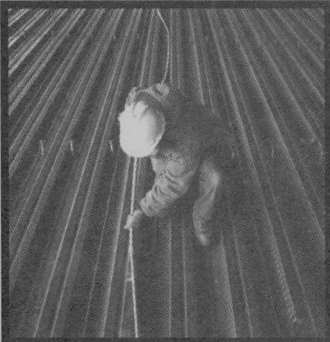


31st

ANNUAL

JUTS

Joint Utility Training School



1976-2006



January 17-18-19, 2006

Ramkota Inn

Sioux Falls, SD

605-336-0650

Sponsored by:

South Dakota Rural Electric Association

Investor-Owned Electric Utilities

Municipal Electric Utilities

REGISTRATION

2006 Joint Utility Training School

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

Type or print name as it should appear on certificate.

Session

Name

Session	Name

If any Utility registers over 12 participants, the 13th participant is free!

Please submit this form with payment. Make checks payable to ***Joint Utility Training School***. Send check and registration form to JUTS, ATTN Tom, PO Box 588, Brookings, SD 57006 — 1-605-697-8491

**X. Introduction to Microsoft
Word and Excel.**

31st Annual
Joint Utility Training School
January 17-18-19, 2006
Ramkota Inn, Sioux Falls, SD

REGISTRATION FEE
\$175 per student - PREPAID

- I. MANAGING WORK AND TEAM RELATIONSHIPS**
- 40 Maximum
- II. LEADERSHIP - MORE COURAGE THAN THEORY**
- 25 Maximum
- III. TRANSFORMER CONNECTIONS**
- 40 Maximum
- IV. SAFETY THAT MAKES A DIFFERENCE**
- V. FIELD OPERATIONS/ TECHNICAL SUPPORT**
- VI. COOPER REGULATORS/ RECLOSERS** *- 20 Maximum*
- VII. BASIC CORROSION, PLUG VALVE MAINTENANCE, RELIEF VALVES AND REGULATORS**
- VIII. TAKING THE TERROR OUT OF TERRORISM**
- IX. INTRODUCTION TO NETWORKS AND THE INTERNET**

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 5, 2006. No phone-in registrations will be accepted. Send check and registration form to **JUTS, ATTN: Tom, PO Box 588, Brookings, SD 57006.**

SESSIONS PROGRAM INFORMATION

Each session is designed as a 12-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 17, 2006
10 00 a m to 12 00 noon
\$175 per person

Pre-paid registration will include breakfast on Wednesday
and Thursday morning at 6 30 a m - 7 30 a m in the
Exhibit Hall and a noon meal on Wednesday in the
Exhibit Hall

LUNCHEON

Wednesday, January 18, 2006
12 00 noon to 1 00 p m

Mini-courses will be:

Tuesday	<u>General Session</u> 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

GENERAL SESSION

Tuesday, January 17

1 p.m. to 5:00 p.m.

Tomorrow's Impact From Today's Accident

THIS IS A MUST-SEE PROGRAM FOR ALL UTILITY WORKERS Few people have lived to tell what it feels like to be electrocuted, burnt or lose a limb. This is the story of two men's lives and how they were irrevocably changed in an instant during an accident on the job. This program is a very high impact visual presentation on their near fatal accidents. These men would like to help your employees and the industry by helping them work safer and creating a safer workplace.

Exposing your employees to this type of safety program will help them realize that accidents don't always happen to the other guys—it is real and up close. We will help your employees understand Complacency and the other factors that make that fatal accident happen. We will work on teamwork and increase their motivation towards safety.

Instructors

Russall Good:

From Grand Marais Utilities.

Russall was burned severely by an arc flash and flames on a trouble call.

Tom Nathe:

Sauk Centre, Minn.

Tom lost a leg in a trencher accident while working on a utility project.

Mike Willetts:

Director of Job Training and Safety for Minnesota Municipal Utilities Association

Coordinator: Bruce Brekke

SESSION I

Conference Room II

MANAGING WORK AND TEAM RELATIONSHIPS

Teamwork is an essential part of working, so regardless of the role a person plays in a work group, continuing to find more effective ways to interact with others is a professional goal. Everyone benefits as team members continue to become more effective at communicating and managing work relationships.

