



Interior Gas Utility

Board of Directors Special Board Meeting
August 20, 2019 @ 4:00 PM
100 Cushman Street, Suite 512, Fairbanks, Alaska
*To participate via teleconference, call 1-800-315-6338;
when prompted, enter 47499*

DRAFT AGENDA

- I. Call to Order**
 - Roll call
 - Approval of Agenda
 - Public Comment – *limited to three minutes*
- II. Unfinished Business (Board Action)**
 - GM Review
- III. New Business (Board Discussion & Possible Action)**
 - Resolution 2019-04
 - Resolution to Approve GVEA Easement for New Underground Power Line at 2942 Tria Road.....Page 3
 - Approval of IGU Policy No. 11
 - Compensatory Time for Exempt PositionsPage 8
- IV. Other Business (Board Discussion)**
 - Action Items List.....Page 11
 - North Pole Storage UpdatePage 12
 - Temporary Facility
 - Permanent Facility
- V. Unfinished Business continued**
 - IBEW Contract Ratification (Possible Executive Session)Page 30
- VI. Communications**
 - Letter from Mayor Welch re: Director Miller appointment.....Page 67
- VII. Closing Comments**
 - General Manager
 - IGU Attorney
 - Directors
- VIII. New Business continued**
 - Report by IGU Attorney re: pending legal matters (Possible Executive Session)
- IX. Adjournment**

NEW BUSINESS
RESOLUTION 2019-04
Resolution to Approve GVEA
Easement for New Underground
Power Line at 2942 Tria Road



Considered on: August 20, 2019

Approved on: _____

RESOLUTION # 2019-04

A RESOLUTION OF THE INTERIOR GAS UTILITY AUTHORIZING A GOLDEN VALLEY ELECTRICAL ASSOCIATION EASEMENT FOR INSTALLATION OF A NEW UNDERGROUND POWER LINE AT 2942 TRIA ROAD

WHEREAS, Fairbanks Natural Gas (FNG) is constructing a new 5.25 million-gallon LNG storage tank and associated balance of plant equipment and structures at 2942 Tria Road that requires a high voltage electric service for its operations; and

WHEREAS, FNG needs to have a high voltage electric service line provided to the Tria Road Storage site by Golden Valley Electric Association (GVEA); and

WHEREAS, GVEA requires an easement along the installed high voltage line and transformer; and

WHEREAS, FNG seeks to comply with the requirements of GVEA for this installation; and

WHEREAS, the Interior Alaska Natural Gas Utility (IGU) Board must approve the granting of any "interests in real property,"

NOW, THEREFORE, BE IT RESOLVED that the IGU Board approves the granting of an electrical utility easement to GVEA for the Tria Road high voltage electric service and authorizes the IGU General Manager to execute the easement with GVEA.

Approved:

Chair Steve Haagenon, IGU Board of Directors

Date

Laura Steel, Secretary to the IGU Board of Directors

Date

DRAFT

Return to: Golden Valley Electric Association
PO Box 71249, Fairbanks, AK 99707

GVEA RIGHT-OF-WAY EASEMENT

FOR VALUE RECEIVED, **Fairbanks Natural Gas LLC, an Alaskan Limited Liability Company, of 3408 International St., Fairbanks, AK 99701** ("Grantor") hereby grants and conveys to GOLDEN VALLEY ELECTRIC ASSOCIATION, INC., an Alaska non-profit cooperative corporation of Fairbanks, Alaska ("Grantee"), and to its successors, assignees, licensees and permittees, a perpetual right-of-way easement for the construction, maintenance, upgrade, and removal of underground distribution facilities and related equipment, and specifically including the right of ingress and egress to and from the right-of-way easement, and the right to cut and otherwise keep clear the right-of-way easement of all trees, limbs, vegetation, and other obstructions.

The following conditions apply to this easement: No obstruction of any kind shall extend through, into, across, or be placed within the easement. The ground grade of the easement area shall not be altered in excess of six (6) inches from the grade established upon completion of the installation of said facilities, except where permitted by the Grantee.

The following uses are allowed if such land use is compatible, adheres to the conditions listed above, and does not interfere with Grantee's use of said easement: utility service connections, roadways, parking areas, sidewalks, boardwalks, jogging trails, and bike paths; fencing, so long as it is installed aerially without benefit of sub-surface support within the easement (unless sub-surface supports are approved by GVEA), and gates or removable sections are provided where fences would restrict access to Grantee

Grantor agrees that all such facilities and equipment installed on the described right-of-way easement at Grantee's expense shall remain the property of Grantee.

Within Tract C and Tract D, TANANA LEVEE INDUSTRIAL PARK, according to the subdivision plat recorded March 28, 2007 as plat number 2007-53, records of the Fairbanks Recording District, Fourth Judicial District, Alaska.

A 20-foot wide strip of land, 10 feet on each side of the following described centerline: [To be determined by survey]

SIGNED, ACCEPTED, AND AGREED upon on this ____ day of _____, 2019 by the undersigned on behalf of the Grantor, who acknowledges that he has read and understands this document and any attachments to it, and having the authority to do so, hereby conveys and warrants the right-of-way easement described above.

Dan Britton, General Manager, Interior Alaska Natural Gas Utility (IGU) for Fairbanks Natural Gas, LLC, Grantor

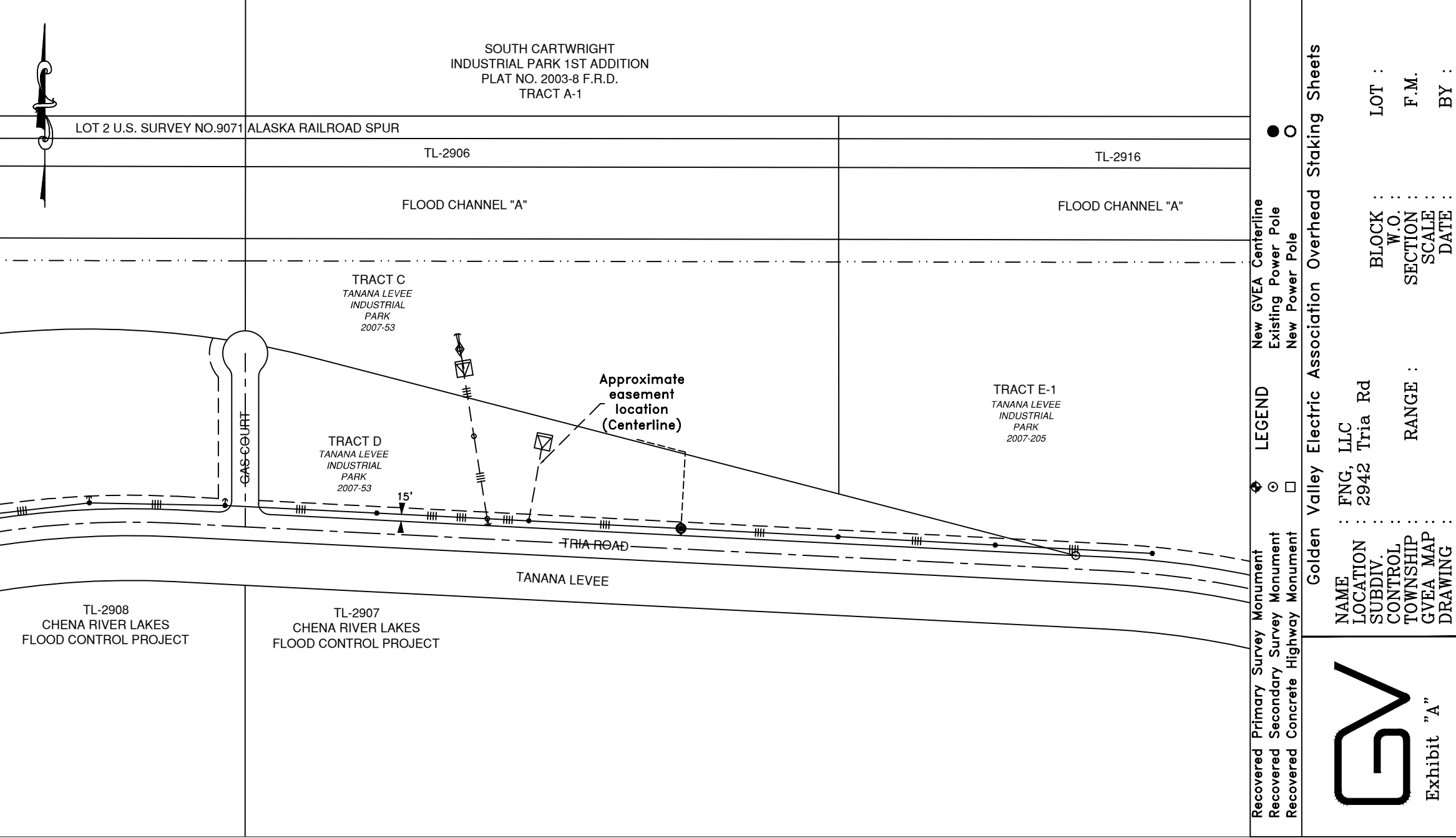
STATE OF ALASKA)
) ss
FOURTH JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by **Dan Britton, General Manager of IGU**, on behalf of **Fairbanks Natural Gas, LLC**, an Alaskan Limited Liability Company.



Notary Public in and for Alaska
My Commission Expires: _____

GVEA No. 24979





PROPRIETARY & CONFIDENTIAL
Copyright - Design Alaska Inc. 2018
This document contains detailed
design information, which is
confidential, proprietary, and subject
to copyright, trade secret, and other
intellectual proprietary protections.

6	DCVR C-017	05 JUN 2019
5	DCVR C-014	08 MAY 2019
4	DCVR A-006	28 MAR 2019
3	ADDENDA 3	30 JAN 2019
2	ADDENDA 2	25 JAN 2019
1	ADDENDA 1	22 JAN 2019
REV	DESCRIPTION	DATE

FNG LNG STORAGE TANK BALANCE OF PLANT

PHASE 4

ISSUE DATE	03 JAN 2019
COMM. NUMBER	841701
DESIGNED BY	RSG
DRAWN BY	DLH
SCALE	0" = 1"

SITE POWER PLANS

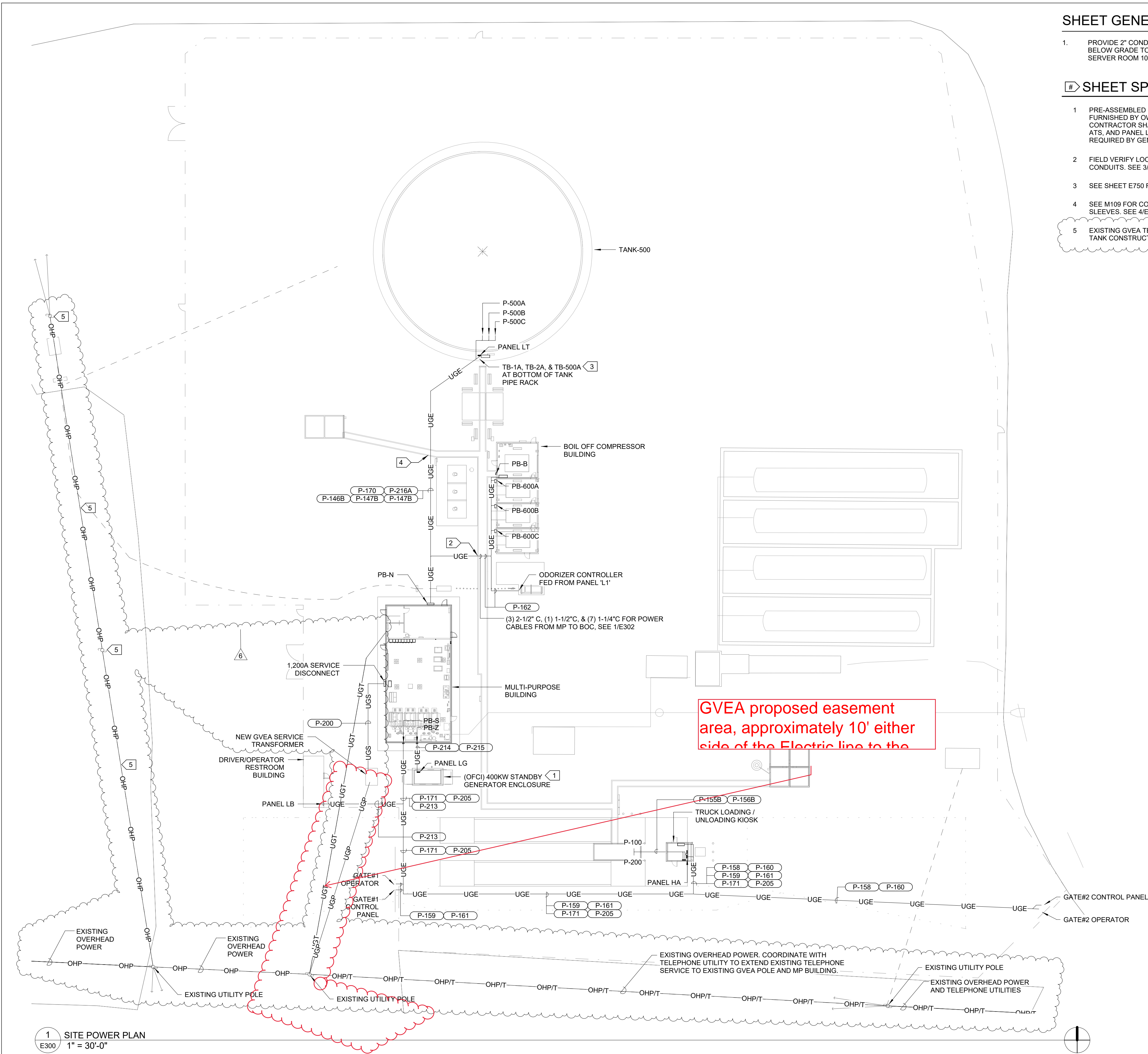
E300

SHEET GENERAL NOTES:

1. PROVIDE 2" CONDUIT RISER FOR TELEPHONE SERVICE FROM EXISTING GVEA POLE, RUN BELOW GRADE TO THE WEST WALL OF MPB BUILDING, AT THE EXTERIOR WALL OF THE SERVER ROOM 103.

