



Minnesota Municipal Utilities Association

# 2017 Meter School and Basic Metering Pre-Conference

**February 14-17**  
**MMUA Training Center, Marshall**



## About the Instructors

*Larry Chapman & Staff  
from Chapman Metering*

Larry Chapman has worked in the metering business his entire career, and is highly respected. Larry has been an instructor at the Meter School for more than 10 years.



Scott Murfield will also be on hand to partner with the instruction. Scott spent 30 years in the electric utility industry. Most recently, he was Regional Safety Coordinator for MMUA until his retirement, and is a certified Journeyman Lineman, Journeyman Electrician and Loss Control Professional. Additional instructors TBA.

Meter School is an annual educational opportunity for those who work with or on meters.

*We present this School with our partners—  
The Minnesota Rural Electric Association and  
the American Public Power Association.*

With the variety of metering equipment in the field—and to ensure an optimal educational experience for participants—we offer the choice of a Basic/Intermediate or Advanced class.

In addition, we offer a Pre-Conference, which is an ideal introductory or refresher course.

For maximum benefit, consider registering for both the Pre-Conference and one of the Meter School classes.

## About the Pre-Conference

The Basic Metering Pre-Conference will use a combination of interactive classroom and hands-on training to present and reinforce the educational experience.

Pre-Conference will cover such topics as:

- Blondel's Theorem
- Definitions of common abbreviations
- Common metering formulas
- Self contained metering and trouble shooting

The Pre-Conference will provide a good foundation for those interested in continuing on with the Basic/Intermediate Class.

## About Meter School - Basic/Intermediate Class

The Basic/Intermediate Class is aimed at electric personnel with little experience with electric meters. Training will build on the Pre-Conference session, and will include more hands-on training.

This course will cover topics including:

- Why do we have electric meters?
- Single Phase Meters
- Single Phase Meter Forms
- Current Transformers & Voltage Transformers
- PPE for Electric Meter Safety
- Electric Meter Safety
- Tools Needed for Working with Electric Meters
- Mounting Electric Meter Sockets
- Single Phase Socket Wiring
- Trouble Shooting Electric Installations
- Theft of Electric Power

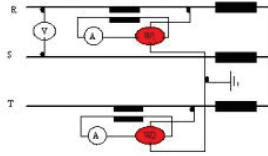
## About Meter School - Advanced Class

The Advanced Class will use a combination of methods and tools, including: self-corrected meter exams, interactive classroom and hands-on training, to present and reinforce the instruction.

This session will cover such topics as:

- Meter Exam—self-correct the exam to help focus your training needs.
- Hands-on training—more than 15 different stations available to work through.
- Trouble Shooting—instructors will create problems or recreate problem scenarios encountered by the utility.
- Q & A all week long!

The flexibility of this class allows participants to progress at a pace that fits their motivation and abilities.



## Pre-Conference Schedule

*Tuesday, February 14*

12:00 pm-1:00 pm Registration  
1:00 pm-4:00 pm Classroom

*Wednesday, February 15*

8:30 am-12:00 pm Hands-On  
12:00 pm-1:00 pm Lunch (if also registered for Meter School)

## Meter School Schedule—Basic/Intermediate & Advanced Class

(concurrent classes—participants must register for either Basic/Intermediate or Advanced)

*Wednesday, February 15*

12:00 pm-1:00 pm Registration  
1:00 pm-4:00 pm Classroom  
5:00 pm-7:00 pm Product Show (at Ramada)

*Thursday, February 16*

8:30 am-12:00 pm Classroom/Hands-On  
12:00 pm-1:00 pm Lunch  
1:00 pm-4:00 pm Classroom/Hands-On

*Friday, February 17*

8:30 am-12:00 pm Classroom/Hands-On/Q&A

## Plan to attend the Meter School Product Show & Reception

Wednesday evening we'll host a reception and product show.

This is an opportunity to learn more about metering products while enjoying complimentary hors d'oeuvres and an evening with other participants. This event is held at the Ramada Marshall.

