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CASE MANAGEMENT

OCT 01 2018

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BOARD OF PUBLIC UTILITIES September 28, 2018
TRENTON, NJ

Via Electronic Mail and FedEx

Aida Camacho-Welch, Secretary
New Jersey Board of Public Utilities
44 South Clinton Avenue, 3rd Fl., Suite 314
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OCT 01 2018

BOARD OF PUBLIC UTILITIES
TRENTON, NJ

**Re: In the Matter of the Acquisition of Elizabethtown Gas, a Division of Pivotal Utility Holdings, Inc., by ETG Acquisition Corp., a Subsidiary of South Jersey Industries, Inc. and Related Transactions
BPU Docket No. GM17121309**

Dear Secretary Camacho-Welch,

On behalf of South Jersey Industries, Inc. and Elizabethtown Gas Company ("Elizabethtown"), we hereby submit an original and ten (10) copies of this supplement to the September 27, 2018 90-Day Compliance Filing ("Supplemental Compliance Filing") required by the New Jersey Board of Public Utilities' ("Board") June 22, 2018 Order in the above-referenced matter ("Acquisition Order").

This Supplemental Compliance Filing includes an employee baseline report setting forth the number of employees by position and function at Elizabethtown as required by the Acquisition Order (at 8) and associated Stipulation (at ¶A.(vi)c). This report is attached hereto as Appendix A.

*Case mgmt
list copied*

Copies of this Supplemental Compliance Filing have been served electronically on all parties. Kindly acknowledge receipt of this letter by date stamping and returning the designated copy in the enclosed self-addressed envelope.

Should you have any questions concerning this matter, please feel free to contact the undersigned.

Respectfully submitted,

Deborah M. Franco/KB

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Of Counsel to Elizabethtown Gas Company

cc: Service List w/ enclosures

**IN THE MATTER OF THE ACQUISITION OF ELIZABETHTOWN GAS, A DIVISION
OF PIVOTAL UTILITY HOLDINGS, INC. BY ETG ACQUISITION CORP., A
SUBSIDIARY OF SOUTH JERSEY INDUSTRIES, INC. AND RELATED
TRANSACTIONS
BPU DOCKET NO. GM17121309**

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Appendix A
Employee Baseline Report

