



RESOLUTION NO. 694

**A RESOLUTION RELATED TO ADOPTION OF BLACK HILLS OPERATIONS
AND MAINTENANCE PLAN**

Be it resolved by the Governing Body of the City of Lyons, Kansas:

That the City of Lyons by its agreement with Aquila [Black Hills] to conduct operation and maintenance of the City of Lyons Natural Gas Distribution System effective the 1st Day March 2006 adopted the "Operations and Maintenance Plan" of Aquila [Black Hills] by Resolution 353 dated 21 March 2006.

That the City of Lyons adopted a change to the "Operations and Maintenance Plan" of Aquila [Black Hills] by resolution 387 dated 20 February 2007, Resolution 388 dated 5 March 2008, Resolution 424 dated 17 March 2008, Resolution 436 dated 18 August 2008, Resolution 455 dated 16 March 2009, Resolution 480 dated 3 May 2010, Resolution 518 dated 2 May 2011, Resolution 548 dated 19 March 2012, Resolution 596 dated 18 March 2013 and Resolution 656 dated 17 March 2014.

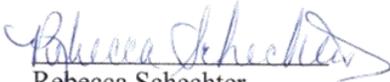
The City of Lyons has reviewed and approves the change to the "Operations and Maintenance Plan" of Black Hills, as attached to this resolution.

Passed by the City Council the 16th day of March 2015.

Approved by the Mayor this 16th day of March 2015.


Michael Young
Mayor

ATTEST:


Rebecca Schechter
City Clerk



Memo

To: All O&M Manual Holders
From: Barb Gardner, Gas Standards and DOT Compliance
Date: October 31, 2014
Subject: O&M Transmittal of Revisions Effective 10/31/2014

Enclosed are revisions to the Black Hills Energy O&M Manual. The gas operating and maintenance procedures are contained in three volumes and applies to natural gas distribution and transmission pipeline operations: [192.605]

- **Volume I** documents standards for operating and maintaining pipeline facilities with procedures that support the design and installation of facilities in Volume II.
- **Volume II** includes the design, installation, inspection and testing of gas pipeline facilities with standards which meet or exceed all state and federal regulations.
- **Volume III** contains the templates for specific procedures and programs required by DOT in operating and maintaining pipeline facilities, e.g. Distribution and Transmission Pipeline Integrity Management, Operator Qualification, and Public Awareness and Education, as well as State and Federal reporting.
- **Additional state regulations** that could not easily fit in the general body of text in each section are included in appendixes at the end of each section with appropriate references.

To find revised wording, look for a vertical mark in the right margin of each page. If any text on a line has changed since the previous printing, then a vertical mark will be shown (see example next to this paragraph) or text will be highlighted in gray. If there is no vertical mark in the right margin, then none of the text on that line has been revised. Questions regarding interpretation of this manual or any noted deficiencies / ineffective procedures, should be directed to any member of the Gas Standards and DOT Compliance Department: Brian Kretz, 402/221-2023; Barb Gardner, 402/221-2180; Evan Martin, 402/221-2362;

The manuals published by the Gas Standards and DOT Compliance Department are now available in three formats:

1. Paper copy that is mailed to you (requires you to update your copy of the manual)
2. Black Hills Energy Intranet on-line electronic copy:
<https://mybhc.blackhillscorp.com/wps/portal> sign in, and click on "Utilities" tab, then select "Gas Engineering" in the menu bar on the left; scroll to bottom and click on the manual (these files are updated when new transmittals are published and requires no updating by you).
3. CD-Compact Disk (an updated disk will be mailed to you at the same time paper-copy revisions are mailed—*throw the old disk away when you receive a new one.*)

If you want to cancel your paper copy of the manuals and use only the Intranet on-line version **OR** a CD version, please call or email Barb Gardner at 402/221-2180; barb.gardner@blackhillscorp.com.