SHEET SPECIFIC NOTES

1. PRE-ASSEMBLED GENERATOR, GENERATOR ACCESSORIES, AND GENERATOR ENCLOSURE FURNISHED BY OWNER. CONTRACTOR SHALL INSTALL ASSEMBLED UNIT ON EXISTING PAD. CONTRACTOR SHALL PROVIDE ELECTRICAL FEEDER CONNECTIONS BETWEEN GENERATOR & ATS, AND PANEL L1 & PANEL LG. CONTRACTOR SHALL PROVIDE GENERATOR GROUNDING AS REQUIRED BY GENERATOR MANUFACTURER.
2. FIELD VERIFY LOCATIONS OF EXISTING SLEEVES UNDER CONCRETE TRENCH FOR ROUTING NEW CONDUITS. SEE 3/E303 FOR DETAILS OF ROUTING CONDUITS THROUGH SLEEVES.
3. SEE SHEET E750 FOR FURTHER INFORMATION REGARDING LNG TANK 500 PIPE RACK.
4. SEE M109 FOR CONDUIT SLEEVE LOCATIONS AND MECHANICAL PIPING ROUTING THROUGH SLEEVES. SEE 4/E303 FOR ROUTING ELECTRICAL CONDUITS THROUGH SLEEVES.
5. EXISTING GVEA TEMPORARY SERVICE FOR TANK CONSTRUCTION TO BE REMOVED AT END OF TANK CONSTRUCTION PROJECT.



1 SITE POWER PLAN
E300 1" = 30'-0"

6/5/2019 10:56:47 AM

NEW BUSINESS
IGU Policy No. 11
Compensatory Time for
Exempt Positions

**INTERIOR GAS UTILITY
POLICY**

POLICY NO. 11

PAGE 1 OF 2

SUBJECT: Compensatory Time for Exempt Employees

EFFECTIVE DATE: September 1, 2019

APPROVED BY:

REVISION DATE: _____

I. DEFINITIONS

“Compensatory Time” is leave time granted on an hour-for-hour basis for time worked in excess of 41 hours and outside of the regular workweek (Monday through Friday) for Exempt (salaried) Employees. Compensatory time must be approved by the employee’s supervisor in advance of the time taken. The maximum accrual amount is 200 hours.

“Exempt Employee” is an employee that is not eligible to receive overtime compensation.

“Fair Labor Standards Act” is a United States labor law that creates the right to a minimum wage, and “time-and-a-half” overtime pay when non-exempt employees work over forty hours a week.

II. OBJECTIVE

Compensatory Time (Comp Time) provides Exempt (Not Eligible for Overtime) employees of Interior Gas Utility and its subsidiaries (IGU) who are required to work weekend hours outside their normal weekday schedule to receive compensatory time off on a pro-rata basis.

III. POLICY

Comp Time will be granted to exempt positions only. There is no legal requirement or obligation of IGU to grant Comp Time to exempt employees. Any exempt employee who receives advanced written permission from their supervisor and are required to work in excess of 41 hours per week for special projects and travel conducted outside the normal work week (Monday through Friday), will be granted Comp Time on an hour for hour basis (1:1), not to exceed the normal daily work hours (8) in a given day.

IV. REFERENCES

The provisions of the Fair Labor Standards Act (FLSA) have established a test to determine overtime exemption applied to all positions within IGU. Positions that do not meet the standard exemption test are classified as nonexempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a workweek and by IGU policy are not eligible for compensatory time off.

V. RESPONSIBILITIES

The General Manager is responsible for compliance with and administration of this policy.

VI. PROCEDURE

- a. Scheduled Comp Time - If an employee's request for leave is approved by the supervisor, the employee has the right to use any approved accrued Comp Time rather than Paid Time Off (PTO) for that approved leave.
- b. Unused Comp Time - Comp Time has no cash value, if an employee is terminated regardless for cause or resigns; he/she will not be eligible for payment of any unused Comp Time accrued.
- c. Use or Lose - Comp Time will continue to accrue on an hourly basis until the Comp Time amount has reached 200 hours. At that point, an employee will no longer accrue Comp Time hours and any hours above the cap will be forfeited.

VII. ANNUAL REVIEW DATE

The General Manager will review this document in January of each year and make recommendations to the Board for any Policies needing revisions.

Other Business

IGU ACTION ITEM LIST

Item	Action	Responsible Person	Date Initiated	Due Date	Status	Notes
1	Porcaro deadline to schedule meeting with Board of Directors	Michelle Hollowell	7/2/2019	7/26/19	Completed	
2	Confirmation of Mat-Su Permitting - part of FEED work	Dan Britton	2/5/2019		Have identified future permits needed	
3	List of Commercial Buildings for Natural Gas Conversion UPDATE	Michelle Hollowell	2/12/2019	8/1/19	In development	
4	Policy Drafted on Public Records Retention	IGU Attorney	12/13/2018	9/1/19	In progress	
5	New Schedule - Consolidated Format	Mark Rockwell	1/22/2019		In progress	
6	Alternatives for North Pole Storage	Dan Britton	4/23/2019	8/31/19	In progress	CNG Trailers, Queen, Security Issues
7	FEED	Dan Britton	7/2/2019	10/1/19	In progress	
8	New Project Manager hire	Mark Rockwell	7/2/2019	10/1/19	In progress	See item specific schedule
9	Financial Advisor - Bond Issuance Closing	Wes Smith	7/2/2019	10/17/19	In progress	
10	Gas Supply	Dan Britton	7/1/2019	8/15/19	Response Due 8/1/2019	Informal Solicitation Issued
11	IGU Policy 09 Relationship Between the IGU Board of Directors and the General Manager	IGU Board	9/4/2018		Tabled on 9/4/18	
12	IGU Policy 10 Delegation of Authority by the IGU Board of Directors to the General Manager	IGU Board	9/4/2018		Tabled on 9/4/18	
13	GM Employment Review	IGU Board		8/20/19	Update	See item specific schedule
14	GVEA Term Sheet	Dan Britton & Robin Brena	4/23/2019	9/1/19		
15	Duties and Powers of the IGU Board of Directors Chair	IGU Board	4/23/2019			
16	First Gas - Large Tank, Titan	Dan Britton	7/2/2019	Spring 2020		
17	Entity Integration - Recommendation with a schedule	Dan Britton, IGU Attorney, FA, Accounting		10/29/19		

8/15/2019 12:10 PM

MEMORANDUM

To	Dan Britton, General Manager	From	Bruce Robson
Firm	Interior Gas Utility 3408 International Way Fairbanks, AK 99701	Date	August 14, 2019
		File #	2047071500
		Project Name	IGU NP LNG Storage Facility
RE:	IGU North Pole LNG Storage Facility – Temporary/Mobile LNG Regasification		

Dan: I intend to keep this memo abbreviated to get to the point.

Vendor Support Overview:

1. *Prometheus/Stabilis:*

Since July 11th, I have had several phone conversations with Koby Knight (817-789-3913), who handed me off to Brian Fowkes, Western Sales Director. I have phoned several times, but we did not formally tag up until August 12th. I have provided them with a general overview package (see attached) that I have been using as an introduction to vendors.

It is evident that the Stabilis acquisition of Prometheus was to develop a market for Stabilis' LNG and focused on the historical promotion of systems sale and setup. The above noted package was reissued to Brian Fowkes after our last call on this Tuesday and indicated he would look it over. He has been at a weeklong conference in California and not very responsive during that time period though we made contact some time ago. He would not commit to a time frame for responding to the Tuesday call, however, he was informed this is a post haste need.

2. *Clean Energy:*

I was in contact with both Brian Powers and Dana Walker at Clean Energy. They were immediately responsive and let me know that they were extremely busy and couldn't be reactive until after the first of the year. Brian did recommend I contact Thigpen Solutions (Sam Thigpen, CEO). I let him know we were appreciative of his candor and recommendation.

3. *Thigpen Solutions:*

Contacted Sam Thigpen immediately after Brian Powers' suggestion. Sam Thigpen is CEO of the firm and has been assisting since. Thigpen does focus on the solution sought, generally with remote sites (i.e. drilling sites, mines, clients doing turn-

around maintenance etc.). Based on the general overview packet I provided, Sam replied with a general proposal to use as a starting point (reference the attached copy). We further discussed his offering on Monday to go over alternatives etc. the following are the items we discussed:

- Thigpen Solutions' package is a turnkey offering with an order of magnitude estimate to provide a redundant set of mobile trailer storage and regasification units that they have in inventory and can mobilize rather quickly.
- The units use electric vaporizer units and therefore need access to the local electric grid (or generator support) to regas the LNG. The offering is for redundancy initially, though the opinion is the vaporizer units are generally quite dependable. The equipment will need access to power with the requirements of 480V 3PH.
- The storage/vaporizer units can allow an external connection to addition storage, such as the Queen noted in the IGU general overview packet that FNG has access to.
- He indicated verbally, that upon receipt of a purchase order or agreement they could shake down the equipment and have it on the road to Alaska with two weeks or less. Logistics would be by road as they have their own fleet of tractors to haul. No discussions were had on an alternative approach such as a contract hauler pulling the equipment to alleviate the round tripping of a tractor.
- The offering is negotiable once IGU knows what specifics or alternatives they wish to have responded to.
- Summary of estimated cost based on Thigpen proposal:

Mobilization	\$ 89,200
Rental Rate (\$56,000/month X 12 months)	\$ 672,000
Demobilization	\$ 81,500
Total (estimated)	\$ 842,700

The proposal also offers technician assistance at a daily rate plus travel expenses (reference document for details).

The attached offering from Thigpen includes a rudimentary schematic of a layout, however, this is just to give a sense of sizing. Their two units are 8.5' wide and 53' in length. They are shown just side by side with minimal separation.

Owner Furnished Preparation/Services:

1. The site will require preparation (assuming IGU site ownership or lease agreement). Decision needs to be made on locating either on Lot 1 to the north of the proposed permanent facility or along the southerly (future) property line for the proposed Lot 2A per the plat yet to be filed. At a minimum, the following would be necessary:
 - a. Site clearing
 - b. Surface preparation with access drive and drainage. Gravel surfacing.
 - c. Utilities: the only utilities to be involved are for power. Assuming the southern Lot 2A site the power drop for the permanent facility could be initiated and used for the temporary to the mobile regas units. Otherwise, the northern Lot 1 location would require its own service drop.
 - d. Security: temporary lighting and fencing to keep casual intruders out
 - e. Permitting:
 - PHMSA: Per the discussions to date, NFPA 59 controls on site situation and protections. PHMSA desires a site layout with equipment shown, but decision on the equipment needs to be made.
 - City of North Pole: yet to be specifically determined once direction decided. Potential to get this added as a project support facility to the permanent site, much like construction trailers etc. This will need to be vetted. City will require permits for access, for excavation and connection to natural gas pipeline. Since facility will be a satellite and no other support facilities such as restrooms are expected then other city utilities would be unnecessary.
 - Fairbanks North Star Borough: Likely will need to inform administratively the Planning Department that this is in support of the permanent facility and to meet community needs. Assuming its located on the Lot 2A this may be the simplest; if on the northerly Lot 1 then other requirements may be required.
 - State of Alaska Fire Marshall: yet to be determined based on a temporary facility and meeting NFPA 59. Since not a permanent facility and assuming its considered mobile this may be a non-issue.

- f. Funding: It is assumed that the IGU Board will need to support and approve funding for this effort. It is assumed that a budget has not been addressed since not background information has been available. In general, and based on the foregoing by Thigpen, assuming the siteworks necessary, permitting needs, etc. a rough order of magnitude to overall cost would likely be in the \$1M range or more.

