



McCleary City Council Agenda

01/22/20- 6:30PM

Flag Salute

Roll Call: ___ Pos. 1-Amsbury, ___ Pos. 2-Huff , ___ Pos. 3- Heller, ___ Pos. 4- Blankenship, ___ Pos. 5- Iversen

Presentation				
Executive Session				
Public Hearing				
Mayor Comments				
Public Comment				
Minutes		Tab	A	1/8/2020
Approval of Vouchers				
Staff Reports		Tab	B	Chris Coker Staff Reports - (First meeting only)
Old Business				
New Business		Tab	C	Schedule City Council Retreat - Discussion
		Tab	D	Deferred Comp Match-Admin Employees - Discussion
		Tab	E	City Council Committees
		Tab	F	CMC Proposal Scope
		Tab	G	CMC Energy Efficient Programs Year End Report & Budget
		Tab	H	Substation Oil
Ordinances				
Resolutions				
Contracts				
Mayor/Council Comments				
Public Comments				
Adjourn/Recess Meeting				

Please turn off Cell Phones- Thank you

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request
 The City of McCleary is an equal opportunity provider and employer.
 La ciudad de McCleary as un proveedor de igualdad de oportunidades y el empleador

TAB - A

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, January 8, 2020

ROLL CALL AND FLAG SALUTE Councilmembers Amsbury, Huff, Heller, Blankenship and Iversen were in attendance.

ABSENT None.

PUBLIC HEARING None.

STAFF PRESENT Present at the meeting were Clerk-Treasurer Wendy Collins, Director of Public Works Todd Baun, Police Chief Steve Blumer and City Attorney Chris Coker.

HOMES FIRST PRESENTATION Mary Roberts and Trudy Soucoup from Homes First gave a presentation to the Council. They shared information about their program and what it offers.

EXECUTIVE SESSION Mayor Orffer called for three Executive Sessions not to exceed 15 minutes; one per RCW 42.30.110(1)(ii) to discuss WCIA insurance Claims, the second per RCW 42.30.140(a) to discuss labor FOP MOU and the third per RCW 42.30.110(1F)(b) to discuss potential property purchase. The executive sessions began at 6:57 pm and ended at 7:12 pm. No action was taken.

MAYOR COMMENTS Mayor Orffer announced she will be meeting with the administrative staff to go over their 2020 goals. She scheduled harassment training on January 31 for all staff with Chris Coker. She announced we hired Steve Randich as the new Public Works Facilities Manager who started January 6 and we are excited to welcome him aboard. She also welcomed Councilmember Amsbury to the City Council and is excited for her to join them and bring her new and fresh perspective.

 Councilmember Amsbury noticed the signatures were incorrect on the Public Works Interlocal Agreement and noted what changes should be made. She works for the Grays Harbor County Council and spotted the problem right away and wanted to point it out so there would not be any delay in finalizing the agreement. Mayor Orffer thanked her for pointing this out.

PUBLIC COMMENT Gloria Hale was asked by Linda Thompson, McCleary Historical Society President, to check with the City again regarding assistance with utility bills. Wendy Collins checked with the auditor's office and they gave a list of questions to answer to see if we are able to help pay for something such as this or if it falls under, "gifting of City funds". The outcome was considered gifting so the City must maintain their position of not paying for the museum utilities. Gloria added that the museum has been working hard to fix issues with the building including the chimney and electrical. They are very excited with the progress.

 Councilmember Huff and Councilmember Richey drove around town in December and found two houses that had outstanding decorations. They presented Russ Russell a Lifetime Achievement Award for his hours of decorating he does each year. He decorates above and beyond and brings joy to everyone that makes the drive down his street each year. The second award was given to a home on McCleary Road for their wonderful decorations.

CITY ATTORNEY REPORT Chris Coker gave a verbal update.

DIRECTOR OF PUBLIC WORKS REPORT Todd Baun gave a verbal update.

