



Minnesota Municipal Utilities Association



Substation School

March 24-26, 2020

**Location: Anoka Public Safety Building
275 Harrison Street, Anoka, MN 55303**

MMUA is pleased to partner with Minnesota Rural Electric Association (MREA) on the 2020 Substation School. The annual educational program is held at venues around Minnesota. This year's School will be held in Anoka.

In addition to classroom instruction on a variety of substation-related topics, participants will also go behind the scenes to tour two of Anoka Municipal Utilities' substations, and we will tour Federal Cartridge.

Who should attend?

This School can benefit anyone who works in a substation environment or those interested in learning more.



2020 Substation School Schedule

March 24 - Tuesday

Substation Maintenance and Inspections

Paul Schlies, Energis High Voltage Resources

Proper operation and maintenance of your substation is key to sustaining the heartbeat of your power distribution system and ensuring reliability to your customer base. Paul will cover the industry's best practices on a variety of operational concepts and maintenance issues.

March 25 - Wednesday

Proper Switching Techniques

Jamie Sieren, Power System Engineering

When writing and performing switching orders, either with transmission or distribution, it is critical you know what you're dealing with in all aspects; especially if it involves your substations. Participants will gain a better understanding of the steps that need to be taken, within your substation, when dealing with switching procedures.

Your Substation: Knowing What You Have

Dave Krause, Krause Power Engineering, LLC

There are many different components and systems integral to the workings of a substation. Knowing what they are and what they do is vitally important as it relates to safely operating substations. Increase your understanding of the major systems and their associated components typically found in your substations.

Tours

Following a safety briefing, we'll travel to two of Anoka Municipal Utilities' substations to learn about some recently completed updates. Then we'll head to Federal[®] Cartridge for a behind-the-scenes look at this premium ammunition manufacturing plant. Must be registered for the Substation School to attend the tours.

NOTE: High-visibility clothing, hard hat, safety glasses and safety toe shoes required for substation tours.

March 26 - Thursday

The *Ins and Outs* of a Substation

Nick Koslowski, East Central Energy

We are pleased that Nick is returning with his demonstration trailer stocked with various tools and equipment. Presented from a lineman's perspective, participants fully engage during this hands-on demonstration of tools, hardware and SCADA systems.

2020 Schedule

Tuesday, March 24

- 12:00 - 1:00 Registration
- 1:00-4:00 Substation Maintenance & Inspections

Wednesday, March 25

- 8:30-10:00 Proper Switching Techniques
- 10:15-11:45 Your Substation: Knowing What You Have
- 11:45-12:00 Safety Briefing for Tours
- 12:00-1:00 Lunch
- 1:00-4:00 Substation Tours and Tour Federal[®] Cartridge (busing provided)

Thursday, March 26

- 8:30-12:00 The "*Ins and Outs*" of a Substation

NOTE: Participants can tour the fire station housed within the Public Safety Building during breaks/lunch.

Schedule subject to change.



What to Bring

Because some of the training will take place outside of the classroom, participants must have the proper PPE for substation tours, including:

- High-visibility Clothing
- Hard Hat
- Safety Glasses
- Safety Toe Shoes



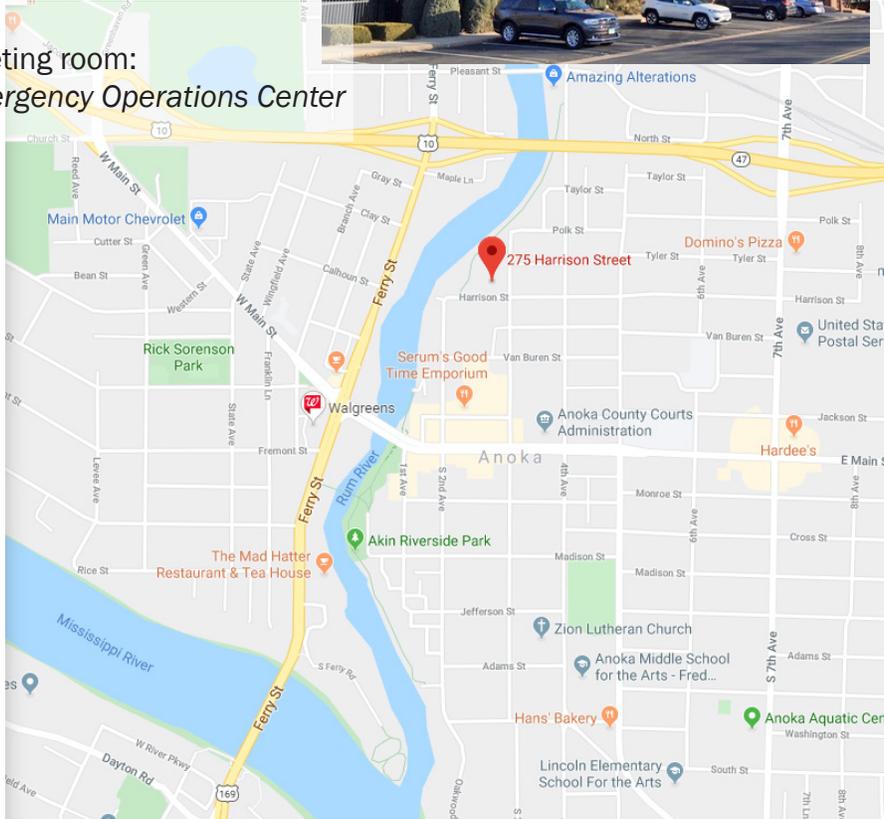
2020 Substation School Location, Registration & Hotel Information