Schedule Forecast:

1. Based on the foregoing information, the only offering to date that has schedule potential that is viable if time is of the essence is that of Thigpen Solutions. If they were offered a purchase order or agreement by September 1st, they likely would be on site before the end of the month. The other site work, permitting etc. would all need to be done in the meantime. This is with regards to having gas available so that IGU (FNG) could get the system purged etc. Connections to the Phase 1 natural gas distribution system is another topic.

If no services are desired for the 2019-20 heating season, then this approach could be deferred until early spring for connections at that point in time.

In closing, I expect to hear something back from Prometheus/Stabilis, but I don't believe it will be a total solution but more likely guidance on where there is some equipment that may be acquired etc. If they do offer to be a vendor similar to Thigpen, it is expected that they will be offering a similar configuration using mobile combined storage and vaporizer units that are powered electrically, based on discussion with Brian Fowkes of Stabilis.

Attachments: IGU LNG Storage/Regas Temporary Facility Overview
Thigpen Solutions Preliminary Proposal dated August 9, 2019

CC: Mark Rockwell
David Prusak

Interior Gas Utility North Pole LNG Storage Project

Temporary Mobile LNG Storage and Regasification

Background:

Interior Gas Utility (IGU) installed approximately 70+ miles of natural gas (NG) distribution system in the North Pole, Alaska area. This is the first of a planned six phase expansion to bring a more economic source of clean burning energy to the interior Alaska area. The systems are to be supplied using natural gas that has been regasified from liquid natural gas (LNG) that has been imported from a LNG plant located in the southcentral area of Alaska. IGU is in the process of finalizing design and solicitation for construction of a permanent LNG fuel unloading, storage and regasification system to be located on lands off of H&H Road in North Pole, Alaska. However, this project is likely not to be complete until late 2020 before and connecting services at that time. The IGU has in interest in getting natural gas to potential customers sooner than later, and therefore is interested in installing a temporary mobile system while the permanent facility is under construction.

Temporary LNG/NG Demand:

For consideration, the following is provided as a forecast of what may be the demand to be put on a temporary/mobile LNG regasification system during the interim period of late 2019 through late 2020:

1. Residential:

- a. Historic information from Fairbanks Natural Gas for January 2019 indicated a high usage of 793 Ccf and low usage of 7 Ccf with an average of 184 Ccf.
- b. Discussion with Dan Britton, it is estimated that a typical residence uses in the range of 15 Ccf/Day during peak cold periods, which would equate to approximately a 450Ccf/month peak average.
- c. For planning purposes, IGU projects the possibility of approximately 30 residential customers during this temporary period.
- d. The heaviest demand for NG will be starting in October and continue through March with September and April being bridge (transition) periods. The remainder of the months are not heavy heating periods and focus more on incidental uses such as hot water, cooking, etc.

2. Commercial:

- a. North Pole does not have any current NG users particularly for commercial. However, it is forecasted that the likely heaviest commercial users may be the local grocery store and/or school facility. For this projection the local Safeway store if being used as a potential heavy commercial user. A similar Safeway store in Fairbanks Alaska is serviced by Fairbanks Natural Gas utility; their records indicate that this store's demands during January 2019 was 11,793 Ccf. Therefore, this demand could be used for the largest commercial user in North Pole for this forecast.
- b. For any other commercial user, it is difficult to forecast who that might be or what their demand forecasted. Therefore, I suggest that we consider two additional commercial users for this temporary period and that 50% of the Safeway demand be the assumed monthly demand rate, which essentially is the same as to foregoing Safeway demand.

Temporary LNG Storage/Regas System Siting and Configuration:

1. Location: Attached is an aerial schematic of the general area where the permanent LNG storage and regas facility is proposed for construction off of the east side of H&H Road in North Pole, AK. There are potentially two sites (Site A and Site B) that may be considered, however, the specific site for this overview is not critical. Existing utilities run along either side of H&H Road, with an existing 8" NG main on the east side of H&H Road; this NG main is currently charged with nitrogen to keep it in a ready state. This NG main would be the connection point for the temporary mobile LNG system, and will also be the connection point for the permanent storage facility.
The location for the permanent facility is also outlined on the aerial drawing, and general site plan that was used during the earlier procurement process that was cancelled is currently being modified (compacted) for rebidding is attached. In general, this site plan does continue to include the major components that are still planned for as presented; those being the unloading facility, the two storage tanks, the vaporization structure, and the multi-purpose building (MPB) that will house an office area and the mechanical systems for providing heat and the nitrogen/air compressor unit as well as odorization. This is provided for informational purposes only.
2. Configuration of Temporary System: a basic P&ID is provided to give a general vision of how such a system could be configured. This is open for discussion and recommendations. IGU has access to a LNG Queen Mobile Trailer unit, that is proposed to be used for storage and supply for the temporary mobile system. This trailer has a maximum capacity of 15,000 gallons of LNG. A photo of this trailer is included in this packet. IGU potentially has access to other equipment

and potentially ambient vaporizers, however, these may not be considered acceptable for use during the colder periods of winter and may not be acceptable for meeting the definition of temporary/mobile by PHMSA.

Services Desired by IGU:

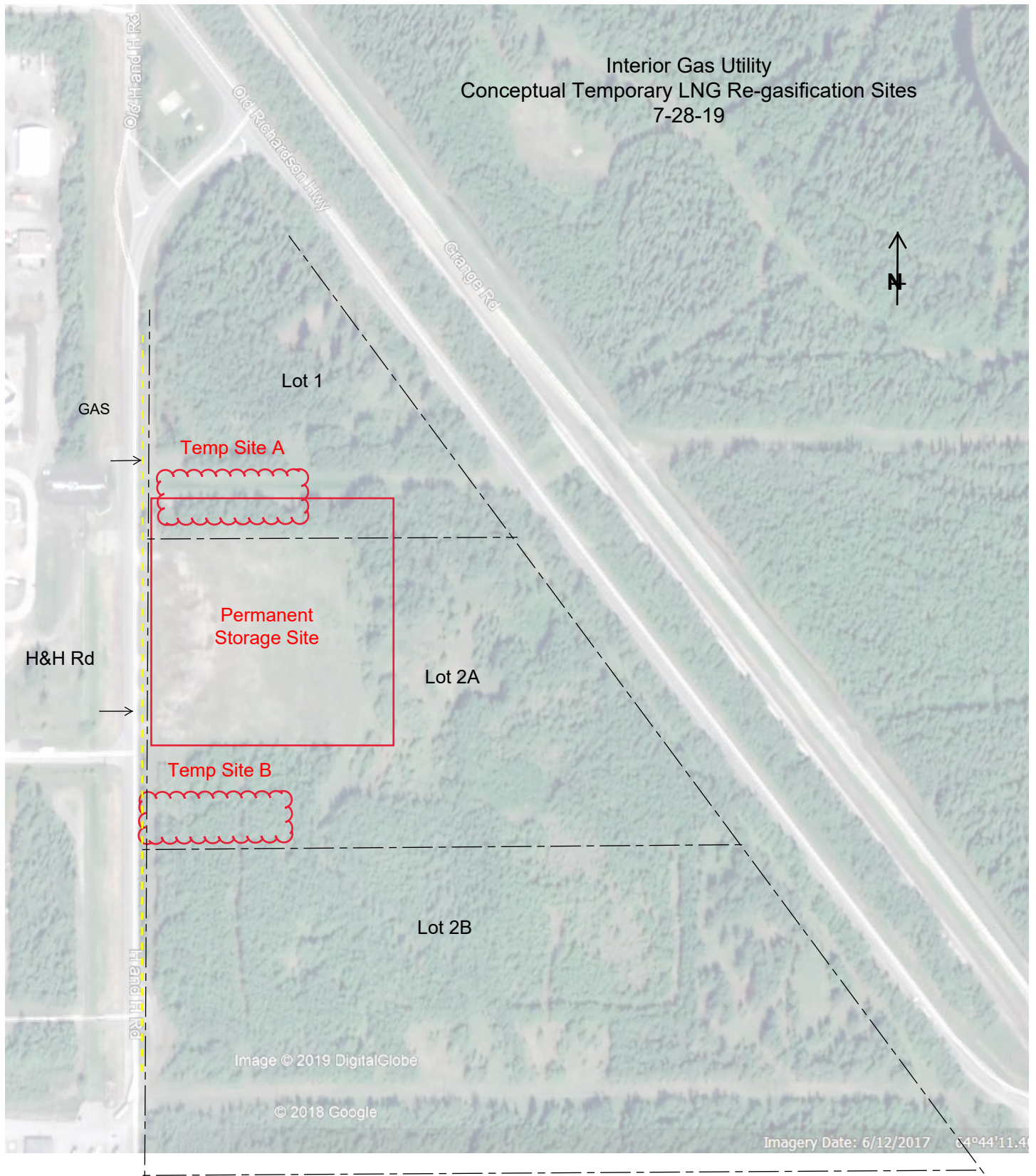
1. IGU is interested in seeking services from a firm to assist with provision of equipment and materials for installing a temporary mobile LNG storage regasification system as described above. IGU may be flexible in what services are to be provided. The use of the Queen trailer is a given. Other equipment and materials are up for discussion.
2. Services in support for installation is also up for discussion. Consideration is for:
 - a. Vendor provide necessary equipment, or
 - b. Vendor provide equipment/materials and assists with oversight of the installation.
 - c. IGU (FNG) would provide the connection to the 8" NG main for connecting the temporary mobile system to it.
 - d. IGU is flexible considering what services are best provided by a vendor and what services are better to be provide by IGU.
 - e. Recommendations for vaporizer type and sizing based on the loading presented in Temporary LNG/NG Demand section above.
 - f. Define what equipment/materials would be required to be purchased, and what could be leased and what the terms would be.
 - g. Schedule of availability by vendor for the foregoing items 2a. and 2b.

The foregoing and attached is provide better definition to what is being considered and with the primary goal developing a cost-effective plan for completing a temporary mobile system installation meeting the requirements of PHMSA.

Regulations will require IGU getting a PHMSA approval to operate under the alternative safety conditions which are granted under CFR 49 part 193.2019 for a mobile and temporary LNG facility.

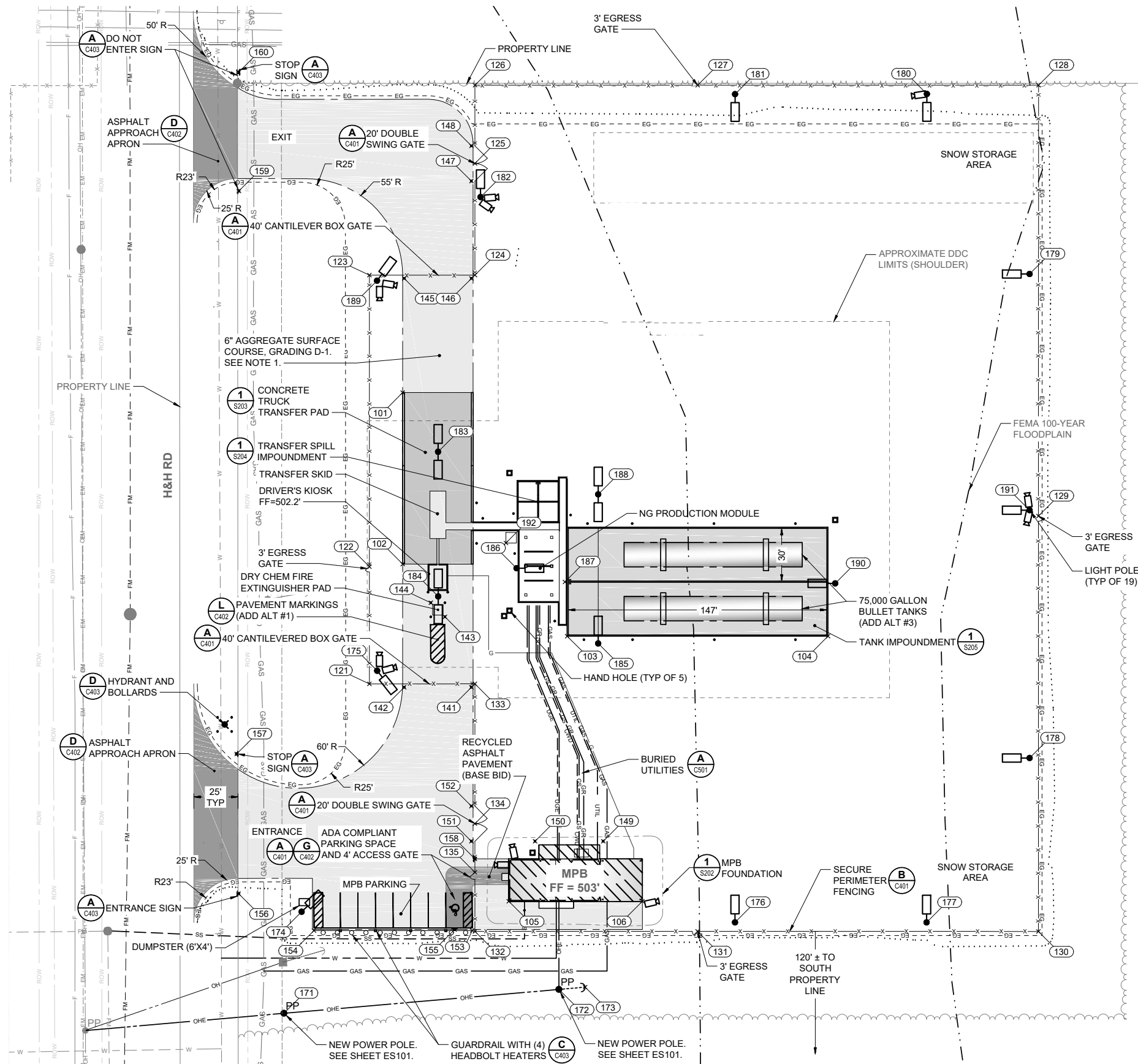
Interior Gas Utility
Conceptual Temporary LNG Re-gasification Sites
North Pole, Alaska
7-30-19





