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244 Washington Street, SW
Atlanta, GA 30334-5701

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psc.ga.gov

DOCKET# 37071
DOCUMENT# 227400

Docket No. 37071

City of Monticello Gas Department
P. O. Box 269
Monticello, GA 31064

REF: Operator Qualification Inspection # JS25-008

☐ Certified Mail ☐ Regular Mail ☒ Email

Attention: Ms. LaThaydra Sands

On March 17, 2025, a representative of the Georgia Public Service Commission Pipeline/Facilities Safety Office conducted an inspection of your gas system. The enclosed inspection report numbered JS25-008 is provided for your information and file.

In conjunction with this inspection report, Staff has recommended the following enforcement(s):

Enforcement Action:

- ☐ Notice of Probable Violation
- ☐ Notice of Probable Violation with Proposed Civil Penalty
- ☐ Notice of Amendment

Enforcement Letter:

- ☐ Warning Letter
- ☐ Letter of Concern

Enforcement Notification:

- ☐ Observed Issue
- ☒ No Violation

Please review and respond to this report in accordance with the attached Instructions for Responding to Enforcement Actions, Enforcement Letters, and Notifications Issued by the Georgia Public Service Commission. Please refer to Docket No. 37071 in your response.

Please let me know if there are any questions concerning this report at (404) 985-4271 or mthebert@psc.ga.gov. Thank you for your continuing contribution toward increased pipeline safety.

Sincerely,

Michelle Thebert

Michelle L. Thebert
Director, Office of Pipeline Safety/Facilities Protection

COMMISSIONERS

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REPORT OF NATURAL GAS SAFETY

INSPECTION NO: JS25-008

OPERATOR: City of Monticello Gas Department

INVESTIGATOR: Jason Smith

INSPECTION DATE: March 17, 2025 REPORT MAILED DATE: July 29, 2026

Any questions concerning this report may be directed to the above address or by telephoning (404) 463-6526.

1. PURPOSE OF INSPECTION

To conduct an inspection of the Operator's operator qualification (OQ) program for compliance with the minimum federal standards in 49CFR §192, SubPart N.

2. CONTINUING VIOLATIONS

3. CLEARED VIOLATIONS

4. NEW VIOLATIONS

Violation	Description	Inspection#	Date
192.807	Recordkeeping.	JS25-008	3/17/2025

5. OTHER RECOMMENDATIONS/COMMENTS

SEE ATTACHED INSPECTION REPORT

CITY OF MONTICELLO GAS DEPARTMENT / OPERATOR QUALIFICATION INSPECTION
INSPECTION NUMBER JS25-008 / DOCKET NUMBER 37071

On March 17, 2025, Pipeline Safety Staff began reviewing Monticello Gas Department's written Operator Qualification plan utilizing the PHMSA OQ Plan Review Inspection form.

On April 15, 2025, Staff reported to the City of Monticello to perform an inspection of the gas department's Operator Qualification program.

During this inspection the Operator was represented by:
Kyelah Stewart - Compliance Officer
Robbie Colvin - Gas Superintendent
Wade Sharpe - MGAG/SRCS (consultant)

Commission Staff was represented by:
Jason Smith - Lead Inspector
Glen Murphy - Pipeline Safety Inspector

At the time of this inspection, the City of Monticello Gas Department had no previously existing probable violations.

NOTICE OF PROBABLE VIOLATION

As a result of this inspection Staff found that the City of Monticello Gas Department was in probable violation of the minimum federal safety standards; specifically:

49CFR §192.807 - Recordkeeping.
Each operator shall maintain records that demonstrate compliance with this subpart.
(a) Qualification records shall include:
    (1) Identification of qualified individual(s);
    (2) Identification of the covered tasks the individual is qualified to perform;
    (3) Date(s) of current qualification; and
    (4) Qualification method(s).
(b) Records supporting an individual's current qualification shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.

STAFFS COMMENTS: PHMSA OQ Plan Review Inspection form; Question #11. Qualification Records for Personnel Performing Covered Tasks - states: Do records document the evaluation and qualifications of individuals performing covered tasks, and can the qualification of individuals performing covered tasks be verified?

While reviewing 'Covered Task Written Test' records for Robbie Colvin the Gas Superintendent, from June 27 & 28, 2023, Staff found Donnie McCullin was named as the evaluator. Staff found more than twelve 'Covered Task Written Test' where Donnie McCullin failed to sign off as the evaluator on these written examinations. The evaluator's signature was required on the first page, and on the last page to show the post test review was completed by the evaluator. The signature was missing from both pages.

