

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, December 28, 2021 at 5:00 pm**
Location is room 109 at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

AGENDA

I. Opening Business:

- A. Call to Order
- B. Roll Call - Determination of Quorum
- C. Adoption of Agenda [packet page 1]

II. Consent Agenda:

- A. Minutes of November 23, 2021 [packet pages 2-6]
- B. New Memberships [packet page 7]
- C. Bad Debt Collection Report [packet page 8]
- D. Director Compensation [packet pages 9-10]
- E. Corporate Calendar [packet pages 11-13]

III. Reports from Board Committees: [Report from Organization & Staffing Chairman Russell]

IV. Policy Discussion and Review:

- A. Discussion:
 - a. List of Policies on Website [packet pages 14-15]
- B. Review:
 - a. Management Benefits [packet pages 16-17] – 3rd Reading
 - b. Disconnect Policy [packet pages 18-27] – 2nd Reading
 - c. Workplace Violence [packet pages 28-29] – Attorney Clark
 - d. Sexual Harassment Prevention [packet pages 30-38] – Attorney Clark
 - e. Alcohol & Controlled Substances [packet pages 39-46] – Attorney Clark

V. AIDEPP/COVID-19 Report/Update: [packet pages 47-53]

VI. General Manager's Report: [packet pages 54-58]

VII. Monthly Financial Reports: [handout]

VIII. 2022 10-year Financial Model: [handout/presentation]

IX. 2022 Budget Proposal:

- A. Budget Assumptions and Results [Cannizzaro, to be emailed prior to meeting]
- B. Work Plan Budget [Sullivan, to be emailed prior to meeting]
- C. Capital Budget [Sullivan/Cannizzaro, to be emailed prior to meeting]
- D. Outside Services Budget [Cannizzaro, to be emailed prior to meeting]
- E. Employee Training & Travel Budget [Cannizzaro, to be emailed prior to meeting]
- F. Director Budget [Cannizzaro, to be emailed prior to meeting]
- G. Income Statement Budget [Cannizzaro, to be emailed prior to meeting]
- H. Formulary Rate Adjustment Review [Cannizzaro, to be emailed prior to meeting]

X. Power Cost Risk Report: [packet pages 59-62]

XI. 2021 Red Flag/ Cyberthreat Report: [packet pages 63-64]

XII. Quarterly Fleet Management Update to Board: [Report from Operations Manager Sullivan]

XIII. Full Review of Corporate Calendar: [presentation]

XIV. 100%GoGreen Update: [discussion]

XV. Operation RoundUp Update: [discussion]

XVI. Strategic Plan Review: [packet pages 65-69]

XVII. New Business:

XVIII. Future Business:

- A. January O&S Committee Mtg (TBD)
- B. Regular Board Meeting, Tuesday, 1/25/22 @ 5pm
 - a. Operations Department Update to Board
 - b. Year-end Accomplishments Review
- B. 2022 NYAPP January, 1/25/22 – 1/26/22, Albany, NY
- C. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- D. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. Policy Development
 - Procurement, Receiving, & Disbursement
 - Employee Selection and Dismissal, Nepotism and Anti-Fraternalization
 - Idle Services

XIX. Executive Session:

XX. Adjournment:

The aim of Delaware County Electric Cooperative, Inc., is to make electric energy and related services available to members at the lowest cost consistent with sound economy and good management.

Cooperative Stakeholders

- Members
- Employees
- Community
- Business Partners
 - Suppliers
 - RUS
 - CFC
 - Federated
 - Other cooperatives
 - NYSEDA
- Government
- Regulators

Delaware County Electric Cooperative
Board Meeting Minutes
November 23, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held November 23, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:07 p.m. by President Pick.

B. Roll Call - Determination of Quorum:

Edward Pick Jr.	P- Present
Jeffrey Russell	P- Present
Paul Menke	P- Present
Laurie Wehmeyer	P- Present
Stephen Oles	P- Present
Steve Burnett	A- Absent
Kimberly Tosi	T- Telephonic

DCEC staff members that participated in-person were, CEO/General Manager Christopher Evans, CFO Mark Cannizzaro, Operations Manager Ryan Sullivan and Engineering Manager Paul DeAndrea.

Also in attendance via Teams were DCEC's Legal Counsel Jeffrey Clark and Theresa Rusnak from Bond, Schoeneck and King.

C. Adoption of Agenda: A motion was made by Secretary Wehmeyer to approve the agenda as amended to correct a typographical error from "Rick" to "Risk" and with the following additions to Consent Agenda and New Business:

- A. Expense Report submitted by CEO/General Manager Christopher Evans (added to Consent Agenda),
- B. Go Green Program, and
- C. Operation Roundup.

The motion was seconded by Treasurer Menke. The motion passed.

II. Annual Sexual Harassment Training presented by Jeffrey R. Clark from Livingston Associates, Inc. and Theresa Rusnak from Bond, Schoeneck and King : Annual training to NYS standards was conducted for Directors and Management Staff in attendance. At the conclusion of training, Engineering Manager DeAndrea and Attorney Rusnak were excused from the meeting.

III. Consent Agenda: A motion was made to approve the consent agenda as amended by Treasurer Menke. The motion was seconded by Vice President Russell. The motion passed.
Amendments/additions:
CEO/GM Expense Report

IV. Report from Finance Committee: At the request of Committee Chairman Menke, CFO Cannizzaro read the minutes of the Finance Committee meeting held 3 November 2021.

V. Policy Review and Development:

A. Review:

- a. Safety, Job Training and Education: A motion was made to approve this policy as presented by Director Oles. The motion was seconded by Treasurer Menke. The motion passed.
- b. Contractor Insurance: A motion was made to approve this policy as presented by Treasurer Menke. The motion was seconded by Director Oles. The motion passed.
- c. Operations Management: A motion was made to approve this policy as presented by Secretary Wehmeyer. The motion was seconded by Vice President Russell. The motion passed.
- d. Disposition of Scrap Materials: A motion was made to approve this policy as presented by Treasurer Menke. The motion was seconded by Secretary Wehmeyer. The motion passed.
- e. Donations: A motion was made to approve this policy as presented by Vice President Russell. The motion was seconded by Treasurer Menke. The motion passed.
- f. Financial Goals and Objectives: A motion was made to approve this policy as presented by Director Oles. The motion was seconded by Vice President Russell. The motion passed.
- g. Management Benefits: The review was tabled
- h. Disconnect Policy: The review was tabled

B. Development:

- a. Employee Selection and Dismissal, Nepotism and Anti-Fraternization: The review was tabled

- b. Idle Services: The review was tabled

VI. Operating Plan/Budget Presented: CFO Cannizzaro presented a list of assumptions as well as preliminary capital budget, work plan budget, outside service budget, employee training and travel budgets and director budget.

VII. Year-End Financial Projection (Formulary Rate Planning): CFO Cannizzaro reviewed projections and offered further FRA analysis in December.

VIII. General Manager Report: CEO Evans reviewed topics and fielded questions and comments.

IX. DCEC's 77th Annual Meeting:

- A. Review of 2021's Annual Meeting Minutes: Minutes were reviewed.

X. Monthly Financial Reports: CFO Cannizzaro reviewed the October General Ledger pointing out improvements to A/R arrearages and the usual A/P variance from timing as well as impacts from sales, loan drawdowns, RECs and NYPA.

XI. AIDEPP/COVID-19 Report/Update: CEO Evans reported no changes to policy except for updating dates and that Governor Hochul had extended AIDEPP orders through 15 December.

XII. Proposed 2022 Board Meeting Schedule: Reviewed to confirm the next year of fourth Tuesdays resulted in no conflicts with holidays or other events.

XIII: Legislative Conference and What DCEC should be advertising in January 2022: Due to uncertainty from the pandemic, the consensus is to proceed as a "scholarship only" and to include traditional trip, etc. if events are planned. Due to staffing changes, NYSRECA's Lee Ann Hoad will be slightly more involved with the Legislative Conference when possible.

XIV. Vegetation Management Update to Board: Operations Manager Sullivan presented an update citing approximately 72 miles have been completed due to personnel and equipment matters. He also reported that FY2022 bids are out for two Kortright projects (approximately 40 and 20 miles respectively) as an effort to maintain cycle.

XV. Financial Resolutions:

- A. Accounting/Auditing Firm: A motion was made to approve resolution as presented by Director Oles. The motion was seconded by Treasurer Menke. The motion passed.
- B. Special Return COVID Relief: A motion was made to approve resolution as presented by Director Oles. The motion was seconded by Vice President Russell. The motion passed.
- C. General Retirement and Special Retirement (\$100 or less): A motion was made to approve resolution as presented by Director Oles. The motion was seconded by Secretary Wehmeyer. The motion passed.
- D. PPP Forgiveness Non-Operating Margin to Permanent Equity: A motion was made to approve resolution as presented by Director Oles. The motion was seconded by Treasurer Menke. The motion passed.

XVI. New Business:

- A. 100%GoGreen program was briefly discussed. CEO Evans reported that he should be contractually securing RECs for 2019 and 2020 in the next couple weeks and recommended sunsetting the program due to low participation and the operational challenges of acquiring such small amounts of Non-Tier 2 RECs in a complex quarterly auction/marketplace. For 2019 and 2020, the combined RECs amounted to 111 MWh (53 and 58 respectively) and that the usual minimum transaction block at auction is 500. Discussion was tabled.
- B. Operation Roundup was briefly discussed. CEO Evans and CFO Cannizzaro discussed the widely accepted arrangement for this program with other cooperatives was to create an independent Board to oversee a 501(c)3 or charitable trust/foundation. The DCEC version is to be slightly simpler and only for scholarship purposes. The Board directed the CEO and CFO to refer to past administration's notes and make appropriate preparations as prescribed. CEO Evans offered to continue preparations and to coordinate the launch shortly after the new corporate website completes beta testing

XVII. Future Business:

- A. Regular Board Meeting, Tuesday, 12/28/21 @ 5pm
 - a. Operating Plan/Budget Presented
 - b. CEO Performance Review – kickoff & plan January O&S Committee Mtg
 - c. Semi-Annual full review of Corporate Calendar
 - d. Strategic Plan Review
 - e. Power Cost Risk Update to Board
 - f. Formulary Rate Adjustment Review
 - g. Go Green
 - h. Operation Roundup
 - i. Review of Policies Available on Website
 - j. Review of Policies
 - k. Operations Manager Report of Line Operations
- B. 2022 NYAPP 1/25/22-1/26/22, Albany, NY (Need RSVP)
- C. 2022 NYSRECA (TBD), Owego, NY
- D. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- E. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director/Staff Education & Team Building Conference, postponed to May 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. Operations Manager Report on Fleet Services
- H. CFO Presentation on Accelerating FAS106

XVIII. Executive Session: No Executive Session was called.

XIX. Adjournment: President Pick adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Laurie Wehmeyer
Secretary

Delaware County Electric Cooperative, Inc.

5 North Depot Street, P. O. Box 471, Delhi, New York 13753-0471

NEW MEMBERSHIPS – December 28, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18269-001	GI 2-38-2	Donald	Micciantuono	6 Glenwood Lane	Huntington, NY 11743	Margaret Laird
18260-001	MA 3-32-1B	David	Mattera	42 Kensett Ave.	Norwalk, CT 06851	New Service 2225837
18784-001	HA 4-25-2C	Jennifer	Troost	2233 Covert Hollow Rd	Hamden, NY 13782	Linda Ortiz
18758-001	ME 1-68-2B	Joachim	Jorin	1909 Amsterdam Ave. Apt 15F	New York, NY 10032	Sylvia Jorin
18782-001	DA 2-11-11	Melissa	Carbonara	1779 Garvey Rd.	Schenevus, NY 12155	Wayne W. McCulley
18783-001	JE-2-37-18A	Brian	Darcy	9923 Bacanora Ave.	Whittier, CA 90603	Wayne H. Waller
18786-001	AN 5-93-21	Frank	Frisina	107 Wartburg Ave.	Copague, NY 11726	Rebecca Florin
18788-001	ME 1-58-6A	William	Zuk	111 Kathman Rd.	Delhi, NY 13753	Robert C. Kathman
18789-001	HF 2-14-41	Maureen	Wilson	PO Box 271	Harpersfield, NY 13786	Anna McCombs
18790-001	HA 4-48-15	Stacey	O'Brien	409 Broadway Apt. 2R	Brooklyn, NY 11211	Carmelo W. Meli
18791-001	AN 5-91-13B	Richard	Geraghty	5110 Beech Hill Rd.	Andes, NY 13731	Leo J. Whritenour
18792-001	HA 4-4-7	Peter	Buer	1818 Menahan St.	Ridgewood, NY 11385	Lauren Siegel
18793-001	MI 5-72-9	Parker	Manis	PO Box 198	Margaretville, NY 12455	Sam Linder
18794-001	AN 5-93-20	Ivan and Lauren	Garcia	89 Sherman Pl.	Jersey City, NJ 07307	David E. Daniels
18797-001	JE 2-16-7A	John	Murray	392 Westchester Ave.	Yonkers, NY 10707	Marianne Flubacher
18798-001	DE 4-37-10C	Justine	Galante	3199 E Terry Clove Rd.	Delancey, NY 13752	Michael Brennan
18799-001	AN 5-93-12	William	Petre	2475 Barkaboom Rd.	Andes, NY 13731	Edward W. Broadback
18800-001	TO 3-47-10	Joshua	Frederick	680 Windfall Rd.	Walton, NY 13856	Robert C. Johnson
18801-001	DE 4-5-13	Rosa	Arruffat	4210 County Hwy. 16	Delhi, NY 13753	Brian J. Francisco
18806-001	DA 1-47-2A	Sandjar	Zargarov	159 Gelston Ave. Apt. C9	Brooklyn, NY 11209	Patricia A. Tuller
18807-001	HF 2-23-30	Marshall	LaCount	411 E 28 th St.	Brooklyn, NY 11226	J Serbek
18811-001	GI 2-49-38	Carmello	Rodriguez	10 Howard St.	Mount Vernon, NY 10550	Frank Setteducate
18583-001	KO 2-62-18	Darlene	Smith	2033 Kiff Brook Rd.	Bloomville, NY 13739	Harold E. Smith Jr.
18796-001	WA 4-21-4	Deborah	Vuong	4237 WALDRICK RD SE	OLYMPIA WA 98501	Hartley L. Russell
18805-001	GI 2-59-8	Diane	Bevins	771 BRUCE PORN RD	STAMFORD NY 12167	Wayne Bevins
18808-001	DE 4-15-18	Mia and Alex	Maikowski	330 MIDDLEMIST RD	DELHI NY 13753	Donald F. Harris/ Susan R. McLellan
18810-001	WA 4-21-8A	Russell Family Farm Trust		4831 COUNTY HWY 21	WALTON NY 13856	Hartley L. Russell
18812-001	KO 2-71-25	Marilyn	Olsen	51 Bloomville Hill Rd	Bloomville NY 13739	Eugene Olsen
18813-001	MA 3-22-3D	Bonnie	Shew	790 STATE HWY 206	BAINBRIDGE NY 13733	Allen R. Shew
18815-001	TO 3-36-18	Brian	Hermann	23 MELROSE PLACE	Staten Island NY 10308	Dana Wagner
18822-001	KO 2-61-12A	Alexandra	Alberto	39 Claremont Ave. Apt 82	New York NY 10027	Helen M. Burdick
18824-001	KO 2-62-3A	Ashley	Decker	3164 CNTY HWY 33	BLOOMVILLE NY 13739	Brandee Warner
18819-001	BB 3-22-6B	Charles	Opperman	5300 STATE HIGHWAY 206	BAINBRIDGE NY 13733	Sally Carmody
18814-001	MA 3-25-11	Corey	Northrop	19 SOUTH ST	WALTON NY 13856	Margaret Lee
18818-001	AN 5-82-20	Joseph	Rendina	939 CENTRAL AVE	PEEKSKILL NY 10566	Alina Stobiecka



December 17, 2021

BAD DEBT COLLECTION

* **PLEASE NOTE:** The amounts below were recovered through capital credit retirements,
Southern Tier Credit Center & DCEC through November, 2021.
Total recovered: \$1,095.20.