POLICE CHIEF REPORT No report was given. Chief Blumer indicated he is working on a year-end report for 2019 that will

MINUTES APPROVED **It was moved by Councilmember Iversen, seconded by Councilmember Huff to adopt the minutes from the December 11, 2019 meeting. Motion Carried 5-0.**

VOUCHERS Accounts Payable checks approved were 47042 - 47107, including EFT's, in the amount of \$290,051.77 and 47162 - 47163 in the amount of \$2,677.86 and 47118 - 47161 in the amount of \$29,815.10.

Payroll checks approved were 47043 - 47177 including EFT's, in the amount of \$198,358.18.

Bank reconciliation for December 2019.

It was moved by Councilmember Iversen, seconded by Councilmember Heller to approve the vouchers. Motion Carried 5-0.

GRAYS HARBOR COUNTY
PUBLIC WORKS INTERLOCAL
AGREEMENT

It was moved by Councilmember Amsbury, seconded by Councilmember Huff and Iversen to authorize the Mayor to sign the Interlocal Agreement with the Grays Harbor County Public Works with changes to the signatory page and correcting the County mailing address, as stated. Motion Carried 5-0.

PARK IMPROVEMENTS
DISCUSSION

Todd Baun handed out a packet with options for park trees and park benches. He prefers option A for both the trees and benches. Councilmember Blankenship said he prefers option B for the bench in black color because it is less slippery when it is wet.

Lindsay Blumberg, Deputy Clerk-Treasurer, sent out an email with grant information from WCIA. Todd is finishing up a grant submittal for their consideration to help with replacing the sidewalks.

2020 REPRESENTATIVE TO THE
COUNCIL OF GOVERNMENTS

Mayor Orffer informed the Council there are many committees the City has had over the years. She asked the Council which ones they would like to see reinstated as we move forward and they shared their suggestions. She will prepare a list for the next meeting for the Council to consider volunteering for.

2020 CITY COUNCIL MEETING
SCHEDULE

The Council discussed what meeting schedule they preferred for 2020. They decided to meet twice a month until June. For the months of June, July, August and September, they chose to meet one time per month on the second Wednesday of the month. They will meet for both meetings in October and will move the November 11th meeting to November 18th and the last meeting of the year will be December 9th. The Vidette will be notified of the new schedule.

MAYOR PRO TEM
APPOINTMENT

It was moved by Councilmember Heller, seconded by Councilmember Blankenship to appoint Councilmember Huff as Mayor Pro Tem. Motion Carried 5-0.

FINANCE COMMITTEE
APPOINTMENTS

Councilmember Blankenship requested to reappoint Councilmember's Iversen and Heller to the Finance Committee for the year 2020. No objections were made so they will both continue to serve.

WSDOT LOCAL AGENCY
AGREEMENT #4

It was moved by Councilmember Iversen, seconded by Councilmember Amsbury to authorize the Mayor to sign the WSDOT Local Agency Agreement #4. Motion Carried 5-0.

A2Z JANITORIAL ADDENDUM

A2Z Janitorial increased their fee by \$32 per month due to the increase in minimum wage requirement. **It was moved by Councilmember Blankenship, seconded by Councilmember Heller to authorize the Mayor to sign the A2Z Janitorial Addendum. Motion Carried 5-0.**

BLUE ZONES COMMUNITY
ASSESSMENT

The Council was invited to participate, if interested, because the County is moving forward with the Blue Zones Project.