## What to Bring:

- Arc Flash Shield (*MMUA has a few shields that can be shared. DO NOT jeopardize employee safety by bringing your utility's only arc flash shield.*)
- Safety Glasses
- Hard Hat
- Rubber Gloves with Leather Protectors
- Voltage Meter
- Calculator
- FR Clothing
- Hand Tools for Meter Installation/Wiring



## Earn apprenticeship hours

Individuals registered in an apprenticeship program may be able to use the hours from this school toward a portion of the apprenticeship program completion!

# Meter School - Registration and Hotel Information

## Registration Information

### Registration Fees (if registered on/by January 29, 2017)

#### Pre-Conference on Basic Metering

Members - \$115 per person

Non-member - \$265 per person

#### Meter School - Basic/Intermediate or Advanced Class

Member - \$440 per person

Non-member - \$690 per person

Note: Registration fee increases \$50 on January 30, 2017

Registration fee includes tuition, materials, Thursday lunch, refreshment breaks, and a certificate of attendance. Note: Wednesday lunch provided if registered for both the Pre-Conference and Meter School.

### Cancellations/Refunds

MMUA will issue a refund (less \$25 processing fee per person) provided MMUA is notified of the cancellation by 4:30 p.m. on January 29, 2017.

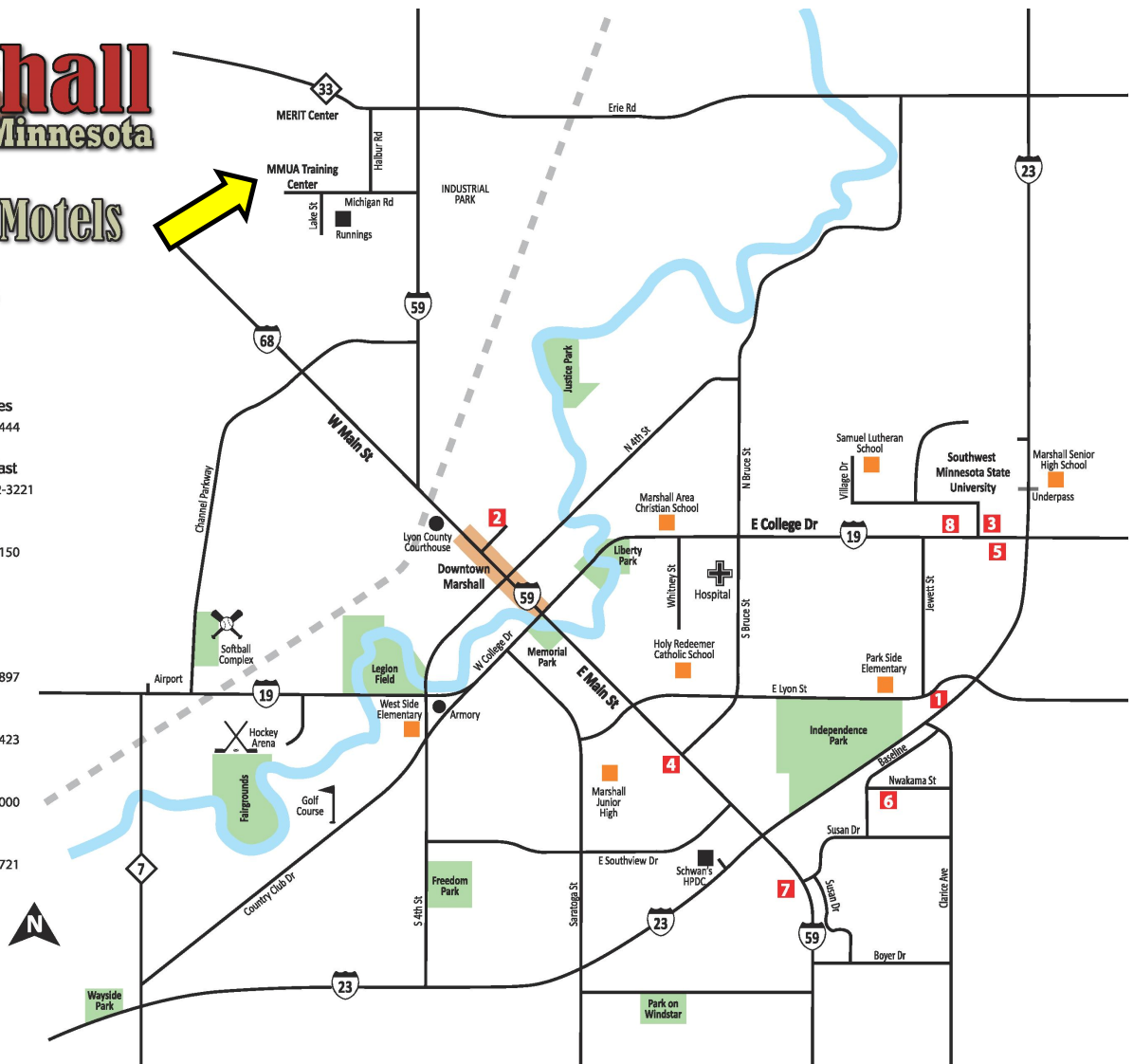
## Hotel / Motel Information - Marshall, MN

