM Pay: PPB Ship: Parcel

Mfg Loc: 105
Cust Po:BOB101206
S CITY OF GRANDVILLE
h CITY HALL - MAIN ST
i GRANVILLE, ND
p 58741
Application: Specialty
Order Type: Standard

OrderDate: 10/17/2006
Status: Active
Universal: 0629003554

==========

Item: 000001 Tag: 1

63EG RELIEF VALVE SIZE 3, 6358B RELIEF VALVE PILOT ASSY
G05 BOB101206

A 1

FS63EG-3CJ11
VALVE BODY TYPE 63EG,3 IN CL250 RF FLG IRON BODY, CF8M LINEAR CAGE,STEEL BODY FLG, 416 SST PLUG & RING 3 3/8 PORT,1 1/2 TRAVEL, SPRING NO. 14A6771X012, COLOR YELLOW, NITRILE SEALS & O-RINGS, FLOW UP, SET PRESSURE RANGE 10-30, MAX INLET PRESS 150 PSI
63EGX2-A2-B5-C1-D1-E1-F1-G1-H1-J1-9A2-9B18-9D1
RELIEF VALVE PILOT ASSY SST/NITRILE, TYPE 6358B,DIAPH FMS 17E39, SPRING NO. 1B788327022 COLOR SILVER, STD HIGH GAIN, STD/NITRILE, 63EG MTG PARTS SST TUBING FITTINGS, STD PIPE PLUG, SPRING RANGE 10-30 PSI
6358X2-A3-B1-C4-D1-F1-G3-H6-9A10
CAGDCPCA0KLV--AYHE-- CMEK--JA----WA------
****
***** NamePlate 12B6451X0A2 Comp A ***
SERIAL NO
TYPE 63EG SEAT MATL STD
PRESS UNITS PSI RANGE 10-30
MAX INLET 150
****

Novaspect

Quotation

Attention:	Anita Trana	**Date:**	1/21/16
Company:	CITY OF GRANVILLE	**Quotation #:**	**CKI-60808R**
Address:	P.O. Box 39 211 Main Street South Granville, ND 58741	**Please refer to quote number on PO.** **Re:**	
Phone:	701-728-6369	**Attachments:**	
Fax:		**From:**	CORY KISNER
Email:	granville@srt.com	**Phone:**	(952) 975-1564 **Fax:** (847) 885-8200
		Email:	ckisner@novaspect.com
Vendor:	Novaspect, Inc.	**Cc:**	

Novaspect, Inc. is pleased to offer the following quotation for your consideration.

Item	Description	Qty/Hrs	Cost Each	Total Cost
1	**Serial Number:** 17883649 Budgetary estimate for in-house repair of a Fisher 63EG s/n 17883649. This unit is new and unused. It has been sitting on a shelf for an extended period of time and will require new soft goods installed in the relief valve and pilot. Upon completion of the repair we will test the valve to make sure the relief will pop at the customer desired pressure. 1 week lead time	1	$1,046.00	$1,046.00
2	Option 1 New FS63EG-3CJ11 same as s/n 17883649 6-8 week lead time	1	$3,757.59	$3,757.59

Shipping:		**Freight:**	Prepay and Add
FOB:	Shipping Point	**Partial Ship:**	Yes

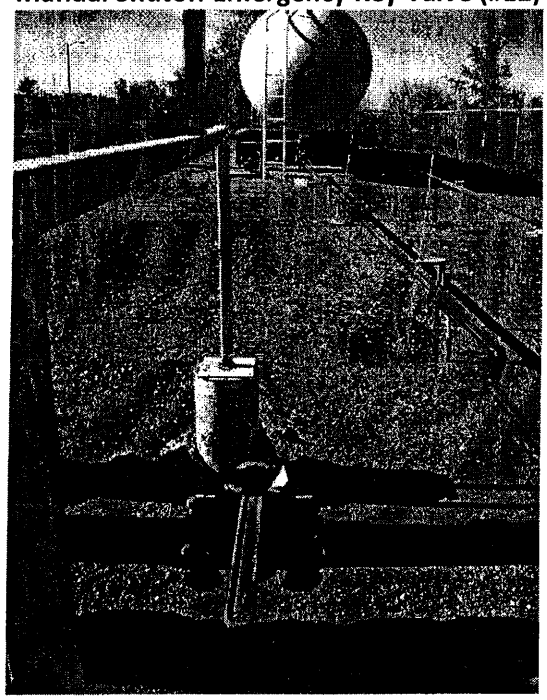
Prices are firm for 30 days in US Dollars with any applicable taxes not included. Unless agreed to in advance by Vendor, and upon approval of customers credit review, payment terms are net 30 days from receipt of invoice. Novaspect, Inc. standard terms and conditions of sale apply to this quotation.

Please make your purchase order out to **Novaspect, Inc.** and reference quote **CKI-60808R.**

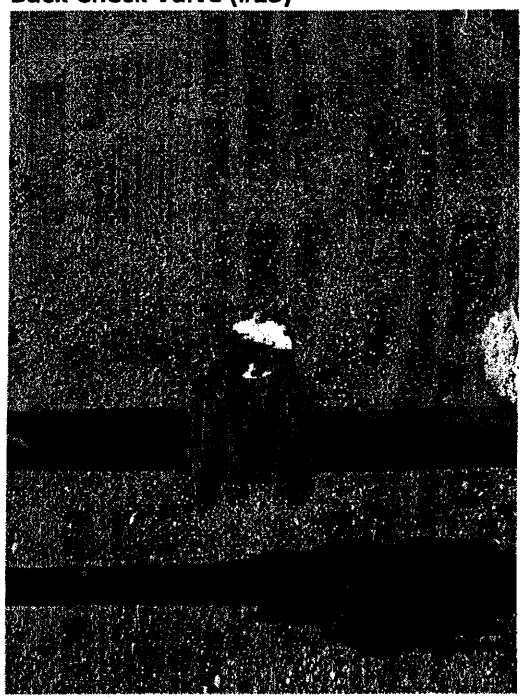
Thank you for the opportunity to provide this quotation. Please review and call with any questions.