FRATERNAL ORDER OF POLICE
(FOP) MEMORANDUM OF
UNDERSTANDING (MOU)

An MOU was presented regarding the City's K-9 Officer, to have kennel cost coverage for ten days per year during vacation absences. The cost is approximately \$21 per day. Councilmember Blankenship recommends the City change the MOU to state the handler will split the cost with the City 50/50. Councilmember Iversen believes the K-9 has been a wonderful addition to the City and has helped the Police Department with drug arrests; she recommended approval of the MOU as presented. Councilmember Amsbury believes it's not a high amount and wondered if we could reach out to see if a different kennel would lower the cost. Councilmember Huff stated he also feels that it is not much cost per year, especially based on the work the K-9 unit has done for the City. He believes this is a fair perk to ask for. Chris Coker sees the K-9 unit as a direct benefit to the City. **It was moved by Councilmember Iversen, seconded by Councilmember Huff to authorize the Mayor to sign the FOP MOU for canine kenneling for 10-days each year. Motion Carried 4-1 with Councilmember Blankenship voting in opposition.**

PUBLIC COMMENT

Councilmember Iversen reported that Chuck Carldwell, Port of Grays Harbor Commissioner, passed away. She wanted to recognize all the good he has done for the County as a whole. He has attended City Council meetings in the past and worked hard for Grays Harbor County. She has a card for the Council to sign for the family.

Councilmember Blankenship asked Todd if the retention pond issue at the Dollar General will be corrected and Todd responded that it will. The issue they are having now is because the pond is not completely done and installed. Once it is complete, the pond will function properly.

Councilmember Blankenship asked when the truck permit signs will be going up and Todd stated they are all up and all he has to do is remove the plastic that is covering them.

Councilmember Blankenship asked who will be attending the Mental Health Hospital meeting and Todd stated it would be Chris Coker, Chief Blumer and himself. Councilmember Blankenship said he wants training records for their de-escalation training.

Councilmember Blankenship asked if there was an outcome for the ambulance billing process and Todd said he has been working on it with Chris and they have found the language has been difficult. Todd said we did figure out how the billing was calculated since 2011 but we will need to update the language in the Resolution so it can be understood more clearly. Mayor Orffer added we need to figure out a way to bill with consideration of the Medicaid beds.

Councilmember Huff wanted to know how the food drive went with the Santa Fire Truck and Todd responded the food drive is actually to support 2-3 families and not specifically for the Food Bank. This year, they collected enough extra food to donate 1600 - 1700 pounds to the McCleary Food Bank.

Councilmember Amsbury asked who owns the transit station and Todd informed her the City owns the building. Mayor Orffer asked if we have cameras on the transit station and Todd stated not yet but we budgeted for them. Councilmember Huff asked if we can negotiate closing the restrooms with the drivers and Todd responded the drivers have to have access to them, along with the public. Councilmember Huff added that Elma has transit restrooms but do not use them. Todd said he will look at the contract again to see what the requirements are.

MEETING ADJOURNED

It was moved by Councilmember Huff, seconded by Councilmember Blankenship to adjourn the meeting at 8:32 pm. The next meeting will be Wednesday, January 22, 2020 at 6:30 pm. Motion Carried 5-0.

Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.

TAB - B

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Discussion item only.

TAB - C

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Discussion item only.

TAB - D

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Discussion item only.

TAB - E

Committees to consider:

- Planning Commission
- Roads/Sidewalks
- Parks/Cemetery
- Utilities
- Personnel
- Strategic Planning
- Ordinance Review
- Public Safety for Fire/Police
- Civil Service Commission (we need to fill at least one position before we interview for Police Officer vacancy)
- School/District/Education Liaison (Todd currently meets quarterly and Jenna asked for him to report the outcome to the Council)

TAB - F

City of McCleary (CMC)
Commercial and Residential Energy Efficiency Programs
Technical Assistance proposal from Evergreen Consulting Group (ECG)
January 1, 2020 through December 31, 2020
12/31/19

Scope:

Provide program management and operation support for CMC's Commercial and Residential Energy Efficiency Programs.