Location Details

Anoka Public Safety Building/Fire Station 1
275 Harrison Street
Anoka, MN 55303



Meeting room:
Emergency Operations Center



Hotel Information

Attendees are responsible for their own lodging. MMUA has negotiated a reduced rate at the nearby AmericInn by Wyndham (located in Coon Rapids).

For best rate and availability we suggest you make your hotel reservation as early as possible.

AmericInn by Wyndham
3430 Northdale Boulevard
Coon Rapids, MN 55448
763-323-0010

MMUA has negotiated a reduced rate of \$89.99/night, not including taxes. To obtain this rate please call the hotel at 763-323-0010 and ask for our reduced rate when making your reservation.

Regency Inn & Suites
1129 US Hwy 10 West
Anoka, MN 55303
763-422-8000

This hotel offers smoking and non-smoking rooms. Rates start at \$69/night, not including taxes. Please call the hotel directly at 763-422-8000 to make a reservation or visit their website:

http://www.regencyinnmn.com/anoka_mn_hotels/anoka_minnesota_hotels.html

Comfort Suites
6440 US Hwy 10 West
Ramsey, MN 55303
763-323-4800

To make a reservation please call their reservation department at 763-323-4800 or visit their website <https://www.choicehotels.com/minnesota/ramsey/comfort-suites-hotels/mn054?source=gxxt>

Note: Rates and availability cannot be guaranteed.

Registration Information

Registration Fees (before February 18)

Members - \$465 per person
Non-Members - \$690 per person

NOTE: Registration fees increase \$50/person on February 18, 2020. Deadline to register February 28, 2020.

Registration fee includes: Tuition, materials and supplies, lunch on Wednesday and bus transportation for tours, refreshment breaks and certificate of attendance. Participants are responsible for their own PPE and lodging.

Cancellation Policy

MMUA will issue a refund (less \$30 per person) for cancellation of an advance registration, provided MMUA is notified by 4:30 p.m. on February 28. Sorry, no refunds issued for cancellations after February 28, 2020.

See next page for Registration form.

Date: March 24-26, 2020

Location: Anoka Public Safety Building/Fire Station 1
275 Harrison Street
Anoka, MN 55303
Meeting room: *Emergency Operations Center*

Attendee Information

Name: _____

Email: _____

(2) Name: _____

Email: _____

(3) Name: _____

Email: _____

(4) Name: _____

Email: _____

Utility/Co. _____

Address: _____

Primary Contact: _____

Email: _____

Phone: _____

REFUND: MMUA will issue a refund (less \$30 processing fee per person) provided MMUA is notified of the cancellation by 4:30 p.m. on February 28. *Sorry, no refunds after Feb. 28, 2020.*

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.

QUESTIONS? Contact Theresa Neddermeyer by email at tneddermeyer@mmua.org or call 763-551-1230.

Registration Fees (by Feb. 18)

- Member - \$465 per person
- Non-Member - \$690 per person

NOTE: Registration fees increase \$50 per person on February 18.

Deadline to register: February 28.

Registration Fee: \$ _____

x Number of Attendees: _____

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

CVV (Code on Back)

Registering
is Easy!

Online: www.mmua.org/event/substation-2020

Email: tneddermeyer@mmua.org

Fax: 763-551-0459

**Reg. fee
increases
\$50
on Feb. 18**