Email purchase orders to customerpo@novaspect.com **or login at** www.novaspect.com **for online ordering.**

Manual Shutoff Emergency Key Valve (#12)



Back Check Valve (#13)



	Valve #12	Valve #13
Date Inspected	12-11-15	12-11-15
Location	Liquid fee d line	Vapor feed line
Capacity	175 psi	200 psi
Operating Condition *	good	good
Leak Check Performed	Yes /Soaptested	yes /Soaptested
External Corrosion Condition	good	good
Lubricated	yes /Valtex 80	NA

Remarks of repairs made or other comments:

access to valve was good, turned valve #12 partially.

Signature of Operator who performed annual check: Jeff Hallyn 12-11-15

Exhibit #3

JEFF HAUGEN'S OPERATOR QUALIFICATION TASK LIST

I.	COMMON (all employees)	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course
1	Vaporization Plant Operations							3	ALGAS	Propane Safety Training
1A	Operating and Maintaining Direct fired LP Gas Vaporizers							3	ALGAS	Propane Safety Training
1B	Emergency Shutdown of Supply Tank							3	MEA/EnergyU	192-1803, 192-1427, 192-1424
2	Characteristics and Hazards of Propane	2/17/2015	2/17/2015					3	MEA/EnergyU	192-0101
3	Potential Ignition Sources: Indoor and Outdoor	3/25/2015	3/25/2015					3	MEA/EnergyU	192-2011
4	Recognizing Emergency Conditions	2/19/2015	2/19/2015					3	MEA/EnergyU	192
5	Recognizing and Reporting Propane Gas Leaks							3	MEA/EnergyU	192-1201
II.	**FIELD SAFETY**	**Date Attnd**	**Cert Date**	**Date Attnd**	**Cert Date**	**Date Attnd**	**Cert Date**	**Recert Yrs**	**Company**	**Course**
6	Personal Protective Equipment	3/24/2015	3/24/2015					5	MEA/EnergyU	192-1415.01
7	Proper Fire-fighting Techniques	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Controlling the Accidental Release of Gas							3	MEA/EnergyU	192-1436, 192-0702
9	Recognizing Unsafe Meter Sets	3/25/2015	3/25/2015					5	MEA/EnergyU	192-0701
III.	**LEAK SURVEY AND RESPONSE**	**Date Attnd**	**Cert Date**	**Date Attnd**	**Cert Date**	**Date Attnd**	**Cert Date**	**Recert Yrs**	**Company**	**Course**
10	Leak Classification	3/26/2015	3/26/2015					4	MEA/EnergyU	192-1202
11	Operating the Combustible Gas Indicator	3/26/2015	3/26/2015					4	MEA/EnergyU	192-1202
12	Emergency Response and Restoration of Service	2/19/15, 2/17/15,192-1436-no cert, 3/23/15	2/19/15, 2/17/15,192-1436-no cert, 3/23/15					3	MEA/EnergyU	192, 192-0101, 192-1436, 192-1414
13	Leak Surveys and Patrols							3	MEA/EnergyU	192-1201, 192-0901

Highlighted items ONLY will be tasks performed in agreement with this operator. Other certifications are not required however may be acheived.

IV.	CUSTOMER SERVICE	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course
14	Customer Leak Investigation	3/26/2016	3/26/2016					4	MEA/EnergyU	192-1202, 192-1203
15	Pressure Checks to Establish Gas Service	3/20/2015	3/20/2015					3	MEA/EnergyU	192-1301
16	Establishing and Disconnecting Gas	3/25/2015, 3/20/2015	3/25/2015, 3/20/2015					5	MEA/EnergyU	192-0701, 192-1401
V	CONSTRUCTION and MAINTENANCE	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course
17	Atmospheric Corrosion							5	MEA/EnergyU	192-0401
18	Odorization							4	MEA/EnergyU	192-1501
19	Bar Hole Testing and Purging							3	MEA/EnergyU	192-1201
20	Locating and Marking Facilities	3/27/2015	3/27/2015					5	MEA/EnergyU	192-0801
21	Plastic Pipe Fusion	2/9/2016, 2/10/2016	2/9/2016, 2/10/2016					1	MEA/EnergyU	192-1002, 192-1003, 192-1004
22	Plastic Pipe Repair (Permasert Couplings)	2/10/2016	2/10/2016					1	MEA/EnergyU	192-1005
23	Fusion Qualification (Permasert Couplings)	2/9/2016	2/9/2016					1	MEA/EnergyU	192-1002
24	Joining Steel Pipe	3/23/2015	3/23/2015					3	MEA/EnergyU	192-1409
25	Welding Qualification	3/11/2016	3/11/2016					1	MDU	CERTIFICATE
26	Steel Repair Fittings	3/23/2015	3/23/2015					3	MEA/EnergyU	192-1409
27	Maintaining Steel Mains	3/24/2015	3/24/2015					3	MEA/EnergyU	192 1421
28	Pressure Testing Steel and Plastic Pipelines	3/20/2015	3/20/2015					3	MEA/EnergyU	192-1301
29	Purging Safety	3/24/2015	3/24/2015					3	MEA/EnergyU	192-1418
30	Cathodic Protection							4	MEA/EnergyU	192-0501, 192-0505
31	Tapping/Stopping: 1.25" through 4" Pipe (Permasert)	3/24/2015	3/24/2015					3	MEA/EnergyU	192-1426
32	Installing Mains	3/23/2015, 3/25/2015	3/23/2015, 3/25/2015					3	MEA/EnergyU	192-1408, 192-1409
33	Installing Service	3/25/2015	3/25/2015					5	MEA/EnergyU	192-2010
34	Reinforcing Steel and Plastic Mains N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
35	Abandoning Facilities	3/20/2015	3/20/2015					5	MEA/EnergyU	192-1401

Highlighted items ONLY will be tasks performed in agreement with this operator. Other certifications are not required however may be acheived.