Original Amount Turned Over For Collections	Name	**Amount Collected CC to UA	Amount Collected from So. Tier	Amount Collected from DCEC	Commission Paid this Month *	Balance Due
\$ 183.12	Keith A. Storey	\$ 119.35	\$	\$	\$	\$ 63.77
48.67	David Sellevold	48.67				-0-
708.92	Charles Staiger	237.96				470.96
1,405.27	Jerry Nettleton	168.72				1,236.55
817.24	Suzanne Worden	151.49				665.75
401.10	Margaret Smith	158.93				242.17
1212.98	Michael Rapp	30.31				1,182.67
660.39	Thomas Kershaw	178.61				481.78
517.85	Flagstar Bank	1.16				516.69

* Commission is 30% of the total amount collected last month. 50% if legal services are required. If payment is made directly to us, the commission will be the following month.

** Under \$30.00 does not get reported to Southern Tier Credit Center.

*** Billing department did a small balance write off for the balance due amount.

**** Capital credits are applied on a discounted basis towards outstanding debt per the Capital Credits Applied to Bad Debt Policy.

DCEC Corporate Calendar Review

Last Updated 6/22/2021

January	
Present Red Flag Report to the Board	CEO
Calculate Usage and Revenue for Dec 15-31 time frame	Alwine
Year-End Process in Billing Follow Through	Alwine
Year-End Inventory	Ives
Financial year-End "soft close"	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Year-End Accomplishments Review / Goals & Objectives Approval	CEO/Board
Employee Performance Reviews	CEO
Organization & Staffing Committee Meeting – inc. CEO evaluation	CEO/Board
Exempt Employee Salary Action	CEO
Stray Voltage Annual Report to Board	Sullivan
Update PPAC "System Loss Factor" based on prior year analysis	CEO
Hazardous Waste Disposal Annual Report (kept in-house)	Sullivan
Hazardous Waste Disposal Annual Document Log (kept in-house)	Sullivan
Submit DEP/NYCA annual pesticide permit application (secure by April)	Sullivan
Legislative Youth Delegate kick-off (interviews/selection by late March)	CEO/VanZandt
NYSRECA Meeting	CEO/Board
DEC pesticide annual reporting – due 2/1	Sullivan
Review & Update SPCC Plan on even years	Soule/DeAndrea
Consider GM contract renewal/update	CEO/Board
Member-owned DG usage/generation calculation/add to historical data	Alwine
Member-owned DG end net metering for 10-year grandfathered members	Alwine
Vegetation Management Update to Board	CEO/Sullivan
Schedule Substation Herbicide Vegetation Contractor	Ives
Complete/Post OSHA 300A	Cannizzaro/Soule
February	
Preparation of Form 7 Report / Submit by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Payroll submission to NRECA (W2 for 401k calc) – due mid Feb	Cannizzaro
DEC Hazardous Waste Annual Report (>2,200 lbs.) due 3/1	Sullivan
Confirm pesticide labels are up to date	Sullivan
Provide annual notice of Herbicide Treatment in Newsletter	Sullivan/VanZandt
NRECA Annual Meeting	CEO/Board
Substation Infrared Inspections	Sullivan
Strategic Plan Review	CEO/Board
Board appoints Nominating Committee (Directors identify members)	Board
Update Standard Costs	Sullivan
Member-owned DG checks to members based on prior year power costs	Alwine/Cannizzaro
Billing complete for NYC permit fees	Rifenbark
March	
Financial Audit - Report to Board	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial (Form 7) Report / Submission by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)	CEO/VanZandt/Board
Legislative Youth Tour Interviews/Selection	CEO/Board
Update Truck Maps - printed	Sullivan
Phase Balance Study completed	Sullivan/DeAndrea
NRECA Reliability Survey	Sullivan/DeAndrea
Dept of Energy EIA Survey	Sullivan
NYSRECA Legislative Conference (tbd)	CEO/VanZandt
Board decision/approval of proposed bylaw changes (for Annual Meeting)	Board
Update System Dispatch Book for Dispatchers & Office	Sullivan/DeAndrea
Nominating (Director Search) Committee Meeting	CEO/VanZandt
Power Cost Risk Update to Board	CEO

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April	
NYS ORPS Equalization & Assessment report (4/15)	Cannizzaro/Sullivan
Submission of Audited Financials to RUS - due 4/30	Cannizzaro
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)	Sullivan
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO/Board
Vegetation Management Update to Board	CEO/Sullivan
Shop Fence Walk-Thru and Repairs	Sullivan/Fisher
Schedule Bucket Truck Testing	Ives/Sullivan
Confined Spaces Gas Tester Calibration	Sullivan
May	
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
Prelim communication of Annual Meeting (w/ bylaw changes if any)	CEO/VanZandt
NEAEC Annual Meeting	CEO/Cannizzaro
Confirm Spring Crew Visits are Complete	Soule/CEO
Capital credits allocation - prior year	Alwine
Capital credits member notification via bills – prior year	Alwine
Strategic Plan Review	CEO/Board
Organization & Staffing Committee Meeting	CEO/Board
June	
Fuel Contract procurement Review (for next year)	CEO/Sullivan
Renew Purchase of TCCs with NYISO/NYPA	CEO
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Plan Membership Survey - 3-year interval, next 2021	CEO
RESAP Audit and Safety Improvement Plan	Soule/CEO
Confirm website prices and warranty information up to date (water heaters, etc.)	Sullivan/VanZandt
Power Cost Risk Update to Board	CEO
Send Double-Wood Letters to Responsible Parties	Sullivan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO
August	
NYS ORPS Significant Inventory Report - due 8/15	CEO/Sullivan
Union Contract Year-End – Payroll Increases	Cannizzaro
OEC Annual Meeting	CEO
Vacation Roll-Over Request Forms	CEO
Review Pole Attachment Rates	CEO/Sullivan
CEO Goals & Objectives Mid-Year Review	CEO/Board
Organization & Staffing Committee Meeting (Jan/Aug)	CEO/Board
Substation Herbicide Vegetation Treatment	Ives
Family Fun Event	VanZandt
September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board

Organizational Meeting of Board (incl. Committee appointments)	CEO/Board
NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDI, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO
October	
Year-End Financial Projection (Capital Credit Retirement Assessment)	Cannizzaro/CEO
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO
Re-instatement of Accounting/Audit Firm (resolution)	CEO/Board
Capital Credit retirement - decision by Board	CEO/Board
Kick-off Budgeting Process (prelim capital budget)	CEO
Employee Enrollment Notice (125, life insurance, other)	Cannizzaro
ERP Plan Exercise & Certification	Soule
Vegetation Management Update to Board	CEO/Sullivan
Oneida-Madison EC Annual Meeting	Board
Steuben REC Annual Meeting	Board
Contact disconnected members - assess health impairment of no winter service	Alwine
Inactive service report for Operations to retire services	Alwine
Economic Development Power audit responses	CEO
Substation Transformer Oil Testing	Sullivan
All-Employee Meeting (last week October)	CEO/Cannizzaro
Confined Spaces Gas Tester Calibration	Sullivan
November	
Year-end Financial Projection (Formulary Rate Planning)	CEO
Capital Credit Retirement (if applicable)	CEO
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Finalize Training Plan (incl. PREA)	CEO/Sullivan
ROW Clearing & Line Inspection contract approval	CEO/Sullivan
Employee Open Enrollment	Cannizzaro
CFC Membership Survey	Cannizzaro
NYPA 10-year Load Forecast	CEO/Sullivan
Newsletter notification - 3rd party notification for disconnect notices	VanZandt
Change lead filter in coffee water supply	CEO
Update DOT Unified Registration System (URS) bi-annual update odd years	Sullivan
Renew DOT Unified Carrier Registration (UCR) annual update	Sullivan
December	
Employee Performance Reviews – prep (Dec), deliver (Jan)	Management Team
CEO Performance Review – kick off & plan Jan O&S Committee Mtg	Board
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Christmas Party	VanZandt
Capital credit general retirement (if applicable)	Alwine
Billing complete for Pole Attachments	Rifenbark/Soule
Update phone menu systems with holiday schedule	VanZandt
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Strategic Plan Review	CEO/Board
Power Cost Risk Update to Board	CEO
Year End Process in Billing Kickoff	Alwine
Send Double-Wood Letters to Responsible Parties	Sullivan
Conduct Annual Red Flag Refresher Training (Dec) & Present Red Flag Report to the Board (Jan.)	CEO

<u>Delaware County Electric Cooperative Policies</u>		11/29/2021
<u>Section/Notes</u>	<u>Policy</u>	<u>Updated</u>
Employee Relations		
	☹ Alcohol and Controlled Substances	10/26/21
	? Benefits for Management Employees	11/23/21
	☹ Clothing for Employees working... energized parts	2/25/20
Not Posted on Website	☹ Employee Handbook	9/22/20
	☹ Employee Travel in the Interest of the Cooperative	3/26/19
	☹ Last Day Worked	5/26/20
	☹ Personal Communications Devices	9/22/20
renamed was Personnel Slection/Dismissal and Nepotism	? Employee Selection and Dismissal, Nepotism and Anti-Fraternization	11/23/21
	☹ Safety, Job Training and Education	11/23/21
	☹ Sexual Harrassment	10/21/19
	☹ Smoking	6/23/20
	☹ Vehicle Use	6/23/20
	☹ Wage and Salary Plan for Non-Union Employees	5/26/20
Not Posted on Website	☹ Weapons	9/28/21
	☹ Workplace Violence and Harrassment	7/23/19
Finance		
	☹ Auditing of Cooperative Books, Records and Accounts	4/7/20
	☹ Bank Accounts	10/27/20
	☹ Capital Credits Allocation Method	3/26/19
	☹ Capital Credits Applied to Bad Debt	7/27/21
	☹ Deposits Policy	10/26/21
	☹ Estate Capital Credits	2/25/20
	☹ Financial Budgeting	8/24/21
	☹ Financial Goals & Objectives	11/23/21
	☹ Financial Reports for Directors	8/24/21
	☹ Insurance and Fidelity Coverage	3/24/20
	☹ Minimum Bills and Capital Credit Payments	6/28/20
	? Procurement, Receiving & Disbursement	11/23/21
	☹ Unclaimed Capital Credits and Donated Capital	7/27/21
Governance & Management		
	☹ Absentee Ballots	8/25/20
	☹ Adjustments to Electric Rates and other Charges	8/24/21
	☹ Attorney	9/28/21
	☹ Chief Executive Officer/General Manager - Duties of	9/3/20
	☹ Compensation of the Board of Directors	3/23/21
	☹ Conflict of Interest	11/24/20
Not Posted on Website	☹ Cyber Security/Data Breeach	4/27/21
	☹ Director Qualifications and Responsibilities	4/27/21
	☹ Form 990 Review	6/25/19
	☹ Identify Theft Red Flag Prevention	6/22/21
	☹ Memberships in other Organizations	8/27/19
	☹ Organization & Staffing Committee	8/27/19
	☹ Organization of the Cooperative	10/27/20
	☹ Safety RESAP	4/28/20
	☹ Whistleblower	3/24/20
Operations		
	☹ Construction and Equipment Contracts	8/25/20
	☹ Contractor Insurance Requirements	11/23/21
	☹ Design and Construction of Electric Facilities	10/27/20
	? Disconnect Policy	11/23/21
	☹ Disposition of Retired Electric Poles	1/22/19
	☹ Disposition of Scrap Materials	11/23/21

	☺	Electronic Revenue Meter Testing	5/25/21
	⊖	Emergency Assistance to other Cooperatives	4/23/19
	⊖	On-Call Linemen Response Time	10/21/19
renamed was Incident Investigation	☺	Safety Committee and Incident Investigation	10/26/21
ANNUAL	⊖	Line Extensions for New Services	10/26/21
	⊖	Overtime Work	4/23/19
	☺	Operations Management	5/25/21
ANNUAL	⊖	Poles, Joint Use of	8/25/20
	☺	Right-of-Way Management	6/22/21
	⊖	Service Rules and Regulations	4/23/19
	⊖	Wiring - Members or Consumers	5/28/19
Public, Member & Gov't Relations			
	☺	Donations	11/23/21
	⊖	Energy Conservation & Efficiency	4/28/20
	⊖	Member-Owned Distributed Generation	5/12/20
	☺	Change of Hands	10/26/21
	⊖	Member Participation in Annual Meetings of Members	6/25/19
	⊖	Public Access to Board Meetings	5/28/19
	⊖	Records Management, Retention, and Public Access	12/17/19
Others for Consideration:			
	α	Social Media	N/A
	α	Data Breach Response	7/24/2018
	α	Emergency Escalation Procedures	N/A
Summary of Policies			
	☺	Number reviewed since Jan 1, 2021	24
	⊖	Number reviewed between Jan 1, 2020 and Dec 31, 2020	22
	⊖	Number reviewed prior to Jan 1, 2020	17
	?	Number being reviewed/developed/tabled at current meeting	4
	α	Number considered for possible creation (new)	3
		Total	70

POLICY

SUBJECT: Contract Development and Benefits for Management Employees

BACKGROUND:

Management employee benefits are similar to those enjoyed by union represented employees. However, management employee benefits are not collectively negotiated. They are generally mutually agreed terms of individual contracts with some potential variation(s) compared to non-exempt employees except when prohibited by law, policy, procedure or standard.

PROCEDURE:

In the case of the CEO/General Manager contract, the Organization & Staffing Committee shall negotiate the terms of the contract. In the cases of CFO, Division Managers and other “non-hourly” personnel contracts, the CEO shall negotiate the terms of the contract(s).

Contract terms shall be no longer than 24 months and no shorter than 3 months such that renewals have an effective date of 1 January.

Outlined benefits in this policy are subject to change based upon cooperative and employee needs and/or terms and rates set by provider.

INSURANCE BENEFITS:

Management employee benefits shall consist of the following:

Medical/Rx:	Coverage begins 90 days after employment. Employee pays 20% of current year premium of plan selected
Retiree Medical:	Consistent with benefits provided to other employees with the option to purchase medical insurance coverage for himself/herself and their dependents upon retirement from the Cooperative, if they retire with 10 years or more of service, based on the following schedule: 10-15 Years of Service: 100% of applicable Group Premium 15+ Years of Service: 50% of applicable Group Premium
Dental:	Coverage begins 90 days after employment. Employee pays 20% of current year premium of plan selected
Vision:	Employees and dependents each eligible for reimbursement for cost of annual eye exam, frames and lenses or contact lenses, and Lasik surgery up to a maximum of \$500 per year or reimbursed up to \$500 for private vision insurance premium
Section 125 Plan:	Employees may contribute to insurance premium-share, and to a Flexible Spending Account, on a pre-tax basis.
Accidental Death And Dismemberment	Max \$1 million insurance provided for employee at no cost to employee
Life Insurance:	Employee covered @ 2x base salary Dependents covered @ \$10k per dependent



	Additional employee/ dependent life insurance available at employee expense
Disability Insurance:	Short Term Disability Insurance (26-week benefit) provided at no cost to Employee Long Term Disability Insurance (26-week waiting period) provided at no cost to Employee.
Business Travel Insurance:	Provided at no cost to Employee.
Insurance Buy-out:	Option to opt-out of Medical/Rx and/or Dental insurance benefit and receive payments up to \$2000.00 combined per year.

RETIREMENT & PTO BENEFITS:

Retirement:	401k Savings Program. Employer contribution 7.0% and up to an additional 3.0% matching contribution dependent upon employee contribution. Begins first day of month after 90-day waiting period Employee may participate in an NRECA-managed Roth 401k investment plan (no employer contribution).
Holidays:	10 scheduled paid Holidays 3 Floating Holidays 2 Personal Days
Vacation:	As specified in employment contract or offer letter.
Sick Days:	As specified in employment contract or offer letter.