We'll offer ideas and techniques that will be useful to the most seasoned leader as well as the newest team member. During each part of the program, we'll present information on the topic at hand and then help participants apply the ideas and techniques to their own workplaces. Each portion of the session will include ample time for questions, answers, and class discussions.

This course is delivered in three parts, each a half-day in length.

Wednesday A.M.:

TREMENDOUS TEAMWORK TECHNIQUES

During this portion of the session, we'll discuss the needs of a team and present ideas on how to make a positive contribution to teamwork.

Three themes we'll address specifically are these:

- How to say what needs to be said without risking team relationships
- How to take charge, verbally
- How to work with people who are different from you

Wednesday P.M.:

THE CHALLENGE OF CHANGE

Change is essential, but even the best changes bring problems. People need leadership during change, from every level of the organization. Three themes we'll specifically address are these:

- How to "sell" change in your work group
- How to help others balance accountability and responsibility
- How to create positive momentum and keep it going

SESSION I (CONT.)

Conference Room II

MANAGING WORK AND TEAM RELATIONSHIPS

Thursday A.M.:

BALANCING THE DEMANDS OF WORK WITH THE NEEDS OF LIFE

“Balance” is a goal for everyone, but when the stress of work and the needs of life clash, things can become pretty unbalanced. We’ll discuss ways to balance competing priorities. Our specific themes are

- How to Balance Time and Energy between Home and Work
- How to Maintain Balance when Dealing with Unmanageable Problems
- How to Find Peace in a Chaotic and Busy World

Instructor: Jim Kellar
Kellar Training Associates
Sioux Falls, SD

Coordinator: Mike Burkard
Lori Tandler

Course Size Limited to 40 Participants

SESSION II

Conference Room III

LEADERSHIP - MORE COURAGE THAN THEORY

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 5:00 p.m.

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Thursday, January 19, 8:00 a.m. - 12:00 noon

This nine module course gives leaders hope that they can be the person that others will follow. The material is presented in a practical manner using many real life examples. Each participant will be given tools to use in their everyday leadership role. This seminar will also be called a self development workshop.

Experts in leadership discuss the importance of communication. Defensive communication and coaching are two of the main topics studied. The developer of this course interviewed thousands of 'followers' in an attempt to determine the qualities that are important for a leader to demonstrate. The results of these interviews make up the basis of this course.

Following is the list of topics:

- Self Esteem A New Look
- Breaking the Chain of Defensive Communication
- Conflict Resolution
- Leadership Is
- Leaders Give Feedback
- The Leader as Coach
- Holding Employees Accountable
The Discipline Process
- Attitude We Have Control
- The Keys to Managing Stress

Instructor: Curt Walvatne Consulting

CoordinatorS: Bruce Brekke
Rick Hoffman

Course Size Limited to 25 Participants

SESSION III

Washington Room

TRANSFORMER CONNECTIONS

A 12-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.

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 5:00 p.m.

PARTS I AND II

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.

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 III

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.

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

Supervisor: Ken Booze - East River Electric, Madison, SD

Coordinators: 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

“SAFETY THAT MAKES A DIFFERENCE”

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 4:30 p.m.

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Thursday, January 19, 8:00 a.m. - 12:00 noon

SESSION I

Wednesday, January 18, 2006 - 8 a.m. - 12 noon

STAYING HEALTHY AT WORK

Description: This session will help you deal with some of the stresses that work puts on our health

TOPICS INCLUDED ARE:

Stretching and back care

Dealing with shift work and overtime

Fatigue

Instructor: Tom Slattery,
From South Dakota Safety Council

SESSION II

Wednesday, January 18, 2006 - 1 p.m. - 5 p.m.

DEFENSIVE DRIVING

Description: This session will review the essentials of driving defensively, and discuss the most common causes of crashes and what professional drivers do to avoid them

Instructor: Tom Slattery,
From South Dakota Safety Council

SESSION III

Thursday, January 19, 2006 - 8 a.m. - 12 noon

PART I - FIRE PREVENTION AND FIRE EXTINGUISHERS

Description: This session will cover the most common causes of fires and controls to prevent them, as well as proper use and limitations of fire extinguishers

PART II - HEALTH HAZARDS IN THE FIELD

Description: This session will discuss methods of prevention and protection for field-related health hazards

Instructor: Tom Slattery,
From South Dakota Safety Council

Coordinators: Kevin Kouba
Dave Zwetzig

SESSION V

Amphitheater II

FIELD OPERATIONS / TECHNICAL SUPPORT

January 17-19, 2006

PART I

Tuesday 1:00 p.m. - 5:00 p.m.

