

25th Annual

JUTS

**Joint Utility
Training School**

Training Today for Tomorrow

Sponsored by:
South Dakota Rural Electric Ass'n.
Investor-owned Electric Utilities
Municipal Electric Utilites

25th Annual

JUTS

Joint Utility Training School

Training Today

for Tomorrow

January 18-19-20, 2000

Ramkota Inn

Sioux Falls, SD

605-336-0650

**25th Annual
Joint Utility Training School
January 18-19-20, 2000
Ramkota Inn, Sioux Falls, SD**

**REGISTRATION FEE
\$125 per student - PREPAID**

I. ENHANCING TEAMWORK

- 35 Maximum

**II. THE CUSTOMER IS ALWAYS
RIGHT???**

- 20 Maximum

III. TRANSFORMER

CONNECTIONS - 40 Maximum

**IV. OSHA CERTIFICATION SAFETY
& HEALTH COURSE**

**V. ENGINEERING/TECHNICAL
SUPPORT**

VI. OPERATIONS AND SAFETY

**VII. REGULATOR MAINTENANCE
AND TESTING**

- 26 Maximum

**VIII. GAS OPERATOR
QUALIFICATIONS**

Some sessions have limited enrollment, so make your reservations as soon as possible.

Please submit form with payment. Make checks payable to **Joint Utility Training School**. Refunds and changes in registrations will be allowed to January 4, 1999. No phone-in registrations will be accepted. Send check and registration form to **JUTS, ATTN: Karen, PO Box 1138, Pierre, SD 57501-1138**.

SESSIONS PROGRAM INFORMATION

Each session is designed as a 16-hour mini-course
Registration will be for one session only per individual
You will remain in that session for the entire length of
the course. Certificates will be sent to your respective
company if attendance has been continuous.

To obtain continuing education credit for sessions that
qualify, a copy of your completion certificate must be
sent to SD Electrical Commission, 118 West Capitol
Avenue, Pierre, SD 57501

REGISTRATION

Tuesday, January 18, 2000
10 00 a m to 12 00 noon
\$125 per person

Pre-paid registration will include breakfast on
Wednesday and Thursday morning at 6 30 a m - 8 00
a m in the Exhibit Hall and a noon meal on Wednesday
in the Exhibit Hall

LUNCHEON

Wednesday, January 19, 2000
12 00 noon to 1 00 p m

Mini-courses will be:

Tuesday	1 00 p m -5 00 p m
Wednesday	8 00 a m -5 00 p m
Thursday	8 00 a m -12 00 noon

SESSION I

Conference Room II

ENHANCING TEAMWORK

Tuesday, January 18, 1 00 p m - 5 00 p m
Wednesday, January 19, 8 00 a m - 5 00 p m
Thursday, January 20, 8 00 a m - 12 00 noon

Description: This course provides insights and useful information for anyone who supervises or manages the work of others Team Leaders, Engineers, Office Workers, Lineman this program is designed to help team members and team leaders understand the critical roles they must play in contributing to productive, service oriented teams and team work

TITLE: HANDS — ON SUPERVISION

- How to better understand the reasons why people behave the way they do — and what to do about it
- How to help people use their natural motivation by creating a motivating environment
- How to deal with difficult situations — whether you are part of the problem or simply an observer who needs to have a positive impact on helping things work better
- How to deal better with the stress of balancing work's needs with life's demands
- How to communicate better with people in every part of your life

Instructor: Jim Kellar - Kellar Training Associates
Sioux Falls, SD

Coordinator: Jim Mergen

Course Size Limited to 35 Participants

SESSION II

Jefferson Room

THE CUSTOMER IS ALWAYS RIGHT???

Tuesday, January 18, 1 00 p m - 5 00 p m

Wednesday, January 19, 8 00 a m - 5 00 p m

Thursday, January 20, 8 00 a m - 12 00 noon

TITLE: THE CUSTOMER IS ALWAYS RIGHT???

Maybe not always, however, they are always the customer! This hands-on class will help you in your dealings with the customer. It is specially designed to assist in dealing with utility customers one-to-one.

The class, entitled **ACHIEVING EXTRAORDINARY CUSTOMER RELATIONS** produced by Achieve Global, Inc, is applicable to all classifications of employees. It will provide you with essential tools to make each interaction with the customer a positive one.

Instructor: Anne Jones, Montana-Dakota
Utilities Co, Bismarck, ND

Coordinator: Kevin Kouba
Dennis Schnabel

Course Size Limited to 20 Participants

SESSION III

Washington Room

TRANSFORMER CONNECTIONS

A 16-hour workshop designed for apprentice lineman or for experienced linemen and servicemen who are willing to go through a refresher course seeking ideas for communicating and explaining electrical terms and transformer connections to employees whom they may supervise. The workshop experience will be valuable to senior linemen who did not have the opportunity to learn the trade at a lineman's school. A pocket calculator would be helpful in determining the anticipated voltage.