IF THIS BAR DOES NOT MEASURE EXACTLY ONE INCH, THE SCALE OF THIS DRAWING HAS BEEN ALTERED DURING ITS PRODUCTION, AFFECTING ALL LABELED SCALES

P:\2018\18140FB-LNG\LNGS9\CC101\18140FB SITE PLAN Rev. 14, 2019 4:08 PM



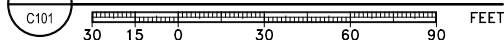
SHEET NOTES:

1. BASE BID TO INCLUDE PAVED DRIVEWAY APRONS. SEE TABLE BELOW FOR ADDITIVE ALTERNATES.

SURFACING ALTERNATIVES				
	DRIVEWAY APRONS	TRUCK LOOP	PARKING AREA	ADA ACCESS
BASE BID	AC PAVEMENT	6" D-1	6" D-1	2" RAP
ADD ALT #1	AC PAVEMENT			
ADD ALT #2	AC PAVEMENT	6" RAP		2" RAP

2. SEE SHEET C100 FOR LIMITS OF CLEARING & GRUBBING, EXCAVATION, AND GROUND IMPROVEMENTS BELOW STRUCTURES.
3. BULLET TANKS TO BE RELOCATED TO SITE FROM TRIA ROAD IN JULY OF 2020 UNDER ADDITIVE ALTERNATE #3.
4. SEE ELECTRICAL FOR BURIED POWER AND COMMUNICATIONS ROUTING.
5. DRIVER'S KIOSK, ISO TANKS, BULLET TANKS, AND TRANSFER SKID TO BE FURNISHED BY THE OWNER.
6. SEE SHEET C701 FOR CONSTRUCTION CONTROL POINTS.

A SITE PLAN



PROJECT: LNG STORAGE FACILITY

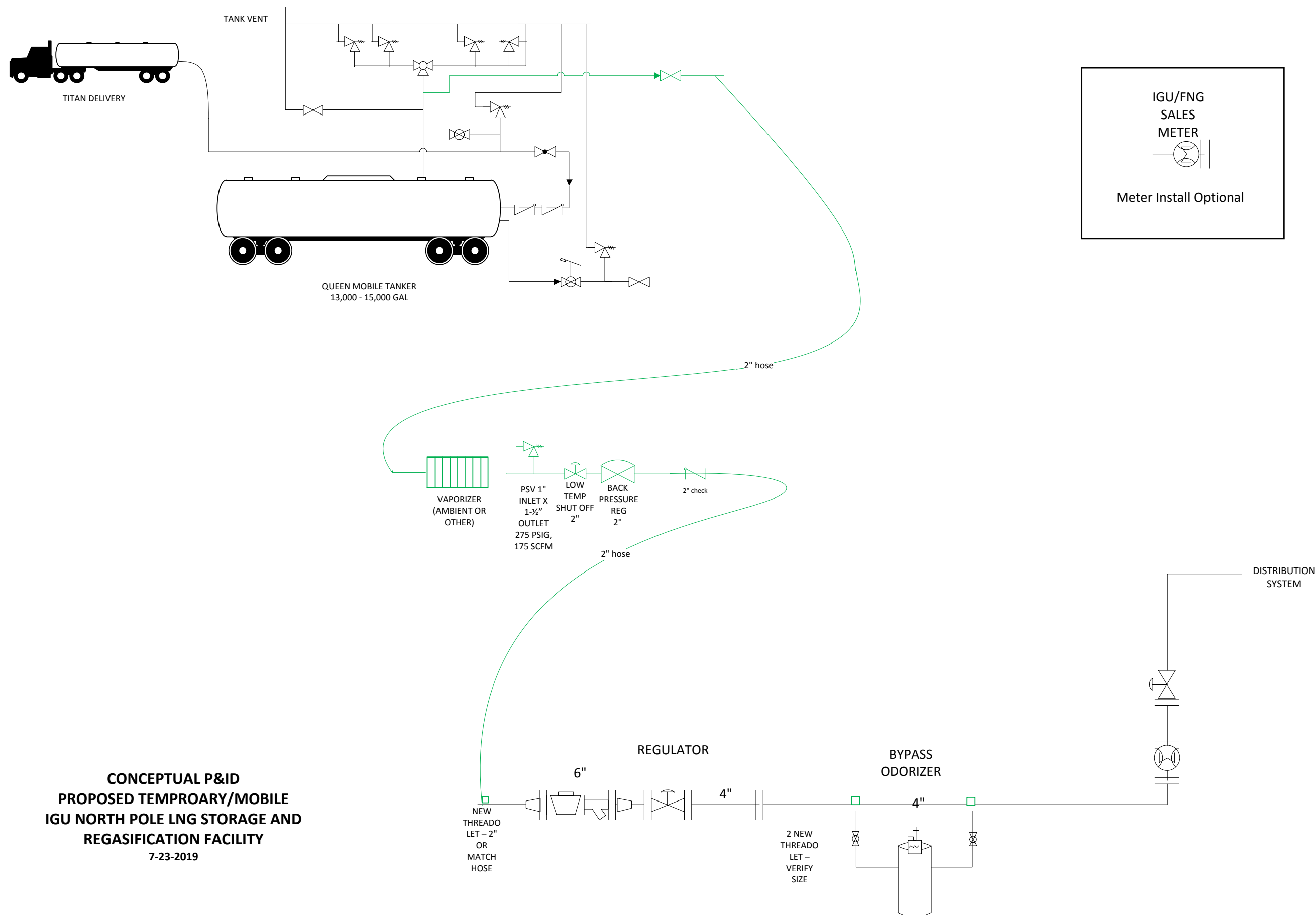
NORTH POLE, ALASKA

SHEET TITLE: SITE PLAN

DESIGN RAD.DES
DRAWN AMK
CHECKED KAB
DATE 02/14/2019

PROJECT No. 18140FB
SHEET NUMBER

C101



CONCEPTUAL P&ID
PROPOSED TEMPORARY/MOBILE
IGU NORTH POLE LNG STORAGE AND
REGASIFICATION FACILITY
7-23-2019

Interior Gas Utility North Pole LNG Storage Project
Temporary Mobile LNG Storage and Regasification
LNG Queen Mobile Trailer Unit







August 9, 2019

Bruce Robson

Stantec

907.230.1711

Mr. Robson,

I would like to thank you for considering Thigpen for your temporary LNG storage and regassification solution needs in North Pole, AK. As per our brief phone conversations this week, I would like to present this Rough Order of Magnitude (ROM) budget for the one-year equipment rental, startup and commissioning, and ongoing callout service.

As part of this ROM, Thigpen has made some very basic assumptions in order to expedite the provision of budgetary pricing. The basic assumptions we used for this are:

1. Thigpen to deliver (2) LNG storage and regas units from Houston, TX to North Pole, AK
 - a. No fees for permitting across borders, or any other legal requirements for the delivery of the units across Canada, or into Alaska, have been included
2. Mobilization includes mileage for equipment delivery and one-week onsite startup for two technicians
 - a. No other adders or materials included
3. Demobilization to occur at the end of the term, and like Mobilization, only mileage and technician time for one-week rig down has been included
4. Equipment to be leased to IGU for a period of one year
5. No permitting costs, installation affects, or any other costs were included in the monthly, mobilization, or demobilization fees
6. Callouts for service are typically not necessary, however the rate included is available for use if needed
7. Remote monitoring of the units is included for assistance in troubleshooting and/or alarm notifications if necessary
 - a. No special communication needs have been included and Thigpen assumes cellular service is enough for remote monitoring
8. Power to be provided by customer, for equipment operations, at no cost to Thigpen
 - a. 480V; 3-phase; 60 Hz; 295A per regas trailer

- b. Due to redundancy of units, a single power feed to provide power to both units is acceptable, as it is unlikely both units will be operating at the same time
- 9. Customer to provide their own LNG supply and transportation for the duration of the project
- 10. Customer to provide queen trailer, as described in memorandum documents, for added onsite storage if desired
- 11. Thigpen regas to provide equivalent of 1-week's storage capacity per unit, for a total of 2-weeks storage supply at expected flow rate requirements

Based on the above assumptions, Thigpen's budgetary pricing for this solution is as follows:

- Mobilization
 - ~\$89,200
 - Invoiced upon PO award
 - Includes HSE site visit and Emergency Response Plan development
 - One day allowance for HSE local first responder meetings and training
- Monthly Equipment Rates
 - ~\$56,000/Month for term of contract
- Call-out Service
 - \$1,380/Day per Technician
 - Portal to Portal
 - Travel expenses invoiced at Cost + 5% for all travel costs incurred on call-out
- Demobilization
 - ~\$81,500
 - Invoiced upon completion of contract term and removal of equipment from site

Again, thank you for this opportunity, and we here at Thigpen truly look forward to the opportunity to service IGU with this solution.

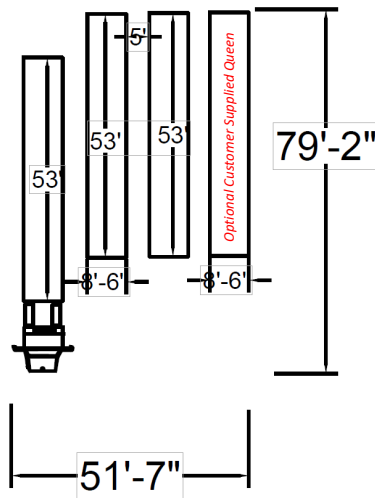
Sincerely,



Sam Thigpen

CEO-Thigpen Solutions

Thigpen Energy's Temporary LNG Storage and Regas Solution Site Layout



- *Optional customer supplied Queen storage unit shown for additional onsite storage to supply regas trailers if required*
- *LNG delivery tractor and trailer shown for illustration purposes for total required footprint*

Thigpen Energy's Temporary LNG Storage and Regas Solution Volume and Flow Assumptions

- ~30 Residential Customers
 - ~1500 CFD use each
 - ~1,350 MCF/Month aggregate use
- ~1 Safeway grocery store
 - ~1,180 MCF/Month use
- ~2 Industrial customers
 - ~590 MCF/Month use each
 - ~1,180 MCF/Month aggregate use
- Total estimated monthly aggregate consumption
 - ~3,710 MCF/Month
 - ~45,000 Gallons of LNG
- Daily Flow Rates
 - ~5 MCFH system requirements
 - LNG regas unit vaporization capacity ~31 MCFH per unit
 - Second regas unit proposed for redundancy

UNFINISHED BUSINESS continued

IBEW Contract Ratification

IGU and IBEW have agreed to a contract with the following major terms:

Pay

***FNG Current Cost Exposure							Total		Notes
Operator	Wage	Medical	Dental	Vision	STD/LTD & Life	401K	Hourly	Annual	
A	\$ 31.78	\$2.95	\$0.13	\$0.02	\$0.35	\$ 1.27	\$ 36.51	\$ 75,941.03	Medical Based on Employee Only Cost \$512/ month
B	\$ 29.28	\$8.44	\$0.27	\$0.04	\$0.35	\$ 1.17	\$ 39.55	\$ 82,267.71	Medical Based on Family Cost \$1463.58/ month
C	\$ 21.50	\$5.48	\$0.27	\$0.04	\$0.35	\$ 0.86	\$ 28.50	\$ 59,275.53	Medical Based on Employee & Children Cost \$950.04/ month
D	\$ 21.83	\$2.95	\$0.13	\$0.02	\$0.35	\$ 0.87	\$ 26.16	\$ 54,417.19	Medical Based on Employee Only Cost \$512/ month
								\$271,901.45	

IGU/IBEW Agreeemnt

Operator	Wage	Medical	Dental	Vsion	STD/LTD & Life	401K	MPP*	Hourly	Annual
A	\$ 39.07	\$ -	\$ -	\$ -	\$ 0.35	\$ -	\$ 1.25	\$ 40.67	\$ 84,593.60
B	\$ 39.07	\$ -	\$ -	\$ -	\$ 0.35	\$ -	\$ 1.25	\$ 40.67	\$ 84,593.60
C	\$ 32.07	\$ -	\$ -	\$ -	\$ 0.35	\$ -	\$ 1.25	\$ 33.67	\$ 70,033.60
D	\$ 32.07	\$ -	\$ -	\$ -	\$ 0.35	\$ -	\$ 1.25	\$ 33.67	\$ 70,033.60
									\$309,254.40

MPP = IBEW Sponsored Money Purchase Plan

Total Annual Cost difference based on current benefits and wage and agreeement = \$ 37,352.95

Term – Expires December 31, 2022, with 180 notice required to amend, modify or terminate.