Title: General Session

PART II

Wednesday 8:00 a.m. - 11:00 a.m.

Title: Structure Loading Covering 2007 NESC Loading Revisions

Description: The anticipated changes to the 2007 NESC will impact pole loading criteria. The changes will be presented along with sample calculations. This will be a valuable workshop for anyone involved in OH line design.

Instructor: Robert Reisdorff, P D
Laminated Wood Systems, Inc

PART III

Wednesday 10:00 a.m. - 12:00 noon

Title: Area Lighting, Roadway Lighting, Photometrics

Description: Fundamentals of roadway and area lighting will be presented. The photometrics of fixture types and luminaire application will be covered.

Instructor: Electrotech - Cooper Lighting

PART IV

Wednesday 1:00 p.m. - 3:00 p.m.

Title: Energy Forecasting

Description: This 90 minute presentation will cover the basis on where how and why of United States Department of Energy Information Administration energy

forecasts and analysis Mr Wegman will cover the forecasting for fuel type, i e , crude oil, propane, electricity, natural gas and by sector residential, commercial, and industrial

This basic class will help you understand the world and United States energy markets to help you be a better consumer

Title: Update on Renewable Energy development and tax credits

Description: This 30 minute presentation will provide an update on Renewable Energy Development in South Dakota and a review of state and federal tax credits available to homeowners and businesses in South Dakota

Instructor: Steve Wegman
Public Utilities Commission
Pierre, SD

PART V

Wednesday 3:00 p.m. - 5:00 p.m.

Title: Substation Maintenance and Operation

Description: Learn about preventative maintenance issues in the substation What should be done on an annual or monthly basis How frequent should a check be done in a substation and what should be looked for during the inspection Discussion on protection devices, transformer tests and spill prevention will also be touched on

Instructor: Willy Haufschild and Curt Dieren, PE-DGR, Rock Rapids, IA

PART VI

Thursday 8:00 a.m. - 12:00 noon

Title: Substation Asset Protection Program

Description: Find out how to better protect your electrical system against outages Discover the real cost of outages and why you need to evaluate your system Wildlife protection and real application to equipment will be discussed

Instructor: Bob Gariepu Sr - Electrotech

PART VII

Thursday 8:00 a.m. - 12:00 noon

Title: Bonding Requirements in Today's Network/Future Telecom Trends

Description: The class will include a discussion on the current requirements for grounding and bonding between utilities as required by the NEC and NESC and why these requirements have been put into place. In addition, there will be discussion on how these requirements affect the location of facilities. The second portion of the presentation will discuss what possibilities broadband can bring to other utilities in the way of data collection.

Instructor: Wade Ziegeldorf, PE - Martin Group

Course

Coordinators: Todd Chambers
Steve Arbach
353-7509

20-25
attendance

SCADA

Cable locating

Ferriteresonance

Harmonics

Relaying

8/1 MEA
8:00-4:30

4 Hour
Overcurrent Protection Theory
Basics
John Gadbudy
Ames IA
Cooper

J Gadbudy @ cooper
power.com
262-524-4662

SESSION VI
COOPER REGULATORS/
RECLOSERS

Harvest Room

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 5:00 p.m.

Wednesday, January 18, 2006

8:00 a.m. - 5:00 p.m.