FRINGE BENEFITS

Management-employee negotiated benefits in addition to insurances, retirement and PTO (which may be included as part of the contract) can include but is not limited to the following:

- Deferred Compensation:**
- Signing Bonus:**
- Relocation Assistance:**
- Company Vehicle:**

RESPONSIBILITY: CEO/General Manager and Board

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	August 27, 2013
Revised by Board of Directors	September 22, 2015
Revised by Board of Directors	March 28, 2017
Revised by Board of Directors	July 24, 2018
Revised by Board of Directors	September 3, 2020
Revised by Board of Directors	December 28, 2021

POLICY

SUBJECT: Disconnect Policy

POLICY: DCEC DISCONNECT PROCEDURE
Failure to Make Payment

1. DCEC Billing Procedures:

The Cooperative has developed procedures to comply with Part 459 of the New York Power Authority's Rules and Regulations. Members are billed between the 17th and 20th of each month¹ for service during the previous billing cycle. Payments for this service are due upon receipt and become subject to late penalties on the 12th day of the following month. Payments not received by the 12th will accrue late charges of 1.5% per month or \$5.00 per month, whichever is greater.

Each member who still has a past due amount of \$125 or more when the next month's bill is calculated (on or about the 17th) will receive a FRIENDLY REMINDER NOTICE on their printed or electronic bill, the content of which will be similar to the following:

- FRIENDLY REMINDER. Your account is 30 days past due. Additional charges will apply if the Past Due Balance is not paid by the next business day. Please contact our office if you'd like to discuss payment arrangements for a hardship. If your payment has been sent, we thank you!

Those same members may also receive a FRIENDLY REMINDER NOTICE by means of an automated phone call, the content of which will be similar to the following:

- "This is Delaware County Electric Cooperative with a friendly reminder that your account is currently past due. If you would like to make a payment by phone, please call our automated system at 844-209-7162. You may also pay at the Cooperative's website, www.dce.coop. Thank you and we wish you a good evening".

This FRIENDLY REMINDER NOTICE will be sent via automated phone call whenever practical, as determined at the sole discretion of the staff of the Cooperative. In cases where the member has an e-mail address on file at the Cooperative, the FRIENDLY REMINDER NOTICE may also be sent via e-mail.

Each member with a past due balance greater than \$125 on or about the 20th of the month will receive a FINAL DISCONNECT NOTICE, which shall:

¹ Dates referring to actions by Cooperative personnel will occur on or about the dates listed in this policy or on the next business day.

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- Be sent to the member by US mail with ActivTrace² tracking enabled fifteen (15) days prior to disconnection.
 - Contain the following language on the front of the bill: **FINAL DISCONNECT NOTICE. SERVICE WILL BE TERMINATED IF \$XXX.XX IS NOT PAID IN FULL BY XX/XX/XXXX. SEE BACK FOR MORE INFORMATION.**
 - Contain the following information on the back of the bill: **CONTACT DCEC’S BILLING DEPARTMENT IMMEDIATELY TO MAKE PAYMENT ARRANGEMENTS. FAILURE TO PAY THE ENTIRE PAST DUE AMOUNT IN FULL OR FAILURE TO CONTACT DCEC’S BILLING OFFICE WILL RESULT IN DISCONNECTION OF THE SERVICE. BRING THIS BILL TO THE ATTENTION OF THE UTILITY WHEN PAYING. IF YOU ARE EXPERIENCING AN ACCUTE HARDSHIP YOU MAY CONTACT OUR OFFICE REGARDING PAYMENT ARRANGEMENTS.**
 - Inform the member of the date that service will be terminated, such date not to be fewer than 35 days after the last due date, and not fewer than 15 days after the mailing date of the FINAL DISCONNECT NOTICE, unless full payment on arrears is received, or an alternative agreement with DCEC is reached, prior to that date;
 - Inform the member of the total amount due, where and how payment may be made, and procedures for disputing the bill (including DCEC contact information);
 - Advise the member that they should contact the DCEC immediately if any acute hardship, such as death in the family, recent unemployment, serious illness or infirmity or other grave condition exists, or if they are a recipient of financial assistance from a local social services department or other Energy Assistance Payment (EAP), so that DCEC may determine whether any temporary arrangement should be made.

For each member who receives a FINAL DISCONNECT NOTICE, the Cooperative will also attempt an automated phone call to provide notification of the member’s account status. The automated phone message will include the fact that the member is subject to disconnect for non-payment, the scheduled disconnect date, and a phone number to call the Cooperative’s office and the Cooperative’s 24-hour pay-by-phone number.

Example of “summer” discontinuance procedure:

- Member is billed on August 17 for previous 30 days of kWh.
- Payment is considered past due at the close of business on September 12th and late payment charge is assessed on the 13th.
- Member is billed September 17 for previous 30 days of kWh. Any member with a past due amount greater than \$125 at the time of billing receives a FRIENDLY REMINDER MESSAGE within the monthly bill, which is mailed by “regular” mail.
- Also on or about September 17, any member with a past due amount greater than \$125 receives a FRIENDLY REMINDER MESSAGE by means of an automated phone call to the member’s phone number of record.

² ActivTrace is NISC’s mail tracking and reporting software, which enables tracking when mail is shipped, where mail is located, and when it is delivered. ActivTrace works in conjunction with features offered by the USPS.

-
- Also, on or about September 17, any member with a past due amount greater than \$125 and with an e-mail address on file at the Cooperative will receive a FRIENDLY REMINDER MESSAGE via e-mail.
 - If member has a past due A/R balance greater than \$125 on September 20, a FINAL DISCONNECT NOTICE is issued with a disconnect date 15 days after FINAL DISCONNECT NOTICE was printed, and at least 35 days after August 17 bill was due. This FINAL DISCONNECT NOTICE is mailed via USPS first class mail with ActivTrace enabled. Also, on or about September 20, any member with a past due amount greater than \$125 receives a FINAL DISCONNECT NOTICE by means of an automated phone call to the member's phone number of record and an e-mail message to the member's e-mail address of record.
 - If member has a past due A/R balance greater than \$125 on October 8, the member's service is disconnected.

2. Third Party Notification:

Every member shall be permitted to designate, in writing, a third party to receive a copy of every notice of discontinuance, provided that every such party indicates in writing their willingness to receive such notice.

3. Additional Procedures for Service Locations with Single Family Rental Units:

For service locations where a single rental unit is located on its own meter, and the service is in the name of the member-landlord, not the tenant, DCEC shall employ the following additional procedures:

- If DCEC personnel become aware that a tenant's electric service is subject to disconnection due to a landlord's failure to pay, notwithstanding any other Cooperative policy related to the protection of members' private information, DCEC personnel may notify the renter of the amount due to avoid disconnection and provide the renter with the opportunity to pay that amount to avoid disconnection of the service. ~~The member shall remain liable to the Cooperative for the past due amount.~~

4. Additional Procedures for Service Locations with Two or More Dwelling Units:

For service locations where two or more dwelling units are located, and where service is not separately metered, DCEC shall employ the following additional procedures:

- A copy of the notice of discontinuance shall be personally served AND sent, via USPS first class mail with ActivTrace enabled, to the owner of the dwelling or to the agent thereof to whom the most recent service bill has been sent, and the superintendent, if any, 15 days prior to discontinuance.
- A copy of such notice shall be delivered to each occupant 15 days prior to discontinuance.
- A copy of such notice shall be posted, where possible, in a conspicuous place within the dwelling 15 days prior to discontinuance.

- For multiple unit dwellings (3 or more dwelling units), a copy of such notice shall be mailed to the local health officer and commissioner of the social services district for the political subdivision in which the dwelling is located 15 days prior to discontinuance; and
- The notice shall indicate that any occupant can avoid discontinuance of service by applying for service in his/her own name, or by making payments in accordance with DCEC procedures, and that such payments may be set off against rent in accordance with NYS Real Property Law § 235.

DCEC shall not discontinue service to a multiple unit dwelling as long as the occupants continue making timely payments of current electric charges for service.

Where the obligations owed to DCEC have been satisfied, all occupants shall be notified in the same manner that it no longer intends to discontinue service.

5. Disconnect Procedures:

Summer Disconnects	Winter Disconnects
April 16 – October 31	November 1 - April 15
Disconnect at least 35 days after payment due date AND written notice served via USPS first class mail with ActivTrace enabled 15 days before disconnect	
The Disconnect Report is created prior to the planned disconnection date. The report process confirms: <ul style="list-style-type: none"> • Accounts receivable still includes past due balance \geq \$125 • No payment arrangements have been made • The service is not on the medical necessity list. 	
	Winter Procedure Only: At least 72 hrs. prior to disconnect must document attempt to contact by phone at least one attempt during business hours and one attempt outside business hours (outside business hours = weekdays 6-9PM and weekends/holidays 9AM-5PM)
Must be no impairment to human health <ul style="list-style-type: none"> • If impairment contact DSS and wait for DSS input to Cooperative • If contact cannot be made - disconnect only after it is confirmed that there will be no impairment issues; personal visit required for this analysis • impairments include <ul style="list-style-type: none"> ○ Acute illness ○ Disability and others ○ Winter Only: the presence of young children (<14 years of age) • Dwellings where ALL residents are over 62 OR handicapped, OR under the age of 18 are handled as winter disconnects regardless of time of year. See Winter Disconnects procedure above. 	
To avoid disconnect the member must pay their past due amount along with the applicable trip charge to DCEC personnel upon arrival at the service location. Field personnel are not authorized to negotiate payment arrangements with members. Requests for payment arrangements must be directed to the Billing Department.	



<p>Disconnect on Monday – Thursday during regular business hours 7:30 AM – 4:00 PM except when the office will be closed on the following day.</p> <p>Documented site visit required by DCEC personnel.</p>	<p>Disconnect on Monday – Thursday during regular business hours 7:30 AM – 4:00 PM</p> <p>Documented site visit required by DCEC personnel.</p> <p>Winter Only: If no contact is made with resident, service cannot be disconnected, but Trip Fee still applies and a door knocker envelope is left.</p>
<p>Upon disconnection, the members account is marked as disconnected, accounts receivable is updated to include kWh charges through the time of the disconnection and all applicable disconnect fees.</p>	
<p>Disconnect remotely as long as above criteria has been met including:</p> <ul style="list-style-type: none"> • No impairment to human health • Site visit performed by DCEC personnel 	

6. Additional Guidelines for Field Disconnect Personnel

- Upon arrival at a member's location to perform a disconnection, always confirm the member's meter number and get a meter reading.
- When talking to persons at the member's location, confirm that you are speaking to the member before sharing any confidential information. If the member is not present at the time of the disconnection, any information left for the member should be left in a sealed door-knocker envelope. If an adult person other than the member is present at the time of the site visit, request the name of that individual and make a note of it.
- If the member is present upon your arrival to perform a disconnection, provide a copy of the "What Happens if My Service Is Disconnected" informational pamphlet and draw their attention to the financial implications of being disconnected. Encourage the member to speak to the Billing Department regarding payments and payment arrangements before resorting to disconnection.

7. Re-Connect Procedures

<p>Subject to requirements for payment arrangements found below in this policy, member is required to pay total amount due including past due amounts, current balance, any applicable disconnect/reconnect fees, and applicable deposit prior to re-connection.</p>
<p>DCEC must reconnect within 24 hours, or within 1 business day, of payment, whichever is later, subject to Limitations on Reconnections as described in numbered paragraph 9 below.</p>
<p>Field reconnection only upon confirmation that a resident is in the dwelling or reconnection waiver has been submitted by member. If agreed by DCEC Billing and Operations departments, a remote disconnect-capable meter will be installed during field reconnection.</p>
<ul style="list-style-type: none"> • Reconnect remotely only upon phone confirmation with member while member is in attendance at home site OR • Member has the option of signing a release form for DCEC to remotely reconnect with the member not being present at the location (see attachment)



8. Limitations on Disconnections:

Between September 1 and November 1 of each year, review all disconnections during the past 12 months where service has not been restored, and contact the member/property owner to determine if continued lack of service may expose the member to serious impairment to human health or property damage. If such determination is made, refer the account to the local social services commissioner.

The above winter disconnect procedures shall be observed throughout the year where DCEC knows, or reasonably should know, that ALL occupants are elderly OR handicapped OR 18 years or younger.

DCEC shall not discontinue service where a medical doctor or local board of health has certified in writing that discontinuance will aggravate an existing medical emergency.

If DCEC personnel become aware that disconnection of a service may create inhumane conditions for animals and due to factors such as the species, number, or location of said animals, those inhumane conditions may not be practically resolved in a timely manner following disconnection of the service, DCEC personnel, at their discretion, may refer the situation to the Cooperative's General Manager. The General Manager shall make a determination as to whether to disconnect after discussions with DCEC personnel, and/or discussions with the member, and/or discussions with law enforcement personnel.

9. Limitations on Reconnections:

- Except in cases that in the judgement of the CEO/General Manager are emergencies, Cooperative personnel shall not be called out to perform reconnections after 9 6:00 pm.
- If DCEC personnel are onsite and notice a member with a generator running prior to reconnect they will ask the member to shut it down prior to any reconnection taking place.
- If a remote reconnection is taking place the office staff at DCEC will need to notify the member that if they have a generator running it will need to be shut down prior to the reconnect. If the member cannot or will not shut down the generator, then the meter shall not be reconnected and an additional trip charge will be applied.
- A landlord must pay the entire accounts receivable balance for a given service location before a service can be connected at that service location in the name of a tenant.

10. Fees Associated with the Disconnect/Reconnect Process

Activity	Associated Fee	Tax
Trip Charge (even if payment is made to DCEC employee at service location to prevent disconnection)	\$80	\$6.40
On-site Disconnect Fee (<u>At meter</u>)		
Remote Disconnect Fee (procedure still requires DCEC employee to make trip to service location)		



On-site Reconnect Fee During Regular Business Hours (7:30 AM – 4:00 PM)	\$80	\$6.40
On-site Reconnect Fee Outside Regular Business Hours (After 4:00 PM) (4:00 PM – 6:00 PM)	\$175	\$14.00
Remote Reconnect Fee During Regular Business Hours (7:30 AM – 4:00 PM)	\$25	\$2.00
Remote Reconnect Fee Outside Regular Business Hours (After 4:00 PM) (4:00 PM – 6:00 PM)	\$90	\$7.20
Disconnection/Reconnection at Transformer (2- Man <u>Person</u> <u>Line Crew</u>) During Regular Business Hours (7:30 AM – 4:00 PM)	\$400	\$32.00
Disconnection/Reconnection at Transformer (2- Man <u>Person</u> <u>Line Crew</u>) Outside Regular Business Hours (After 4:00 PM) (4:00 PM – 6:00 PM) -or- On-site Reconnect Fee Outside Regular Business Hours (After 6:00 PM by line crew)	\$600	\$48.00

11. Methods of Payments:

- Payments can be made by the following methods to avoid disconnection of service:
 - **VISA, MasterCard, or Discover** payments may be made through the following methods:
 - Contacting the DCEC office personnel to take payment by phone
 - Online through SmartHub
 - 24 hours per day through the Cooperative's automated pay-by-phone system
 - **Payments by check** may be made through the following methods:
 - Contacting the DCEC office personnel to take payment by phone
 - Bringing check into DCEC office or Night-Drop Deposit Box
 - Online through SmartHub
 - 24 hours per day through the Cooperative's automated pay-by-phone system
 - Any form of courier service
 - **Please note:**
 - If a check that has been paid to avoid disconnection is returned due to insufficient funds, the member will immediately be disconnected and charged all additional appropriate fees, subject to applicable disconnect procedures.
 - If member has two returned checks within one year, DCEC will not accept a check as payment in order for a service to be reconnected.
 - **Cash, Money Order or Certified Checks**
 - Bringing checks to the DCEC office or Night-Drop Deposit Box
 - Any form of courier service

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- If DCEC personnel are onsite to disconnect a member's service payment can be collected in the form of cash, check, money order or certified check.