Wage Increases – Adjusted on July 1 of each year beginning 2020 at Anchorage CPI with a floor of 1.5% and ceiling of 3.5%.

Successors and Assigns – Agreement is binding on IGU regardless of internal corporate restructuring, however is not binding on any purchaser of the assets or corporation.

Subcontracting – Subcontracting allowed at the Employer’s discretion provided no regular employee shall suffer a loss of work opportunities as a result of subcontracting.

Hiring – Employer agrees to provide the opportunity for IBEW to furnish applicants however retains sole right of rejection.

Strikes and Lockouts – No strikes, slowdowns, lockouts and or work interruptions while the Collective Bargaining Agreement is in place.

At Will Employment – Subject to IGU following progressive discipline procedures agreed to.

Hours and Work Week – IGU retained the right to schedule varying shifts and staggering work weeks with minimal exceptions.

Work – Management retains the right to assign or complete work normally done by the bargaining unit members.

Over Time – Standard language with 1 ½ times pay for OT.

PTO – As per IGU’s existing policy.

Holidays – 8 statutory holidays (One more than currently provided)

OPERATIONS AGREEMENT COVERING
TERMS AND CONDITIONS OF EMPLOYMENT

Between

INTERIOR GAS UTILITY/FAIRBANKS NATURAL GAS, LLC.
Fairbanks, Alaska

And

LOCAL NO. 1547
INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS
AFL-CIO
Fairbanks, Alaska

One day after ratification to December 31, 2022

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ARTICLE 1

Duration, Amendment and Cancellation

Section 1.1 This Agreement shall take effect one day after ratification and shall remain in effect until December 31, 2022. It shall continue in effect from year to year thereafter, from January through December 31 of each year, unless terminated, amended or supplemented in any way later provided herein.

Section 1.2 Either party desiring to amend, modify, or terminate this Agreement must notify the other in writing at least one hundred eighty (180) days prior to the expiration of the Agreement. Failure to provide such notice shall cause this Agreement to remain in full force and effect for one (1) additional year, and each year thereafter, as provided in Section 1.1 herein. However, the parties shall agree to commence negotiations no less than 90 days before the expiration of the agreement. Whenever notice is given for changes, the nature of the changes desired must be specified in the notice and, until a satisfactory conclusion is reached in the matter of such changes, the original provisions shall remain in full force and effect until the parties reach a new agreement or a genuine impasse in negotiations. However, changes can be made at any time by mutual written agreement and consent.

Section 1.3 In the event that any of the provisions of this Agreement shall be declared by a court of competent jurisdiction to be invalid for any cause, such invalid provisions shall be deemed to be nonexistent and the remainder of this Agreement shall continue in full force and effect. Unless mutually agreed to, the parties hereto agree that within thirty (30) days they will commence negotiations as to such invalidated and other affected portions of the agreement.

ARTICLE 2

Employer-IBEW Local 1547 Relations

Section 2.1 The Employer recognizes the IBEW Local 1547 as the sole bargaining representative for all Bargaining unit employees contained in this Agreement in all matters of hours, wages and conditions of employment.

Section 2.2 The general bargaining unit responsibilities are as described below. The list below is not a restriction on activities FNG/IGU may assign to employees covered by this agreement, and any activities deemed necessary by FNG/IGU may be assigned to employees covered by this agreement. Non-bargaining unit personnel may perform work, as determined by the company to ensure the timely and efficient operation of the Company.

- Grounds maintenance at storage sites
- Light building maintenance at office and storage sites
- Light vehicle and equipment maintenance.
- Snow and ice removal at office and storage sites.
- Inspections at storage sites.
- Documentation of work performed.
- Training of drivers.
- SOP reviews and modifications.
- Maintenance of valving, piping, and electronic controls.
- Basic boiler maintenance and repair at IGU/FNG facilities.
- New service line installs.
- Meter and regulator installs.
- New main line installs.
- Documentation of distribution network maintenance.
- Meter maintenance.
- Maintenance and operation of AET and IGU/FNG CNG compressor.
- Distribution valve maintenance and documentation of maintenance.
- Meter inspection.
- Meter reads.
- Leak investigations.
- Housekeeping at shop and storage sites.
- Responding to damage to FNG facilities and the documentation thereof.
- Welding/fabrication.
- Operation and maintenance of commercial vehicles.
- After hours responses

Section 2.3 Ideally orders to workmen shall be delegated in the following manner: General Manager to Employer Representative to gas operator covered in this Agreement.

Section 2.4 The Employer shall not loan or cause to be loaned to any other employer the members of the IBEW Local 1547 in its employ without first securing permission from the Business Manager, except in emergencies to protect life and property.

Section 2.5 The Employer is to furnish the IBEW Local 1547 a list of bargaining unit members employed by the Employer working under this Agreement within 30 days of any change thereto.

Section 2.6 An employee bulletin board, no larger than 3' X 2', for the posting of IBEW Local 1547 notices and other communications, shall be provided in a location determined by the employer. The employer shall not be required to post any notices or communications from IBEW Local 1547.

Section 2.7 The IBEW Local 1547 agrees that its members who are employees of the Employer will individually and collectively perform loyal and efficient service and that they will use their influence and best efforts to protect the property and interests of the

Employer, its Customers, the general public and fellow employees and cooperate with the Employer to this end at all times.

Section 2.8 There shall be no discrimination against any employee or prospective employee in violation of State and Federal law.

Section 2.9 The masculine pronoun as used herein shall be equally applicable to both men and women and words used in the singular are intended to include the plural, whenever appropriate.

Section 2.10 Successors & Assigns: The terms and conditions of this Agreement shall be binding on Employer's operations covered by this Agreement, regardless of any internal corporate restructuring including transfer, merger, or consolidation. The terms and conditions of this Agreement shall not be binding on any purchaser of the assets or corporation of the employer.

Section 2.11 Subcontracting Clause: No regular employee shall suffer a loss of work opportunities with the Employer as a result of the Employer's subcontracting any work historically or normally performed by bargaining unit employees. The Employer agrees that it will not contract out or subcontract work for the underlying purpose of reducing the size of the bargaining unit.

No regular, full-time employee, who is otherwise technically capable of performing the work and is, considering the remainder of his workload, available to perform the work, shall be caused to lose present or future work opportunities as a result of the subcontracting. For purposes of this section, the term "work opportunities" shall mean that an employee's hours shall not be reduced below his normal weekly shift; nor shall he be denied overtime if, in the sole determination of the Employer, the work which is subcontracted may be economically performed on overtime by bargaining unit personnel.

Section 2.12 Employee Manual: The Employer's Employee Manual is applicable to employees covered by this Agreement and is hereby incorporated into this Agreement except where it conflicts with the terms of this Agreement. The Parties agree that any changes or modifications to the Employer's Employee Manual applicable to bargaining unit employees must be mutually agreed upon between the Union and the Employer. If the parties are unable to agree to any proposed modification, the matter shall be resolved by arbitration, pursuant to Article 6.

The Employer may, at its election, have a separate Employee Manual for IBEW Local 1547 Employees.

ARTICLE 3

IBEW Local 1547 Security

Section 3.1 Union Membership

- A. All employees covered under the terms of this Agreement who are not already Union members may make application to join the Union as a full member or become an agency fee payer, but neither union membership nor payment of an agency fee is a condition of employment with IGU/FNG.
- B. A business representative or shop steward will be allowed to meet with all newly hired bargaining unit employees, upon approval from their supervisor not to exceed 15 minutes, within 7 calendar days from the date of hire, for a new employee orientation.
- C. IGU/FNG agrees that it will not discourage an employee from joining the Union or becoming an agency fee payer.
- D. IGU/FNG agrees that it will not encourage employees to resign or relinquish membership in the Union or revoke authorization of the deduction of fees to the union.
- E. IGU/FNG agrees that it will not disclose home addresses, personal telephone numbers, personal cell phone numbers, or personal email addresses of any employee to any entity other than the Union without the written authorization of the employee.
- F. The Union will not make any representation to any employee that union membership or payment of an agency fee is a condition of IGU/FNG employment.
- G. The Union will not make any representation to any employee that the employee will not enjoy all of rights and benefits afforded under this CBA if they decide not to join the Union or pay an agency fee. However, nothing in this Agreement prohibits the Union from charging a nonmember for the cost of a grievance and/or arbitration filed at the request of the nonmember.

Section 3.3

The IBEW Local 1547 Business Representative may be granted access to the Employer's job sites during working hours provided the IBEW Local 1547 provides reasonable cause to the General Manager to warrant such access. Prior to visitation, notice will be given to the General Manager.

Section 3.4

When the IBEW Local 1547 is granted access to the Employer job site, the Business Representative may request to be accompanied by the shop steward. Said request will be made to the General Manager, with adequate notice and approval, prior to visitation. The request will be granted, subject to reasonable restrictions to accommodate workflow, provided the Representative has reasonable cause for the steward to accompany them. Any time in excess of 15 minutes per day spent by the shop steward accompanying the Business Representative shall be at IBEW 1547 expense per the IBEW Local 1547 reimbursement policy.

Section 3.5

The employer's personal computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for business purposes. The shop steward may use the employer's computer and designated email to communicate with IBEW Local 1547 limited to break times and after the shop steward's work hours.

Section 3.6

The Employer agrees to recognize a shop steward and an alternate selected by the applicable IBEW Local 1547 Business Agent. IBEW Local 1547 agrees to notify the Employer in writing of the identity of the shop steward and the alternate and of any changes thereto. The shop steward, or alternate if the shop steward is unavailable, shall be allowed to handle requests, complaints and grievances under the Agreement. The Shop steward shall perform their duties during non-working hours other than when requested by the Employer.

ARTICLE 4

Referral procedure

Section 4.1 The Employer agrees to provide the opportunity for the IBEW Local 1547 to furnish applicants to fill vacancies covered by the bargaining agreement, subject to the following terms and conditions:

- (a) The Employer has the right to stipulate the minimum qualifying requirements for each bargaining unit classification. The IBEW Local 1547 agrees to develop and implement with Employer a certification procedure which will ensure that employees referred from the IBEW Local 1547 hiring hall qualify for a pre-hire interview.
 - i. The Union shall provide up to three applicants for pre-hire interviews when a regular position is requested from the Employer.
 - ii. Construction temporaries that are requested for work assignments by the Employer shall be strictly limited to the number of personnel required for the job in question.
- (b) The IBEW Local 1547 agrees that the Employer has the unrestricted right to "name request" foreman/lead if the person has worked for IGU/FNG in the twelve (12) months previous to the referral.
- (c) The IBEW Local 1547 agrees that the Employer has the unrestricted right to "name request" from the IBEW 1547 any person who has been employed by the Employer within the past twelve (12) months in a bargaining unit classification.
- (d) The Employer retains the sole right to reject any job applicant referred by the IBEW Local 1547. There shall be no requirement for payment to the applicants referred by the IBEW Local 1547. (No show up pay for referrals/interviews).
- (e) In the event that the IBEW Local 1547 is unable to supply the Employer with an acceptable applicant within forty-eight (48) hours (Saturdays, Sundays and Employer holidays excluded), the Employer may procure a workman from any other source. Any such applicant so hired may become an IBEW Local 1547 member.
- (f) Both parties agree that all Federal and State statutes relevant to non-discrimination in the recruitment/employment process shall be observed and complied with by both parties.

- (g) The IBEW Local 1547 agrees that it will not discriminate against non IBEW Local 1547 job applicants when referring applicants to the Employer and the Employer agrees not to discriminate against IBEW Local 1547 members in selecting job applicants referred by the IBEW Local 1547.

ARTICLE 5

Strikes and Lockouts

The Union recognizes and acknowledges the essential nature of the services provided by the company to its customers. Further, the Union agrees the continuity of work is imperative. Accordingly, the parties agree that there shall be no strikes, slowdowns, lockouts, and or work interruptions while the Collective Bargaining Agreement is in force. The parties further agree that the grievance and arbitration procedures provided herein provide the exclusive remedy for resolution of disputes covered in the Agreement. No “stoppage of work” includes not honoring pickets by another union.

ARTICLE 6

Grievance and Arbitration Procedure

Section 6.1 Informal Resolution Employer and IBEW Local 1547 mutually agree that it is in the best interests of Employer, IBEW Local 1547 and bargaining unit employee alike that any dispute or concern be resolved as quickly and informally as possible. In that light, an employee is encouraged to bring forth any concern the employee may have to their immediate supervisor.