Thursday, January 19, 2006

8:00 a.m. - 12:00 noon

6 HRS.—VOLTAGE REGULATOR TRAINING:

- Hands on with Control Panels
- Basic through Advanced Functions of the Regulator & Control Panel
- What's new in Regulators & Controls

4 HRS.—RECLOSER CONTROLS AND RECLOSERS:

- 1 hr on Basics of Reclosers
- 3 hrs on Microprocessor Controls and Advanced Capabilities

2 HRS.—SOURCE TRANSFER SYSTEMS:

- Padmont (PST)
- Reclosers (Peer Com) SCADA
- Pad mount Substations

The Instructors will be:

John Gadbury
Cooper Power Systems Engineer

Ron Foss
Cooper Power Systems

Course Size Limited to 20 Participants

Additional Person Present

Brad Kvalheim
Border States

SESSION VII

Crystal Room

BASIC CORROSION, PLUG VALVE MAINTENANCE RELIEF VALVES AND REGULATORS

GENERAL SESSION

Tuesday, January 17, 2006, 1:00 p.m. - 5:00 p.m.

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Thursday, January 19, 8:00 a.m. -12:00 noon

PART I

Wednesday, January 18, 2006

8:00 a.m. - 12:00 noon

1:00 p.m. - 3:00 p.m.

Description: This session will be discussion on basic corrosion

TOPICS INCLUDED ARE:

Installation of Anodes

Basic IR Readings

Locating Shorts

Corrosion Prevention

Corrosion Cell

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

PART II

Wednesday, January 18, 2006

3:00 p.m. - 5:00 p.m.

Description: This session will cover proper maintenance of plug valves

TOPICS INCLUDED ARE:

Valve lubricants

Valve repair

Flushing of valves

Corrosion

Hydraulic Grease Guns

Instructor: Neil Blake Bates & Associates
Division of Border States Electric

PART III

Thursday, January 19, 2006

8:00 a.m. - 12:00 noon

Description: This session will cover Relief Valves and Regulators

TOPICS INCLUDED ARE:

Sizing

Theory of Regulation

Types

Downstream Pressure Protection

Trouble Shooting

Station Design

Instructor: Mike Nelson—Nelson Technology

SESSION VIII

Roosevelt Room

TAKING THE TERROR OUT OF TERRORISM

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 5:00 p.m.

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Thursday, January 19, 8:00 a.m. - 12:00 noon

Description: Are you concerned about your personal well-being, security or that of your family? Are you responsible for the safety of your employees at work and while traveling?

Topics Included Are:

- Personal/Family/Residential Security
- Route/Travel/Vehicle Security
- Office Security
- Avoiding Confrontation Assaults
- Narcotics/Drugs (includes meth/ clandestine drug lab identifiers)
- Sexual Assault Avoidance
- Security Audits
- Verbal/Physical Considerations
- Use of Force Continuum
- Courtroom Testimony
- Designing/Configuring a Safe Workplace
- Media Considerations
- Scenarios
- Confrontation/Assault-Survival and Aftermath

Stefan Salmonson is the president of PROtective Services, Inc. He provides personal protection services, investigations, security consulting, risk analysis and presentations on a wide range of topics from workplace violence, gangs and drugs, to domestic terrorism. He is a high quality, effective public speaker with a fast-paced, inspiring and empowering program. His presentations are filled with a wealth of techniques/solutions that have been tested and proven in real-life situations. He has taught these same techniques to numerous executives, diplomats, foreign royalty, their security staffs, corporations, government agencies, school, hospital, public utility and law enforcement personnel.

Instructors: Stefan Salmonson, President
PROtective Services, Inc. Mora, MN
320-679-4848

Coordinator: Rick Berg

SESSION IX

Southeast Vocational Technical Institute

INTRODUCTION TO NETWORKS AND THE INTERNET

(Basic Computer Training)

PART I

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 4:30 p.m.

Description: (Look under General Session)

PART II

Title: Computer Training (Classes will be in the USD/DSU Building on the Southeast Votec Campus)

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Also Thursday, January 19, 8:00 a.m. - 12:00 noon

Description: Computers are everywhere We use them in almost every aspect of our lives whether we realize it or not But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool That's what a network does—connects computers together In this course, you will be introduced to the Internet and networks

TOPICS INCLUDED ARE:

Windows XP Introduction

Working on Networks

Using Email

Managing the Mailbox

Browse the Web

Researching on the Internet

COURSE DESCRIPTION OVERVIEW:

Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet

PERFORMANCE-BASED OBJECTIVES:

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to

- You will create a document by using WordPad
- You will organize the contents of your hard drive by using Windows Explorer
- You will communicate instantly with others by using Windows Messenger
- You will create an efficient work environment by using the Control Panel and Accessibility programs
- You will perform a variety of media tasks by using the Help and Support Center and Media Player
- You will clean up your system by using My Computer and the Recycle Bin
- You will find information on the Internet by using Internet Explorer

Instructors: Dan Friedrich, CISSP, CNE
Technology Support Services
Dakota State University

Coordinators: Terry Ebricht - East River Power Coop

Larry DeKramer
East River Power Coop

SESSION X

Southeast Vocational Technical Institute

INTRODUCTION TO MICROSOFT WORD AND EXCEL

(Computer Training)

PART I

GENERAL SESSION

Tuesday, January 17, 2006

1:00 p.m. - 4:30 p.m.

Description: (Look under General Session)

PART II

Title: Computer Training (Classes will be in the USD/DSU Building on the Southeast Votec Campus)

Wednesday, January 18, 8:00 a.m. - 5:00 p.m.

Also Thursday, January 19, 8:00 a.m. - 12:00 noon

Description: Computers are everywhere We use them in almost every aspect of our lives whether we realize it or not But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool This course will introduce you to two (2) popular programs used on a computer

TOPICS INCLUDED ARE:

Microsoft Word

Microsoft Excel

COURSE DESCRIPTION OVERVIEW:

Microsoft Word 2002: Level 1

This course is designed for persons interested in learning the basic features of Microsoft Word for creating and revising basic business documents It is also intended for persons desiring to prepare to be certified a Microsoft Office User Specialist (MOUS) in Microsoft Word

Excel 2002: Level 1

This course, Excel 2002 Level 1, is the first course in a series This course will give you the skills to create, edit,

format, and print basic worksheets and charts in Excel
Persons desiring to prepare to be a certified Microsoft Office User Specialist (MOUS) in Excel, and who already have knowledge of Microsoft Windows 98 or above operating system, and desire to gain the skills necessary to create, edit, format, and print basic worksheets and charts in Excel

Instructors: Dan Friedrich, CISSP, CNE
Technology Support Services
Dakota State University

Coordinators: Tim Chance - Southeastern Electric
Mike Burkard - City of Sioux Falls
Loru Tandler - Xcel Energy

COURSE LIMITED TO 24 PARTICIPANTS

Joint Utility Training Committee

Chairman:

Jay Nordquist - City of Beresford
Beresford, SD

Vice Chairman:

Steve Arbach, Northwestern
Huron, SD

Secretary:

Dave Zwetzig - Butte Electric Coop
Newell, SD

Treasurer:

Tom Honkomp - Brookings Municipal Utilities
Brookings, SD

South Dakota Rural Electric Association:

Dave Zwetzig - Butte Electric Coop, Newell, SD
Gary Clayton - Rosebud Electric, Gregory, SD
Ken VanZee, Douglas Electric Coop, Armour, SD
Tim Chance - Lincoln Union Electric, Alcester, SD
Mark Mengenhauser - Charles Mix Electric,
Lake Andes, SD

Investor-Owned Electric Utilities:

Kevin Kouba - Otter Tail Power Company,
Milbank, SD
Steve Arbach, Northwestern, Huron, SD
Bruce Brekke - Montana-Dakota Utilities,
Mobridge, SD
Lori Tandler, Xcel Energy
Sioux Falls, SD

Municipal Electric Utilities:

Tom Honkomp - Brookings Municipal Utilities,
Brookings, SD
Mike Burkard - City of Sioux Falls, Sioux Falls, SD
Jay Nordquist - City of Beresford, Beresford, SD
Rick Berg, Watertown Municipal Utilities,
Watertown, SD
Rich Schmidt, Watertown Municipal Utilities,
Watertown, SD

Generation, Transmission, Political Subdistricts, Statewide Association:

Todd Chambers - City of Pierre, Pierre, SD
Greg Burrell - SD Rural Electric Ass'n , Pierre, SD
Rodney Gunn - West River Electric, Rapid City, SD
Rick Hoffman, SD Rural Electric Assoc , Pierre, SD
Terry Ebright - East River Power Coop, Madison, SD

NOTES

NOTES

NOTES