V	CONSTRUCTION and MAINTENANCE	Date Attnd	Cert Date	Date Attnd	Cert Date	Date Attnd	Cert Date	Recert Yrs	Company	Course
36	Valve Inspection & Maintenance	3/30/2015	3/30/2015					5	MEA/EnergyU	192 1427
37	Inspecting Pressure Regulating and Limiting Stations							3	MEA/EnergyU	192-1803
38	System Uprating (N/A)	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
39	Job Site Protection	3/23/2015, 2-18-15	3/23/2015, 2-18-15					4	MEA/EnergyU	192-1405, 192-0804
40	Excavation, Backhoe, and Shoring Safety	2/20/2015	2/20/2015					3	MEA/EnergyU	192-1402

Highlighted items ONLY will be tasks performed in agreement with this operator. Other certifications are not required however may be acheived.

Performance Evaluation

2327 - Blodgett, Paul

PEF192-1427.01 Valve Maintenance: Inspection/Partial Operation

Work Location: Granville City Shop - GRAN

Evaluator: Kowalczyk, Peter - K0840

Evaluation Method: Simulation

Duration: 30 minutes

Qualified?: Yes

Step #	Activity	Sat	Comments
1	Identify requirements for evaluation of distribution and transmission valves The individual will be able to: A. Identify requirements for evaluation of distribution valves, i.e.: 1. Inspecting for signs of a. Damage b. Deterioration c. Corrosion d. Proper alignment for use of key or wrench 2. Clearing valve box or vault of debris if needed 3. Lubricating as needed 4. Checking valve function by partial operation B. Identify requirements for evaluation of transmission valves, i.e.: 1. Inspecting for signs of a. Damage b. Deterioration c. Corrosion 2. Lubricating as needed 3. Checking valve function by partial operation	Yes	
2	Identify valve(s) for evaluation and maintenance Abnormal Operating Conditions A. Valve(s) not tagged The individual will be able to identify valve(s) for evaluation and maintenance	Yes	
3	Evaluate valve(s) Abnormal Operating Conditions A. Valve is corroded to the extent that repair or replacement is required B. Valve is inoperable to the extent that repair or replacement is required C. Valve is damaged or deteriorated to the extent that repair or replacement is required The individual will be able to perform valve inspection and maintenance in accordance with identified requirements identified during Step 1, i.e.: A. Inspect, B. Lubricate, C. Partially operate	Yes	
4	Preserve valve(s) The individual will be able to: A. Complete assigned work without damaging valve(s) B. Preserve valves in accordance with:		

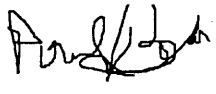
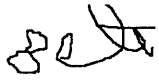
Exhibit #4

Performance Evaluation

2327 - Blodgett, Paul

PEF192-1427.01 Valve Maintenance: Inspection/Partial Operation

Step #	Activity	Sat	Comments
	1. The requirements identified during Step 1, 2. Manufacturer's instructions		
5	Recognize and react to Abnormal Operating Condition(s) Category: Cathodic Protection/Corrosion A. Valve is corroded to the extent that repair or replacement is required Category: Component Malfunction A. Valve is inoperable to the extent that repair or replacement is required Category: Contamination, Damage, Deterioration or Material Defect A. Valve is damaged or deteriorated to the extent that repair or replacement is required Noncompliance with Procedures, Standards or Other Requirements A. Valve(s) not tagged The individual will be able to: A. Recognize Abnormal Operating Condition(s) that may be encountered while performing the task, and B. React to the Abnormal Operating Condition(s) by: 1. Initiating remedial action, or 2. Reporting for analysis to determine: a. If remedial action is required, and b. Remedial action to correct the Abnormal Operating Condition(s)	Yes	
6	If required, complete documentation If an individual successfully completes the steps for the task they are being evaluated for they are qualified for the task. Failure to successfully complete this step does not impact the individual's qualification for the task. The individual will be able to: A. Identify documentation (records) to be completed. B. Define the required information that is to be recorded C. Complete the records (paper or computer) D. Submit the records for retention	Yes	

Candidate:  **Evaluator:** 

O&M APPENDIX I

2015

City of Granville

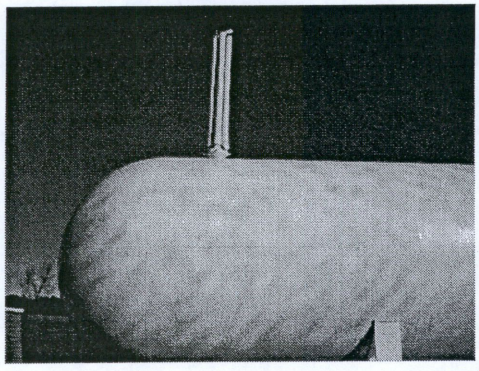
Annual Pressure Relief Device Inspection Report

Container Quad-Port Relief Valve Manifold-#18

4 Relief Valves on Top of Tank

Make: MEC Type: ME904S-4F/250VM Size: 2 1/2" Date Installed: 10/21/2015

Capacity: 250 psi Connection Pipe Size: 2 1/2" Vent Stack Size: 3"



