



April 14, 2021

Ms. Ashley Bryan
Virgin Islands Water and Power Authority
Transmission & Distribution
Post Office Box 1450
St. Thomas, Virgin Islands 00804

***Re: "Revised" Proposal for Training & Safety Services – July 1, 2021 through June 30, 2022
(ECG Fiscal Year 2022)***

Dear Ms. Bryan,

Thank you for your time last week in our scheduled virtual meeting to discuss re-establishing the relationship between VIWAPA and ECG. As we discussed, this letter proposal is ECG's understanding of how we can meet VIWAPA's needs in this upcoming fiscal year of July 1, 2021 through June 30, 2022.

Please accept this letter as a proposal to Contract ("Contract") between USVI Water & Power Authority (WAPA) and Electric Cities of Georgia, Inc. (ECG).

- 1) "Contract Year" to be the period July 1, 2021 through June 30, 2022 to be congruent with ECG's Fiscal Year
- 2) The proposed ECG Scope of Work for the period July 1, 2021 through June 30, 2022 ("Contract Year") offered to WAPA has the following components:

Training & Safety (T&S) Meetings - \$125,000

- Safety meetings are offered at designated VIWAPA locations five (5) months during the Contract Year, presenting a collection of safety and training topics specific to the electric utility employee

- Safety Meetings to be held separately on each Island for each of the five (5) months (15 Meetings)
 - Topics include but are not limited to:
 - Complacency
 - Safety Culture
 - Hazardous Attitudes
 - Avoiding Shortcuts
 - Leaving a Legacy of Safety
 - Lineman's Jeopardy
 - Safety During Mutual Aid Events
 - Backfeed
 - New: Line-Clearance Tree Trimming Certification
 - To work safely in proximity to energized lines
 - OSHA's three different qualification levels
 - Energized vs De-energized
 - FR Clothing requirements
 - How to determine voltage
 - Minimum approach distances (MAD)
 - Arboriculture industry ANSI Z133 Safety Standards
 - OSHA required job briefing
 - Correct and safe use of a chainsaw
 - Fall protection equipment
 - Aerial lift safety
 - How to perform a safe aerial rescue
 - Common knots used in tree care
 - Electrical hardware identification
 - Proper PPE (personal protective equipment)
 - How an electrical grid functions
 - Test (academic & knot)
- Utility Safety Audit – performed annually
 - A complete assessment of safety policies, procedures, equipment, and culture of the electric department
 - A written report is provided with the goal of assisting the utility in determining areas of improvement, obtaining needed equipment and PPE, as well as areas of success
- Personal Protective Grounds Testing – performed annually
 - All grounds are tested and tagged as passed or failed
- CPR/First Aid/AED Certification – two (2) year certification
 - ECG uses the Medic First Aid program



Additional Training & Safety (T&S) Meetings - \$75,000

- Three (3) additional Safety Meetings will be offered during the upcoming Contract Year covering the following topics:
 - Confined Space Rescue Training
 - Trenching & Shoring
 - Pole Top & Bucket Truck Rescue
- These additional Safety Meetings will be held separately on each Island (Nine (9) meetings)

The additional information detailed below provides insight on the applicable pricing for ECG recommended Lineman Training Classes for VIWAPA employees. These Training Classes are to be held at either of the ECG Training Facilities (Newnan, GA or Adel, GA) OR held at your VIWAPA facility. If any of the following Lineman Training Classes are to be held at your VIWAPA facilities, in addition to the cost shown below, ECG will be required to also collect actual travel, lodging, meals and out of pocket costs for any ECG instructor in attendance at the VIWAPA Facility.

1. Groundman School – \$375

Prerequisite: None

(Classroom training and outside hands-on)

- Five (5) days
- Students are trained on the following:
 - Basic Electricity & Electrical Overview
 - Knot Tying, Transformer Basics, Extendo Stick Operation
 - Digger Derrick Operation, Pole Setting, Rope Throw
 - Operating a Handline, Meterbase Safety, Bucket Truck Rescue

2. Powerline Worker Apprenticeship Program - \$3,000

Prerequisite: Groundman Program

(Classroom and outside hands-on)

- Department of Labor Certified Apprenticeship Program
- Three (3) year program requiring 6,000 hours of on the job training
- Three (3) hands-on labs
 - Lab A – Rigging & Climbing
 - Lab B – Distribution System Construction
 - Lab C - Distribution Operations
- Students are tested in class and at home (online) and must maintain a grade average of 75 to graduate. Grade reports are sent to supervisors after every lab.



3. Advanced Lineman Program - \$2,000

Prerequisite: Groundman & Apprenticeship Program OR classified as Lineman by VIWAPA
(All classroom training)

- One (1) year program with 4 modules lasting 2 days each
 - Module 1 –
 - Distribution System Coordination
 - Customer & Employee Interaction
 - Module 2 –
 - Metering
 - Power Quality/System Grounding
 - Module 3 –
 - Advanced Transformer Connections
 - Accident Investigation
 - Storm Restoration
 - Distribution Switching
 - Module 4 –
 - Underground Troubleshooting
 - Exceptional Followership

4. Meterman Certification – \$1,600

Prerequisite: None

- One (1) year program with two (2) hands-on labs lasting three (3) days each
 - Part 1 – some of the topics are:
 - Safe Metering Work Practices
 - Single Phase & Polyphase Meters
 - Instrument Transformers
 - Meter Installation, Maintenance, & Troubleshooting
 - Part 2 – some of the topics are:
 - Single & Polyphase Wiring Diagrams
 - Power Theft
 - Intro to AMI
 - Primary Metering



5. Overhead Hotline School – \$1,000

Prerequisite: Groundman & Apprenticeship Program OR classified as Lineman by VIWAPA
(Outside hands-on)

- Five (5) day hands-on class at ECG Training Facilities
- No climbing - all training is done from a bucket truck
 - Topics include:
 - Understanding & Maintaining Minimum Approach Distance
 - Proper Cover-up
 - Proper use of a Material Handler Bucket Truck
 - Moving Energized Phases With and Without a Material Handler
 - Setting Poles in Energized Phases

6. Underground Line Locating & Fault Finding Workshop - \$375

- Two (2) days
- Students are trained on locating underground cables as well as finding faulted primary and secondary cables

7. Storm Assessor Certification - \$375

- Three (3) days of classroom and field instruction
- Must pass a written test and fill out the damage form correctly
- Recertification every three (3) years
- Conducted at member facilities
 - Topics include:
 - Basic Electricity
 - Electrical Safety
 - Identification of material and equipment
 - Completing the damage assessment form



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ECG looks forward to re-establishing the relationship with VIWAPA for another Contract Year and hopefully beyond.

Please reach out to Jon Beasley (jbeasley@ecoga.org) or Brandon Wylie (bwylie@ecoga.org) to discuss this letter proposal in more detail and I would welcome any specific comments or commitments from VIWAPA management by early June 2021 to help facilitate ECG's upcoming budget approval process with our Board Members.

Sincerely,



John M. Giles
President and CEO
Electric Cities of Georgia

C: Sallie Coleman, Sr. VP & CFO
Jon Beasley, VP of Training & Safety