Some of those 'Covered Task Written Test' records include written examinations for:

- Task #0321 (Valve Corrective Maintenance) done on June 27, 2023
- Task #0391 (Pilot-Operated Pressure Regulating Device - Inspection, Testing, Prevention and Corrective Maintenance) done on 6/28/2023

- Task #0411 (Spring-Loaded Pressure Limited and Relief Device - Inspection, Testing, Prevention and Corrective Maintenance) done on 6/28/2023
- Task #0421 (Pilot Operated Pressure Limiting and Relief Device - Inspection, Testing, Prevention and Corrective Maintenance) done on 6/28/2023
- Task #0691 (Joining of Pipe - Non-Bottom Out Compression Couplings) done on 6/28/2023
- Task #0701 (Joining of Pipe - Bottom Out Compression Coupling) done on 6/28/2023
- Task #0731 (Joining of Pipe - Flange Assembly) done on 6/28/2023
- Task #0791 (Joining of Plastic Pipe - Socket Heat Fusion) done on June 27, 2023
- Task #0811 (Visual Inspection of Welding and Welds) done on June 27, 2023
- Task #0881 (Installation of Steel Pipe Plowing/Pull-In) done on June 27, 2023
- Task #0901 (Installation of Plastic Pipe in a Ditch) done on June 27, 2023
- Task #0911 (Installation of Plastic Pipe in a Bore) done on June 27, 2023

PROBABLE VIOLATION: The City of Monticello Gas Department's records show deficiencies in evaluations and qualifications of individuals that have been performing covered tasks. The qualification records that should demonstrate the evaluation of individuals performing covered tasks contain irregularities (missing signatures on written examinations).

While on site, Staff performed Operator Qualification Protocol 9 field validation inspections on gas department personnel to ensure that covered tasks are being performed in accordance with appropriate operator-approved procedures. The Operator provided qualification records for Ross Cash - Gas Technician; for Pipeline Safety Staff to examine prior to observing performance of the tasks. Staff verified that the qualification records for this individual was current.

Ross Cash performed the following covered tasks:
Task #1291 'Locate Underground Pipelines' – his qualification is good through June 17, 2025.
Task #0141 'Visual Inspection for Atmospheric Corrosion' – his qualification is good through June 26, 2028.
Task #0681 'Joining of Plastic Pipe - Stab Fittings' – his qualification is good through June 1, 2025.

Staff verified Ross Cash was able to perform the covered tasks according to the procedures and was able to identify generic and task specific abnormal operating conditions.

Please review and respond to this report in accordance with the attached Instructions for Responding to Enforcement Letters Issued by the Georgia Public Service Commission.

OPERATOR RESPONSE FORM

Operator Name: City of Monticello

Informal Conference Requested: Yes ☐ No ☐

Docket Number: 37071

Responses required within **30 days of electronic mail.** Provide the following information for this report:

Response to Inspection Number:_____

Type of Enforcement Action(s) cited in report:			Informal Conference Requested	
☐ Notice of Probable Violation (NOPV)	☐ New	☐Continuing	☐ Yes	☐ No
☐ Notice of Amendment (NOA)	☐ New	☐Continuing	☐ Yes	☐ No
☐ Warning Letter	☐ New	☐Continuing	☐ Yes	☐ No
☐ Letter of Concern	☐ New	☐Continuing	☐ Yes	☐ No
☐ Observed Issue	☐ New	☐Continuing	☐ Yes	☐ No
☐ Proposed Civil Penalty	$ _____ PCP $ Amount (Total for report)			

Indicate below (A-E) based on the type of Enforcement Actions in this report: (Check all that apply)
Complete a separate copy of Page 2, Operator Response to Enforcement Action, for each cited item.

A. Response for **Notice of Probable Violation** (with and without proposed civil penalty):
   1. ☐ Written statement indicating that corrective measures have achieved Compliance or
   2. ☐ Written plan of action outlining the corrective measures that will be taken to achieve compliance and when compliance is anticipated.

B. Response for **NOA**:
   1. ☐ Contested: Attach written explanation, information, or other material in answer to the allegations in the Notice of Amendment stating your reasons for objecting to the NOA, in whole or in part; or
   2. ☐ Not Contested: Explanation, information, or other material believed to warrant modification of the NOA in whole or in part; or
   3. ☐ Written request for clarification. (Attached)

C. Response for **Continuing** and/or **Existing** violations:
   Current status, updates, expected completion dates, proposed modifications, etc., of the continuing and/or existing violations, even if this information was previously provided. Referencing a previously filed response letter, as status, updates, etc. alone is not sufficient for this response. Failure to provide this information may result in formal interrogatories from the Director through data requests.