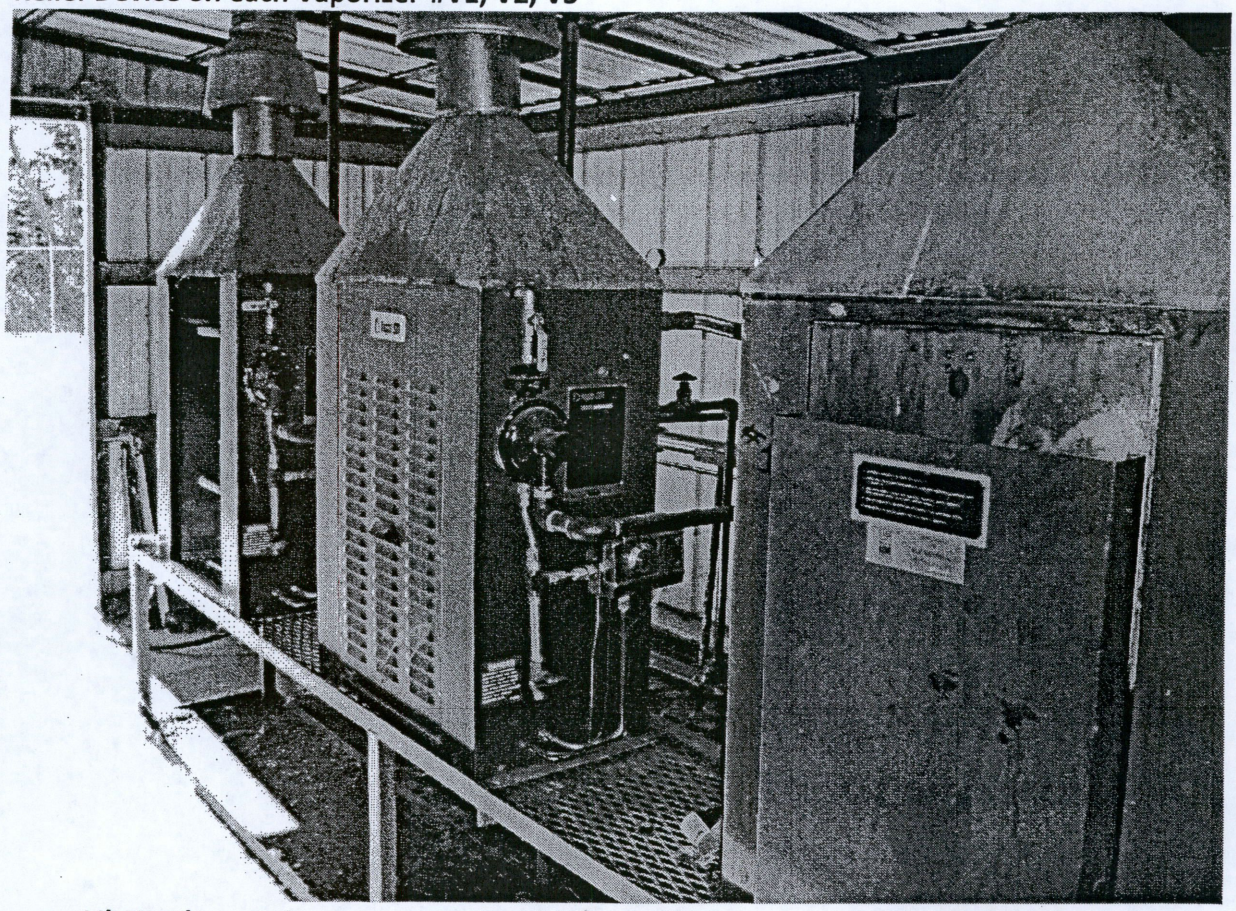
	#!	#2	#3	#4
Date completed	21 Nov 15	21 NOV 15	21 NOV 15	21 Nov 15
Removed vent stack and cleaned	New installed	New	New	New
Condition of Corrosion	Good	Good	Good	Good
Leak Check Performed	Yes	Yes	Yes	Yes

Remarks of repairs made or other comments:

Replaced manifold and relief valves 1-4 By Liquid Innovations Leak checked

Signature of Operator who performed annual check:

Relief Device on each Vaporizer-#V1, V2, V3



V!-North vaporizer		V2-Middle Vaporizer		V3-South Vaporizer	
Make	Rego	Make	Rego	Make	
Size	3/4	Size	3/4	Size	3/4
Ser No.	T3131G	Ser No.	T3131G	Ser No.	70073
Capacity	250 psi	Capacity	250 psi	Capacity	250 psi
Date Installed	2003	Date Installed	2013	Date Installed	2010
Date of Annual Inspection	16/Dec/15	Date of Annual Inspection	16/Dec/15	Date of Annual Inspection	16/Dec/2015
Condition	Good	Condition	Good	Condition	Good

Remarks of repairs made or other comments:

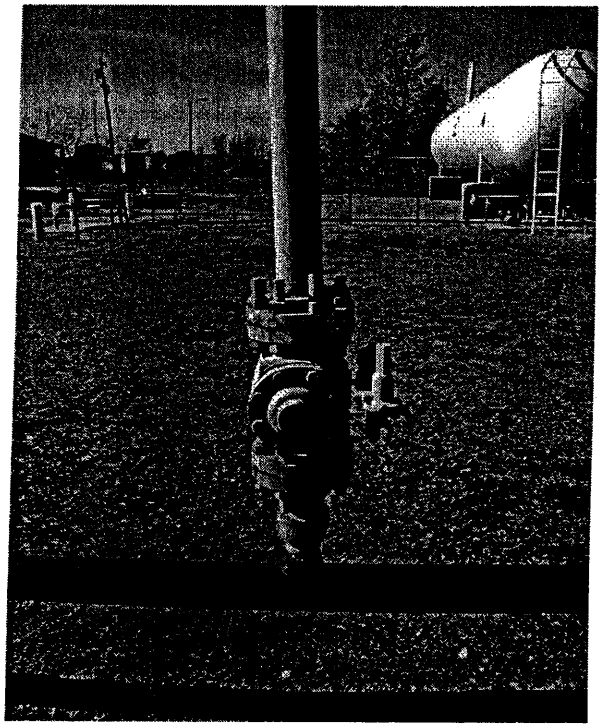
_____

_____

_____

Signature of Operator who performed annual check: _____

Distribution Relief Device-#14



Make-Ester Ser No.-13191298
Size-3"
Location-downstream of the pressure regulators on the vapor line.
Maximum Pressure Capacity-18 psig
System Operating Pressure-12 psig

Date of Annual Inspection test: _____

The test for correct operating pressure will be conducted using the following procedure:

A. The operator will make sure that both vapor pressure regulators are in operating condition.

B. The operator will turn the pressure setting of the regulator, the one currently controlling the system, up to 18 psig by which time the relief device should begin opening.