12. Payment Arrangement Procedure:

- Each payment under any arrangement must include current charges and a portion of arrears, including interest.
- Except as noted below, the Cooperative cannot require any payment arrangement made to avoid disconnection or made in relation to a re-connection to include a down payment greater than one-half of the amount due or three months average billing, whichever is less. The amount due may include accounts receivable, fees, and a deposit, if applicable. In cases where the member has a history of reconnecting his own service or not honoring previous agreements the Cooperative may require that the member make full payment of all amounts due before service is restored.
- Social Service or any other Energy Assistance Payments (EAP) will hold the account from disconnect for a benefit period of 30 days per benefit guarantee.
- Each time a payment arrangement is made with a member, the member shall be notified in writing that, "This is a binding payment agreement. If you fail to meet your obligation to pay the specified amounts on the specified days per this agreement, you will become subject to disconnection without any further notice." For purposes of Payment Arrangement notification described herein, e-mail notification shall be considered equivalent to notification "in writing."

13. Deposit:

- Deposits will be assessed in accordance with DCEC's Deposit Policy.

14. DCEC Meter Tampering and Theft of Service Procedure:

- When meter tampering or theft of services are suspected:
 - DCEC will investigate through the use of an AMR program and determine if a site visit is necessary. When deemed necessary, DCEC will perform a site visit and will take pictures to verify.
 - DCEC will schedule with either the NYS Police or the appropriate County Sheriff's Department a meeting at the service address for the service in question.
 - After a careful investigation of the service by DCEC and law enforcement personnel, DCEC will follow the proper law enforcement procedures to process the violation, or will determine no violation occurred.
 - If a violation is found to have occurred, DCEC will file charges against the member.
 - DCEC will disconnect the service immediately subject to winter disconnect procedures, in such a manner, that the service cannot be reconnected except by line personnel.

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- DCEC will calculate the total amount due to DCEC, including meter tampering fees as defined in DCEC’s service rules and regulations, and disclose this information to the law enforcement agency.
 - The DCEC attorney will be contacted to continue the case and prosecute the member to the fullest extent of the law.
 - The account will remain disconnected until all amounts due are paid to the court or DCEC.
 - DCEC reserves the right to monitor usage electronically and by on-site physical inspection of affected services in cases where theft of service has occurred.

15. Electronic Meter Requirement:

- DCEC reserves the right to utilize whatever metering technology we deem necessary to conduct Cooperative business. If the member refuses to allow DCEC to utilize the technology, they are in essence refusing service and will be disconnected except as noted in the Cooperative’s Service Rules and Regulations, Section 26, Smart Meter Opt Out.

RESPONSIBILITY: General Manager, Operations Manager, Billing Specialist, and Billing Assistant

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	July 24, 2012
Revised by Board of Directors	August, 28, 2012
Revised by Board of Directors	May 27, 2014
Revised by Board of Directors	March 22, 2016
Revised by Board of Directors	June 28, 2016
Revised by Board of Directors	November 22, 2016
Revised by Board of Directors	May 29, 2018
Revised by Board of Directors	July 24, 2018
Revised by Board of Directors	December 28, 2021



5 N. Depot Street
PO Box 471
Delhi, NY 13753

GENERAL RELEASE

NEW SERVICE CONNECTION/ EXISTING SERVICE RECONNECTION WAIVER

The undersigned ("Releasor"), being a member and customer of the Delaware County Electric Cooperative, Inc. ("the Cooperative"),

Juliet R. Joy
101 Coolen Ct, Apt 312B
North Palm Beach, FL 33408

receiving electric service from the Cooperative as described as **Location # ME 1-68-12** ("the Premises"), and in consideration of the Cooperative's willingness, at Releasor's request, to connect new service or reconnect existing service at the Premises without the presence of an adult at the time of reconnection upon the following representations:

- That Releasor understands an initial connection or subsequent reconnection of electrical service at the Premises without an adult present creates a risk of loss of or damage to the Premises; and
- That Releasor is aware of the status of all electric loads within the Premises, that those loads were left in safe condition when Releasor or their agent left the Premises, and that Releasor is not aware of any change in condition which would make reconnection unsafe;

Hereby releases and discharges the Cooperative, as RELEASEE, as well as the RELEASEE'S heirs, executors, administrators, successors and assigns from all actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims and demands whatsoever, in law, admiralty or equity, which against the RELEASEE, the RELEASORS, RELEASORS'S heirs, executors, administrators, successors, and assigns ever had, now have or hereafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever arising from, directly or indirectly, the reconnection of electric service at the Premises.

This RELEASE may not be changed orally.

Signature: _____ Date: _____
(RELEASOR)

IN WITNESS WHEREOF, the RELEASOR has hereunto set his/her hand on the
____ day of _____, 202____.

Witness: _____ Date: _____

Print Name: _____

POLICY

SUBJECT: Workplace Violence and Harassment

POLICY:

Any form of workplace violence, including harassment, is prohibited in Cooperative facilities and vehicles, during either working or nonworking time, and while performing Cooperative business either on or off Cooperative premises. This policy applies to an immediate supervisor, the General Manager, a Board member, a coworker, an employee, a vendor doing business with the Cooperative, a non-employee or a consumer/member.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage.

Definitions:

- (1) Harassment - Behavior or communication designed or intended to embarrass, intimidate, menace, or frighten another person. Harassment can be verbal, physical or visual. It includes touching, gesturing, making comments, using terms, or displaying or sending images, of or in a sexual, racial, ethnic or otherwise discriminatory nature or way, with the intention, actual or reasonably perceived, of causing offense or intimidation, or seeking a response which is reasonably objectionable, to the targeted person. The standards of the targeted person, and not the perpetrator, are paramount in the definition of Harassment. For example, a hug may be a normal expression of friendship for some, but if the targeted person feels that a hug crosses a boundary of personal space, then the targeted person has the right to communicate such to others and have an expectation that their boundaries will be respected.
- (2) Threat - The expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating has the present ability to carry out the threat, and regardless of whether the expression is a present, conditional, or future threat. Threats may be either direct or implied.
- (3) Physical attack - Unwanted or hostile physical contact, including but not limited to hitting, fighting, pushing, shoving, throwing objects, or using a dangerous weapon against an individual. (Guidelines: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under circumstances and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for safety of another person in the workplace.)
- (4) Property damage - Intentional damage to property which includes property owned by the Cooperative, employees, visitors, vendors, or members.

Any employee who feels that he/she is a victim of workplace violence or who observes or otherwise has reason to believe that violence is occurring in the Cooperative's workplace shall immediately report the matter to his/her supervisor. The supervisor shall report the incident to the CEO/General Manager. If the supervisor is the subject of concern, the employee shall report the incident directly to the CEO/General Manager. Delaware County Electric Cooperative, Inc. encourages employees to do this so that all complaints of workplace violence will be investigated promptly and in as impartial and confidential a manner as possible by Management staff and other individuals with a need to know. Circumstances may arise in which a limited number of other persons may have to be informed. Cooperative legal counsel will be consulted and all parties involved will be expected to cooperate fully with said counsel. In instances where the person committing the workplace violence or the circumstances of the workplace violence make it difficult to report the incident to the supervisor or the CEO/General Manager, the employee shall report the incident to the Cooperative's Ombudsman, Jeff Clark at 585-362-4721 (office), 585-794-0819 (cell) or jrclark@bsk.com.

The employee who brings a good faith complaint will not be retaliated against, even if the complaint is not sustained.

The accused individual will be informed of the complaint in a timely manner and given the opportunity to tell his/her side.

Delaware County Electric Cooperative, Inc. may take interim measures pending full investigation and resolution of complaints. These interim measures may include separating parties to the complaint or suspension of the accused.

Any employee who is found, after appropriate investigation, to have engaged in workplace violence will be subject to appropriate disciplinary action, up to and including immediate termination.

PROCEDURE: As outlined in Policy

RESPONSIBILITY:

- A) Employees are responsible for maintaining an awareness of potential violent situations and bringing them to the attention of management personnel as soon as possible.
- B) All supervisors are responsible for communicating and administering this policy.
- C) The General Manager/CEO shall be responsible for the overall administration of this policy. This policy will be reviewed annually with all employees and new employees upon hire. When reviewed at an all employee meeting, the training will be documented with an employee sign-in sheet.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors

September 27, 2016

Revised by Board of Directors

July 23, 2019

POLICY

SUBJECT: Sexual Harassment Prevention

POLICY:

DCEC (the “Cooperative”) is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the Cooperative’s commitment to a discrimination-free work environment.

- A. This Policy applies to all employees and directors. It also applies to individuals who are not employees of the Cooperative but are employees of contractors, subcontractors, vendors, consultants, and other persons who provide services in the Cooperative’s workplace, such as interns and temporary employees.
- B. Sexual harassment is not tolerated by DCEC, and is prohibited by this Policy. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy.
- C. No person covered by this Policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment report. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.
- D. DCEC will conduct a prompt, thorough, fair, and confidential investigation, consistent with this Policy, in response to any report of sexual harassment. The Cooperative may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The Cooperative will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

PROCEDURE:

- A. Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

- B. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the reporting individual is not the intended target of the sexual harassment;
 2. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
- C. A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex.
- D. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.
- E. The following is a list of some of the types of acts that may constitute sexual harassment:
1. Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 2. Unwanted sexual advances or propositions.
 3. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
 4. Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
 5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
 6. Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

7. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.
- F. In addition to the conduct described above, the following conduct may be sexual harassment and therefore shall be prohibited by this Policy:
1. Unsolicited verbal, sexual comments (i.e., off-color jokes or stories);
 2. Subtle pressure for sexual activity;
 3. Remarks about a person's body or about sexual activities;
 4. Patting, rubbing, pinching or any other unnecessary touching;
 5. Demanding sexual favors accompanied by implied or overt threats concerning one's employment (i.e., telling an employee that they cannot be promoted or cannot receive a pay increase without submitting sexually to their Supervisor);
 6. Physical assault;
 7. Harassment directed only toward individuals of the same gender.
- G. Any and all activities described above are expressly prohibited; however, the behavior and conduct specified are examples only and are not intended to be an all-inclusive list of what the Cooperative may determine to be sexual harassment under this Policy.
- H. Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, member, client, customer, or visitor.
- I. Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.
- J. Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this Policy, filing a harassment report, participating in an investigation or proceeding of such a report, or encouraging a fellow employee to make a report.

REPORTING AND INVESTIGATION

A. Reporting Sexual Harassment

1. Preventing sexual harassment is everyone's responsibility. DCEC cannot prevent or remedy sexual harassment unless it knows about it. Any employee who feels that they are a victim of sexual harassment or who observes or otherwise has reason to believe that sexual harassment is occurring in the Cooperative's workplace is required to immediately report the matter to any appropriate management official with whom they feel comfortable talking. The following reporting procedures are suggestions only; reports can be made to any supervisory personnel.
2. In the event that a sexual harassment allegation is against the employee's Supervisor, the employee should report the matter directly to the General Manager. Any allegation of sexual harassment against a Director should also be reported directly to the General Manager. If an allegation of sexual harassment is made against the General Manager, a report should be made directly to the President of the Board. All sexual harassment reports will be handled in a confidential manner by Cooperative officials, Managers and Supervisors to the extent practical.
3. Reports of sexual harassment may be made verbally or in writing. A form for submission of a written report is attached to this Policy, and all employees are encouraged to use this reporting form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the report is made on another person's behalf.
4. The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.
5. In instances where the person committing the sexual harassment or the circumstances of the sexual harassment make it difficult to report the incident to the supervisor, the CEO/General Manager, or the President of the Board, the employee shall report the incident to the Cooperative's Ombudsman, Jeff Clark at 585-362-4721 (office), 585-794-0819 (cell) or jrc Clark@bsk.com.

- B. Supervisory Responsibilities: Any supervisor or manager who receives a report or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior **is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the General Manager.** In addition to being subject to discipline if they engaged in sexually harassing conduct or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

C. Investigation of Sexual Harassment

1. Sexual harassment reports will be immediately investigated. The investigation will be conducted on a confidential basis to the extent practical. The Cooperative's attorney may be consulted for advice, and all personnel are expected to cooperate fully in investigations. Failure to cooperate with the investigation may result in disciplinary action, up to and including termination. When appropriate, the results of the Cooperative's investigation and its recommendation will be discussed with the reporting individual before any action is taken.
2. In conducting a fair and impartial investigation, the Cooperative's procedures will include these "due process" protections: the Cooperative will provide appropriate notice of the allegations to anyone who is the subject of a harassment report and an opportunity to provide a response to the allegations. Reporting individuals and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation. The Cooperative may adapt and modify the investigatory procedure, in its discretion, based on the nature of the report and the conduct at issue.
3. If the Cooperative determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the Cooperative to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.
4. Except as otherwise provided below, the results and recommendations of the Cooperative's investigation will be forwarded to the General Manager for a final decision. After reviewing the investigations results and recommendations, the General Manager will make a final decision as to the appropriate resolution of the sexual harassment allegation.
5. If an allegation of sexual harassment is made against the General Manager, a report of the Cooperative's investigation will be submitted directly to the President of the Board and/or the Cooperative's attorney. The President of the Board shall then attempt to resolve the matter with the General Manager. If a sexual harassment allegation is made against a Director, a report of the Cooperative's investigation shall be submitted to the General Manager, and the General Manager shall bring the investigations results and recommendations to the attention of the entire Board. The Board as a whole shall then attempt to resolve the matter with the Director.
6. When appropriate, the results of the Cooperative's investigation and its recommendation will be discussed with the reporting individual before any action is taken.



LEGAL PROTECTIONS AND EXTERNAL REMEDIES

- A. Sexual harassment is not only prohibited by DCEC, but is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:
- B. Division of Human Rights: The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A report alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a three-year statute of limitations, or in New York State Supreme Court, also subject to a three-year statute of limitations. If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov.
- C. Equal Employment Opportunity Commission: The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a report with the EEOC within 300 days from the conduct giving rise to the report. The EEOC investigates reports, and may pursue a claim in federal court on behalf of the reporting party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative report with the DHR, the DHR will file the report with the EEOC to preserve the individual's right to proceed in federal court.
- D. Local Laws: Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

The Cooperative will meet with employees as frequently as is necessary, but at least annually, to explain the provisions of this Policy and the Cooperative's intolerance of sexual harassment.

The Cooperative also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law.



Sexual Harassment Reporting Form

This form is designed to assist individuals making a report under DCEC's Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of DCEC to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to the General Manager's office, in person or via email. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The Cooperative prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: _____

Home Address: _____ Work Address: _____

Personal Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Preferred Communication Method: _____

SUPERVISOR'S INFORMATION

Immediate Supervisor's Name: _____ Title: _____

Work Phone: _____ Work Address: _____

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your report

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Other identifying information: _____

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other: _____



2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: _____

Is the harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your report. Please use additional sheets of paper if necessary.

5. Have you previously reported or provided information (verbal or written) about harassment at DCEC? If yes, when and to whom did you report or provide information?

Upon receipt of this report, a Cooperative representative will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, see the Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that DCEC investigate this report and advise me of the outcome of the investigation.

Signature: _____ Date: _____

RESPONSIBILITY: The Board of Directors, General Manager, Department Managers and Supervisors are responsible for the administration of this Policy and reporting form.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by the Board of Directors	Jun 14, 2000
Revised by the Board of Directors	Jul 26, 2011
Revised by the Board of Directors	Apr 28, 2015
Revised by the Board of Directors	Mar 7, 2017
Revised by the Board of Directors	Oct 23, 2018
Revised by the Board of Directors	Oct 21, 2019



ACKNOWLEDGEMENT

I acknowledge that I have read the Sexual Harassment Prevention Policy and Reporting Form, that I understand these documents, and that I am aware that I can bring any questions I have about this or any of the Cooperative's policies to a supervisor or to the General Manager.

Individual Signature: _____

Printed Name: _____

Date: _____

POLICY

SUBJECT: Alcohol and Controlled Substances

POLICY:

I. POLICY STATEMENT

The objective of this Policy is to set forth the Cooperative's requirements for drug and alcohol testing. This policy is designed to provide employees with information and resources.

All employees must comply with the requirements of this policy. Failure to comply may result in employee discipline, including, but not limited to, immediate termination.