O&M Manual Revisions dated 10/31/2014
OM INDEX-CROSS REF: Revisions by Barb Gardner Added additional reference to O&M 41.3.1 for jeeping; holiday detection; corrosion control ■
O&M 019 VALVE MAINTENANCE: Revisions By Ed Hatter 12/03/2013 19.4 Added #12. <u>Keys and tools</u> - Access to appropriate keys and tools is required to operate an emergency vale if located in the supplier's station. ■
O&M 25 LEAK SURVEYS: Revisions by Evan Martin 11/12/14 References to Leak classifications were as <u>both</u> "Class <u>and</u> Grade" in this section. These references were revised so that all of the "grade" references were changed to "class" references. 25.7.2 Pgs. 21, 22, 23 Leak Classification and Scheduling Repair ■
O&M 039 Odorization: Revisions by Evan Martin 12/10/13 39.4.2.2 Section E. #1. & #2., added "at a nearby location" and "at high concentrations. Over odorization may cause the odorant to not fully burn off, resulting in false leak calls." 39.4.2.5 Added new section "New System Considerations" 39.4.2.6 Added new section "Instruments" 39.5.3 Removed "adsorption on the surface of" added " adsorption/absorption, on/into" and "Both steel and plastic pipe..." and "Rust in steel pipe will..." 39.8.2 Added "for the correct type of odorant" ■
O&M 041 Belowgrade Corrosion Control: Revisions by Ed Hatter 03/03/2014 41.8.1 Testing And Design Procedures Added the following procedure for testing CP areas as per IUB audit: The following procedures provide a guide to perform cathodic protection field test and design for coated or bare steel cathodically protected zones or isolated services and short sections. 1.An initial pipe to soil reading is taken using a copper/copper sulfate half cell (electrode) and high impedance DC voltmeter, record this reading. A minimum of -0.85 volts (or other criteria as defined in Part 192 - appendix D) reflects that the system is cathodically protected. If the minimum criteria is not be obtained proceed to #2 2.Using a portable external current supply and current interrupter test continuity of the cathodically protected zone and ensure electrical isolation. 3.Simulate cathodic protection on cathodically protected zone using the external current supply, record the on/off readings; allow ample time for cathodically protected zone to polarize, generally, polarization takes one to sixty minutes. If the system is found to be shorted, locate the short(s) using short locators, IR Drop, pipe to soil on/off method; clear the short. 41.27 Equipment Documentation And Volt Meter Test Record form 48-2051 Changed test battery to PX640 / A640 / LR52 / MR9 Alkaline battery or equivalent as an accurate 1.5 volt reference. ■
O&M 052: Revisions by Barb Gardner 06/05/14 CO Appendix, pg. 63: In the CO Appendix, replaced the Notice of Major Construction & Repair Form with the latest edition Sept, 2014. 52.16 Added 52.16 through 52.16.3.2 Barricading of Gas Facilities ■
O&M 074 Plastic Installation: Revisions by Brian Kretz 11/5/2014 74.26 Updated Inspector/Joiner Certification card (Form 4219) 74.27 Updated Inspector/Joiner Certification Test Report (Form 4218) ■

O&M Manual Revisions dated 10/31/2014

O&M 114 Federal & State Reporting: Revisions by Barb Gardner 11/22/2013, Ed Hatter 02/04/2014, Evan Martin 02/17/2014

Iowa Appendix: Removed Larry Sorenson from IUB listing.

Added Mike McGehee and removed Duane Fournier

114.4.2 A. NRC reporting- when event is not a reportable event, to submit supplemental report to PHMSA Information Resources Manager and also to the PHMSA Central Region Director—updated the PHMSA Regional Director information to Linda Daugherty and added Information Resources Manager contact information and PHMSA Western Regional Director's contact information.

KS App. Updated PHMSA Regional Director information to Linda Daugherty.

O&M 114.8 MAOP Exceedance report; added that "the cause" of exceedance should be included in the report. ■

O&M 123 Public Awareness Programs Revisions by Evan Martin. 11/26/2013

123 General Formatting changes

Company Policy/Statement of Support, Paragraph B Updated program administrator from Derek Johansen to Evan Martin.

123.2 Added Aguilar to tech service accounts, Platinum Ethanol was changed to Flint Hills Resources.

123.4 Updated Committee members and added paragraph B about pipeline external factors

123.6 Public officials are now identified with title slugs and the titles are listed.

123.7 Added "The communication efforts should be tailored to the needs of the audience, the type of pipeline and facilities, the intent of the communication, and the appropriate method/media for the content. The communication should be available on demand or evergreen and others should be periodic in nature. When contacting apartment dwellers, individual apartment addresses should be used, not just the address of the apartment building or complex."

123.7.3 Combined Tables 123.7.3 and 123.7.4 into one table.

123.8.1 Added "Provide assurances that security is considered. The operator should describe that pipelines are reliable and point out that they are extensively regulated by Federal and State regulation with regard to design, construction, operation and maintenance."

123.8.2 Added "Provide overview of"

123.8.3 Added "General Information on the prevalence of digging-related damage (third-party damage) should be provided."

123.8.4 Added "

- Explain what happens when the One-Call Center is notified
- Explain that the one-call locate service is typically free
- Remind, if applicable, that to call is required by law"

123.8.5 Added "Name of operator and how to notify the emergency response personal and the operator regarding a pipeline emergency, and how to notify the operator."