Part I

Tuesday, 1 00 p m - 5 00 p m

Description: Recognizing that the majority of work done with transformers is for single-phase loads, we will begin with basic transformers. This will include turns ratios, polarities, calculations, connections, and troubleshooting. We will use lecture, open discussion, and hands-on connection with miniature equipment.

Parts II and III

Wednesday, 8 00 a m - 5 00 p m

Description: This part will discuss basic three-phase systems. We will work with some basic phasor diagrams and try to explain the relationship of the phasor to the transformer itself. We will also make transformer connections with miniature equipment.

Part IV

Thursday, 8 00 a m - 12 00 noon

Description: We will continue to build miniature transformer banks and work on troubleshooting. We will also discuss motor rotation as it related to three-phase systems, as well as discuss ways to prevent voltage surges during switching a three-phase bank.

(continued on next page)

Instructor: Scott Meinecke - Northwest Iowa
Community College, Sheldon, IA

Supervisors: Larry DeKramer - NWPS,
Huron, SD

Bruce Brekke - MDU,
Dickenson, ND *Mobridge*

Kenneth Booze - East River Electric,
Madison, SD

Coordinator: Gary Clayton
Mark Mengershauser

4 other credit hours will be given by the State Electrical
Commission

Course Size Limited to 40 Participants

SESSION IV

Lincoln Room

OSHA CERTIFICATION SAFETY & HEALTH COURSE

Tuesday, January 18, 1 00 p m - 5 00 p m

Wednesday, January 19, 8 00 a m - 5 00 p m

Thursday, January 20, 8 00 a m - 12 00 noon

TITLE: OSHA Compliance Safety Training

Description: The course is taught by two leading OSHA trainers and is designed to be an enjoyable and learning experience. This course will cover those regulations that can most affect the utility industry. Current interpretations and court decisions are discussed with the electric industry in mind. Learn what the most common OSHA violations are and how to avoid them.

Who Should Attend?: Safety committee members, utility personnel, supervisory personnel, and all levels of personnel who are responsible for employee safety and health.

Certification: All Participants will receive a 10-hour certification from OSHA for completion of the course.

Required Material: All Participants are required to bring the current Code of Federal Regulations for OSHA General Industry dated February 3rd, 1997. You also need a green, pink and yellow highlighter pen. Books can be purchased at the time of the session.

Required Topics (seven hours of training courses)

- OSH Act
- Citations & Penalties
- Walk-Work Surfaces/Ladders
- Bloodborne Pathogens
- Hazard Communications

(continued on next page)

Elective Topics: (nine hours of training courses)

- Personal Protective Equipment
- Derricks & Cranes
- Electric Utility Construction
- Trenching & Shoring
- D O T Traffic Control

Instructors: Tom Slattery
SD Safety Council

John Young
SD Safety Council

Coordinator: Randy Dickerson

SESSION V

Amphitheater II

ENGINEERING / TECHNICAL SUPPORT

Part I

Tuesday, 1 00 - 3 00 p m

Title: Insulator Design

Description: The instructor will be discussing electrical insulator design. He will compare porcelain and polymer insulator design and characteristics. Students will gain a better understanding of where and when to use a particular type of insulator. A brief discussion on overhead splices will also be included with this part.

Instructor: Kevin Riordan
Reliable Insulators, Chicago, IL

Part II

Tuesday, 3 00 p m - 5 00 p m

Title: National Electric Safety Code

Description: Discussion will revolve around safety code requirements for joint burial of facilities with electric utilities. Many electric utilities are jointly burying wires with other utilities such as gas, cable television and telephone. This session will describe the proper way to combine those facilities and properly ground them in a safe manner.

Instructors: Keith Bartels
Martin & Associates, Mitchell SD

(continued on next page)

Part III

Wednesday, 8 00 a m - 5 00 p m

Title: Distribution Reliability

Description: This session gives you the practical background and implementation tools to take charge of improving distribution system reliability. You will learn methods to calculate indices for a variety of circuit types, and evaluate the effects of "what-if" configurations and equipment combinations. Theories are put into practice, showing you how to solve real world problems while justifying the cost. Interactive instruction encourages discussion and questions, allowing you to address individual areas of interest.

Instructors: Bob Jozwowski - Cooper Power Systems, Milwaukee, WI

Tom Johnson - Cooper Power Systems, Minneapolis, MN

Part IV

Thursday, 8 00 a m - 12 00 noon

Title: Indoor/Outdoor Lighting Design

Description: Learn the fundamentals of indoor and outdoor lighting design. Find out the latest in energy saving lighting and how to improve lighting with new designs.