C. The operator will then turn the regulator setting back to the system operating pressure allowing the relief device to close.

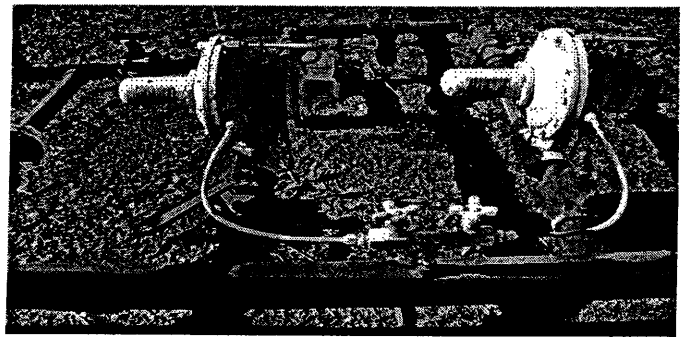
D. The procedures in paragraph B and C will be repeated a second time

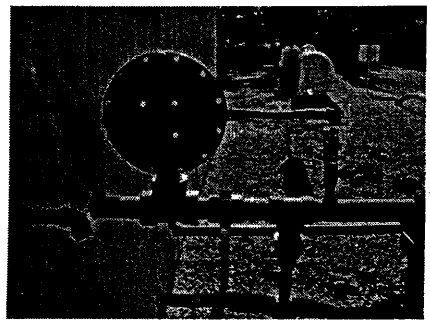
Pressure turned up to 18 psig: NO (Y)
Reset pressure to 12 psig: (Y) NO
Condition: Has not been check 2014, 2015

Remarks of repairs made or other comments:
Have New Relief Divice in shop. Want to change out but system needs to be upgraded with shut off valve under relief for repairs & change out, information to do this job was aquired in Dec. was suggested City should wait until warm weather to make changes

Signature of Operator who performed annual check: _____

City of Granville
Annual Regulator Inspection Report





Regulator #1(North)		Regulator #2 (South)		Regulator #3 (By Vap Bldg)	
Model #	99-513	Model #	99.513	Model #	99-L
Size	2 "	Size	2 "	Size	2 "
Capacity	300 psi	Capacity	250 psi	Capacity	250 psi
Date Installed	8/12/1997	Date Installed	8/22/1998	Date Installed	04/01/2011
Date of Annual Inspection	16/12/15	Date of Annual Inspection	16/12/15	Date of Annual Inspection	16/12/15
Outlet Operating Pressure	12 psig	Outlet Operating Pressure	12 psig	Outlet Operating Pressure	12 psig
Check of Mechanical Condition	Good	Check of Mechanical Condition	Good	Check of Mechanical Condition	Good
Lockup Test	16/12/15	Lockup Test	16/12/15	Lockup Test	16/12/15
Internal Corrosion Condition	Good	Internal Corrosion Condition	Good	Internal Corrosion Condition	Good
Atmospheric Corrosion Condition	Good	Atmospheric Corrosion Condition	Good	Atmospheric Corrosion Condition	Good
Leak Check	Yes	Leak Check	Yes	Leak Check	Yes

Remarks of repairs made or other comments:

_____

_____

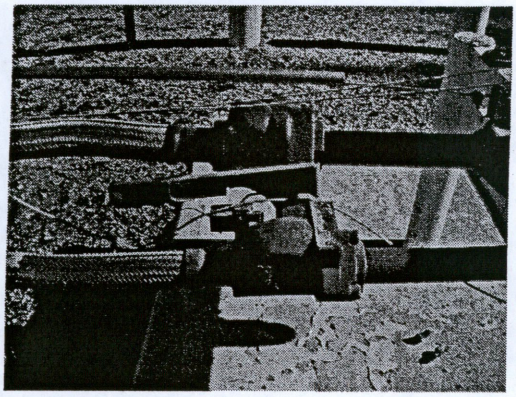
_____

Signature of Operator who performed annual check: _____

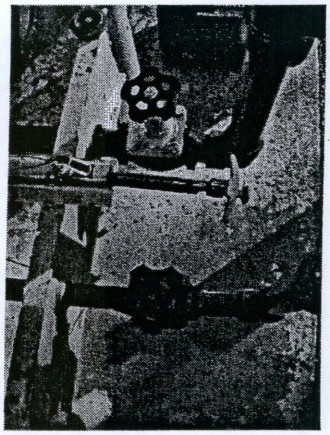
City of Granville
Annual Valve Inspection Report

***Good-Valve operates with minimum effort**
Fair-Valve operates freely, but with some friction
Poor-Valve operates, but with difficutly

Emergency Shutoff Valves (#1, #2)



Loadout line globe valves (#1a, #2a)



	Valve #1	Valve #2	Valve #1a	Valve #2a
Date Inspected				
Location	Liquid feed line	Vapor feed line	Liquid feed line	Vapor feed line
Capacity	400 psi	400 psi	400 psi	400 psi
Operating Condition *	Good	Good	Good	Good
Leak Check Performed	16/12/15	16/12/15	16/12/15	16/12/15
External Corrosion Condition	Good	Good	Good	Good
Lubricated			N/A	N/A

Remarks of repairs made or other comments:

_____

_____

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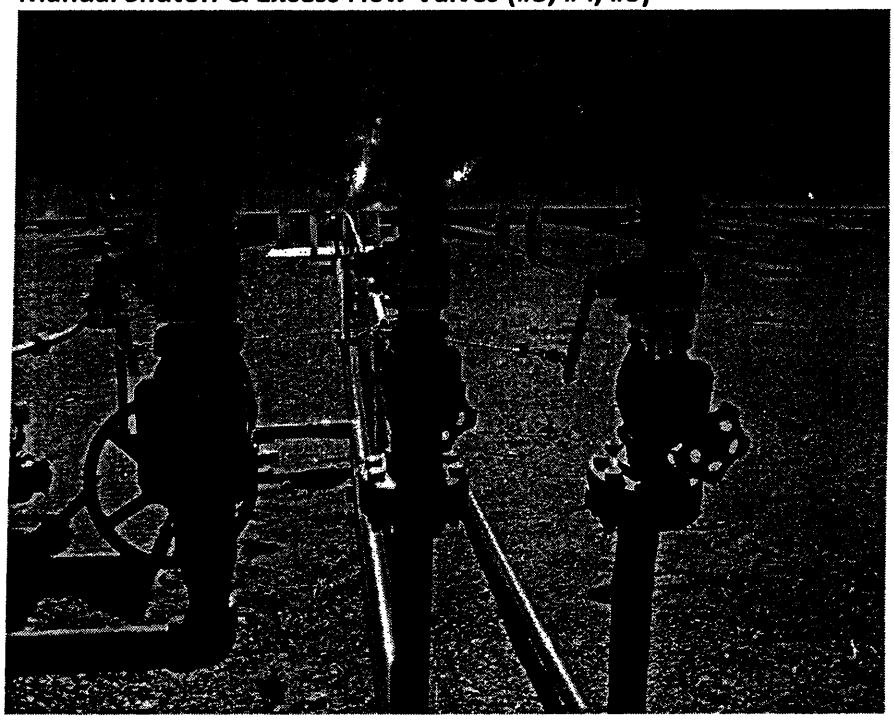
Signature of Operator who performed annual check: _____

Manual Shutoff & Excess Flow Valves (#3, #4, #5)



Vapor line valve (3a)

	Valve #5	Valve #4	Valve #3	Valve #3a
Date Inspected				
Location	Liquid feed line for vaporizers	Liquid feed line	Vapor Return & feed line	Vapor feed line before #6-#11
Capacity	400 psi	400 psi	400 psi	2500 psi
Operating Condition *	Good	Good	Good	Good
Leak Check Performed	16/12/15	16/12/15	16/12/15	16/12/15
External Corrosion Condition	Good	Good	Good	Good
Lubricated	N/A	N/A	N/A	N/A

Remarks of repairs made or other comments:

_____

_____

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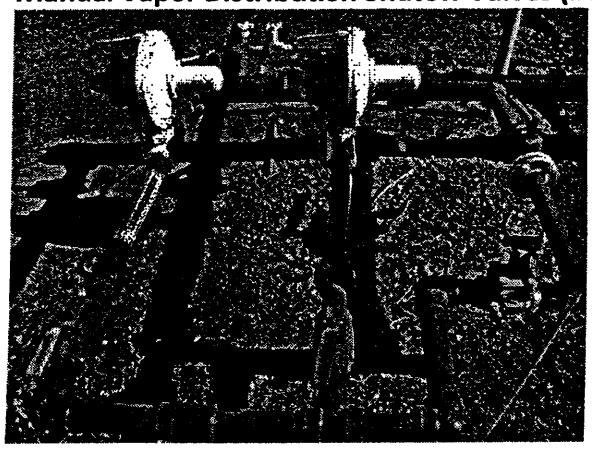
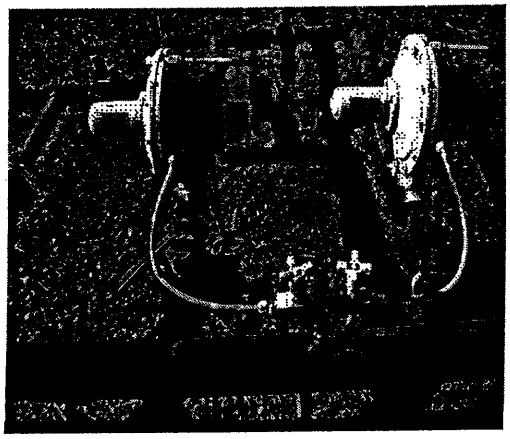
Signature of Operator who performed annual check: _____

Manual Vapor Distribution Shutoff Valves (#6-#11)





	Valve #6	Valve #8	Valve #10	Valve #11	Valve #7	Valve #9
Date Inspected	16 12 15	16 12 15	16 12 15	16 12 15	16 12 15	16 12 15
Location	Vapor Dist Line	Vapor Dist Line	Vapor Dist Line	Vapor Dist Line	Vapor Dist Line	Vapor Dist Line
Capacity	2500 psi	2500 psi	400 psi	175 psi	175 psi	175 psi
Operating Condition *	Good	Good	Good	Good	Good	Fair
Leak Check Performed	Yes	Yes	Yes	Yes	Yes	Yes
External Corrosion Condition	Good	Good	Good	Good	Good	Good
Lubricated	16/12/15	16 12 15	16 12 15	16/12/15	16/12/15	16/12/15

Remarks of repairs made or other comments:

_____

_____

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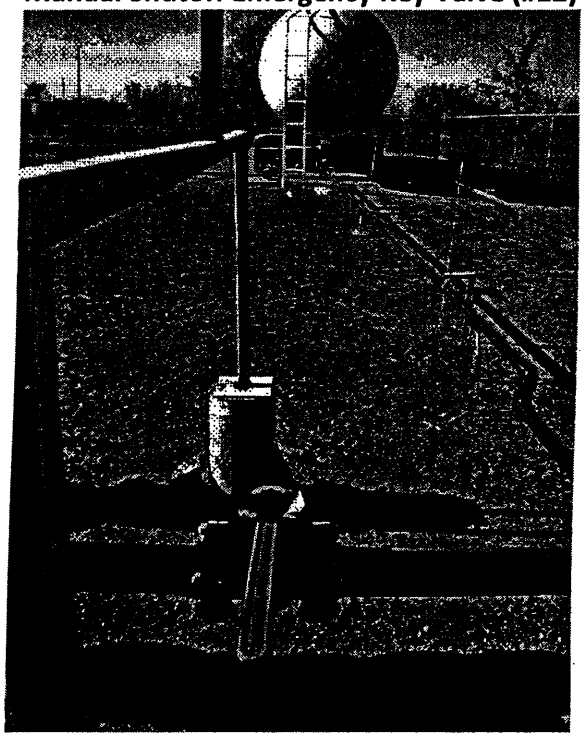
Signature of Operator who performed annual check: _____