II. DEFINITIONS OF TERMS, AS USED WITHIN THIS POLICY:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Controlled Substance: For employees required to hold a CDL, The U.S. Department of Transportation 5-panel list of drugs, as described in Appendix 1 to this Policy, and as may be amended from time to time by the U.S. Department of Transportation in Code of Federal Regulation Part 382. As of May 10, 2020, per New York law, non-CDL positions will not be tested for marijuana or THC

Post-Incident Screening: Alcohol and controlled substances screening required after motor vehicle crashes or other incidents involving:

- a human fatality,
- bodily injury with immediate medical treatment away from the scene
- cases where a citation is issued to the employee, and
- disabling damage to any motor vehicle requiring tow away where a citation is issued to the driver.
- Estimated damages in excess of \$5000.00 to equipment and/or property

Drug and alcohol testing should be done promptly after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test within 4 hours. Depending upon circumstances and condition of the employee, blood test may be required instead of usual method of random and reasonable suspicion testing.

The employee under suspicion shall not be allowed to drive themselves to the collection site.

Random Screening: Monthly alcohol and controlled substance screening whereby employees are selected randomly, by the Cooperative's independent 3rd party testing service, from a list of all employees. Percentage rates for selection of CDL drivers and those in the supervisory chain of



CDL drivers, shall comply with minimum annual percentage rates as defined in §382.305 of the Code of Federal Regulations.

Reasonable Suspicion Screening: Alcohol and controlled substances screening required any time the Cooperative has reasonable suspicion to believe that the employee is under the influence of alcohol or a controlled substance while on the clock, either on Cooperative property or in the field. Reasonable Suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The required observations for Reasonable Suspicion Screening shall be made by a supervisor or Cooperative employee who is trained in accordance with §382.603.

- It is strongly encouraged that at least two (2) supervisory personnel concur that there is reasonable suspicion for a drug test. This protects both the supervisor and the employee.
- Drug and alcohol testing should be done within 4 hours after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test.
- The employee under suspicion should not be allowed to drive themselves to the collection site. A supervisory employee or member of management shall accompany the employee to/from the testing facility.

Second Chance: The Cooperative's position with respect to a failed drug or alcohol test for a **current employee**, which allows the Cooperative's General Manager to apply judgement in certain aspects of the Cooperative's response to a failed drug or alcohol test by a current employee in accordance with paragraph XII of this policy.

Zero Tolerance: The Cooperative's position with respect to a failed drug or alcohol test for a **prospective employee**, which prohibits the hiring of any prospective employee who fails a drug or alcohol test as part of their pre-employment screening in accordance with paragraph XI of this policy.

III. APPLICABILITY

Except as noted in Article VI (Prescription Drugs) and Article VIII (Alcohol and Controlled Substances Screening), this Policy applies equally to all employees of the Cooperative, including exempt and non-exempt, those with and without CDLs, those with and without supervisory responsibility, those within and outside of the collective bargaining units, and those with and without employment contracts.

IV. ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITION

Consumption of alcoholic and/or controlled substances while working or on Cooperative property is prohibited during working and non-working hours. Consumption of alcoholic and/or controlled substances while on-call is prohibited.

Additionally, employees who hold a CDL license must not consume alcohol four hours prior to arriving on duty, and must not consume alcohol for eight hours following an accident, or until the employee receives a post-accident test, whichever comes first.



An employee shall not report for duty or remain on duty when the employee uses any controlled substance, except when the use is at the instruction of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform safety-sensitive functions including operation of a motor vehicle.

V. IMPAIRMENT DISCLOSURE REQUIREMENT

If an employee is asked to report for duty, either for a scheduled shift or for unscheduled overtime, he/she must immediately disclose if he/she has consumed alcohol or ingested or been exposed to controlled substances which would impair his/her ability to immediately respond to work and work safely and effectively. As soon as responsibly possible thereafter, the employee which was impaired needs to report his/her availability to the proper dispatcher or supervisor.

VI. CONVICTION DISCLOSURE REQUIREMENT

In accordance with the federal Drug-Free Workplace Act of 1988, the employee must notify the Cooperative within five (5) calendar days if the employee is convicted of a criminal drug violation in the workplace.

VII. PRESCRIPTION DRUGS

The employee is responsible for reporting impairment caused by drugs even if the employee has a valid prescription to take the drug. Employees who do not hold a CDL license and who are not in the supervisory chain of CDL drivers are permitted by New York State law to use medical marijuana in accordance with a legal prescription. Under New York State law, employees who use medical marijuana are provided protections as "disabled."

Employees who hold a Commercial Driver's License (CDL) and employees in the supervisory chain of CDL holders are prohibited by the US Department of Transportation (DOT) from taking certain controlled substances, including marijuana, even if the employee has a valid prescription for the controlled substance. Notwithstanding any New York State law to the contrary, if a CDL driver or an employee in the supervisory chain of CDL drivers fails a controlled substance test due to marijuana, that employee will be subject to appropriate disciplinary action in accordance with DOT regulation (Code of Federal Regulation, Part 382), regardless of whether the employee has a valid prescription for the marijuana.

VIII. SELF-REFERRAL

The Cooperative encourages self-referral for employees who are struggling with drug or alcohol issues. The Cooperative requires a confidential Employee Assistance Program (EAP), which can assist an employee in need of counseling and treatment. Being in a treatment program does not excuse an employee from their obligation to disclose impairment to the Cooperative. Appropriate disclosure by an impaired employee will be a favorable factor in determining that employee's status with respect to appropriate disciplinary actions or Return To Work agreements.

IX. ALCOHOL AND CONTROLLED SUBSTANCES SCREENING

All prospective employees for full-time, part-time, temporary, or any other form of employment at the Cooperative shall be subject to a pre-hire drug and alcohol screening. All employees,



regardless of whether they possess CDLs, shall be subject to the following types of alcohol and controlled substances testing:

- Random Screening
- Reasonable Suspicion Screening
- Post-Accident Screening

All alcohol and controlled substances screening shall be administered by a third-party alcohol and controlled substances screening company selected and hired by the Cooperative. Except as provided in Article VI (Prescription Drugs) of this Policy, the quantity, type, and procedure of tests to be performed on all employees by the third-party alcohol and controlled substances screening company shall be in accordance with DOT regulations governing CDL drivers, regardless of whether the employee being tested is a CDL driver or not. For CDL drivers and employees in the supervisory chain of CDL drivers, the quantity, type, and procedure of tests to be performed shall be in accordance with all DOT regulations governing CDL drivers.

X. BLOOD ALCOHOL CONCENTRATION LEVELS

A Blood Alcohol Concentrations (BAC) greater than or equal to 0.04 shall be a positive test and shall constitute a failed test for an employee. A BAC greater than 0.02 but less than 0.04 shall not perform or continue to perform safety-sensitive functions, including operating a motor vehicle, for twenty-four (24) hours following the BAC test. A BAC less than 0.02 shall be a negative test and shall be treated the same as a BAC of 0.0.

XI. ZERO TOLERANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY A PROSPECTIVE EMPLOYEE

All prospective employees will be tested for alcohol and controlled substances. The Cooperative has zero tolerance for any failed drug or alcohol test by any prospective employee. Prospective employees who fail a drug or alcohol test shall not be permitted to work at the Cooperative.

XII. SECOND CHANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY AN ACTIVE EMPLOYEE

An employee who has a verified controlled substances test result, or who has an alcohol concentration of 0.04 or greater shall be removed immediately from his or her safety sensitive functions and must also be evaluated by a substance abuse professional.

The Cooperative may, at the discretion of Cooperative's General Manager, in consultation with the Board President and Cooperative's attorney, offer a second chance to an active employee who has failed a drug or alcohol screening, depending on the nature and circumstances of the failed drug or alcohol screening. The following is a partial list of factors that may be considered by Cooperative management in determining whether a second chance will be offered to an employee who has failed a drug or alcohol test and is provided for illustration only:

- Did the employee willfully place the health and safety of other employees, members, or the public in jeopardy?
- Did the employee operate Cooperative vehicles or equipment while under the influence of drugs or alcohol?

- Did the employee take drugs or alcohol on Cooperative property or while on the clock for the Cooperative?

If an employee is given a second chance, the employee may, at the sole discretion of Cooperative management, be required to participate in appropriate treatment or counseling, show proof of participation in appropriate treatment or counseling, submit to additional scheduled drug and/or alcohol screenings, and work in a different position and at a different pay rate than his or her normal position, until Cooperative management determines, at their sole discretion, that the employee is ready to return to a normal status.

XIII. REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST

No employee shall refuse to submit to any alcohol or controlled substance test as required by this Policy. "Refusal to submit" includes refusal to take the test; inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by a Medical Review Officer as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

Refusal to submit shall preclude the employee from performing or continuing to perform safety-sensitive functions and shall make the employee subject to the same requirements and disciplinary actions as if the employee had failed the required alcohol or controlled substance test.

XIV. RETURN TO WORK AGREEMENTS

The Cooperative may require an employee who has self-referred or who has failed a drug or alcohol test to execute a Return To Work agreement.

If an employee, prior to being subjected to disciplinary action, or where disciplinary action has been held in abeyance during the pendency of treatment -- engages in appropriate treatment, he or she may be required to execute a Return To Work Agreement prior to returning to work.

Such Return To Work Agreement will include:

- verification of the employee's participation in a treatment program,
- the employee's commitment to maintain the prescribed regimen for continued wellness and aftercare
- authorization by the employee to appropriate Cooperative representatives to discuss compliance with the foregoing requirements, but limited to a need-to-know basis and maintaining privacy particularly with respect to medical records,
- the employee's commitment to adhere to the Cooperative's policies and requirements of the DCEC Employment Manual,
- the employee's authorization to conduct additional drug or alcohol testing if appropriate, and

- an acknowledgement that a violation of the Return To Work Agreement will result in immediate termination.

XV. REPEATED VIOLATIONS

An employee who has failed an alcohol or controlled substances screening, and then subsequently fails another alcohol or controlled substances screening, shall be terminated, to the extent permitted by law. Specifically, the Cooperative shall comply with federal or New York State law in cases where employees' use of alcohol or a controlled substance is protected under federal or New York State law as a condition of their "disability." Notwithstanding any New York State law to the contrary, CDL drivers and employees in the supervisory chain of CDL drivers shall be prohibited from using marijuana, in accordance with superseding federal statute.

When interpreting this article, a second failed alcohol or controlled substance screening could be a Random Screening, a Reasonable Suspicion Screening, or a Post-Accident Screening.

XVI. USE OF PAID TIME OFF (PTO) FOR TREATMENT OF DRUG OR ALCOHOL RELATED ISSUES

Active employees of the Cooperative are permitted to use their PTO, including sick time, personal time, and vacation time for the purpose of participating in drug or alcohol treatment programs, subject to the limitation of other Cooperative policies and applicable collective bargaining agreements.

XVII. CLEARINGHOUSE REQUIREMENTS

As of January 6, 2020, the Federal Motor Carrier Safety Administration (FMCSA) created a repository that collects information on drivers' DOT drug and alcohol violations occurring under an employer's testing program. Employers are required to report DOT drug and alcohol testing program violations to the Clearinghouse, including when a driver:

- Tests positive for drugs or alcohol;
- Refuses drug and alcohol testing; and
- Undergoes the return-to-duty drug and alcohol rehabilitation process.

The Clearinghouse will collect and maintain the following records:

- Verified positive, adulterated, or substituted drug test result;
- Alcohol confirmation test with a concentration of 0.04 or higher;
- Refusal to submit to any test required by Subpart C of Part 382;
- Employer's report of *actual knowledge*, as defined by § 382.107, including:
 - On duty alcohol use (§ 382.205)
 - Pre-duty alcohol use (§ 382.207)
 - Alcohol use following an accident (§ 382.209)
 - Controlled substance use (§ 382.213)
- Substance Abuse Professional report of the successful completion of the return-to-duty process; and
- Employer's report of completion of follow-up testing.

The Clearinghouse will assist the Cooperative in learning of a driver's need to start or continue with the necessary steps mandated in the DOT return-to-duty process in order to safely operate a commercial motor vehicle.

FMCSA requires the Cooperative to:

- Query the system for information on driver applicants; and
- Search the database annually for current employees.

Before the Cooperative may gain access to the Clearinghouse information, a driver is required to provide consent. Failure to provide such consent would effectively prevent the Cooperative from using the driver in a safety-sensitive function.

A driver can review his or her report at no cost by registering with the Clearinghouse.

XVIII. EDUCATION

A goal of this policy is to assist employees to proactively manage their own relationships with drugs and alcohol. Doing so can reduce health and safety risks and promote healthy productive employees of the Cooperative. The Cooperative shall provide information to all active employees about this policy, the Cooperative's drug and alcohol testing program, and resources available to assist employees with drug or alcohol related issues. This information shall be provided at least annually.

XIX. QUESTIONS – WHO TO CONTACT

If you have questions about the Cooperative's policy or programs related to Alcohol and Controlled Substances, please contact the Cooperative's CEO/General Manager at 607-746-9282 or visit in person at 5 North Depot Street, Delhi, NY. If for any reason you are not comfortable contacting the CEO/General Manager to discuss these matters, you may contact the Cooperative's Ombudsman, Attorney Jeff Clark at 585-362-4721.

If you have questions about the effects of alcohol misuse and controlled substances on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or controlled substance problem is suspected, please contact the Cooperative's Employee Assistance Program confidentially at (800) 252-4555 or (800) 225-2527.

PROCEDURE: Offender subject to disciplinary action up to and including termination.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors

Aug 26, 1986

Reviewed by Board of Directors

Apr 24, 1990

Renumbered, was No. 91

Apr 25, 1990

Revised by Board of Directors	Jan 26, 2010
Reviewed by Board of Directors	Jul 22, 2014
Revised by Board of Directors	Dec 22, 2015
Renamed from "Alcohol & Mind Altering Substances"	Apr 26, 2016
Revised by Board of Directors	Apr 26, 2016
Revised by Board of Directors	Dec 27, 2016
Revised by Board of Directors	Jun 26, 2018
Revised by Board of Directors	Dec 17, 2019
Revised by Board of Directors	Sep 22, 2020
Revised by Board of Directors	Oct 26, 2021

APPENDIX 1 – U.S. DEPARTMENT OF TRANSPORTATION
“CONTROLLED SUBSTANCES”

As of the publication date of this Policy, the U.S. Department of Transportation includes the following 14 drugs in their 5-panel test:

- Marijuana (THC)
- Cocaine
- Amphetamines
 1. Amphetamine
 2. Methamphetamine
 3. MDMA (common name Ecstasy/Molly)
 4. MDA (common name Sally or “Love Drug”)
- Opioids
 1. Codeine
 2. Morphine
 3. 6-AM (heroin)
 4. Hydrocodone
 5. Hydromorphone
 6. Oxycodone
 7. Oxymorphone
- Phencyclidine (PCP)

Employee Plan in Response to COVID-19 Virus
Last updated 12/10/2021

On December 10, 2021, the CEO reviewed for any changes to November 29, 2021 guidance to identify any modifications for compliance with Governor Hochul's EO vax or mask mandate in effect from 13 December 2021 through 15 January 2022 and to avoid fines for non-compliance. There were no significant changes.

Purpose of the Employee Plans

These plans will be reviewed again on January 16, 2022, or sooner as warranted.

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been updated as part of the AIDEPP and order of Governor Hochul on 9/6/21 and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

This plan allows us to continue to serve the most critical needs of members, including answering the phone and responding to outages. Also, critical office functions like payroll processing will be maintained under this plan.

This plan also outlines procedures in the event that employees have extended time away from the office due to a COVID related illness.

Furlough

There is no plan to utilize employee furlough based on the current region's ranking put forth by the Governor's office. If there is a new executive order or state of emergency, then employee furlough will be reconsidered. Individual Furlough (Quarantine) is considered in the event that an employee may have been exposed to the virus. In such cases, employees may be entitled to paid leave.

Maintaining Social Distance

Social distancing is absolutely required to limit possible exposure and subsequent contamination, in the event another employee may be a-symptomatic and be positive for the virus.

Required Precautions

Before Work:

Effective September 10, all employees must perform screening prior to start of any shift.