Elizabethtown Gas Company	# of Employees	Position Summary
Acctnt, Lead Admin, Construction		Analyze basic through complex transactions to support the development of GAAP compliant financial statements as well as support internal and external financial reporting, account analysis, generation and posting of more complex journal entries, accruals, balance sheet reconciliations, validation and verification, and adhoc analysis. 3 Provides a variety of advanced level administrative support within the Construction department.
Advisor, Multi		Handles requests for initiating installation of commercial and residential service and meter sets for delivery of natural gas service with the highest degree of courtesy and professionalism to resolve customer issues with one call resolution Participating in the monitoring of storage and peaking inventories as well as administration of gas purchase plans, including hedging program scheduled purchases. Provide input to load forecasting and modeling process the utility
Analyst, Gas Supply	1	portfolios.
Analyst, Workforce/Project	1	Perform analytical and technical workforce management functions to support retention and growth initiatives for AGL Resources Energy Connections Center and Busines Customer Support.
Analyst, Sr Financial	1	Building and maintaining of financial models for business cases of potential investment projects (developments or acquisition)
Analyst, Sr Rate	1	Manage and calculate ETG's monthly Purchased Gas Adjustment (PGA) mechanism and maintain SOX compliance on that activity.
Assistant I, Administrative Assistant, Office Assistant Sr, Office Assistant, Sales	4 3 3	Provide advanced level administrative support to senior management (Directors / Vice Presidents) of AGL Resources and subsidiaries to support business operations. 4 Provides intermediate level administrative support to a department or Service Center. 3 Provides a variety of advanced level administrative support to department(s) or service center.
Cashier, Sr Billing/Exceptn Rvw	3	1 Provides a variety of advanced level administrative support within the Sales department. 3 Resolve billing inquiries and accept bill payments at the ETG payment locations.
Clerk, Warehouse	1	Coordinate day-to-day warehouse operations, including: receipt of materials from 3 rd parties; stocking and accounting for materials; and issue of materials to both company and contract personnel as required.
Coord, Energy Assist/Weatheriz	1	Coordinate, expand and administer, and optimize the various customer assistance programs across the multiple states of AGL Resources as well as act as back-up for the Community Relations Director.
Coord, New Business Coord, Project	2 12	Facilitate and progress the on-boarding of new residential, commercial, and industrial customers to the utility's distribution system and to manage the addition of incremental load to the existing customer base system in the most efficient manner possible. 2 Responsible for coordinating the construction of natural gas transmission and distribution facilities.
Coord Sales Dir, Engineering Service	2 1	Facilitates the on-boarding of new residential and commercial customers to the utility's distribution system, and manages the addition of incremental load to existing residential customer base system. 2 Establishes strategic direction and provides senior technical leadership for utility engineering design
Dir, Regional Operations	2	Oversee and manage the safe and reliable operation of the gas distribution system. This role includes the development and monitoring of performance objectives that drives efficient and effective operating results.
Dir, Sales-Mid Atlantic Ops	1	Develops strategic direction and plan for sustainable growth and profitability from residential, commercial and industrial market segments.
Engr, Intermediate	2	Works independently to assist in the planning, design and development of technical standards for gas distribution infrastructure projects
Engr, Associate	2	This position assists in the planning, design and development of technical standards for gas distribution infrastructure projects. Typically assigned to perform basic tasks and analysis on larger projects or perform standard tasks on all phases of smaller projects.
Engineer, Division	1	Lead engineer responsible for the management and oversight of the planning and design of all SMART projects for a 10 year period.
Engr, Lead	1	Works independently on complex assignments which generally require specialized knowledge in an engineering discipline
Engineer, Sr	2	Responsible for various project engineering, project management, and problem-solving activities associated with large multi-faceted projects including, engineering, construction, and feasibility studies to support strategic objectives
Exec, Account-Multi-Purpose Exec Sr, Commercial/Ind Account Exec Commercial Account Exec, Multi-Purpose Account	2 1 2 2	Sells, promotes, and markets natural gas services to residential, commercial and industrial builders and developers in order to maximize sales and revenue. 1 Sells, promotes, and markets natural gas services to commercial and industrial builders and developers in order to 2 Sells, promotes, and markets natural gas services to commercial and industrial builders and developers in order to 2 Sells, promotes, and markets natural gas services to residential, commercial and industrial builders and developers in order to
Group Lead, Billing Specialist	1	Responsible for the billing of all types of customers from residential to commercial customers for sales and transportation accounts; along with other monthly activities.
Group Leader, Payment/Billing Inspector, Locations/Facilities	2 3	Assist the supervisor in running day to day operations of the NJ payment centers, as well as providing guidance to cashiers 3 Perform inspector duties associated with company underground natural gas mains and services
Instrumentation-LNG Operator	5	Operates, monitors, and maintains natural gas liquefaction, boiloff and vaporization process systems for the liquefied natural gas (LNG) plant
Instrumentation Technician	1	Responsible for all installation and maintenance activities associated with field measurement instrumentation, real-time data communication, and SCADA control to ensure optimum system operation and reliability.
Leader, Crew	19	The leader of a maintenance crew. Position performs construction and maintenance on Elizabethtown Gas Company distribution systems.
Leader, Crew-NW	8	The leader of a maintenance crew. Position performs construction and maintenance on Elizabethtown Gas Company distribution systems.
Manager, System Integrity Mechanic I Mechanic I-NW	1 5 2	Oversees the planning and implementation of operations and maintenance regulatory compliance programs, focusing on both Distribution and Transmission Integrity Management, automation applications, risk model development and improvement, and assessment tools. 5 Position performs construction and maintenance on Elizabethtown Gas Company distribution systems. 2 Position performs construction and maintenance on Elizabethtown Gas Company distribution systems.
Mechanic I, Distribution	1	Work with gate stations, district regulators and industrial meter sets/regulator sets. Perform site maintenance on buildings and grounds.
Mechanic I, Distribution-NW	1	Work with gate stations, district regulators and industrial meter sets/regulator sets. Perform site maintenance on buildings and grounds.
Mechanic II, Distribution	3	Responsible for performing a variety of skilled and semiskilled tasks that include calibrating, installing, repairing and testing gas regulating and measurement/metering equipment
Mechanic I, Maintenance	1	General building and grounds maintenance, basic janitorial services, pick-up and delivery of materials, equipment, office furniture, etc., minor plumbing work, minor electrical work, equipment/tools maintenance and repair, and carpentry in the office, field or customer premises
Mechanic I, Sr	1	The leader of a maintenance crew. Position performs construction and maintenance on Elizabethtown Gas Company distribution systems

