



June 12, 2018

Louis Genest  
County of Vermilion River  
Box 55  
Kitscoty, AB T0B 2P0

Dear Louis,

**Re: 2018 O&M Audit – County of Vermilion**

On May 14, 2018, I completed an Operations and Maintenance evaluation of the County of Vermilion. The office evaluation was completed with the assistance of Ashley Ouelette, Shop Foreman. The shop evaluation was completed with the assistance of Ashley. The field evaluation was completed with assistance of Tim Deroo and Louis Genest.

I would like to commend Louis and his staff at the County of Vermilion for their assistance, hospitality and co-operation during the evaluation. The staff at the County of Vermilion are doing a great job of ensuring the safety of your members and the public.

Based on my evaluation, the County of Vermilion is being run very effectively by Louis and his staff. They are working hard at operating and maintaining a safe Utility. They should be commended for their diligence in striving to achieve excellence in their business. Their documentation was found to be acceptable and in excellent order. I found that their employees are trained or registered in training courses.

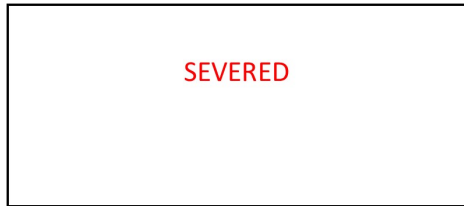
The various operating components of the gas distribution system that were inspected were found to be in good operating condition. However, a few minor deficiencies were found that should be addressed. The deficiencies that were found in the field should not only be addressed at the visited site but throughout your entire system. The deficiencies are listed in the attached Deficiency Summary and the O&M Audit Form (Attachment A).

Please review your deficiencies. Within 90 days of this letter, please provide me with pictures, work orders, invoices, or a letter acknowledging that these concerns have been corrected. Once I receive this information, I will review the information and determine if an on-site Follow Up visit is required.

Thank you for your co-operation during the Audit, for your preparedness, having the documentation readily available, and with keeping your scheduled Audit date.

If you have any questions, please feel free to contact me.

Sincerely,



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cc: Dale Swyripa, Reeve  
Bruce Viney, Rural Utilities

# County of Vermilion

## Deficiency Summary

**Metering:** Meters Re-Verification is up to date

**Action Required:** Continue working on changing out the expired meters.

**Reference:** O&M Manual – Metering - 7.0 Meter Change-out and Re-Verification

### **7.1 Policy**

Correct sizing of gas meters is essential to achieve both accuracy and serviceability of the meter during its service life. Selection of appropriate meters is based on capacity, operating pressure and load requirements. The meter change-out and re-verification process shall also confirm measurement accuracy as required by legislation (Electricity and Gas Inspection Act (Canada) Section 9.1).

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**Block Valve Location Visited:** Signage &

**Reg/Intermediate Station Location Visited:** R0020-001 - Signs and Markers

**Reg/Intermediate Station Location Visited:** R0020-046 - Signs and Markers

**Action Required:** Update signage to meet Z662 Standards

**Reference:** O&M Manual – Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations and System Operations - 9.0 Signs and Markers and Station Inspections and Maintenance - 3.0 Operation Procedures

**Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations**

### **5.3 Procedures**

#### **Sign Maintenance**

No smoking signs in hazardous areas, warning signs and markers shall be maintained to ensure legibility and visibility as part of normal utility surveys, inspections and practices. (CSA Z662-15 Clause 10.5.3 & 10.5.4; Pipeline Rules, Part 4, Section 71(1))

**System Operations - 9.0 Signs and Markers**

### **9.0 Signs and Markers**

#### **9.1 Scope**

This section deals with policy, and/or procedures and standards related to signs and markers.

#### **9.2 Policy**

Signs and markers must be installed to identify the presence of pipelines and other facilities and must comply with applicable standards. (CSA Z662-15 Clause 10.5.3, Pipeline Rules, Part 6, Section 68(1) & Technical Standards Manual Section 5.9)

#### **9.3 Procedures**

- Each Distributor must install signs or markers where necessary to identify the presence of pipelines.
- Pipeline warning signs must be replaced whenever they are removed, destroyed, defaced, worn out or become illegible.
- Warning signs must show correct reference telephone numbers for the system owner or responsible party.

- Signs and markings shall be inspected as part of normal operating procedures, with appropriate follow-up measures being completed after such review.
- All abandoned pipelines must have their signs and markers maintained.

## **Station Inspections and Maintenance - 3.0 Operation Procedures**

### **3.2.3 Annually**

Verify facility identification sign information (utility name, facility name, legal land description and emergency contact numbers) is accurate and clearly visible. (Pipeline Rules, Section 71(1), Schedule 2)

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**Reg/Intermediate Station Location Visited:** R0020-001 - Station Protection (Fence)

**Action Required:** Fencing should be considered to protect your facility.

**Reference: Integrity Management Program (IMP) and Technical Standards and Specification Manual for Gas Distribution Systems - 6.0 Regulator Stations and Isolation Valve Assemblies**

### **IMP**

The Distributor is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: (N.10.2)

- As a member of Alberta One-Call Corporation
- Maintains all above ground facilities for vegetation control on a semi-annual basis
- Performing right-of-way patrols on an annual basis
- Use only qualified pipeline locators
- Erect fences and structures to protect its facilities

## **Technical Standards and Specification Manual for Gas Distribution Systems - 6.0 Regulator Stations and Isolation Valve Assemblies**

### **6.1 General**

The number, type and location of regulator stations and isolation valve assemblies in a distribution system should be subject to very careful design considerations since these facilities are critical to the successful operation of the system. The location of these facilities is of principal concern since regulator stations and isolation valve assemblies should be adjacent to suitable access for year-round maintenance and operation, and should be on a high point of the pipeline and the terrain through which the pipeline is to be installed.

Each facility should be provided with:

- (a) Adequate structural support to prevent excessive stress on station and inlet/outlet piping.
  - (b) Where applicable, a protective railing or fence to prevent damage from farm or other machinery.
  - (c) Security measures to prevent unauthorized operation of valves and other equipment.
  - (d) Where appropriate, a suitable protective housing to prevent malfunction of control devices due to inclement weather conditions and to prevent accelerated corrosion of such devices.
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**RMO - Walk In Location Visited:** Signage &

**Action Required:** Update signage to meet Z662 Standards

**Reference:** O&M Manual – Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations

### **5.3 Procedures**

#### **Sign Maintenance**

No smoking signs in hazardous areas, warning signs and markers shall be maintained to ensure legibility and visibility as part of normal utility surveys, inspections and practices. (CSA Z662-15 Clause 10.5.3 & 10.5.4; Pipeline Rules, Part 4, Section 71(1))

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#### **Additional Comments**

- Recommend checking your entire system to ensure that the deficiencies found during the field visits of your Evaluation are addressed and updated.
- Continue with painting on all piping.
- Should confirm with your safety person if plastic red shells on Reg Stations are enclosed or not. If classified as enclosed, then venting of regulators and reliefs will be required, and station entry must be followed.
- Some plastic red shell Reg Stations were mentioned as needing repairs.