Section 6.2 Grievance Process Any formal grievance, complaint or dispute (“Grievance”) arising from the interpretation or application of this Agreement shall be in written format and be addressed in the following manner:

- a. **Step One.** Grievances initiated by an employee, a group of employees, or the Union shall be reduced to writing, cite the provisions(s) of this Agreement at issue and be signed by an IBEW Local 1547 Business Representative. Grievances must be submitted to the appropriate supervisor or their designee within fifteen (15) working days of the Union first having reasonable knowledge of the facts giving rise to the grievance. The parties will schedule a Step One Meeting to discuss the grievance. The Employer shall have fifteen (15) working days from receipt of the written Grievance to provide a written Step One Response.
- b. **Step Two.** If the grievance is not resolved at Step One, the Union may advance the grievance to Step Two by providing a Step Two Notice to the General Manager within fifteen (15) working days after receiving the Employer’s Step One Response.

The parties will schedule a Step Two Meeting to discuss the grievance. The General Manager, or designee, shall have fifteen (15) working days from receipt of the Step Two Notice to provide a written Step Two Response.

c. Step Three. In the event the Grievance is not resolved at Step Two, the Union may submit the grievance to arbitration by providing notice to the General Manager within thirty (30) working days of receipt of the General Manager's Step Two Response.

Section 6.3 Employer Grievance The Employer may submit any grievance it may have relating to this Agreement to the IBEW Local 1547 Business Representative. The grievance must be reduced to writing, cite the provisions(s) of this Agreement at issue and be signed by the General Manager. The parties will schedule a grievance meeting to discuss the grievance. The IBEW Local 1547 shall provide a written response within fifteen (15) working days after receiving the Employer's grievance. If the grievance is not resolved at the grievance meeting, the Employer may submit the grievance to arbitration within thirty (30) working days after receipt of the IBEW's written response.

Section 6.4 Selection of Arbitrator In the event the parties are unable to agree upon an arbitrator, the grieving party may request the American Arbitration Association ("AAA") to provide a list of eleven (11) qualified arbitrators from Alaska, Washington, Oregon or California. Any charges from AAA for providing the list will be paid equally by the parties. The parties shall alternately strike names from the list until one (1) arbitrator remains. The first strike shall be determined by a flip of a coin.

Section 6.5 Preparation Costs IBEW Local 1547 and Employer shall bear their own costs of preparation for and participation in the arbitration hearing, including, but not limited to, attorneys' fees, witness fees, document reproduction costs and the like. Arbitrations will be held at either the IBEW or FNG facilities. Either party may request a court reporter to be present. If the non-requesting party would like access to the transcript, the parties will share the cost of the transcript and the court reporter.

The Arbitrator shall designate the losing party and the losing party shall pay the Arbitrator's expenses and fees. In the event of a split award, both parties will equally share the cost of the arbitrator's fees and expenses.

Section 6.6 Witness Compensation Any employee of the Employer called as a witness by either side in an arbitration will continue to receive their regular rate of pay while attending the hearing, not to exceed regular working hours. The Employer shall pay such wages for its witnesses (to include cross examination); the IBEW Local 1547 shall pay such wages for its witnesses (to include cross examination) (Employer shall bill the IBEW Local 1547 for such costs). Should such a meeting be scheduled outside regular working hours, or extended beyond such regular working hours, no compensation shall be paid by the Employer or the IBEW Local 1547 for such hours.

Section 6.7 Decisions of Arbitrator The decision of the arbitrator shall be final and binding upon the parties, subject to the condition that the arbitrator shall not have the power to add to, subtract from, change or modify any provision of this Agreement, but shall be authorized only to interpret existing provisions of this Agreement as they apply to the specific facts of the issue in dispute.

Section 6.8 Written Award Unless otherwise mutually agreed by the parties, the parties shall submit post-hearing briefs of no more than 25 pages to the arbitrator within thirty (30) days after the close of the hearing. The arbitrator shall issue a written decision within thirty (30) days after receipt of post-hearing briefs.

Section 6.9 Time Limits Failure to initiate a grievance within the time period set forth in 6.2(a) shall be grounds for dismissal of the grievance and this limit is jurisdictional (i.e. if the arbitrator determines the grievance was untimely, the arbitrator may not reach the merits of the dispute). Any time limits in the grievance/arbitration procedure may be extended by mutual written consent. If either party fails to satisfy the time limits in Article 6 (other than filing the grievance under Article 6.2(a)), the grieving party may advance the grievance directly to arbitration. Any disputes regarding the timeliness of a grievance will be resolved by the arbitrator.

Regardless of any other provision of Article 6:

- a. In the case of continuing and ongoing violations, no remedy will be awarded for violations that occurred more than fifteen (15) working days prior to the filing of the grievance.
- b. Other than cases of continuing and ongoing violations, no grievance may be filed for violations that occurred more than thirty (30) working days prior to the filing of the grievance unless the grieving party (defined as the employee, Union, or Employer) could not reasonably have known of the event giving rise to the grievance or the parties mutually agreed, in writing, to extend the grievance filing deadline.

ARTICLE 7

Seniority

Section 7.1 Seniority shall be interpreted to mean the length of continuous, regular employment in the service of the Employer. In the event two or more employees are hired on the same day, the employee with the smallest dispatch number shall have the higher seniority of the employees dispatched on the day in question.

Section 7.2 The seniority of an employee shall terminate under any of the following conditions:

- (a) When laid off for more than nine (9) consecutive months.
- (b) When an employee resigns from his employment.
- (c) When an employee is discharged.

Section 7.3 Seniority shall be accorded consideration, providing the applicant's ability, work record and qualifications in the assignment of shifts does not impact the efficiency of the daily operations. Seniority may be considered for paid time off schedules and the Employer will strive for equitable distribution of paid time off.

ARTICLE 8

Employment and Termination

Section 8.1 Termination at Will

The Employer reserves the right to discharge any employee at will subject to the procedural requirements of Section 8.2.

Section 8.2 Progressive Discipline

The Employer, before exercising its right to discharge any employee at will, agrees to follow a progressive discipline process generally designed to be corrective, not punitive. The steps in this progressive discipline process are: verbal reprimand (documented), written reprimand, suspension and discharge at will. Based on the seriousness of a particular offense, including egregious first offenses such as, but not limited to, serious safety violations, fighting, material dishonesty, assault, harassment, use or being under the influence of alcoholic beverages, controlled substances or prohibited narcotics while on duty, willful destruction of Employer property, theft, sleeping on the job, gross insubordination and gross negligence, discipline may be imposed at any reasonable level up to and including discharge.

Section 8.3 Management Discretion

In determining whether to impose any step of progressive discipline, the Employer may consider the employee's overall performance or other legal factors in management's sole judgement and discretion. The exercise of the employer's lawful discretion not to impose discipline on an employee may not be used or considered to restrict or inhibit the Employer's imposition of any step of progressive discipline to a different employee.

Section 8.4 Personnel File

Upon written request, the employee shall have access to their personnel file within five (5) working days of written notice to their supervisor.

ARTICLE 9

Hours, Schedule, Call-Outs, Rest Periods, and Stand-By Time

Section 9.1 The workday shall be an eight-hour continuous (excluding the half hour lunch) period as established by the employer. The employer shall designate the workday schedule for the employee with a minimum of ten (10) business days' notice except in the event of emergencies. The employee shall be provided an unpaid half hour lunch period to be taken between the third and fifth hours of the regular workday. The actual lunch period time shall be as established by the supervisor given daily workflow needs. If the employee is directed to work through their lunch, they will be paid a half hour at one and one-half times their base pay.

Section 9.2 The workweek shall consist of five (5) consecutive days within a seven (7) day period, beginning 12:01 a.m. Sunday and ending 12:00 Midnight Saturday. The employer shall designate the workweek schedule for the employee with a minimum ten (10) business days' notice, except in the event of emergencies. The Employer shall only schedule an employee to work one day of a weekend.

Section 9.3 All work in excess of the above eight (8) hour day (excluding the half hour lunch) and the above five (5) day work week shall be considered overtime and paid for at the rate of time and one-half the regular hourly rate.

Section 9.4 Any assigned location within twenty (20) miles of 3408 International Street, Fairbanks Alaska, shall not be considered a change in assigned location under this clause. When employees are ordered to report for work, they shall report at the starting time and assigned location (an employee shall be noticed ten (10) working days before changing assigned location) and shall return to the assigned location not later than the scheduled quitting time. "Report for work" means that the employee shall have their basic work attire on and be ready to commence work.

Section 9.5 An employee released from their regular shift and any continuous overtime and called to return to work overtime shall receive no less than two (2) hours pay at the rate of time and one-half of the regular hourly rate.

Section 9.6

- (a) Whenever an employee is required to work more than four (4) hours after or before their regularly scheduled shift, they will be paid a meal allowance of \$20 and time to complete such meal, not to exceed one half hour at the regular straight time rate.
- (b) Employees requested to work after the seventh hour of the end of their scheduled shift and three (3) or more hours before their scheduled shift preceding a normal workday, shall be entitled to an eight (8) hour rest period. The rest period will begin after work has stopped. Employees will be paid at half of their normal pay rate for rest hours that occur during their regularly scheduled shift. With the supervisor's

permission, employees may elect to use annual leave or leave without pay to fulfill the remainder of the normal workday once the rest period has ended. If an employee is required to work without receiving a rest period, they shall be compensated at the applicable overtime rate until they receive a rest period. The Employer may determine when an employee is required to rest.

Section 9.7 When an employee is temporarily required to perform work of another classification, for more than four (4) consecutive hours in any workday (excluding the lunch break), the employee shall be paid the higher rate that either classification specifies for actual time worked.

Section 9.8

Standby Time:

At FNG the ON CALL operator is the first responding operator during non-working hours. Given the on-call duties require a rapid response, all operators will reside within the Fairbanks North Star Borough and must at all times be able to respond to a call within twenty-five (25) minutes as measured by the distance from 3408 International Street, Fairbanks, Alaska 99701.

They must be available and trained for work on meters, distribution issues, storage site maintenance (repair, emergency, offloads), first aid, and our SOP's. All operators shall be available to be in the on-call rotation.

➤ THE ON CALL SHIFT

- It runs continuously from 1630 Friday to 0800 Monday
- Then 1630 Monday to 0800 Tuesday
- Then 1630 Tuesday to 0800 Wednesday
- Then 1630 Wednesday to 0800 Thursday
- Then 1630 Thursday to 0800 Friday

➤ EQUIPMENT THE ON CALL OPERATOR WILL HAVE

- An FNG truck with the appropriate tools to accomplish most tasks
- A **charged** on-call cell phone, charger (the on-call iPhone has the ability to dial into the storage sites, and comes with most of the phone numbers an operator will need in case of emergency already in its contacts)
- Personal protection equipment

➤ EXAMPLE OF A STANDARD AFTER HOURS CALL

- The call comes into the answering service
- The answering service calls the on-call operator on the on-call cell phone.
- If the operator fails to answer the on-call phone the answering service will start the Emergency calling tree (that calling tree starts with operations supervisor and ends with FNG president)
- The operator calls the answering service and clears the call (or gets more info if needed)
- The operator responds to the call with a phone call or physically.

For each day an Operator is on call they shall be paid their base wage multiplied by two (2) hours per day on call.

There are two (2) response types for the on-call operator.

- A) Telephonic
- B) Physical

TYPE A RESPONSE FOR ON CALL OPERATOR

For every **PHONE CALL RESPONSE (type A)** that an operator performs they will be paid for thirty (30) minutes (documentation of the call is a must)

Example of a **PHONE CALL RESPONSE (type A)**:

- 1) Operator receives a call from the answering service at 2200 hours stating a driver needs a call at Storage Site 2.
- 2) The operator calls the driver.
- 3) The driver states the computer is locked and he can't access it.
- 4) The operator can log in remotely and unlock it.
- 5) Call is resolved.

The Operator's time sheet will look similar to this:

2200-2230 Phone call to SS2 PC locked. Unlocked PC remotely.

TYPE B RESPONSE FOR ON CALL OPERATOR

For every **TYPE B response** an operator responds to, that operator will be paid a minimum of two (2) hours.

0-1 hour and 59 minutes = 2 hours

Once the 2 hours has elapsed time continues to run
2 hours plus = actual time

Example of a **CALL OUT RESPONSE (type B)**

- A) Operator receives a call from the answering service at 2000 hours stating Matt (new driver) is in Nenana and will need assistance offloading at Storage Site 2 in forty-five (45) minutes.

B) The operator then plans on meeting the driver at the Storage Site in forty-five (45) minutes.

C) The operator trains/assists the driver with the offload.

If the total time for the offload took LESS than two (2) hours...you will be paid for two (2) hours.

If the total time for the offload took MORE than two (2) hours...you will be paid for time that it took you.