Elizabethtown Gas Company	# of Employees	Position Summary
Mechanic I, Sr-NW	2	The leader of a maintenance crew. Position performs construction and maintenance on Elizabethtown Gas Company distribution systems
Mechanic II	6	Performs construction and maintenance on Elizabethtown Gas Company distribution systems.
Mechanic II-NW	4	Performs construction and maintenance on Elizabethtown Gas Company distribution systems.
Mgr, Business Operations	1	Provide leadership and direction for billing input (through production), and billing quality for over 9.5M bills and 30M meter reads annually for six of the seven AGL Resources regulated utilities.
Mgr, Communications-ETG	1	Develop and executes compelling internal and external communication campaigns, programs and initiatives in support of the Corporate Communications team as well as the business objectives of Elizabethtown Gas, Elkton Gas and other business units as determined
Mgr, Construction Operations	1	Responsible for the successful completion of AGL and CGC Capital Construction Projects.
Mgr, Customer Care Ctr Ops-NJ	1	Manage daily operations for multi-functional customer contact teams within Elizabethtown Gas.
Mgr, Environmental Programs	1	Ensures environmental compliance focusing on environmental programs. Administering company policies and procedures to ensure compliance with local/state/federal environmental regulations, and industry best practices to ensure compliance across business units.
Mgr, Gas Supply	1	Determine the utilization of capacity assets for satisfying customer reliability and best-cost supply requirements, interfacing with asset manager to establish logical dispatch, reconciliation of gas costs and recovery mechanisms. Responsible for daily state governmental affairs matters impacting Elizabethtown Gas. Develops and manages relationships between Elizabethtown Gas and state elected officials and executes legislative strategy to achieve corporate policy goals.
Mgr, Gov't & Community Affairs	1	Lead the efforts of HR specialists supporting the people needs of Mid-Atlantic Operations.
Hr Business Consultant, Staff	1	Manages distribution, service, warehouse, and meter reading functions for the Service Center.
Mgr, Operations	1	Accountable for the successful execution and commissioning of large scale distribution infrastructure improvement programs and various special and/or complex high profile projects.
Mgr, Program-Construction Op	1	Assist in the development of departmental strategy and sales, create programs and services to aid team members, improve customer relationships and increase satisfaction.
Mgr, Program ETG	1	Oversee and manage the tariff filing process, including calculation of monthly charges, and administer the company's rates in certain regulatory jurisdictions.
Mgr, Rates	2	Operates and performs basic maintenance on trenching machine, drives dump truck, locates pipeline, responds to emergencies, loads and unloads trailer and assists crew at job site.
Oper, Trench Machine	2	Operates and performs basic maintenance on trenching machine, drives dump truck, locates pipeline, responds to emergencies, loads and unloads trailer and assists crew at job site.
Oper, Trench Machine-NW	2	Locate Company's underground natural gas mains and services, determine the layout of company buried facilities in the vicinity of the proposed excavation activity, and apply paint or other suitable temporary marks on the ground and/or pavement along the route of the pipelines
Pumper, Drip	1	Read routes, special reads, perform atmospheric corrosion checks, paint meter connections, report gas leaks and diversion of service
Reader I, Meter	9	Read routes, special reads, perform atmospheric corrosion checks, paint meter connections, report gas leaks and diversion of service
Reader I, Meter-NW	1	diversion of service