Instructors: Greg Alford - Davis & Associates, Minneapolis, MN

Course Coordinators: Todd Chambers and Clark Hendrickson

SESSION VI

Amphitheater I

OPERATIONS AND SAFETY

Part I

Tuesday, 1 00 - 5 00 p m

Title: Hydraulic Operator Training

Description: Digger Derrick and Aerial Device operator safety training, equipment inspection, lubrication and maintenance procedures

Instructors: Ron Koozman, Rick Heathcote -
D U E C O , Watertown, SD

Part II

Wednesday, 8 00 a m - 5 00 p m

Title: Winter Safety and Survival-Educational Program

Description: Training on what to do if you were stranded in the field during a snow-ice storm. How to cope with the panic and fear, learn how to keep yourself and others alive until help arrives

Instructors: Papa-Bear Whitmore - Wilderness Survival Institute, Wheat Ridge, CO

Part III

Thursday, 8 00 a m - 12 00 noon

Title: Chain Saw Safety and Maintenance

Description: General chain saw maintenance, safe operation of chain saws and chain saw safety around power lines

Title: Proper Pruning Around Power Lines

Description: Drop crotch pruning and disadvantages of flat-top pruning

Title: Line Clearance Climbing

Description: Basic techniques of climbing and climbing safety around power lines

Title: Line Clearance Rigging

Description: Examples of rigging techniques, how rigging is helpful around power lines and why rigging is especially important after storms

Instructors: Wilbur H Nuuer
Keith Sheriff
Randy Reupe
Wright Tree Service

Coordinators: Dave Hinders
Tim Chance

SESSION VII

Exhibit Hall

REGULATOR MAINTENANCE AND TESTING

Tuesday, 1 00 p m - 5 00 p m
Wednesday, 8 00 a m - 5 00 p m
Thursday, 8 00 a m - 12 00 noon

1) Program Content:

Introduction to regulators, discussions on the fundamentals of regulator operations from the beginning of regulators to today,

- A) Basic construction
- B) Schematic and wiring diagrams
- C) Tap changers and tap changing circuits
- D) Contact wear and adjustment
- E) Basic understanding and operation of the regulator i.e. voltage level, band width, time delay, line drop compensation, reverse power flow, voltage reduction control
- F) Electrical trouble shooting
- G) Mechanical trouble shooting
- H) Control application and use
- I) Control trouble shooting
- J) Quiz on regulators and their operation
- K) Review

2) Instructors:

- 1) Darrell Montgomery - Siemens
- 2) Robert Champion - Sr Field Service Engineer - Siemens Jackson Apparatus Division
- 3) Mark Mande - Northern Area Manager - Siemens Columbus, Sales Division

Coordinators: Mike Kumm and Don Hook

COURSE LIMITED TO 26 PARTICIPANTS

SESSION VIII

Roosevelt Room

GAS OPERATOR QUALIFICATIONS

Description: 16 hours of required operation qualifications training for gas utility employees

TOPICS:

Carbon Monoxide (CO) Testing

Customer Leak Investigation

Combustion and Ventilation Air

Pilot Lights

Gas-Air Adjustment

Venting

Pressure Check to Establish Gas Service

Establishing and Disconnecting Gas

PARTICIPANTS MUST HAVE CGI'S — PLEASE BRING THEM.

Test to follow each module (certifications granted upon successful completion of test)

Instructors: Terry Hanson, Gas Technologies
Instructor, Mitchell Technical Institute,
Mitchell, SD

Coordinators: Rich Nighbert and Tom Honkomp

Joint Utility Training Committee

Chairman:

Larry Brink, Dakota Energy Cooperative,
Huron, SD

Vice Chairman:

Mike Kumm, Watertown Municipal Utilities,
Watertown, SD

Secretary:

Kevin Kouba, Otter Tail Power,
Milbank, SD

Treasurer:

Randy Dickerson, SD Rural Electric Association,
Pierre, SD

South Dakota Rural Electric Association:

Loren Noess - Intercounty Electric, Mitchell, SD
Gary Clayton - Rosebud Electric, Gregory, SD
Larry Brink - Dakota Energy Co-op , Huron, SD
Tim Chance - Lincoln Union Electric, Alcester, SD
Mark Mengenhauer - Charles Mix Electric,
Lake Andes, SD

Investor-Owned Electric Utilities:

Kevin Kouba - Otter Tail Power Company,
Milbank, SD
David Hinders, NWPS, Huron, SD
Dennis Schnabel - Montana-Dakota Utilities,
Mobridge, SD
Clark Hendrickson - Northern States Power Co ,
Sioux Falls, SD

Municipal Electric Utilities:

Tom Honkomp - Brookings Municipal Utilities,
Brookings, SD
Jim Mergen - City of Sioux Falls, Sioux Falls, SD
Todd Chambers - City of Pierre, Pierre, SD
Mike Kumm, Watertown Municipal Utilities,
Watertown, SD
Rich Nighbert, Madison Municipal Utilities,
Madison, SD

Generation, Transmission, Political Subdistricts, Statewide Association:

Randy Dickerson - SD Rural Electric Ass'n ,
Pierre, SD
Don Hook - East River Electric, Madison, SD
Rodney Gunn - West River Electric, Rapid City, SD