D. Response for ☐ **Letter of Concern** / ☐ **Warning Letter**
   I acknowledge receipt of the Letter of Concern/Warning Letter:_____
   SIGNATURE / TITLE

   Additional Comments: (Optional)_____
   _____
   _____

E. Response for **Observed Issue** and **No Violation**: (Optional Response)
   Staff requests that the Operator acknowledge receipt of the Observed Issue/No Violation in writing, or by submitting an email to the FPU Director

Operator Response to Enforcement Action

Enforcement Action for:_____ ☐ New Violation ☐ Continuing Violation
Enter Code / Commission Rule (Complete a separate attachment for each enforcement action)

Enforcement Action(s) cited in report:	Conference Requested:	
☐ Notice of Probable Violation (NOPV)	☐ Yes ☐ No	$_____ Proposed Penalty for this violation
☐ Notice of Amendment (NOA)	☐ Yes ☐ No	
☐ Warning Letter	☐ Yes ☐ No	
☐ Letter of Concern	☐ Yes ☐ No	
☐ Observed Issue	☐ Yes ☐ No	
☐ Proposed Civil Penalty	☐ Yes ☐ No	

OPERATORS RESPONSE: _____

_____

_____

_____

_____

_____

_____

_____

Response Provided by: _____ Date:_____
Name / Title

Internal use only:

Lead Inspector: _____ Date Response Reviewed:_____

Actions Acceptable: ☐ Yes ☐No Re-inspection Needed:☐ Yes ☐ No Clear Violation:☐ Yes ☐ No

_____

Supervisor Review by:_____ Date Reviewed:_____

Additional Enforcement Recommended: ☐ Yes ☐ No

_____

Director Review

Approved: ☐ Yes ☐No Schedule Special Follow-up Inspection: ☐ Yes ☐ No

Cleared Violation: ☐ Yes ☐ No

Comments:_____

_____

Filings:
For all written responses or any other official correspondence, the Operator shall file the response at the following address:

Ms. Sallie Tanner, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, Georgia 30334

The Operator must file **five (5)** copies of any response and/or official correspondence, as well as a CD with an electronic version of the response in Microsoft Word and/or a PDF, if applicable.

Informal Conference:
Any Operator who chooses to request an informal conference shall request such a conference through emailing the Director (michellet@psc.state.ga.us), calling the Director (404-463-2765), or selecting the "Request Conference" choice.

Civil Penalty Payments:
Certified check for the full amount of the recommended civil penalty or consent agreement amount made payable to the Georgia Public Service Commission. The Operator's name, applicable Docket No., and Inspection Report No. must be included on the certified check. Mail payment to:

Ms. Michelle Thebert, Director, Facilities Protection Unit
Georgia Public Service Commission
244 Washington Street
Atlanta, Georgia 30334

Hearing Requests:
The Operator has the right to request a hearing before the full Commission to contest the alleged probable violations, recommended civil penalties, and all other proposed actions of enforcement. A request for a hearing must be submitted in writing and in accordance with Commission Rule 515-2-1-.04. The Operator must include a statement of the issues that you intend to raise at the hearing. The issues may relate to the allegations, new information, proposed compliance order, proposed civil penalty, or any other recommendation for enforcement action. Please refer to Commission Rule 515-9-3-.11 and O.C.G.A. § 46-2-91 for assessment considerations upon which civil penalties are based. An operator's failure to specify an issue may result in a waiver of the right to raise that issue at hearing. The request must also indicate whether or not the Operator will be represented by counsel at the hearing.

Open Records and Trade Secret Filings:
The Operator is advised that any material provided to the Commission, and all materials prepared by the Commission, including the Notice of Probable Violations and any Orders issued in this case, may be considered public information and subject to disclosure under the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.). If you believe that any portion of your response material is security sensitive, privileged, confidential or may cause your company competitive disadvantages and would qualify for protection under the Commission's "Trade Secret Rule" (Commission Rule 515-3-1-.11), you must, along with the complete original document clearly marked "TRADE SECRET" on each page, provide a second copy of the document with the portions you believe qualify for trade secret treatment redacted, and an explanation of why you believe the redacted information qualifies for such trade secret treatment. Should the Commission receive a request for disclosure of any "TRADE SECRET" material, you will be notified, if after review, the materials and your provided justification are deemed not to meet any exemptions provided in the Georgia Open Records Act. You may appeal the Commission's decision to release material at that time. Your appeal will stay the release of those materials until a final decision is made.

BEFORE THE GEORGIA PUBLIC SERVICE COMMISSION
STATE OF GEORGIA

IN THE MATTER OF:	)	
	)	
City of Monticello Gas Department	)	**DOCKET NO. 37071**
	)	
	)	
	)	

CERTIFICATE OF SERVICE

I, hereby certify that I have this day served a copy of the within and foregoing document on the following persons via email and/or United States Mail as follows:

*Sallie Tanner, Executive Secretary
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

*LaThaydra Sands, City Manager
City of Monticello Gas Department
P.O. Box 269
Monticello, GA 30164
lsands@monticelloga.org

*Michelle Thebert, Facilities Protection Unit Director
Georgia Public Service Commission
244 Washington Street, SW
Atlanta, GA 30334

Respectfully Submitted this 8th day of August 2026:

Cathy Nesbitt

Cathy Nesbitt, Administrative Assistant
Georgia Public Service Commission
Facilities Protection Unit
244 Washington Street, SW
Atlanta, GA 30334