Reader, II, Meter	5	Read routes, special reads, perform atmospheric corrosion checks, paint meter connections, report gas leaks and diversion of service.
Reader III, Meter	5	Read meters through manual data entry and mobile data collection. Perform periodic leak surveys and premise inspections, meter painting, minor leak repairs without service interruption (i.e. tightening a fitting), meter turn-offs, ERT installs, ERT changes and non-payment locks.
Reader, Sr Meter	5	Senior Meter Readers can perform all work that Meter Readers 1 and Meter Readers 2 perform. They also perform field collections to include payment arrangements, non-payment locks, posting of multi-dwellings.
Reader, Sr Meter-NW	1	Senior Meter Readers can perform all work that Meter Readers 1 and Meter Readers 2 perform. They also perform field collections to include payment arrangements, non-payment locks, posting of multi-dwellings.
Rep II, Customer Service	25	Handle complex customer questions, complaints, and billing inquiries with the highest degree of courtesy and professionalism to resolve customer issues with one call resolution within multi-jurisdictional and multi-functional customer contact teams in support of ETG.
Rep II, Customer Svc-Bilingual	7	Handle complex; primarily Spanish speaking customer customer questions, complaints, and billing inquiries with the highest degree of courtesy and professionalism to resolve customer issues with one call resolution.
Rep, Billing Services	2	Bills large commercial transportation customers.
Rep, Comm Cust Svc-Bilingual	2	Take ownership of primarily Spanish speaking commercial customer requests for leaks and gas outages via telephone, and handle online chat, fax and email volume.
Rep, Customer Relations	2	Receives, investigates and responds to customer inquiries received from regulatory agencies, advocacy organizations, and AGLR executives and subsidiaries.
Representative, TPS Billing	1	Monitoring high-low, processing payments to suppliers for TPS billed charges, handling customer complaints and calls that cannot be handled by the call center, dispute charge resolution, reconciliation of TPS payments to detailed billing, correcting EDI rejections
Spec Pipe Fitter	2	Responsible for the day-to-day activities surrounding commercial/industrial/pipe work and complete two-person industrial/commercial/pipe work.
Spec, Quality Assurance	1	Introduces and coordinates the implementation of process changes to new and existing employees necessary to remain compliant on regulated or legislative rule changes.
Responder	38	Responsible for meter work, pipe work turn-ons, turn-offs, collections, house heat inspections, CO calls, leak calls, above ground leak repair, leak classification, leak survey, leak rechecks, distribution system inspections, above ground facility maintenance, meter reads, non payment locks/unlocks, re-lights, location, meter painting, meter changes, minor equipment adjustments, customer complaint calls, and other work consistent with the position.
Responder-NW	13	Responsible for meter work, pipe work turn-ons, turn-offs, collections, house heat inspections, CO calls, leak calls, above ground leak repair, leak classification, leak survey, leak rechecks, distribution system inspections, above ground facility maintenance, meter reads, non payment locks/unlocks, re-lights, location, meter painting, meter changes, minor equipment adjustments, customer complaint calls, and other work consistent with the position.
Responder, Master	7	Responsible for meter work, pipe work turn-ons, turn-offs, collections, house heat inspections, CO calls, leak calls, above ground leak repair, leak classification, leak survey, leak rechecks, distribution system inspections, above ground facility maintenance, meter reads, non payment locks/unlocks, re-lights, location, meter painting, meter changes, minor equipment adjustments, customer complaint calls, and other work consistent with the position.