The following three screening questions are required daily:

- 1. Are you presently running a fever (99.7 F)?**
- 2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**
- 3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?**

4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

Updated forward guidance no longer makes exceptions for vaccination or recovery status regarding close contact and exposure. Exposure is defined as 15 cumulative minutes of mask-less close proximity (less than 6' proper social distancing) to an individual during a rolling 24-hour period.

While at work, the following precautions shall be taken by all employees:

- 1) Attempt to maintain a distance of 6 feet between employees whenever practical.
- 2) If practical, utilize your badge rather than your finger/thumb print to punch in and out with the time clock.
- 3) Whenever practical, clean and disinfect shared surfaces by utilizing disinfect wipes and cleaners provided by the Cooperative. Shared surfaces include time clocks, bathroom fixtures, door handles, steering wheels of shared vehicles, gas pumps, etc.
- 4) Wash hands thoroughly as often as possible and after contact with surfaces that may not be sanitized. Avoid touching your face with your hands.
- 5) Utilize hand sanitizer when unable to wash hands after touching surfaces that may not be disinfected. The Cooperative has provided sanitizers in all areas of the office, and disposable sanitizing wipes and liquid are available for all trucks and offices.
- 6) Sanitize all trucks before and after using.
- 7) When vehicles are shared, employees not fully vaccinated within the shared vehicle must wear face coverings.

Face Masks

We are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees while indoors (indoors defined as under roof).

For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. All employees and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.

Effective July 27, 2021 and August 2, 2021, CDC has updated Forward Guidance for several industries, including office-based and energy

For the purposes of this guidance, people are considered **fully vaccinated** for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)[±]; there is currently no post-vaccination time limit on **fully vaccinated** status.



“Unvaccinated people” refer to individuals of all ages, including children, that have not completed a vaccination series or received a single-dose vaccine.

The CDC added a new online daily tracker to highlight COVID hot spots by county amid a surge in the more contagious Delta variant to coordinate indoor mask wearing regardless of vaccination level. The mask guidance separates COVID transmission risks into four color-coded categories: **low, moderate, substantial and high (blue, yellow, orange and red)**. Indoor mask-wearing in public is recommended by the CDC in counties with substantial or high COVID transmission or test positivity rates. That means counties with at least 50 new COVID-19 cases per 100,000 population over the past seven days, or a COVID test positivity rate of 8% and above.

At least daily, during normal work hours (M-F), the status for each county within the DCEC service footprint will be posted by the time clock and other locations throughout the property.

The CDC updates the county status daily at 2000 hours (8:00PM ET) to:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

In addition to incorporating updated mask, physical distancing, and capacity rules that have been in place since New York adopted the Centers for Disease Control and Prevention (CDC) guidance for fully vaccinated individuals on May 19, 2021, the most significant modification to the NY Forward Guidance update is the change in screening questions.

The following three screening questions are required daily:

- 1. Are you presently running a fever (99.7 F)?**
- 2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**
- 3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?**
- 4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?**

~~To ensure our collective health and safety, employees that desire to operate under June 2021 fully vaccinated guidelines must complete an affidavit by presenting their vaccination card showing at least 14 days since receiving their final dose or show at least 90 days since being cleared to return to work by a doctor to two managers and obtain their signatures on a form which will be placed in the employee's HR file. By completing this form, you may elect to be mask less throughout the DCEC building on days categorized as low or moderate per the CDC daily tracker.~~

~~For small groups of employees including a mix of vaccination levels, fully vaccinated employees may go mask less while keeping physical distance on days categorized as low or moderate per the CDC daily tracker or must wear a regular face covering on days categorized as substantial or high per the CDC daily tracker~~

Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and departmental manager if they suspect or are notified that there was a possible exposure to the virus. In some cases, the possible exposure to the virus may be remote, but it still needs to be reported as soon as you have knowledge of the possible exposure.

Possible Outcomes per 09/11/21 CDC Guidelines and NYS Department of Health (DOH):

- 1) **FOR INDIVIDUALS EXPOSED TO COVID-19 WHO ARE NOT FULLY VACCINATED OR HAVE NOT RECOVERED FROM COVID-19 IN THE PREVIOUS 3 MONTHS.** Individuals exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 14 days after exposure. Testing is not required to end quarantine after 10 days provided no symptoms have been reported during the last 10 days of the quarantine period with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. However, tests should be sought immediately if any symptoms develop during the 10 days after exposure. Regardless, recommendations are to be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart.
- 2) **FOR FULLY VACCINATED AND PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19.** The key factor remains that the individual remains asymptomatic. However, individuals should be encouraged to consult with their healthcare provider if they have any questions about their individual situation, such as immunocompromising conditions or other concerns.
 - Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. However, the CDC now recommends that the individual get tested 3-5 days after the exposure and wear a mask indoors and around others for 14 days or until a negative test is received.
 - Fully vaccinated individuals exposed to COVID-19 who are experiencing related symptoms must isolate themselves for at least 10 days from onset of symptoms with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. Alternatively, be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart. This guidance applies to all persons regardless of vaccination status.
 - Recovered individuals are encouraged to get vaccinated
- 3) **FOR DOMESTIC TRAVEL.** As of April 1, 2021, asymptomatic domestic travelers, including healthcare providers, arriving in New York State from other U.S. states and territories are not required to test or quarantine. Domestic travelers do not need to quarantine if they are fully vaccinated or have recovered from laboratory confirmed COVID-19 within the previous 3 months. However, while not required, quarantine,

consistent with the CDC recommendations for international travel, is still recommended for all other asymptomatic domestic travelers for either 7 days with a test 3-5 days after travel or 10 days without a test.

COVID-19 Infection Procedure

All employees are required to notify their immediate supervisor and department manager if they exhibit symptoms of having contracted the COVID-19 virus after a known exposure.

Possible Outcomes per CDC Guidelines and NYS Department of Health (DOH) at this time:

- 1) If an employee has symptoms and has received a positive test result, they can return to work after the following conditions are met:
 - a) 10 days since symptoms first appeared **and**
 - b) 24 hours with no fever without the use of fever-reducing medications **and**
 - c) Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

- 2) If an employee tested positive but has no symptoms, they can return to work after 10 days of having received the positive result if they are still not exhibiting symptoms.
- 3) If an employee is subject to an Order of Quarantine by a state agency or health department, or has a positive COVID-19 test, the Cooperative will pay the employee for up to 10 days of leave, consisting of the ten 10 days beginning on the date of the start of the Order of Quarantine or the date of the positive test.
- 4) If an employee has met the 10-day requirement and/or has reached the end of a county or state mandated quarantine, but still cannot report to work due to illness, the employee will be required to use sick time or other appropriate forms of PTO for continued leave. If the sick time is longer than 3 days, the employee will be required to obtain and submit a directive from a medical professional verifying the need for leave and setting forth a return-to-work date. The Cooperative may also require that a medical professional and/or the employee submit documentation that deems the employee safe and able to return to work.

In addition, an employee who has been out of work pursuant to an order of quarantine or isolation and who tests positive a second time for COVID-19, must submit verification of the positive test result to their immediate supervisor. In such cases, the Cooperative the employee may receive an additional 5 days of paid leave and would also be eligible for 5 days of PFL / DBL. Employees wishing to apply for PFL/DBL should contact Human Resources or Guardian insurance as soon as possible to receive appropriate forms. This same procedure and leave would apply if the same individual tests positive for COVID-19 a third time.

The employee is not entitled to leave more than three times, and any subsequent leave must comply with the Cooperative's existing leave policies.. Employees can also apply for NYS DBL/PFLA through our insurance carrier, Guardian, for an additional 5 days paid by the insurance carrier per positive test.



For example:

Exposure or Positive Test	Employer paid up to 10 days	
2 nd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days
3 rd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days

- 5) If an employee does not have or exhausts all sick time, they may utilize the sick leave donation program outlined in the union contract, if eligible.
- 6) If the employee is still unable to return to work after having exhausted all PTO and sick time, the employee will be transitioned to short term disability for a maximum of 26 weeks. If the employee cannot return to work after 26 weeks being on short term disability and is still unable to return to work, the employee will be transitioned to long term disability.
- 7) Employees that are in their probationary period and therefore, do not have any PTO, are eligible to apply for NYS statutory short-term disability but not the enhanced short term disability benefits provided by the Cooperative. Any days beyond the NYS statutory short term disability, will be taken as unpaid leave.

Please note: All “days” refer to calendar days and not workdays. Also, all Department of Health mandated quarantine days will be paid by the employer and not subject to employee’s PTO. Employees that need to care for a family member are eligible to apply for Family Care through Paid Family Leave and should see Human Resources or Guardian Insurance for the appropriate forms.

The Cooperative is considered to employ essential employees, and as such, reserves the right to evaluate and consult with each individual employee on a case-by-case basis to arrive at a mutual course of action for each scenario.

Collective Bargaining Agreements

It is not the intention of the Cooperative’s management to violate any collective bargaining agreement in implementing these emergency measures. If an issue arises with respect to contractual terms or conditions of employment, management is committed to sitting down with union representatives as soon as practical to work in good faith to address any issues.

This plan is being sent to IBEW Local 10 for their informational purposes. Management will be open to discuss any issues that may be identified by the Union. In the meantime, the plan will be implemented out of concern for our employees and members of the public.

REVISION DATES:

01/20/21, 03/17/21, 04/20/21, 05/24/21, 06/11/21, 07/06/21, 08/04/21 09/06/21, 10/08/21, 10/29/21, 11/29/21, 12/10/21

CEO/GM REPORT
17 NOVEMBER 2021 – 16 DECEMBER 2021

SAFETY/COMPLIANCE

Safety Committee Activity:

Committee Met 12/15, topics ranged from Committee Bylaws, AIDEPP, Radio Coverage, Reconnection Waivers, and Line Relocation. Meeting minutes will be available on the director/employee section of website.

COVID/AIDEPP:

Updated to reflect review dates only. AIDEPP activation extended to 15 December.

Injury/Illness/Exposure Report:

No injuries reported. There were 7 exposure incidents with results ranging from negative tests to furloughs

Accident Investigation:

None

Property Damage/ Public Liability Investigation:

None currently.

Employee Safety Meetings:

6 hour defensive driving training held on 12/1 and 12/2

Operations Safety Meeting held on 12/8

Pole Inspections / Line Inspections / Stray Voltage Testing:

No work this period. Bidding.

FINANCE, ACCOUNTING & HR

Staffing:

Linda Price has joined staff as Temporary Clerk – Clerical.

On 10 December, CEO Evans posted positions for General Clerk and Staking Technician.

There have been 7 COVID related incidents with impacts ranging from negative tests to furlough

Miscellaneous:

Continuing to work with entities for correct address on tax and title documents.

2022 Budgeting:

Full budget for approval is completed and will be presented in December's board meeting

CFC Commercial Paper:

Continuing to roll over investments as the operating cash level is remaining consistent.

Policies/Procedures:

Continuing to work through the procurement policy for revisions of process and a reboot of our company credit card program.

FFB Loan Funds:

The final advance request for drawdown of remaining loan funds was submitted 16 December. The 30-year interest rate has been floating around 2%.

MEMBER SERVICES & PUBLIC RELATIONS

Annual Meeting: 9/9/22 – TBD... discussions on agenda and format changes with electronic access and voting.

Idle Services: Coordinating with Engineering and Operations, presently 217 identified.

Website/Web Services:

CEO Evans is now assuming full administrative content, creative and design responsibilities with the website.

Employment opportunities and policy revisions through November have been posted.

CEO and CFO meeting on 14 December with CooperativeWebBuilder (Touchstone) to go over paralleling new site and logistics of future cutover and sunseting existing platform. DCEC has the beta version of the new website. Management team to review and revise to prepare rollout in Q1

100%GoGreen

CEO Evans secured RECs for years 2019 and 2020 with Energy Cooperative of America. The issues continue that our REC count is so low, it is difficult to acquire. Restating recommendation is to sunset the program prior to January billing.

2021 price auctions begin in February 2022.

Member Concerns:

Landowner on Gray Road upset over voltage regulator upgrade/placement.

Documentation:

Working with ISD to test using DocuSign® to streamline member applications and change-of-hands transactions.

Year-End:

Capital Credit refunds and other returns have been completed

ENGINEERING & TECHNOLOGY:

Sectionalizing Device Maintenance:

Have obtained price quotation from Zemar to perform specified maintenance; schedule pending DCEC approval.

Dryden Substation Spare Transformer:

Irby has advised DCEC that the shipping of the connectors that are needed to energize the new spare transformer at Dryden substation will be delayed until early February, 2022.

WO Inspection:

Construction work order field inspections and related documents have been completed and 219's signed up through and including September, 2021.

Special Projects:

Cat Hollow – DCEC has issued PO to Irby to procure a refurbished SPU 3000 collector along with a refurbished TS1 blade for planned installation at the Cat Hollow interconnect. This equipment is expected to arrive during early January, 2022. Have also issued a PO to Bison Profab to procure a cabinet to house the SPU 3000 device and the fiber optic to Ethernet communication equipment at Cat Hollow. This equipment is expected to arrive during the latter part of January, 2022.

Power Quality Investigations:

Received information from construction contractors working on a Member's home on Berry Brook road (Colchester) indicating that the plumber had received a shock at the time when touching metallic piping located in the home. Line Crew investigated to ensure that no dangerous shock potential was present. Determination was made that the voltage present (~12 volts, ac) was due to induction coupling of DCEC's primary system neutral and the adjacent, operating 345 kV ac transmission line (NYSEG's Fraser to Coopers Corners 33 Line). This induction phenomenon had been documented during measurements taken by DCEC during 2012 with confirming measurements having been taken during 2016. Accordingly, a neutral isolator (Ronk Electrical Industries, saturable reactor) rated at 22 volts, ac has been ordered. It is

expected to arrive during the first week of January, 2022. Line crew to schedule its installation subsequent to receipt of this device.

Kortright Control House Work and NYPA Metering Upgrade:

Conduit installation is nearly complete; Ethernet cables for meter pulse circuit and RTU device have been installed; ac circuit wiring to control house still outstanding; appointment requested with DTC to plan fiber optic IP circuit installation from their system into the control house. The IP and fiber work is planned for early January.

NYPA has planned to work with DCEC to upgrade the metering hardware either the third or the fourth week of April, 2022. NYPA reports that they now have the complete set of instrument transformers on hand.

Jefferson Substation Driveway Improvements and IP Circuit Installation:

Civil contractor has indicated that he may not be able to schedule this work until 2022 due to staffing limitations. His scope of work includes the upgrade of the driveway area, drainage improvements and the installation of underground conduits for the IP circuit. The IP circuit at this substation will be provided by MTC from a pole adjacent to the point A side of the Jefferson substation.

Johnson Hill Radio Repeater:

DCEC working with Tri-County Communications to meet requirements imposed by the tower owner's manager for installations at this site. Specified requirements include the joint user's receiving antenna installation, the control house ac wiring installation and the RF cable installation.

OPERATIONS:

Notable Outages and Occurrences:

High winds on 12/11- 12-12 resulted in outages that starting around 8:00 pm on 12/11. Other than ~1hr 40 min substation power supply outage at Dryden the outages were small. One broken pole was replaced early Sunday morning in Jefferson. Excluding Dryden Substation (715 members) ~156 members were affected by outages over the weekend, the longest was ~14 hours due to the broken pole.

Disconnections:

Collections have continued under winter disconnect rules. No members at this time have been disconnected.

Right of Way Crew:

Crew is working on Peakes Brook in Delhi headed north towards Meredith, on road bucket is still waiting on parts for a boom repair. Mileage not ready currently. Bids opened on 12/16 review to follow and discussion for 2022 budget.

CWP Projects:

Contract: Open. One pole remains to be set by DCEC... looking to DEC and NYC to relocate pole.

Dryden Substation Spare Transformer:

Outage schedule to be determined.

Budgeting

Final Review of budget items for accuracy and clarity.

Headquarters

Insulation completed 12/13/21. Working with THC on lighting issues in parking lot.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

USA

IRS Clarifies that Residential Utility Customer Assistance Funded with Coronavirus Relief Funds Is Not Taxable.