AmericInn and Ramada offer special pricing for participants. Just ask for MMUA's reduced rate when making your reservation. (Note: Yellow arrow indicates location of MMUA Training Center.)



### Hotels

1. AmericInn Motel & Suites  
507-537-9424 or 800-634-3444
2. Arbor Inn Bed & Breakfast  
1500 E. College Dr., 507-532-3221
3. Comfort Inn  
507-532-3070 or 800-228-5150
4. Delux Motel  
507-532-4441
5. Ramada Marshall  
507-532-3221 or 800-422-0897
6. Sleep Inn  
507-337-0103 or 877-424-6423
7. Super 8 Motel  
507-537-1461 or 800-800-8000
8. Traveler's Lodge  
507-532-5721 or 800-532-5721





# 2017 Meter School & Pre-Conference Registration Form

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## Pre-Conference — February 14-15 Meter School — February 15-17

**Location:** MMUA Training Center, 1004 Michigan Road, Marshall, MN 56258

**Note:** This form may be used to register more than one person, provided all are attending the same class(es).

### Attendee Information

1. Name: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Class Selection (select one)

\_\_\_ Basic Metering Pre-Conference only

\_\_\_ Meter School only

\_\_\_ BOTH Pre-Conference and Meter School

**INDICATE Meter School COURSE :** \_\_\_ Basic/Intermediate \_\_\_ Advanced

**Utility/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**PHOTOGRAPHS:** By registering for this conference, I, the attendee(s) named above, authorize Minnesota Municipal Utilities Association (MMUA) to photograph me at this event and use such photographs in MMUA marketing materials (both electronic and print). I understand that I will not be paid for giving this consent.

### Calculate Total Due

Registration Fees (by Jan. 29 deadline)

#### Members:

Pre-Conference - \$115 Qty. \_\_\_\_\_

Meter School - \$440 Qty. \_\_\_\_\_

#### Non-Members:

Pre-Conference - \$265 Qty. \_\_\_\_\_

Meter School - \$690 Qty. \_\_\_\_\_

*Note: On January 30, all registration fees increase \$50.*

**Total Due \$** \_\_\_\_\_

### Payment Options

☐ Check Payable to MMUA

☐ Bill Utility/Company

☐ Purchase order \_\_\_\_\_

☐ Credit Card

☐ Visa ☐ MasterCard ☐ Discover

\_\_\_\_\_  
Name as it Appears on Card

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Card Code on Back



Minnesota Municipal Utilities Association  
3025 Harbor Lane North, Suite 400  
Plymouth, MN 55447  
Phone: 763-551-1230  
Fax: 763-551-0459

Registering  
is Easy!

Online: [www.mmua.org/event/meter-pre-conf-2017](http://www.mmua.org/event/meter-pre-conf-2017)  
[www.mmua.org/event/meter-2017](http://www.mmua.org/event/meter-2017)

Mail: MMUA  
3025 Harbor Lane North, Suite 400  
Plymouth, MN 55447-5142

Email: [tneddermeyer@mmua.org](mailto:tneddermeyer@mmua.org)  
Fax: 763-551-0459

QUESTIONS: Please contact Theresa Neddermeyer at 763-551-1230 or email [tneddermeyer@mmua.org](mailto:tneddermeyer@mmua.org)

**Fees  
increase  
\$50 on  
January 30**