Included in the management and operations of the program are the following elements:

- Providing technical energy efficiency program assistance to CMC's customers (at the direction of Todd Baun or Josh Cooper) at their sites in the CMC service area for up to two days a month. The technical assistance can consist of conducting commercial lighting audits, pre and post verifications of commercial lighting projects, pre and post verifications of residential weatherization and ductless heat pump projects and other site verifications as requested by Todd Baun or Josh Cooper for CMC's customer energy efficiency projects. It will also include preparing proposals for CMC customers including recommending energy efficient lighting, consulting with Trade Allies to encourage their participation in CMC's programs.
- Preparing customer agreements (CMC's agreement), ensuring they are signed and customers are instructed as to the necessary documentation for Incentives from CMC once the energy efficiency project is completed.
- Assembling the completed packages of paper work including the customer agreement, pre and post verifications, customer invoices, disposal forms and incentive request forms. These completed packages will be provided to CMC management.
- There will be a monthly tracking report presented to CMC management.
- CMC will be responsible to issue the incentive checks to the customer. ECG will enter the energy efficient projects into the BPA reporting system,
- Evergreen will submit monthly invoices to CMC for Evergreen's Labor and other expenses.

The on site technical assistance will be provided typically by Andy Gerde or other Evergreen Field Specialists with backup from Mike Porter.

Agreed to the above:

Agreed to the above:

City of McCleary

Evergreen Consulting Group, LLC

Date

Date

TAB - G



City of McCleary Energy Efficient Programs

**YEAR END & MONTHLY REPORT
December 2019**

2019 YEAR END PROGRAM SUMMARY

Table 1: Total Year End Program Summary

Program	# Projects	kWh bus bar Saved	Incentive Paid
Commercial Lighting	1	40,661	\$2,037
Commercial Ductless Heat Pump	5	43,630	\$10,000
Commercial Windows	0	0	\$0
Residential Ductless Heat Pump	7	15,071	\$5,600
Residential Heat Pump Conversion	3	16,252	\$3,550
Residential Windows	4	2,777	\$1,473
Residential Appliance	0	0	\$0
Residential LEDs	0	0	\$0
TOTALS	20	114,085	\$22,660

Table 2: Year End Comparisons

YEAR	Com'l Lighting	Com'l DHP	Com'l WIN	Res DHP	Res. WIN	NEEM Mfd. Homes	Res APPL	Res LEDs	Res HP Conv	Refrig Recycle	TOTALS
2016	59,986	NA	NA	7,632	0	8,906	342	3,811	NA	0	80,677
2017	32,162	NA	NA	23,683	1,984	0	912	2,794	NA	311	61,846
2018	8,037	5,767	3,238	23,673	1,577	0	341	229	21,705	NA	64,567
2019	40,661	43,630	0	15,071	2,777	0	0	0	16,252	NA	114,085
TOTALS	140,846	49,397	3,238	70,059	6,338	8,906	1,595	6,834	37,957	311	321,174

There were more kWh saved for the City of McCleary in 2019 than any year since Evergreen Consulting Group, LLC started managing your energy efficiency programs. A VERY GOOD YEAR!

MONTHLY

Summary Comments:

There were two Residential Ductless Heat Pump projects completed this month.

Table 3. EE Budget for FY2020/2021

Funds available	Requested this month- including pay for performance	Total kWh savings	Remaining
\$71,910.43	\$3,923.28	55,171	\$54,504.45

Details:

Commercial Lighting Program

As a continuation from last year and this year we are still waiting on the following Commercial Lighting project:

- The Great River BHO project at 322 South Birch Street, has had unexpected problems with the demolishing process and has yet to start the remodel.

Commercial Ductless Heat Pump Program (CDHP)

There were no CDHP projects completed this month.

Table 4: Commercial Ductless Heat Pump Program Results

Month	2019 Number of Units	Tons Installed	2019 kWh (bus bar)
December	0	0	0
TOTAL	5	10	43,630

Commercial Energy Efficient Window Program (CWIN)

There were no CWIN projects completed this month.