123.8.6 Added "Location of the emergency response plans should be communicated to the emergency officials." and "How to safely respond to a pipeline emergency should be communicated to emergency officials"

123.8.7 Added "The audience should be informed that they live or work near a pipeline" and "and that the One-Call Notification system should be used"

123.8.8 New section "How to Get Additional Information" was added.

123.8.9 New section " NPMS List of Pipe Lines" was added.

123.8.10 Added "Communication with excavators should include the following.

- Awareness that digging and excavating along the ROW may affect public safety
- Information about safe excavation practices in association with underground utilities"

~More~

O&M Manual Revisions dated 10/31/2014

123.8.11 Added "Provide a general explanation, for the affected public, that some segments on transmission pipelines are designated High Consequence Areas and that Integrity Management Programs have been developed as prevention and assessment programs. An overview of where the operator's Integrity Management Program can be viewed should be given. Black Hills Energy has determined that it would not be practical to provide maps of HCA area to the affected public and do to security concerns it would not conducive to safety."

123.14.3.5 Added "All surveys should be tested before use is there are major changes to the wording. Negative answers to the surveys should have a response letters sent out reinforcing the correct information."

123.14.3.6 New section "Conclusions from Effectiveness Evaluation" was added

Record Of Revisions: Pg. 55 added 10/31/2014 as record of revisions (blg) ■

O&M 131 IMP. Revision by Ed Hatter; Barb Gardner

131.7.1 pg. 15 and Appendix A Terms, Definitions & Acronyms, pg. 101: Revised the "Potential Impact Radius definition": Changed the table for PIR calculation to be nominal outside diameter vs. nominal diameter as per interpretation of PHMSA (Lane Miller and Don Stursma) to reference ASME B31.8S section 3.2 over 192.903.

131.9.2.A., pg. 79; Measuring Program Effectiveness 192.945: Revised to reflect the integration of reporting of IM performance measures for gas transmission pipelines into the annual report. Semi-annual reporting of IM performance measures is no longer required per PHMSA Amendment 192-115 on 11/26/2010. [blg]

131.9.2.B.#3, pg. 80 External Corrosion Direct Assessment: Revised to reflect the integration of reporting of IM performance measures for gas transmission pipelines into the annual report. Semi-annual reporting of IM performance measures is no longer required per PHMSA Amendment 192-115 on 11/26/2010. [blg]

131.10.4.E. pg. 90: Filing a Performance Report: revised the web address for electronic reporting: Each electronic report required by Part 192 must be submitted to PHMSA at <http://portal.phmsa.dot.gov/pipeline> [blg] ■

O&M 132 DIMP. Revision by Barb Gardner

Appendix A: Added SHRIMP Update information for Version 2.1.15 [2/18/2014]. None of these changes requires that you redo any existing plans – these are new features that are available the next time you use SHRIMP 2.

- New Section Added To Written Plan Section 11: "LIST OF DATA SOURCES FROM SHRIMP INTERVIEWS" has been added to the written plan. This lists the Threat Assessment questions in which Data Sources were entered. A reference to this report has been added to the "RECORD KEEPING" section.
- New Section Added To Written Plan Section 11: "METRICS FOR RISK BASED PERFORMANCE MEASURES" has been added to the written plan. This lists those Performance Measures for which data is available in SHRIMP. that can be used to measure the effectiveness of your Additional Actions/Activities. A menu item, "PM Metrics", has been added to display the same information.
- Report Title Changed In Written Plan Section 11: The report "RISK EVALUATION AND PRIORITIZATION (Consolidated Sections)" has been renamed "Threat, Risk Rank, Additional Actions and Performance Measures Organized by Threat-Section" for clarity as to its contents. *The information in the report has not changed.*
- New Leak Data Displays Leak data entered for years after the Plan Year (New Leak Data) are now displayed "greyed out" in SHRIMP and has been removed from the "Written Plans". ■

O&M Manual Revisions dated 10/31/2014

O&M 135 CONTROL ROOM MANAGEMENT. Revision by Barb Gardner

135.1.6 pg. 3: Removed the "Validation" section that referred to procedure when the manual was implemented.

Removed all notes that referred to the different implementation due dates for several procedures throughout the section

135.3	135.4.6	135.9
135.4.1	135.5.1	
135.4.2	135.5.2	
135.4.3	135.6	
135.4.4	135.7	
135.4.5	135.8	

135.3, pg. 5, added a #8 to Responsibilities: *Maintain accurate and thorough documentation of operational information.*

135.4.6, pg. 12, Shift Changes: Added "and on-going" to the shift change briefing topics for the second, third and fourth bullets and added a ninth bullet: "Daily Operational Flow Plan"

135.6.2, pg. 15, Safety Related Alarm Set Point Value; under "Process: Deleted #1 and #2; Added a new #1, Load Control Provides Alarm data to Operations and Engineering from the SCADA System. Revised the previously #3, #4, and #5 by replacing "Requesting Party" with "Operations and Engineering". Renumbered list. ■