NY

Several 'holdout' utilities are being pressured to enter into contractual arrangements for the ODTA ERAP program... a short-term program to assist in arrearages for renters that make up to 150% of prevailing poverty level.

Governor Hochul signed bill AB6193/SB 5325 requiring utilities to allow customers to use their preferred name and pronouns

The NY Department of Health has extended the designation of COVID-19 as a communicable airborne infectious disease through December 15, 2021, meaning that all NY HERO Act Plans are active through that date.

New York has changed its guidance to affirmatively state that booster vaccinations are included in the vaccine pay law, and that employees must be paid up to 4 hours to receive a booster vaccination through the of 2022 (which is when the law expires). As a reminder, this time cannot be taken from existing PSL/PTO banks.

DCEC

CFC strategic planning session on 20 October. Templates, documents and summary received on 29 October and Management will begin preparing action plans in December and January

NRECA

In recent weeks, electric co-ops have been the target of ransomware attacks. In one case, although the co-op was able to maintain its electric and broadband service, hackers rendered internal information and billing systems at the co-op inoperative for nearly one month. NRECA is closely monitoring an increase in cyber threats, including an uptick in ransomware attacks on electric co-ops and others in the electric sector. According to some reports, these threats could be the result of escalated activity by two state-sponsored adversaries. NRECA is continuing to work with government partners to assess recent threats and more detailed information is expected in the coming days from the Electricity Information Sharing and Analysis Center (E-ISAC.)

Policies/Procedures Development:

Continuing to work on amendments and changes to reflect CEO and Operations-requested adjustments and possible changes to line extension focusing upon rates, demarcations, standards and design elements.

Continuing to work on amendments and changes to reflect CEO and CFO-requested adjustments and possible changes to procurement focusing on corporate credit cards, purchase order requisitioning, dollar limits and account disclosures.

Continuing to develop Fraternization and Idle Services

NYSRECA:

DCEC and OEC met with DPS as a preliminary move to present NYSEG outage data to PSC.

The group is dealing with transitioning functions that were performed by DCEC's Administrative Assistant. As NYSRECA has contracted with Lee Ann, some of the work is being shifted. As with any transition, there is potential for challenges and rising to address them.

NYAPP:

Very busy time for NYAPP.

NYS trying hard pressure approach to coerce participation in the ERAS (emergency rental assistance) program.

NYPA trying hard sell of Iron Net cyber security platform with mixed success. The plan was free trials and 100% group participation in a rather hastened manner.

Also, in regard to NYPA, the group is expressing some frustration with the reconciliation process with ZECs.

PSC, NYISO are continuing to posture in response to FERC Order #2222 which deals with integration of Distributed Energy Resources. Although we are exempt, there is a possibility that PSC could force the issue. According to the Joint Utilities they can currently accommodate DERs in two ways. Option 1 requires two service drops, one to meter the load and a second to meter the output of the DER. This is not attractive to DER aggregators and is not compliant with Order 2222. Option 2 is currently used in Con Edison's retail DER program, and it has a single retail net meter that measures the net of imports to load and exports from a DER. This is also not compliant with Order 2222. According to the Joint Utilities, Order 2222 envisions that an existing residential account can install a DR and sign up with an aggregator who responds in aggregate to the NYISO's market dispatch. The problem is that the supply and delivery use the same billing determinants. The Joint Utilities say that they need a different billing determinant to implement Order 2222 which

cannot be readily implemented and will take time to develop. The Joint Utilities propose an accounting work-around. However, the point here is that metering and telemetry will pose a challenge for NYAPP members to implement.

NYISO:

19 proposals being evaluated to address the Long Island Off Shore Wind Public Policy Transmission Need project. NYISO is proposing an annual study like an Effective Load Carrying Capability (ELCC) method used by PJM and in CA. The NYISO proposes to use the marginal value of each resource type when it evaluates Capacity Suppliers, rather than the average value.

The PSC wants the average method, as used by the CA PUC, which sets resource adequacy requirements for utilities. Obviously, the average method also sends more money to renewable developers; call it an incentive in the Buyer Side Mitigation (BSM) rules. . The Capacity Accreditation process determines the reliability value of different resource types. A wind resource may have nameplate rating of 100 MW, but the Capacity Accreditation process may only provide it with 50 MW. The “Marginal v. Average” refers to whether a resource gets a reliability value based on its marginal contribution to the system or whether it is valued as the average of all the resources in its class. The Average method results in more money to the storage and solar resources, which is a way of encouraging the policy goal of 70% renewables by 2030. The PSC, NYC, renewable developers and the environmental parties want the average method, as it was approved by FERC for PJM. The NYISO is firm that the marginal approach be used, with support of the incumbent generators (since they want to keep the market as long as possible), and quiet support from the transmission owners, with multiple intervenors and Utility Intervention Unit trying to figure it out.

NYPA:

NYPA anticipates there will be no reduction in firm hydro energy sales to hydropower customers for the period of December 1 through 31, 2021. The forecasted December 2021 generation is projected to be sufficient to meet our firm hydropower customers’ needs. However, if that generation is not sufficient, Substitute Energy will be purchased on our behalf with our signed Substitute Energy agreements.

Power Cost Risk Strategy Report

PRESENTED TO: DCEC BOARD OF DIRECTORS

DATE: 28 December 2021

Starting in the fall of 2014, the Cooperative's Board of Directors began periodically reviewing power cost risk management mechanisms and deciding whether to engage in additional power cost risk management activities. In December of 2015, the Board passed a resolution instructing the Cooperative's management to engage in regular reviews of power cost risk, including the impacts of total monthly power costs and its impact on cash flows, incremental (non-hydro) energy costs, and cost of marginal losses (transmission losses purchased as market-based incremental energy). The Board instructed Management to provide a power cost risk management strategy that will likely achieve the following goals:

- Limit monthly power costs to be less than or equal to \$250,000 above the budgeted monthly power cost.
- Limit the Power Cost Adjustment (PCA) billed to members to be less than or equal to 40% of the base residential energy price.
- Limit the total annual power costs to a level that permits the Cooperative to stay within its loan covenants with its lenders.

Due to the very conservative philosophies the board applied to the issue of power cost risk hedging; it will be normal for the Cooperative to take very few power cost risk hedging actions beyond the following traditional hedges in the short term. Mid-term and long-term may require more work as, although NYISO and NYPA are in a better position than ERCOT, natural disaster is not a concern as much as 'nickel and diming' through rate adjustment mechanisms as the energy markets and transmission become more complicated with renewables and storage:

- The Cooperative's overall energy supply is approximately 90.5% hydro power, sold by NYPA to the Cooperative at cost-based rates. This percentage was based on 2018 totals. NYPA's cost-based rates protect the Cooperative from energy market volatility on the majority of our energy commodity purchases. An extension of the NYPA hydro contract through 2040 was approved by the NYPA Board of Trustees. The largest remaining risks are losses and congestion associated with moving energy from NYPA's Niagara Project to our local zone of the NYISO, which leads to our 2nd existing hedge. With the May 2021 billing, the ZEC component increased (.00383 to .004280433). November 2011 billing included an additional ZEC 'true up' of \$7,381.00. The overall increase to the monthly power bill was 2.5%. Based on FY2020 loading, this subsidy component increase will add approximately \$52,000.00 to our annual power cost and is handled through our PCA mechanism.
- The Cooperative has access to Historic Fixed Price Transmission Congestion Contracts, which are a means to fix the cost of congestion on a set number of MW of power transmission from Niagara to Delhi at a predetermined price. With a recent NYISO re-packaging of the HFPTCC product, our price went from \$75,877 per year to \$75,534.48 for 2021 to secure 7 MW of transmission rights between Niagara and Delhi. This lower price is due to a more dynamic market-based price for the product. Each year, the price for the following year's HFPTCC will be based on this year's open market auction price for congestion contracts. With 2021, there was verbiage that not participating in HFPTCC would result in no future participation or participation at a significantly higher calculation.

DCEC declined to take on additional hedges for the past six winters. Hedges were available in the market through such companies as NextEra Energy, a non-regulated subsidiary of Florida Power and Light. Backward looking analyses comparing our existing power supply portfolio to a portfolio using additional available hedging instruments showed that those hedges would have resulted in minor losses in the winters of 2014-2015, 2016-2017, 2017-2018, 2018-2019 and 2019-2020 and major losses in 2015-2016.

One can view these losses as far too expensive given the Board's clearly articulated goals and parameters in the December 2015 Power Cost Risk Resolution.

Since the fall of 2014, when the Cooperative began the practice of analyzing power cost risks, market factors and our own power supply position point even more strongly toward a weak wholesale energy market with very tolerable risk to the Cooperative. Factors that have changed since 2014 include the following:

- The Cooperative's hydro allocation has increased by 1,839 kW since November of 2014 due to the Industrial Economic Development Program (IEDP). DCEC remains the top allocation in the state (~11%) and we continue to support almost 1/3 of tThe NYPA Board has decided to leave IEDP as-is for 2021 but there are strong indications that rate and allocator changes are coming in the short term.
- The Cooperative's load factor, which is a measure of our average power demand compared to our peak power demand, has increased since 2014 due to the ramping up of commercial/industrial load but decreased in 2020 due to additional residential loading. These factors increase the Cooperative's ability to purchase hydro power at stable prices, thus reducing our dependence on market-based energy.
- COVID
- ERCOT Texas winter debacle with winter storm Uri in February 2021 has not been forgotten when a polar vortex reached deep into Texas curtailing natural gas supply and causing major disruptions to the electric power grid.
- Inflation not seen in 40 years.
- A collapse in oil and gas prices in early 2020 led oil and gas companies to significantly pull back activity to hold capital spending in line with deteriorating cash flows, and as a result production fell sharply during 2020. Production recovered modestly heading into 2021 as shut-in production was brought back online and companies completed some DUCs. However, continued capital discipline in 2021, despite strengthening oil and gas prices, has held natural gas production flat throughout the year
- US natural gas prices have surged in recent months, up 139% in October compared to a year ago, as concerns over adequate winter supply emerged. The combination of stagnant production, strong demand fueled by surging liquefied natural gas (LNG) exports, and diminished demand elasticity from the electric power sector have all played a role.
- Global LNG trade for the first ten months of 2021 were up 6%, driven by economic recovery in Asia and low hydroelectric power generation in Latin America. Supply outages of LNG export capacity in the Atlantic Basin contributed to a tighter market. This has supported US LNG exports, with feed gas demand up 60% through the first ten months of the year.
- Over the past decade the US natural gas market has largely balanced through switching between gas and coal in the power sector. Gas prices rising during winter 2020/21 led utilities to increase coal utilization significantly, drawing down coal stockpiles, leading to a constrained coal market at the end of the summer 2021. Labor shortages, among other factors, have thwarted coal producers' ability to increase production even as coal prices increased. Moreover, significant retirements of coal-fired power plants this past decade have eliminated 32% of the coal fleet. Without the benefit of excess coal stockpiles or a significant uptick in production the thermal coal market is forced to operate in a more constrained and balanced manner. Further natural gas price increases are unlikely to yield significant additional increases in coal generation at the expense of gas generation providing the demand elasticity the natural gas market had grown accustomed to this past decade. This change in the historical pattern of gas-to-coal switching is adding new demand strength for gas-fired power generation at a time when demand from other sectors is also rising. The economic recovery from the global COVID-19 pandemic has spurred industrial demand. Taken together, they have added to the stout demand for feed-gas at US liquefaction facilities. Such tight market conditions have the potential to translate into volatile winter Henry Hub gas prices. The market is under pressure this winter because two of three sources of short-term flexibility are insufficient—

ramp up on the supply-side and switching from gas to coal on the demand-side. Nevertheless, the third source of flexibility, storage, should allow the market to make it through winter unscathed unless winter weather is very severe.

- Commercial operations are expected to begin at Sabine Pass LNG Train 6 and Calcasieu Pass LNG this winter, providing further upside for LNG feed gas demand. Henry Hub natural prices would need to increase to unheard-of levels to incentivize voluntary US LNG curtailments. Demand for US LNG will be very robust. Henry Hub gas prices would need to rise to international price levels of well over \$20/MMBtu even to consider possible curtailment of US facilities which is highly implausible.

Based on the combined influence of all the factors listed above, it is very likely that wholesale electricity prices will generally increase slightly throughout the remainder of 2021 and generally creep upwards as much as 7% to support troubled existing REC Tier 2's, BBB, new renewable/storage, general emission/carbon reduction activities and increased demand from EV and other expansion of electrical load. Also, it is likely that present temporary price spikes due to ephemeral gas pipeline conditions will result in sustained price hikes.

Based on these analyses as well as expert opinions from state-wide, regional, and national power marketing professionals, I recommend the following power cost risk management strategy for the remainder of 2021:

- Continue to rely exclusively on the inherent risk mitigation within our existing full-requirements power supply contracts from NYPA and the HFPTCC product.
- Do not purchase additional hedging instruments from third parties.
- Continue to review this strategy quarterly and monitor inflation and market changes.

FORWARD LOOKING STATEMENTS:

I must still base my assumptions and outlook of power cost for hedging in general and base load in particular with nuclear and gas as wind and solar should still not be considered reliable base load assets. However, carbon tax and other subsidy mechanisms for those truly peaking renewables do impact reliable base load rates

2022-2035

Impact of all-electric building and vehicle requirements in general and saturation levels within DCEC system for tracking trends toward mandated 2035 zero-emission language.

Just 2000 EVs simultaneously charging at L2 could add 3.5 MW.

Despite the present-day politics, rhetoric, recent science of fracturing-related earthquakes and release of national reserves, we should expect oil and gas drilling activity to increase in 2022 in response to stronger oil and gas prices; however, the time lag between when wells are drilled and then begin production should keep the market tight and Henry Hub prices elevated through spring of 2023. The reliance on fossil fuel and the insatiable desire to tax the same as well as reduction in subsidies for renewables will most likely cause a 7% increase in electricity over the next couple years.

I expect oil/gas production to increase this winter, rising by 3 Bcf/d winter-over-winter, as strong demand and strengthening natural gas prices spur robust growth from the Haynesville play. Along with growth in Haynesville production this winter, we also expect natural gas inventories to hover near the five-year-average in our base case which assumes average winter weather, and this has the potential to put downward pressure on prices and lower than where NYMEX has been trading. Still, prices will likely remain elevated through winter overall as market participants conserve storage inventories until there is a line of sight to getting through winter. Winter storm Uri in February 2021 has not been forgotten when a polar vortex reached deep into Texas curtailing natural gas supply and causing major disruptions to the electric power grid. For winter base case, I expect Henry Hub natural gas prices to average about \$5/MMBtu. A milder winter would send prices back toward \$4/MMBtu rather quickly. However, should the winter bring forth early or prolonged cold, the natural gas market is liable to be reactive and create

additional pricing volatility as happened in February. In such a case, a cold winter could see Henry Hub gas prices averaging between \$10-20/MMBtu in some months. In this scenario we would likely see some industrials curtailing gas use. In the cold winter case Henry Hub natural gas prices average about \$10/MMBtu. Beyond winter, I expect the natural gas market to begin to rebalance as more production works its way into the system. Despite the lackluster growth in production in 2021, higher prices are expected to spur a recovery in drilling activity given the undersupplied nature of the current natural gas market. I expect strong growth in oil/gas in 2022 followed by a return to an associated gas-driven supply market heading into 2023 and 2024.

6000 acres of solar farms between Rochester and Otsego County and plans for 9GW of wind changing power flow at Long Island coupled with debate over developer or transmission companies constructing upgrades and how the expense is built into rates will result in a perfect storm of power quality (over/under voltage over/under frequency) and power cost (REC, ZEC, schedule tiers and other “nickel/dime”) issues.

Storage and renewables of any large scale will create challenges. Electrically, a generator is a load to another generator and infrastructure could reasonably deal with few interconnects such as NYISO to PJM. As an industry, we are going into another technology gap to deal with massive swings from faults and simple cloud cover.