Residential Ductless Heat Pump Program (RDHP)

There were two RDHP (two for Teresa Sanders) projects completed this month. Both were sent to Josh Cooper on December 12, 2019.

Table 5: Residential Ductless Heat Pump Program Results

Month	2019 Number of Units	2019 kWh (bus bar)
December	2	4,306
TOTAL	7	15,071

Residential Heat Pump Conversion/Upgrade Program (RHP)

There were no projects completed this month.

Table 6: Residential Heat Pump Conversion/Upgrade Program Results

Month	2019 Number of Units	2019 kWh (bus bar)
December	0	0
TOTAL	3	16,252

Residential Energy Efficient Window Program

There were no Window projects completed this month.

Table 7: Residential Window Program results

Month	2019 Number of Units	2019 kWh (bus bar)
December	0	0
TOTAL	4	2,777

Residential Appliance Program

There were no projects completed this month.

Residential LED Program

There were no projects completed this month.

The total kWh saved for December for the City of McCleary is 4,306. I submitted an Invoice to BPA on Thursday, January 2, 2020 for \$3,923.28 (includes a performance payment of \$923.28).

To City of McCleary
 From: Evergreen Consulting Group LLC
 Time Period: January 1, 2020 to December 31, 2020

<u>Evergreen Consulting Team</u>	<u>Hourly Rate</u>
Eric Wilson Program Director	\$ 138
Mike Porter, Program Manager	\$ 118
Andy Gerde, Lighting Specialist	\$ 105

Task Description:	Evergreen Consulting Group Hours			Costs		
	Eric	Mike	Andy	Directs	Directs - Notes	Total Cost Labor+Directs
Monthly site visit to CMcC service area for pre & post Residential ductless heat pump, heat pumps, weatherization inspections and trade ally support (up to 1 day/month)			60	\$ 300	Lodging/travel/meals	\$ 6,600.00
Office followup with cust & trade allies-review audits, approve & notify trade allies's (1 hr /month)			12			\$ 1,260.00
Supervision, project file completion, project tracking & followup with trade allies		36				\$ 4,248.00
Directing project	3					\$ 414.00
Completed projects submitted to CMcC for BPA submittal (2 per month)		24				\$ 2,832.00
	3	60	72	\$ 300		\$ 15,354.00

Budget Assumptions:

CMcC pays incentives to customers & Evergreen enters data in BPA system

TAB - H

June 13, 2019

City of McCleary Utility Department
100 South 3rd Street
McCleary, WA 98557

Re: Proposal for TOGA® for Transformer Insulating Fluid Analysis

Attention: Paul Nott

In response to your request for proposal, we are pleased to provide the attached scope of work and cost estimate for HSB TOGA® services for fluid analysis. We recommend an annual routine testing for most transformers with an estimated cost for one routine sample at \$159 (DGA, Screen and dissolved moisture) plus an estimated \$15 for shipping cost. The cost of a routine lube oil analysis is \$95. Emergency generators can be neglected but cause major problems by not functioning during emergencies. The typical turn-around time for TOGA® Reports is 4 to 10 working days once the sample arrives in the laboratory. The price schedules for our fluid analysis program as well as our consulting fee rate are in the attached Scope of Work.

We also have a HSB Thermography Services that would benefit your predictive maintenance program. Please let me know if we can contact you to explain the program.

Thank you for the opportunity to present this proposal and Scope of Work. To accept our proposal, please sign and date the signature page of this document and return the signed copy to me via fax, e-mail or post. My contact information is provided below.

Sincerely,



Paul Boman – HSB TOGA® Program Director
Hartford Steam Boiler Inspection & Insurance Company
941 North School Street
Auburn, KS 66402 USA
paul_boman@hsb.com
785.256.7161 (work)



SCOPE OF WORK

Asset Management/Diagnostic Sample Analysis for Fluid-filled Equipment This service represents the sampling, analysis and reporting for an equipment fluid analysis program. The HSB TOGA® web-based program includes access to HSB's cognizant specialist to comment on sample results. Customer responsibilities include drawing the sample in accordance with the provided sampling procedure and the prompt return of the sample kits for processing and reuse. The purchase of several empty sample syringes can greatly reduce delays with rush sample analysis.