The Operator's time sheet will look similar to this:

A) 2000-2200 Offload training at Storage Site 2 new driver Matt Smith

OR

B) 2000-2230 Offload training at Storage Site 2 new driver Matt Smith

For any type B responses, the time will start once you answer the on-call phone and stops fifteen (15) minutes after you complete the call. When you answer your on-call phone at 2000 and complete the call at 2215 you will be paid for 2.5 hours.

Section 9.9 The General Manager shall be responsible for a reasonable distribution of overtime.

Section 9.10 No employees covered by this Agreement shall, as a result of inclement weather, be caused to lose pay, provided they report for work in the regular manner contained herein. Inclement weather shall not be a basis for employees to not report to work as scheduled.

Section 9.11 Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Introductory Period, the company will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day, you are not required to serve, you will be expected to return to work. In order to receive jury duty, pay you must present a statement of jury service and pay to your manager. This document is issued by the court.

ARTICLE 10

Holidays

Section 10.1 Recognized holidays for employees are, New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day

Any holiday falling on a Saturday shall be celebrated on the previous Friday and any holiday falling on a Sunday shall be celebrated on the following Monday.

Section 10.2 No work shall be performed on Labor Day except to protect life and property and regular participation in stand-by time and any callouts during that time.

Section 10.3 All employees shall be paid for eight (8) hours at the regular hourly rate for each holiday not worked. If an employee is required to work on a recognized holiday, the employee shall be paid for eight (8) hours at their regular hourly rate and in addition, time and one-half (1.5) their regular hourly rate for each hour worked.

Section 10.4 In order to qualify for holiday pay, you must be in a paid or work status for the regularly scheduled workday immediately before and after the holiday.

ARTICLE 11

Annual Leave

Section 11.1 Full-time employees are eligible to accrue paid time off (PTO) in accordance with FNG Paid Time Off Policy dated 3/1/2017 for the life of the agreement.

Section 11.2 Call-in During Scheduled Leave Time If an employee is called in to work during scheduled leave time, the employee will receive time and one-half (1.5) the straight time pay for hours worked. The entire day of leave that was disrupted by the call-in will be placed back into the employee's leave account.

Section 11.3 Leave without Pay Leave without Pay may be available to employees covered by this Agreement provided that management in its sole discretion may approve or deny the taking of leave without pay and further that the denial of leave without pay shall not be subject to the grievance and arbitration provisions of this Agreement.

Section 11.4 Family Medical Leave Act

- (A) An employee is entitled to the provisions of the Federal Family and Medical Leave Act and the state law provisions of AS 39.20.500-550, as they may be amended from time to time, and the following paragraphs

shall apply unless in conflict with those provisions of law. In compliance with the state and Federal Family and Medical Leave acts (including any amendments) family leave (sick leave) may be utilized by eligible employees for a serious health condition of the employee, their child, spouse or parent.

- (B) Eligibility for FMLA leave will be determined based on a rolling 12-month period based on the first day of FMLA leave used by an employee.
- (C) All family/medical leave will first be charged to annual leave and then to leave without pay. Employees may choose to retain a balance of ten (10) days paid leave before switching to leave without pay.

Section 11.5 Donation of leave Any employee wishing to donate accrued leave hours may do so in the following manner:

- (1) Each employee wishing to donate leave will fill out, date and sign, a leave slip showing the amount of leave the employee wishes to donate, in increments of not less than four (4) hours and deliver said leave slip to their Supervisor.
- (2) Each slip will have written or typed along the bottom, "Leave donated to: (employee's name)."
- (3) The Employer will, for purposes of computation, apply the donated leave to the recipient's leave account for use as leave.
- (4) Employees may donate leave to another employee's leave account for use by the recipient employee.
- (5) In the event of leave donations as described in paragraph 4 above, such leave shall be donated at a non-compensatory rate, i.e., base wage not including pension and health and welfare.
- (6) Once leave is donated, it is irretrievable by the donor.
- (7) Leave shall be donated on a prorated basis from one employee to another employee based upon their base wage. (I.E., if a ten dollar an hour employee donates 4 hours to a \$20 dollar an hour employee the recipient will receive 2 hours of their applicable wage or vice versa.)

ARTICLE 12

Travel and Living Expenses for Training

Section 12.1

- (a) Board, lodging, and travel expenses shall be paid by the Employer when the employee is traveling for training. Meals and incidental expenses shall be paid at the rate of sixty-five (\$65.00) per day. All lodging and travel expenses shall be preapproved by the Employer. Employees will be guaranteed a minimum of forty (40) hours a week while in training.
- (b) Reimbursement for travel expenses shall be reimbursed by the Employer on the next regularly scheduled pay period after receiving the receipts from the employee.

ARTICLE 13

Benefits

Section 13.1 Health & Welfare

The Employer will provide access to the Employer sponsored Health & Welfare plans with no cost to the Employer.

Section 13.2 IBEW Local 1547 Dues

Employer will agree to collect and forward dues at no charge conditioned upon all other employees of employer being able to participate in the IBEW Health and Welfare Plan.

- (a) The IBEW Local 1547 shall assume all obligations and responsibilities for the collection of any IBEW Local 1547 dues, fees, or assessments, except as agreed by the Employer and set forth herein.
- (b) Check Off and Payroll Deductions. Employees who desire to have dues, fees, or assessments deducted from the pay to which they would otherwise be entitled and wish to have those funds paid directly to the IBEW Local 1547, shall authorize such payroll deductions by executing a dues check-off authorization form. Upon receiving such authorization, the Employer shall make the dues deductions so authorized by the employee and promptly forward these deductions to the IBEW Local 1547. The Employer shall remit the employee authorized dues deductions, no later than the 15th of the month following payroll dues deduction, to the authorized representative of the IBEW Local 1547, together with a list of the names of the employees from whose pay the deductions were made.

(c) The IBEW Local 1547 agrees to hold the Employer free from all liability in connection with the collection of dues or other fees, except that the Employer shall be held to the exercise of ordinary diligence and care in the transmittal of the monies to the IBEW Local 1547.

Section 13.3 Employer 401 (K)

Bargaining Unit Employees covered by this agreement are excluded from participation in the Employers 401k plan.

Section 13.4 Money Purchase Plan (MPP) The Employer and IBEW Local 1547 agree to allow the bargaining unit members to participate in the Money Purchase Plan (MPP). The Employer agrees to participate in, and contribute to, the AETF Money Purchase Pension Plan for the purpose of providing this benefit for each regular employee covered by this Agreement. The Employer will pay one dollar and twenty-five cents (\$1.25) per hour for each regular employee covered by this Agreement. The IBEW Local 1547 agrees to hold the Employer free from all liability in connection with the collection of employee's contributions and/or other fees, except that the Employer shall be held to the exercise of ordinary diligence and care in the transmittal of the monies to the IBEW Local 1547.

Section 13.5 IBEW Hardship and Benevolent Fund The Employer shall, effective one day after ratification, deduct five cents (\$.05) per compensable hour for each bargaining unit employee. The Employer will forward monies deducted under this section to the IBEW Local 1547 via the monthly report provided to the Alaska Electrical Trust Fund on or before the fifteenth day of the month following the month in which the deductions were made. The IBEW Local 1547 agrees to hold the Employer free from all liability in connection with the collection of the IHBF fund, except that the Employer shall be held to the exercise of ordinary diligence and care in the transmittal of the monies to the IBEW Local 1547.

ARTICLE 14

Working Conditions

Section 14.1 All working conditions written into this Agreement shall be followed and observed by the parties to this Agreement.

Section 14.2 The Employer shall be required to furnish all tools for all employees.

Section 14.3 The Employer shall provide a safe storage place or places for tools and shall assume responsibility for the tools while in storage. The employee shall be responsible for placing all tools in safe storage place.

Section 14.4 Where hip-boot type waders are required, they shall be furnished by the Employer.

Section 14.5 The Employer agrees to furnish Arc Rated Flame Resistive Clothing (FRC), free of cost to the employee, with the Company insignia, to all employees. The Employer will provide FRC and other work equipment as follows:

- i. In accordance with FNG's current FRC Policy Revision 1, 3/17/2014. (Any changes to this policy must be mutually agreed upon for IBEW 1547 bargaining unit employees).
- ii. Prescription Safety glasses reimbursement not to exceed \$150.00 annually.
- iii. a three hundred-dollar (\$300.00) boot reimbursement in accordance with FNG Employee Manual.
- iv. Proper work gloves as required by the Employer

Section 14.6 It shall not be a condition of employment for an Employee to use their personal cell phone. If the Employer deems it necessary, then the Employee shall have the option of a company provided smart phone or the employee may opt to be reimbursed monthly for the use of their personal cell phone at seventy-five dollars (\$75.00 per month).

Section 14.7 For business activities only, the Employer shall provide transportation during working hours to employees.

Section 14.8 All personal conveyances shall be left at the reporting place and not proceed beyond that point.

Section 14.9 Adequate shelter shall be provided for the employee by the Employer in which to dry their clothes and eat their lunches. A vehicle shall be considered adequate shelter.

Section 14.10 The Employer will continue to provide UNUM Group Insurance, (Policy Number: 641215 001) or a comparable plan for IBEW bargaining unit employees.

ARTICLE 15

Safety

Section 15.1 It is the desire of the parties' signatory to this Agreement to aid in the promotion of safety, to cut down on the number of accidents and thereby make for general increased efficiency.

Section 15.2 Failure of an employee to abide by all safety rules or to report all job-incurred accidents shall be considered sufficient cause for discipline including termination.

Section 15.3

- (a) The applicable safety code which has been adopted by the State of Alaska, PHMSA and any duly adopted amendments thereto or substitution therefore is hereby adopted by the parties of this Agreement as the minimum standards of safety to be met in the implementation of this Agreement and in the assignment and discharge of work by employees covered herein.
- (b) It shall be the duty of all employees to see to the safety of themselves, members in their crew and also the safety of the public.

Section 15.4 The company shall provide access to potable water at the start of each shift or bottled water if access to potable water is not provided.

Section 15.5 Employees will not ride in the bed of crew trucks.

Section 15.6 The Employer will keep and maintain, standard first aid kits for use by all employees.

Section 15.7 All ladders and other tools and equipment provided by the Employer must be kept in good repair, and employees are expected to timely report any worn or damaged equipment and remove from service such worn or damaged equipment until repaired or replaced.

Section 15.8

- (a) Safety education meetings shall be held at intervals deemed necessary by the employer, given the work activities, but not less than 1 per month.
- (b) First Aid/CPR training will be provided to bargaining unit employees.
- (c) Employer required certification and training will be paid for by the Employer. If the required training falls on an Employees day off, or travel is required to attend training, the Employee shall be compensated at the applicable straight time rate. Time spent travelling to and attending training will be paid at actual time for travel and attendance or 8 hours maximum in a 24-hour time period.

ARTICLE 16

Wages

Section 16.1 All classifications shall receive the wage rates set forth in Article 16 of this Agreement.

Section 16.2 Wages shall be paid every other Thursday. In the event payday falls on a holiday, payment will be made the previous day. If an employee is not paid on the established payday, they will receive fifty dollars (\$50.00) for every twenty-four (24) hours until they receive their pay, unless it is due to no-fault of the Employer. Any employee not receiving his check or direct deposit shall immediately notify his Supervisor.

Section 16.3 Employees, when terminated, or resigning, shall be paid their full wages, in accordance with Alaska Law. If an employee is not paid as stated above, they will receive fifty dollars (\$50.00) for every twenty-four (24) hours until they receive their pay, unless it is due to no-fault of the Employer.

Section 16.4 An employer may pay wages by direct deposit, so long as the employee has consented to the deposit and the wages are deposited into a financial institution of the employee's choosing (Alaska Stat. 23.10.043). Alaska employers cannot require an employee to receive payment of wages by direct deposit.

Section 16.5 Severance pay is provided to give the employee a reasonable opportunity to secure another position without interruption of income. If FAIRBANKS NATURAL GAS releases the employee for any reason other than a disciplinary action and, if the employee has been employed by FAIRBANKS NATURAL GAS for more than one continuous (1) year, the employee will receive severance pay in an amount equal to two (2) weeks of their regular wage, less any unemployment or Workers' Compensation benefits.

Section 16.6 Wage Table The minimum hourly wage rate for all employees covered by this Agreement as of the ratification date are as follows:

Grade	Upon Ratification
NGS Operator 3	\$39.07
NGS Operator 2	\$35.07
NGS Operator 1	\$32.07

*Where Employees are serving as a project lead or Supervisor for more than four (4) consecutive hours, they will be paid an additional ten percent (10%) above their base wage.

**The current two senior employees are designated as Operator 3's.

***It is acknowledged by the parties that additional base wages in the amount of \$6.07 per hour is included in lieu of an employer's contribution to the employees' Health & Welfare plan. The employee, however, is not obligated to use these sums to purchase health and welfare coverage.