Elizabethtown Gas Company	# of Employees	Position Summary
Responder, Master-NW	2	Responsible for meter work, pipe work turn-ons, turn-offs, collections, house heat inspections, CO calls, leak calls, above ground leak repair, leak classification, leak survey, leak rechecks, distribution system inspections, above ground facility maintenance, meter reads, non payment locks/unlocks, re-lights, location, meter painting, meter changes, minor equipment adjustments, customer complaint calls, and other work consistent with the position.
Scheduler, Sr	1	The subject matter expert for the scheduling functions and is responsible for the management of emergency and non emergency work according to company standards.
IT Field Ops Tech, Spec	2	Provide advanced level support, implementation, and maintenance of end user technology using established processes and procedures.
Spec, Asset Protection	2	Protect company assets from damages, encumbrances and encroachments on all distribution and transmission pipelines, their associated abutments, land right-of-ways and easement rights.
Spec, Billing	1	This position is responsible for the billing of all types of customers from residential to commercial customers for sales and transportation accounts; along with other monthly activities.
Spec, Distribution Mechanic	3	Work with district regulators, industrial meter sets and regulator sets. Perform site maintenance on buildings and grounds.
Spec, Distribution Mechanic-NW	4	Work with district regulators, industrial meter sets and regulator sets. Perform site maintenance on buildings and grounds.
Spec, Energy Assistance	1	Oversee and process intake for Elizabethtown Gas Energy Assistance payments and process invoices for contractor services related to energy assistance.
Spec I, GIS	1	The purpose of this position is to create, collect, revise, analyze and validate enterprise asset data within the enterprise geographic information system (GIS) or other asset information storage databases
Superintendent, Construction	1	Supervise a team of New Business Coordinators, Project Coordinators, and Construction Administrators responsible for facilitating the installation of gas service to residential, commercial, and industrial customers.
Supv, Construction Integrity	1	This position will lead internal/external team members to provide proper oversight of pipeline contractors to drive quality/safety expectations, ensure compliance with standard/procedures and coordinate construction activities with other disciplines assigned the project.
Supv, Customer Service	3	Supervise daily operations of multi-functional customer contact teams within Elizabethtown Gas Company.
Supv, Energy Assistance	1	Develop and maintain a business strategy for Energy Assistance at ETG, set strategy to collect funds from \$400 million available Federal LIHEAP funds, state funds, NJ Shares, Lifeline, USF, and USF Fresh Start programs, SR discounts and any new programs offered.
Supv, Field	3	Supervises employees and contractors performing various tasks. Supervises employees in the installation, maintenance, repair, and replacement of natural gas mains and service lines, to turn gas service on and off, install and remove meters, identify, classify, and repair gas leaks for residential, commercial, and industrial customers during routine and emergency conditions.
Supv, Field-NW	2	Supervises employees and contractors performing various tasks. Supervises employees in the installation, maintenance, repair, and replacement of natural gas mains and service lines, to turn gas service on and off, install and remove meters, identify, classify, and repair gas leaks for residential, commercial, and industrial customers during routine and emergency conditions.
Supv, Fleet	1	Ensure that fleet licensing, compliance and warranty administration, disposals and fuel management activities are performed in a timely, accurate and cost effective manner.
Supv, LNG Operations	1	Coordinates and supervises LNG Operations at the Elizabethtown LNG plant in accordance with Company objectives and policies to provide reliable and dependable service while economizing necessary expenditures.
Supv, Operations	6	Supervises employees and contractors performing various tasks. Supervises employees in the installation, maintenance, repair, and replacement of natural gas mains and service lines, to turn gas service on and off, install and remove meters, identify, classify, and repair gas leaks for residential, commercial, and industrial customers during routine and emergency conditions.
Supv, Payment Ctr/Billing Analy	1	Oversees the daily billing of Gas customers as well as manages the Payment Center staff.
Supv-Real-Time Controls	1	Supervise field staff responsible for all installation and maintenance activities associated with field measurement instrumentation, real-time data communication, and SCADA control to ensure optimum system operation and reliability.
Supv, Transmission System Administrator. Sr	1	Coordinates and supervises LNG Operations at the Elizabethtown LNG plant in accordance with Company objectives and policies to provide reliable and dependable service while economizing necessary expenditures.
Tech I, Corrosion	2	Leads a team of mobile field support specialists within a business unit. Inspect and maintain cathodic protection systems and equipment used for corrosion control to ensure compliance with applicable regulations, policies, and procedures.
Tech II, Corrosion	1	Inspect, maintain, and design cathodic protection systems and equipment used for corrosion control to ensure compliance with applicable regulations, policies, and procedures.
Tech, Engineering	1	This position supports the ETG SMART pipeline replacement program and will support engineers with design layout, records research and AutoCad support for the design of SMART projects.
Tech, Master Auto	1	Ensure that fleet vehicles and equipment is maintained and repaired in a safe, reliable, economical and serviceable manner
Tech, Master Instrumentation	4	Operates, monitors, and maintains natural gas liquefaction, boiloff and vaporization process systems for the liquefied natural gas (LNG) plant
Tech, Master Truck	4	Ensure that fleet vehicles and equipment is maintained and repaired in a safe, reliable, economical and serviceable manner.
Tech, Street	3	Primarily responsible for locations work. This position can also perform all duties of a class 1A Mechanic
Tech, Street-NW	2	Primarily responsible for locations work. This position can also perform all duties of a class 1A Mechanic
Trainer, Sr Customer Exp	1	Provides dedicated training for all employees within the Customer Experience department, and focuses on preparing candidates to successfully complete all training requirements.
VP, Reg Affairs/Bus Supt-ETG	1	Represent the organization in regulatory matters with federal and state jurisdictions by providing policy direction, coordinating operating unit regulatory matters and initiatives, and representing the organization's interests in all regulatory matters.
President & Chief Operating Officer, ETG & Elkton Gas	1	Provides strategic leadership and direction for utility core operations management and execution of Field Service, Distribution and Meter Reading functions
Total	330	