Cost/Fees:

See following tables.

Fluid Analyses - Transformers, Load Tap Changers and Circuit Breaker¹

Test	Procedure	Unit Cost (\$USD)
DGA	ASTM D-3612C	76.00
Screen Package	See Note 2 below	76.00
Moisture, Karl Fischer	ASTM D-1533B	7.00
Furfurals	IEC/TC10	170.00
Corrosive Sulfur	ASTM D1275 Modified ³	50.00
Corrosive Sulfur	CCD or IEC 62535, Modified ³	170.00
DBDS (dibenzyl disulfide)		90.00
Inhibitor Content		20.00
Polychlorinated Biphenyls (PCB) Content	ASTM D-4059	25.00

¹ TOGA® sample shipping/handling fee is an additional cost that may include a \$7 report handling charge per equipment sample depending on any additional laboratory services. The glass sample syringe replacement cost is \$US37.50.

² Screen Package includes Interfacial tension D-971, Acid number D974, Color number, D-1524, Dielectric Breakdown D-1816, Power Factor @25C D-924, and Specific Gravity D-129.

³ To identify all cases of corrosive sulfur both ASTM D1275 and IEC 62535/ CCD are recommended

Fluid Analyses - Lube Oil and Hydraulic Fluid Analysis¹

Test	Procedure	Unit Cost (\$USD)
Lube Oil / Hydraulic Fluid Routine Test Package	See Note 2 below	95.00
FT IR Spectroscopy	ASTM E-2412	10.00
Dissolved Moisture, Karl Fischer	ASTM D-6304	7.00
Direct Read Ferrography	ASTM D-7414	10.00
Linear Sweep Voltammetry	ASTM D-6971	115.00
Membrane Patch Colorimetry (MPC)	ASTM D-7843	100.00
Rotating Pressure Vessel Oxidation Test (RPVOT)	ASTM D-2272	400.00
Demulsification	ASTM D-1401	75.00
Rust	ASTM D-665	75.00

¹ TOGA® sample shipping/handling fee is an additional cost that may include a \$7 report handling charge per equipment sample depending on any additional laboratory services.

² Lube Oil / Hydraulic Fluid Routine Test Package includes Spectrographic Analysis. (ASTM D6595 RFS or ASTM D5185 ICP), Viscosity at 40C ASTM D445, Total Acid Number ASTM D664, Karl Fischer Moisture ASTM D1533B, Automatic Particle Count ISO11500 with ISO4406

Other Services Available Upon Request

Consultation Services:

Consultation services not directly associated with on-going TOGA® samples are available upon request.

Cost/Fees:

\$160/hour

NOTE: Prices/rates are subject to change and any price changes are available when an order is requested.

TERMS AND CONDITIONS

General

The following conditions constitute the terms upon which The Hartford Steam Boiler Inspection and Insurance Company (hereafter "Company") agrees to perform the services described in this proposal and any amendment hereto for City of McCleary, WA (hereafter "Customer"). The Terms and Conditions of this proposal shall prevail over any conflicting provisions contained in the Customer's purchase or other document.

Services

- (a) The services are limited to those described in this proposal, and any amendment thereto, and shall not be added to or extended unless the Company agrees to any such addition or extension, in writing, to perform services not so described herein, and the Customer pays, on request, any extra fee required by the Company for such additional services. Any addition to, or extension of, this proposal shall be subject to these Terms and Conditions.
- (b) The Customer shall issue to the Company a purchase order for services to be rendered under this proposal. The purchase order shall be subject and subordinate to the Terms and Conditions of this proposal.
- (c) In the event that any or all of the work of the Company's representative(s) is delayed by the failure of the Customer to properly prepare the equipment for inspection or to provide the necessary support services, idle time shall be charged at the Company's current rate.
- (d) Payment for services shall be received on or before the thirtieth (30th) day following receipt of the service invoice. The Customer will pay all charges associated with collection of any overdue accounts.