General interest or push to visit ‘green hydrogen’ and ‘small form’ nuclear generation. Nuclear and chemical are popular words. Green hydrogen is effectively large-scale load cells and is not completely green as it requires methane, propane or natural gas in part of the process so would possibly be susceptible to carbon. Hydrogen pipelines are few and generally along the Gulf coast so any hydrogen for our benefit would have to be created on-site or trucked to the facility. There are some ‘experimental’ blended hydrogen-natural gas power producers in IL, OH, VA, UT, NJ, FL, LA and TX. Nuclear still has negative connotation.

There is also some renewed interest with small-form nuclear in some parts of the country and world. It will continue to be a “tough sell” as nuclear is capital intensive with start-up and payback well beyond the usual 3–7-year plan that gas plants offer and financiers prefer. Also, even today, most people only remember inaccurate details about TMI, Chernobyl and Fukushima.

Cyber Security and Red Flag Report

PRESENTED TO: DCEC BOARD OF DIRECTORS

DATE: 28 December 2021

BACKGROUND:

Delaware County Electric Cooperative (DCEC) is committed to protecting DCEC employees, stakeholders and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

There has been no known case of member identity theft in the history of the Cooperative.

The Identity Theft and Cyber Security policies were developed in 2010 and 2015 respectively and both have been reviewed by Management, Legal and the Board in 2021.

The purpose of the Cyber policy is to outline the acceptable use of computer equipment and Information Technology (IT) infrastructure at DCEC. These rules are in place to protect the employee's and DCEC. Inappropriate use exposes DCEC to risks including computer virus attacks, compromise of network systems and services, and legal issues. The policy balances the employee's ability to benefit fully from information technology with the company's need for secure and effectively allocated IT resources. DCEC's intentions in publishing a Cyber Security Policy are not to impose restrictions that are contrary to DCEC's established culture of openness, trust and integrity.

The purpose of the Identity Theft Red Flag policy is to have DCEC take all reasonable steps to identify, detect, and prevent the theft of its members' personal identifying information – commonly known as "Identity Theft". In order to carry out that policy, the Cooperative hereby adopts the following policy for identifying or detecting Red Flags that should raise concerns for the Cooperative that a member's information is potentially being misused or stolen.

2021 YTD REVIEW

National Events:

2021 has been an active year in terms of ransomware, other notable hacking events and phone scams as well as the rise in "smishing" (phishing via SMS text messaging) with the most notable being process tampering of a Florida water system and a major gas pipeline operator.

In October, an Alabama Coop experienced an attack with no damage or data breaches.

In November, a Colorado Coop was not so fortunate... The attack resulted in disruption to phone, email, billing, and customer account systems, as well as documents, spreadsheets, and forms getting "corrupted." Leading to 90% of internal controls and systems becoming corrupted, broken or disabled, and claimed that a majority of historical data dating back more than 20 years was lost.

DCEC Events:

Fortunately, alert staff in concert with online and other trainings, provide additional layers of system integrity.

- "Attacks"
 - There were three attempts to gain employee information under the guise of validating COVID-related unemployment details.
 - There were five emails that did get through junk filters with the classic "check out this link" format. In those cases, atypical proper grammar was used but were properly quarantined, discussed and reported.
 - There have been twenty-nine instances of persons calling about account information that were not authorized on those accounts and were dealt with appropriately.
 - There have been four attempts of "vendors" calling to confirm information about our processes and systems (postage, software, website, general) which were dealt with appropriately.
- 2020/21 Implementations

- Tighter Wi-Fi security and physical security with new headquarters facility.
- Cyber security assessments.
- Active device management for computers, servers and mobile devices.

Systems and Training:

We continue to have proactive system architecture and testing to the network and enterprise applications. Credit card machines have been upgraded in 2021 to latest PCI compliance standards so payments are taken with latest transaction and information protocols.

DCEC also uses enhanced procurement protocols and procedures when dealing with vendors.

Ongoing trainings on cyber and personal information for Board and Staff continue with upgrades in 2022.

Since the last report

FORWARD-LOOKING STATEMENT

Additional steps are always necessary to minimize the likelihood of a successful attack on the Cooperative and to prepare to respond to a cyber-attack if and when it happens.

As technology and creativity continue to develop, DCEC must be ever vigil and agile.

Although no changes are recommended to policies, training as well as intrusion testing and monitoring must continue in 2022

SUMMARY

2021 was another good year at the Cooperative for identity theft prevention. The Cooperative's policy on identity theft prevention and cyber activity have been followed consistently but we must continue to improve.



STRATEGIC PLAN SUMMARY

2017-2020

Mission

DCEC is committed to safely, reliably, and cost effectively providing electric energy and related services to our members.

Values

- Safety
- Service
- Open Communications (internal/external)
- Integrity/Honesty
- Professionalism
- Respect

Stakeholders

- Members
- Employees
- Community
- Business Partners (suppliers, RUS, CFC, Federated, other distribution co-ops, NYSEDA, NISC, UUS, CoBank, etc.)
- Government and Regulators

Planning and Execution Timeline

This strategic plan (“the Plan”) was developed by the Cooperative’s Board of Directors and Management on May 31, 2017. The Plan will be reviewed and modified, if appropriate, by the Board on a quarterly basis. The strategic goals are to be achieved over a 3 or 4-year period ending on December 31, 2020. The Board anticipates a major update to the Plan in the spring of 2020.

Responsibility

The Cooperative’s CEO/General Manager (“the CEO”) is responsible for execution of the Plan and for reporting quarterly to the Board on progress toward the strategic goals. The CEO’s Annual Goals and Objectives, which are utilized by the Board to evaluate the CEO’s performance, shall be consistent with and serve the Strategic Goals in the Plan.

Prioritized Strategic Goals

#1 - Reliability

Goal: Identify and implement measures designed to improve transmission and distribution system reliability.

Task 1: Operations Manager will coordinate the addition of fused cut-outs for each tap and distribution transformer fed from each 3-phase distribution feeder throughout the service territory.

Task 2: Engineering Manager will monitor NYSEG transmission reliability, identify root causes for significant reliability impacts, and hold NYSEG accountable for preventable reliability impacts through direct communications when possible and PSC involvement otherwise.

Quantifying Success:

SAIDI Total Excluding Transmission and Major Storm¹ (KRTA #144 - #140 - #141) improves from 5-yr avg of 398 to 1-yr value 378 (benchmarked on a 5% improvement to our 5-yr avg)

SAIDI Transmission (KRTA #140) improves from 5-yr avg of 156 to 1-yr value of 44 (benchmarked on 5-yr avg of median value for Northeast cooperatives)

#2 - Operating Cost Efficiencies

Goal: Develop and implement a plan of action to achieve greater operating cost efficiencies, specifically focusing on staffing levels, engagement of contractors and shared service opportunities with other cooperatives.

Task 1: CEO will use attrition and re-organizational opportunities to reduce total Cooperative staffing in accordance with feedback by Organization & Staffing Committee of Board.

Task 2: CEO will monitor work practices and implement changes as appropriate to reduce inefficiency.

Task 3: CEO and Finance Manager will seek and implement shared services with NY cooperatives.

Quantifying Success:

Full time employee count (KRTA #4) reduced from current 25 to 22

Total Controllable Expenses per Consumer (KRTA #87) reduced from current \$775/consumer to \$700/consumer (compare to NYS median \$695)

¹ Major Storm = Daily SAIDI > ~103 minutes



STRATEGIC PLAN SUMMARY

2017-2020

#3 - Member Communications

Goal: Improve and enhance member communications, implement plans to deepen DCEC's engagement with its members.
Task 1: CEO and Administrative Assistant will create an 18-month editorial calendar incorporating appropriate modes of member contact, including practical/operations issues such as vegetation management or facilities investment as well as member affinity issues such as "the cooperative difference" or "linemen appreciation" for review/approval by Board.
Task 2: CEO and Administrative Assistant will incorporate annual events targeting newer members, separate from the annual meeting.
Quantifying Success: For each monthly member communications priority, connect with members 7 different times, 7 different ways with a consistent message. Annual event targeting engagement of newer members, particularly families

#4 – Employee Cross-Training

Goal: Develop and implement a program to cross-train DCEC employees in a manner that enhances employee value and mitigates the risks associated with unexpected absences or position vacancies.
Task 1: CEO, Finance Mgr. and Ops. Mgr. will develop a prioritized matrix of key staff functions, the normal responsible individual, and current/proposed backup individuals for each key function for review/approval by Board.
Task 2: CEO, Finance Mgr. and Ops. Mgr. will develop a multi-year training and re-training plan to assure that individuals with back-up responsibilities are appropriately trained and practiced so that they can seamlessly perform key back-up functions.
Task 3: CEO, Finance Mgr. and Ops. Mgr. will develop a list of key CEO responsibilities that require Board involvement in the absence of the CEO, and provide appropriate documentation of such to the board.
Quantifying Success: Each and every key task has a trained and practiced back-up person, which allows for the absence of any staff person, including the CEO, without interruption to the smooth operation of the Cooperative's business.

#5 – Facilities Planning

Goal: Craft and execute a comprehensive facilities plan.
Task 1: CEO and Operations Manager will document the qualities, features, capabilities, and required space for all the Cooperative's existing and foreseeable functions at a consolidated headquarters facility.
Task 2: CEO and Operations Manager will manage the performance of due diligence including flood certification, engineering feasibility study (including layout, storm water, waste water, power supply, zoning, and budgetary costs), appraisals, and all employee input for any site(s) that may be pursued by the Cooperative and meet the requirements described in Task 1.
Task 3: CEO & Operations Manager will coordinate engineering & design documentation, consistent with aforementioned requirements, pending board approval, for a single selected site for a consolidated headquarters facility. Documentation will be appropriate for a bid package.
Quantifying Success: Completion of requirements document and presentation to the Board. Completion of due diligence documentation and presentation to the Board. Completion of a bid package and presentation to the Board.

Quantifiable Strategic Trends

Year	'15	'16	'17	'18	'19	'20 *covid
SAIDI Transmission, KRTA #140 (<44 min.)	1	519	82	47	136.2	89.6
SAIDI Total minus Transmission and Major Storms, KRTA #144 – KRTA #140 – KRTA #141 (<270 minutes)	422	378	482	447	676	576
# Employees, KRTA #4 (<22)	27	27	25	24	22	21
Controllable Expenses per Consumer, KRTA #87 (<\$700)	743	775	789	827	908	907
# Months met Member Comm. Goals (=12)	0	0	0	12	12	7*
# Newer Member Events (=1 event)	0	0	0	1	1	0*
# Key Duties Backed Up (=all, value from matrix to be developed by Finance Manager)	No Data	No Data	40%	50%	63%	63%*



STRATEGIC PLAN SUMMARY

2017-2020

Strengths

- Good board, management and staff
- Our ability to critically look at our weaknesses
- Noted that strengths outweighed the weaknesses
- Our strategic plan is a working - document routinely reviewed by board
- Board works well together through mutual respect
- Distribution system is in excellent condition
- The cooperative network
- NYPA hydro contract through 2040
- NYAPP consumer owned utility network

Weaknesses

- Culture issues
- Limited growth opportunities in number of members
- Members are disengaged
- Not sure we're always good at effective communication
- Overstaffing

Opportunities

- New members and younger members are an engagement opportunity
- Shared services and ability to contract services
- Broadband expansion
- Better use of technology
- Extend hydro contract through 2040
- More political involvement to change laws to be more cooperative friendly
- Beneficial electrification

Threats

- Limited growth, flat or negative growth
- Increasing costs
- Reliability of transmission service
- Changing member demographics
- State and Federal regulations
- Uncertainty of energy prices
- Not effectively communicating cooperative values to new members and members as a whole
- Cyber security/physical security



FY2022 STRATEGIC PLAN SUMMARY

Mission

DCEC is committed to safely, reliably, and cost effectively providing electric energy and related services to our members.

Values

- Safety
- Service
- Open Communications (internal/external)
- Integrity/Honesty
- Professionalism
- Respect

Stakeholders

- Members
- Employees
- Community
- Business Partners (suppliers, RUS, CFC, Federated, other distribution co-ops, NYSEDA, NISC, UUS, CoBank, etc.)
- Government and Regulators

Planning and Execution Timeline

This 5-year strategic plan ("the Plan") was developed by the Cooperative's Board of Directors and Management from October 20, 2021 through February 28, 2022. The Plan will be reviewed and modified, if appropriate, by the Board on a quarterly basis. The strategic goals are to be achieved over a 4 or 5-year period ending on December 31, 2027

Responsibility

The Cooperative's CEO/General Manager ("the CEO") is responsible for execution of the Plan and for reporting quarterly to the Board on progress toward the strategic goals. The CEO's Annual Goals and Objectives, which are utilized by the Board to evaluate the CEO's performance, shall be consistent with and serve the Strategic Goals in the Plan.

Prioritized Strategic Goals

#1 – Rate Structure

<u>Goal:</u> Review and develop a new rate structure for all service classes
Task 1: Complete Cost-of-Service Study (COSS) Estimated completion by June 2022
Task 2: Design rate and implementation plan, with success measured by annual results and projections of future years using Compass forecasting tool Estimated completion by July 2022
Task 3: Educate and demonstrate new rate structure, and measure success using surveys and/or advocacy group Estimated completion by August 2022
<u>Quantifying Success:</u> Review to determine if set value or ranges are appropriate for financial goals and objectives

#2 – Financial Goals

<u>Goal:</u> Establish financial goals and objectives to be incorporated into a financial policy
Task 1: Establish acceptable equity range (34-40%), with success measured by annual results and projections of future years using Compass forecasting tool.
Task 2: Establish margins to reach range, with success measured by annual results and projections of future years using Compass and Budget Pro forecasting tools
Task 3: Complete a 10-year financial forecast annually
Task 4: Meet semi-annually and adjust goals as needed
<u>Quantifying Success:</u> Improved financial position through equity and debt management. Review month-end financials and projections using our Form 7 and KRTA data to determine if set value or ranges are appropriate. - Establish acceptable equity range (34%-40%). - Maintain a Capital Credit Cycle (3-4% or < 30 years). - Maintain ratios above borrower covenants. - Explore shared services and review procedures to reduce controllable costs

LAST UPDATED 10/21/21 CNE



FY2022 STRATEGIC PLAN SUMMARY

#3 - Reliability

<u>Goal:</u> Improve system reliability
<u>Task 1:</u> Quality Construction Work Plan (CWP) that is financially and operationally attainable. <div>Biennially in June</div>
<u>Task 2:</u> Embrace newer proven technologies to replace aging devices, measured by new devices becoming an increasing percentage of system devices
<u>Task 3:</u> Educate membership about outages and issues, as measured by input received from surveys/advocacy groups. <div>Annually in Aug as well as internet</div>
<u>Quantifying Success:</u> Identify and implement measures designed to improve transmission and distribution system reliability. SAIDI Total Excluding Transmission and Major Storm ¹ (KRTA #144 - #140 - #141) improves from 5-yr avg of 398 to 1-yr value 378 (benchmarked on a 5% improvement to our 5-yr avg) SAIDI Transmission (KRTA #140) improves from 5-yr avg of 156 to 1-yr value of 44 (benchmarked on 5-yr avg of median value for Northeast cooperatives) Operations Manager will coordinate the addition of fused cut-outs with Engineering Manager for each tap and distribution transformer fed from each 3-phase distribution feeder throughout the service territory. Engineering Manager will develop CWP and monitor NYSEG transmission reliability and identify root causes for significant reliability impacts. CEO will hold NYSEG accountable for preventable reliability impacts through direct communications when possible and PSC involvement otherwise. CEO will also continue adding educational system information to Facebook and website.

#4 - Member Engagement

<u>Goal:</u> Enhance our annual meeting to achieve greater member engagement.
<u>Task 1:</u> Achieve higher participation, as measured by actual number of attendees each year
<u>Task 2:</u> Better member engagement
<u>Task 3:</u> Bylaw review and possible change
<u>Task 4:</u>
<u>Quantifying Success:</u> For each monthly member communications priority, connect with members 7 different times, 7 different ways with a consistent message. Annual event targeting engagement of newer members, particularly families