Section 16.7 Future Increases

(a) For 2020, the wage rate will be adjusted on July 1, 2020 by 100% of the change in the Anchorage, Alaska, Consumer Price Index for all urban consumers between January 1, 2019 and December 31, 2019. There will be a minimum wage of one and one-half percent (1.5%) and a maximum wage increase of three and one-half percent (3.5%). The hourly wage rates for all grades covered by this Agreement shall then be adjusted.

(b) For 2021, the wage rate will be adjusted on July 1, 2021 by 100% of the change in the Anchorage, Alaska, Consumer Price Index for all urban consumers between January 1, 2020 and December 31, 2020. There will be a minimum wage increase of one and one-half percent (1.5%) and a maximum wage increase of three and one-half percent (3.5%). The hourly wage rates and pension contributions for all grades covered by this Agreement shall then be adjusted.

(c) For 2022, the wage rate will be adjusted on July 1, 2022 by 100% of the change in the Anchorage, Alaska, Consumer Price Index for all urban consumers between January 1, 2021 and December 31, 2021. There will be a minimum wage increase of one and one-half percent (1.5%) and a maximum wage increase of three and one-half percent (3.5%). The hourly wage rates and pension contributions for all grades covered by this Agreement shall then be adjusted.

Section 16.8 Operator Tiers

Natural Gas System Operator Structure

Job title	<i>Natural Gas System Operator I</i>
Reports to	<i>Operations Supervisor</i>

Job purpose

Assist in the operation and maintenance of natural gas storage and distribution activities. Under the supervision of operations supervisor perform the position duties and responsibilities below.

Duties and responsibilities

General

- Perform all work safely and in accordance with standard operating procedures
- Track material inventory, receive and ship supplies
- Maintain and repair tools, equipment and vehicles
- Calibrate gas monitoring equipment
- Complete general facilities maintenance and repair
- Plow snow, apply sanding, snow and ice removal
- Operate forklift, backhoe, loader, compactors, and other utility equipment in close proximity to underground natural gas and other underground utilities without damaging those facilities
- Execute traffic safety plans
- Become knowledgeable of natural gas characteristics
- Complete written reports of inspections and daily work
- Operate MS Office software proficiently
- Other duties as assigned

Gas Distribution Operations

- Collect monthly gas meter reads
- Perform gas line locates
- Perform service calls to customers
- Install gas service lines and distribution mains
- Respond to damage and gas leaks
- Conduct gas pipeline leakage and line patrols
- Conduct gas odorant surveys
- Test and purge gas lines
- Install service meters
- Inspect distribution valves

LNG Transfer and Storage Operations

- Inspect storage sites on daily, weekly, monthly, and annual cycles
- Transfer LNG from trailers into LNG storage tanks
- Monitor LNG impoundments and keep free of water
- Maintain grounds free of water, vegetation, and trash

Qualifications

- High school degree or equivalent
- Be at least 18 years of age
- Documentation verifying identity and eligibility to work in the United States
- Ability to speak, read, and write the English language
- Perform simple math and geometry calculations
- Read and follow standard operating procedures
- Capable to read and understand construction plans and specifications
- Obtain and maintain DOT&PF physical/health card
- Hold an Alaska driver's license and be insurable by the company insurance carrier
- Operate hand and power tools
- Certified traffic flagger
- Be physically capable to lift heavy objects up to 50 lbs.
- Complete all gas operator qualification training for this position

Physical requirements

This is a physically demanding job. The position requires standing/walking for extended periods, lifting heavy objects on a regular basis, as well as repetitive tasks.

Direct reports

This job does not supervise other positions.

Approved by:	
Date approved:	
Reviewed:	

Job title	<i>Natural Gas System Operator II</i>
Reports to	<i>Operations Supervisor</i>

Job purpose

This position is a skilled gas system operator who possesses the required regulatory knowledge, safety awareness training, equipment skills and materials experience to operate the gas distribution system and LNG storage facilities. This position works well with the public and other team members. Performs duties as directed by the operations supervisor with little or no supervision. Proficient at the installation of gas distribution piping and meter sets.

Duties and responsibilities

General

- Perform all work safely follow standard operating procedures
- Responsible for identifying safe work practices and procedures
- Demonstrate knowledge of PHMSA regulations related to duties and responsibilities
- Identify and assemble correct tools and materials to accomplish daily work
- Maintain and repair tools, equipment and vehicles
- Calibrate gas monitoring equipment
- Complete general facilities maintenance and repair
- Plow snow, apply sanding, snow and ice removal
- Operate forklift, backhoe, loader, compactors, and other utility equipment in close proximity to underground natural gas and other underground utilities without damaging those facilities
- Execute traffic safety plans
- Demonstrate advance knowledge of natural gas storage and distribution facilities
- Complete written reports of inspections and daily work
- Operate MS Office software proficiently
- Determine appropriate schedules and estimates to complete work
- Respond to system emergencies such as fire, uncontrolled release of gas, and system overpressure.
- Other duties as assigned

Gas Distribution Operations

- Collect monthly gas meter reads
- Perform gas line locates
- Perform service calls to customers
- Install gas service lines and distribution mains
- Respond to customer service calls, damage and gas leaks
- Test and purge gas lines
- Conduct gas odorant surveys
- Select and install appropriately sized meters and regulators
- Install and inspect distribution piping valves

- Complete gas main taps and hot taps in the field
- Perform pipe fusion in the field unsupervised

LNG Transfer and Storage Operations

- Inspect storage sites on daily, weekly, monthly, and annual cycles
- Transfer LNG from trailers into LNG storage tanks
- Monitor LNG impoundments and keep free of water/snow
- Maintain grounds free of water, vegetation, and trash
- Trouble shoot system control problems
- Respond appropriately abnormal conditions and system malfunctions
- Shut down and startup LNG storage sites
- Read and interpret process and instrument diagrams
- Understand electrical one-line diagrams

Qualifications

- High school degree or equivalent
- Be at least 18 years of age
- Documentation verifying identity and eligibility to work in the United States
- Ability to speak, read, and write the English language
- Perform simple math and geometry calculations
- Read, understand, and follow company standard operating procedures
- Capable to read and understand construction plans and specifications
- Obtain and maintain DOT&PF physical/health card
- Hold an Alaska commercial driver's license and be insurable
- Operate hand and power tools
- Be physically capable of lifting heavy objects up to 50 lbs.
- Complete all gas operator qualification training for this position
- Experience equivalent to two years as a Natural Gas System Operator I

Physical requirements

This is a physically demanding job. The position requires standing/walking for extended periods, lifting heavy objects on a regular basis, as well as repetitive tasks.

Direct reports

This job does not have direct reports but may occasionally serve as a project lead and supervise other operators in completing specific projects or tasks.

Approved by:	
Date approved:	
Reviewed:	

Job title	<i>Natural Gas System Operator III</i>
Reports to	<i>Operations Supervisor</i>

Job purpose

This position is an experienced skilled gas system operator who possesses advanced regulatory knowledge, safety awareness training, equipment skills and materials experience to construct, maintain and operate the gas distribution system and LNG storage facilities. This position works well with the public and other team members. Performs duties as directed by the operations supervisor with no supervision and is also capable of overseeing work by 3rd party contractors and consultants. Proficient at the installation, maintenance and operations of gas distribution piping and meter sets. This position can identify system needs and potential deficiencies and identify remedies to resolve them.

Duties and responsibilities

General

- Perform all work safely and follow standard operating procedures
- Responsible for identifying safe work practices and procedures
- Demonstrate knowledge of PHMSA regulations related to duties and responsibilities
- Identify and assemble the correct tools and materials to accomplish daily work
- Maintain and repair tools, equipment and vehicles
- Calibrate gas monitoring equipment
- Complete general facilities maintenance and repair
- Plow snow, apply sanding, snow and ice removal
- Operate forklift, backhoe, loader, compactors, and other utility equipment in close proximity to underground natural gas and other underground utilities without damaging those facilities
- Execute traffic safety plans
- Demonstrate advance knowledge of natural gas storage and distribution facilities
- Complete written reports of inspections and daily work
- Develop accurate schedules and cost estimates to complete work

- Respond to emergencies such as fire, uncontrolled release of gas, and system overpressure.
- Able to analyze complex problems and formulate solutions
- Operate MS Office software proficiently
- Responsible to collect and record GIS data during field work
- Ensure up to date P&ID drawing sets are maintained at all times.
- Follow management of change policy
- Provide leadership to execute company programs and initiatives
- Other duties as assigned

Gas Distribution Operations

- Collect monthly gas meter reads
- Perform gas line locates
- Perform service calls to customers
- Install gas service lines and distribution mains
- Respond to customer service calls, damage, and gas leaks and complete repairs safely and efficiently in accordance with standard operating procedures
- Evaluate and pinpoint underground and above ground leaks in a safe and efficient manner
- Test and purge gas lines
- Conduct gas odorant surveys
- Select and install appropriately sized meters and regulators
- Install and inspect distribution piping valves
- Complete gas main taps and hot taps in the field
- Perform pipe fusion in the field unsupervised

LNG Transfer and Storage Operations

- Inspect storage sites on daily, weekly, monthly, and annual cycles
- Transfer LNG from trailers into LNG storage tanks
- Monitor LNG impoundments and keep free of water/snow
- Maintain grounds free of water, vegetation, and trash
- Identify and trouble shoot system control problems
- Respond appropriately for system malfunctions.
- Shut down and startup LNG storage sites safely and efficiently
- Read and interpret process and instrument diagrams
- Access and understand electrical one-line diagrams, including corrective actions during emergencies

Qualifications

- High school degree or equivalent
- Be at least 18 years of age

- Documentation verifying identity and eligibility to work in the United States
- Ability to speak, read, and write the English language
- Obtain and maintain DOT&PF physical/health card
- Perform simple math and geometry calculations
- Read and follow company standard operating procedures
- Capable to read and understand construction plans and specifications
- Hold an Alaska commercial driver's license and be insurable
- Operate hand and power tools
- Be physically capable to lift heavy objects up to 50 lbs.
- Complete all gas operator qualification training for this position
- Experience equivalent to two years as a Natural Gas System Operator II

Physical requirements

This is a physically demanding job. The position requires standing/walking for extended periods, lifting heavy objects on a regular basis, as well as repetitive tasks.

Direct reports

This job does not have direct reports but may occasionally serve as a project lead and supervise other operators in completing specific projects or tasks.

Approved by:	
Date approved:	
Reviewed:	

Section 16.9 Job Vacancies

Any regular position covered by this Agreement which has been vacated or any position that has been created, shall be posted so that bargaining unit members have first opportunity to bid on any vacancy or newly created position. At the time of posting, a copy shall be provided to the Shop Steward, or, in the absence of the Steward, the IBEW Business Representative. The job posting shall state details and qualifications pursuant to the agreed upon job descriptions.

In the event vacancies or newly created positions are not filled internally within ten (10) working days Section 4.1 Governing External Recruitment shall apply.

IN WITNESS WHEREOF, the parties hereto, by signature hereon of their duly authorized representative, do soon the ____ day of _____, 201____, execute and put in full force and effect the foregoing Agreement, to be unconditionally bound by the terms set forth herein.

**Interior Gas Utility/
Fairbanks Natural Gas.
Fairbanks, Alaska**

**INTERNATIONAL BROTHERHOOD.
ELECTRICAL WORKERS, LOCAL
1547, AFL-CIO
Anchorage, Alaska**

By:_____
Dan Britton
General Manager

By:_____
Dave Reaves
Business Manager

By:_____
Rene Broker
IGU Legal Counsel

By:_____
Knute Anderson
President

By:_____
xxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxx

By:_____
Robert J. Clay
Business Representative

By:_____
xxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxx

By:_____
Joel Woody
Bargaining Team Member

Dated:_____

Dated:_____

COMMUNICATIONS

Letter from Mayor Welch



CITY OF NORTH POLE

"Where the Spirit of Christmas Lives Year Round"

125 Snowman Lane • North Pole, Alaska 99705-7708
E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

August 5, 2019

Mr. Dan Britton

General Manager, Interior Gas Utility

3408 International Street, Fairbanks, Alaska 99701

Subject: North Pole City Council Ratification of the Appointment of Mr. Mike Miller to the IGU Board.

Greetings Mr. Britton:

As the Mayor of North Pole, I did in fact appoint Mr. Mike Miller as the North Pole Representative to the Interior Gas Utility. He began in that capacity on May 21, 2019. Unfortunately, due to an unannounced change of leadership with Pam Throop stepping down as the IGU Chair, I did not find out until *after July 15, when the City Council last met*, that Mr. Miller is to fill out the remainder of Mr. Bill Butler's term, which expires December 31, 2019.

The North Pole City Council concurs with the appointment by resolution dated August 5, 2019. Please afford Mr. Miller all his voting rights as a fully appointed IGU board member until that term expires. Should you have any questions or concerns about this appointment, do not hesitate to contact me immediately. Thank you for your genuine concern and assistance in this matter.

Best Wishes,

Michael W. Welch

Mayor, City of North Pole, Alaska