The Customer shall issue to the Company, for use in carrying out its inspection assignment hereunder, drawings, specifications, and inspection briefs, special instruments and such other material, as the Customer may deem necessary. Upon completion of the inspection assignment or when material and/or equipment furnished by the Customer are no longer required, all such material and/or equipment shall be returned to the Customer.

Indemnification

The Customer will indemnify, defend and save harmless the Company from and against any and all loss damage, injury, both to persons and property, liability and all claims or suits therefor by, or on behalf of any person, firm or corporation when such loss is alleged to have arisen from the Company's negligence or breach of warranty in connection with any inspection or technical review of documentation thereunder. This indemnification shall not apply however, when such loss results solely from the Company's negligence.

Liability

The Company shall not be liable directly or indirectly for any loss, damage or injury to property or persons resulting from any accident to or defect in any object; nor shall the Company be liable directly or indirectly for loss, damage or injury of any kind arising from or connected with any inspection

or technical review of documentation, whether or not such report or omission was at the request of the Customer; but the Company shall not be relieved under this paragraph of liability from damage or injury resulting from acts of negligence on the part of the Company's personnel where such acts are outside the scope of the actual service or where such acts, within the scope of the actual service, resulted solely from the conduct of the Company's negligence.

Assignment

Neither this proposal nor any right or obligation hereunder may be assigned or delegated by either party without the written consent of the other party, provided however, that Company may assign its rights or delegate its obligations hereunder to any entity with which Company may merge or consolidate or to which Company may transfer substantially all of its assets, liabilities or that portion of its business to which this proposal pertains without obtaining the consent of the Customer.

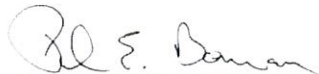
Governing Law

The contract for the specified services shall be construed and interpreted according to the laws of the State of Washington.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year set forth under the Customer's signature on the signature page of this document.

THE HARTFORD STEAM BOILER
INSPECTION AND INSURANCE
COMPANY

City of McCleary, WA

By: 
(Signature)

By: _____
(Signature)

Date: June 13, 2019

Date: _____

Name: Paul Boman

Name: _____

Title: HSB TOGA® Program Director

Title: _____

By: 
(Signature)

Date: June 14, 2019

Name: Ernest Freeman

Title: Vice President - Engineering

For future reference we provide the following information regarding the HSB TOGA® Program.



The primary purpose of our program is to identify oil-filled equipment problems with the goal of helping to prevent losses. From our own experience, using expert asset management our program has helped us reduce our transformer losses significantly when compared to the national average utility and manufacturing units. We have numerous years of experience with equipment and utility distribution systems and understand the priorities associated with your mission critical assets.

We use expert systems to isolate distressed equipment then contact you to make recommendations to reduce your level of risk. Trending data from consistently spaced samples is the most effective method of detecting potential failures within equipment. We are also able to provide asset management for your electrical distribution system that includes diagnostic services for transformers, transformer load tap changers and circuit breakers. Our oil-testing laboratories are on the cutting edge of new technology and diagnostic equipment analysis.

We have developed an internet web site <http://www.hsbtoga.com/> that allows you to access your proprietary test results and track equipment sample schedules. Our application has a secure portion that protects your information. The application also allows you to add additional people to your account to allow information to get where it is needed. You will assign viewing and editing privileges to these accounts that will allow nameplate and address changes. Using the TOGA® Program can automate sample ordering or provide a convenient way to order additional samples based on unanticipated plant events. Finally, our internet site includes an E-mail function to make it easy for you to reach us as well as manuals that show the functionality of the HSB TOGA® Program.