Manual Shutoff Emergency Key Valve (#12)



Back Check Valve (#13)

	Valve #12	Valve #13
Date Inspected		
Location	Liquid fee d line	Vapor feed line
Capacity	175 psi	200 psi
Operating Condition *	Good	Good
Leak Check Performed	Yes	Yes
External Corrosion Condition	Yes	Good
Lubricated	Yes	N/A

Remarks of repairs made or other comments:
B+H Lubed and Inspected valve for City I was not O.Q'd yet but did observe

Signature of Operator who performed annual check: _____

Manual Shutoff Valves Vaporizer Liquid and Vapor Feed Lines (#15, #16, #17, #19, #20, #21)

	Valve #15	Valve #16	Valve #17	Valve #19	Valve #20	Valve #21
Date Inspected	16/12/15	16/12/15	16/12/15	16/12/15	16/12/15	16/12/15
Location	Inside Vapor Building liquid feed line	Inside Vapor Building liquid feed line	Inside Vapor Building liquid feed line	Inside Vapor Building vapor feed line	Inside Vapor Building vapor feed line	Inside Vapor Building vapor feed line
Capacity	400 psi	400 psi	400 psi	400 psi	400 psi	400 psi
Operating Condition *	Good	Good	Good	Good	Good	Good
Leak Check Performed	Yes	Yes	Yes	Yes	Yes	Yes
External Corrosion Condition	G	G	G	G	G	G
Lubricated						

Remarks of repairs made or other comments:

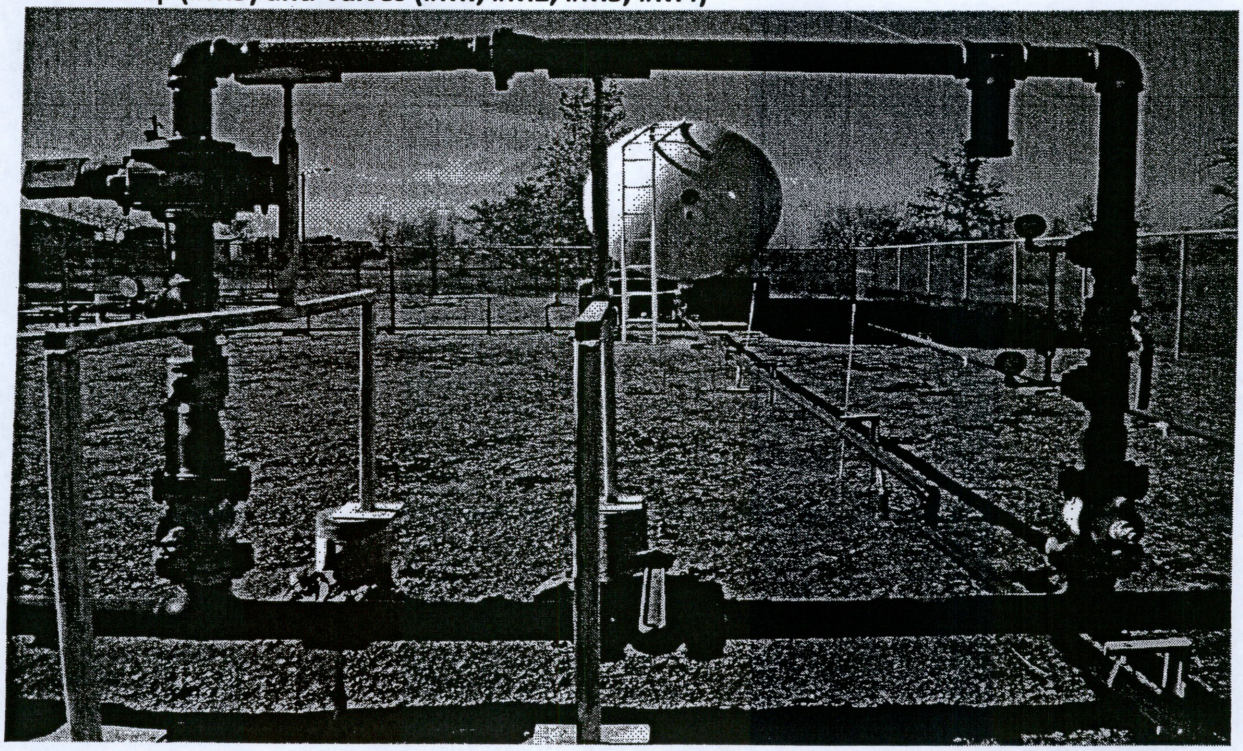
_____

_____

_____

Signature of Operator who performed annual check: _____

Meter Loop (#M5) and Valves (#M!, #M2, #M3, #M4)



	Valve #M3 Meter Outlet	Valve #M4 Meter Outlet	Valve #M2 Meter Inlet	Valve #M1 Meter Inlet
Date Inspected	6/12/15	6/12/15	6/12/15	6/12/15
Location	Upper Left of Key #12 on Meter loop	Lower Left of #12 on Meter loop	Upper Right of Key #12 on Meter Loop	Lower Right of #12 on Meter Loop
Capacity	1000 psi	1000 psi	1000 psi	175 psi
Operating Condition *	G	G	G	G
Leak Check Performed	Y	Y	Y	Y
External Corrosion Condition	G	G	G	G
Lubricated	—	—	—	—

Remarks of repairs made or other comments:

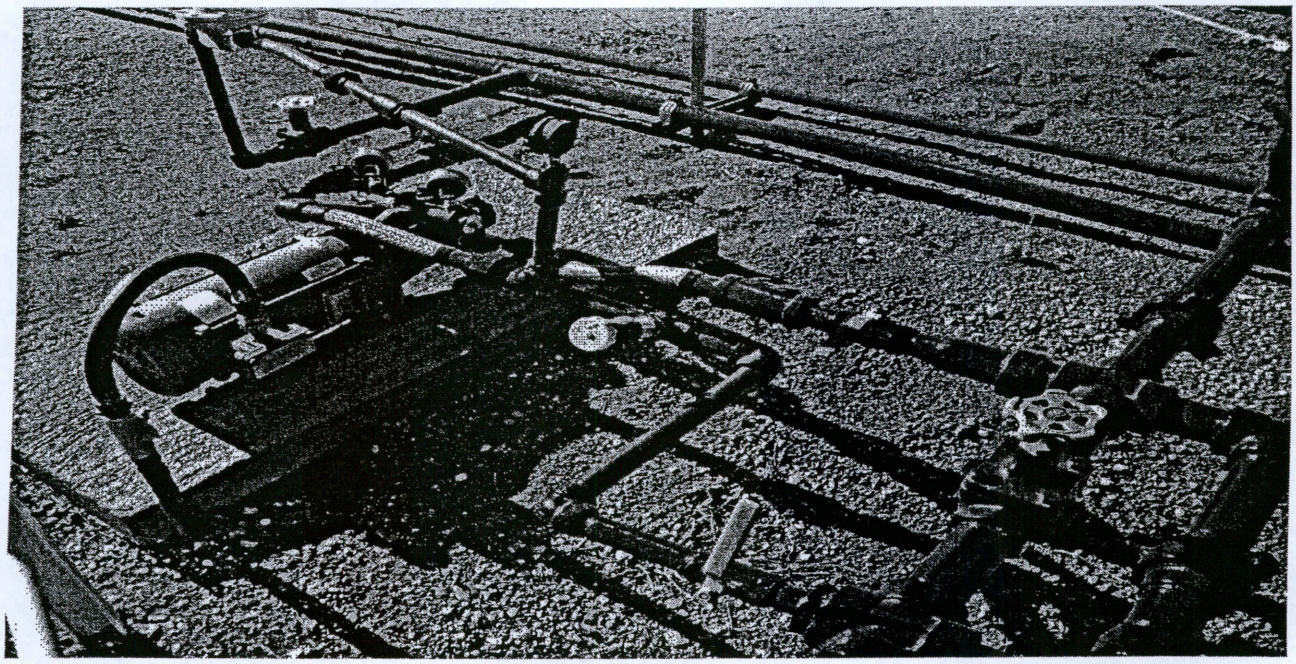
_____

_____

_____

Signature of Operator who performed annual check: _____

Boosting Circulating Pump System Valves (#P1-#P5)



	Valve #P1 Pump Feeder	Valve #P2 Outlet	Valve #P3 Inlet	Valve #P4	Valve #P5
Date Inspected	16/12/15	16/12/15	16/12/15	16/12/15	16/12/15
Location					
Capacity					
Operating Condition *	G	G	G	G	G
Leak Check Performed	Yes	Yes	Yes	Yes	Yes
External Corrosion Condition	G	G	G	G	G
Lubricated	—	—	—	—	—

Remarks of repairs made or other comments:

_____

_____

_____

Signature of Operator who performed annual check: _____

O&M APPENDIX H

CITY OF GRANVILLE

INSPECTION OF UNDERGROUND VALVES

Date: 29 Dec 2015

1. Valve #1 (West Control) Able to be Exercised Yes (✓) No ( )

2. Valve #2 (East Control) Able to be Exercised Yes (✓) No ( )

3. Condition of Valve Tool Fair

4. Corrective Measures Taken if Needed: Valves greased valves turn but are stiff will continue to work on them during the year to improve operation

Signature of Operator who performed annual check: Paul Blodgett

Form 13

City of Granville Gas Utility

Granville, North Dakota

ATMOSPHERIC CORROSION CONTROL INSPECTION

This form to be completed when above ground piping is inspected for corrosion from atmospheric conditions or corrosive conditions that can not be controlled by cathodic protection. Inspect all exposed piping every three years for atmospheric corrosion. 192.479, 192.481, 192.491

Date: _____, ~~19~~ 2015

1. Location: City Wide
2. Name of Inspector: Paul Blodgett
3. Designation of Line: Trans. _____ Dist. X Service X
4. Line Size: 4 and down
5. Area of corrosion: Pipe X Meter set X Fitting _____
   Regulator _____ Support _____ Vent _____
   Other _____
6. Corrective measures taken: Painted X Coated _____ Other _____
   Type of paint or coating used: Spray Primer & Paint
7. If General Painting of exposed Piping is undertaken, list addresses:
   Propane tank & liquid gas, Vapor pipes were painted in Sept. of 2015
   Started painting gas risers and meter piping as needed

Exhibit #5

Grant Contractors Inc

PO box 106 Alexander ND 58831

Bid for re-painting of the cities 26000 gallon propane tank.

Re-painting will include,

1. Pressure washing tank
2. Sanding rust spots on tank
3. Priming tank with grey Rustoleum primer
4. Painting tank white with white Rustoleum paint.
5. Brush painting existing red lines with safety red Rustoleum paint.
6. Brush painting existing blue lines with safety blue Rustoleum paint.
7. New Decals matching existing on tank.

Brushed on safety red and safety blue will not be primed as per instructions.

Total price as per bid

$5996.00

Accepted

Thank You

Grant Wheeler

701-641-8351

Came out + actually looked at plant

3/1/2015

Grant Contractors, Inc.

INVOICE

P.O. Box 106
Alexander, ND 58831
Phone 701-641-8351

INVOICE #1659
DATE: 9-27-15

TO: CITY OF GRANVILLE

FOR: PAINTING PROPANE TANK

DESCRIPTION	HOURS	RATE	AMOUNT
Price as per bid for painting propane tank.	----------	----------	$5973.00
		TOTAL	**$5973.00**

pd 10-6-15
12440

Make all checks payable to Grant Contractors.
Total due in 10 days.

Thank you for your business!