

NOTICE OF BOARD MEETING

A regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, April 28, 2020 at 5:00 pm.** In light of the declared state of emergency in Delaware County due to the COVID-19 virus, directors and other meeting participants are encouraged to participate via telephone:

Dial-in Number: (866) 316-1519 Passcode: 963796#

The board of directors will act on the following:

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 April 7, 2020 Board Meeting [packet pages 2-6]
- B. New Memberships [packet page 7]
- C. Bad Debt Resolution and Collection Report [packet page 8]
- D. Corporate Calendar Review [packet pages 9-10]
- E. Director Compensation [packet pages 11-12]

III. Finance Committee Chair Report

- A. Meeting Report from April 28, 2020 Finance Committee Meeting [report by Finance Committee Chair Menke]
- B. Motion to Accept the 2019 Audited Financial Reports [motion by Finance Committee Chair Menke, included as Appendix A]
- C. Motion to Accept the 2019 Form 990 Report [motion by Finance Committee Chair Menke, included as Appendix B]

IV. General Manager's Report and Safety Report [packet pages 13-15]

V. Monthly Financial Reports [packet pages 16-18]

VI. COVID-19 Cooperative Response Update

- A. Operational and Member Services Response [latest employee segregation plan - packet pages 19-25]
- B. Planning for possible 2020 Annual Meeting during COVID-19 Pandemic [packet pages 26-27]
- C. Resolution – Support Cooperative Participation in Payroll Protection Program [packet pages 28-29]

VII. Headquarters Project [packet pages 30-31]

VIII. Policies

- A. Safety RESAP [packet pages 32-33]
- B. Energy Conservation & Efficiency [packet pages 34-35]

IX. Preview of New Service Specification [packet pages 36-38]

X. Project Roundup Next Steps [packet page 39]

XI. Meeting Report – NRECA Annual Meeting [reports by Directors Menke and Pick]

XII. Power Cost Risk Update [packet pages 40-41]

XIII. Red Flag Report [packet pages 42-44]

XIV. NYSEG Transmission Upgrades [report by Paul DeAndrea]

XV. New Business:

XVI. Future Business:

- A. Next Special Board Meeting, **Tuesday, 5/12/2020 @ 5:00 pm [TO BE DETERMINED BY BOARD]**
- B. Closing on Sale of 39 Elm Street – moved to 4/30/2020 by mutual agreement of buyers and Cooperative
- C. NYSRECA Meeting & Albany Advocacy Day, 5/11/2020 – 5/12/2020, Albany **[ADVOCACY DAY CANCELLED, BUSINESS MTG VIA CONFERENCE CALL ON 5/11/2020, "SHORT ACTIVITY" IN ACCORDANCE WITH COOPRATIVE'S POLICY ON DIRECTOR COMPENSATION]**
- D. CoBank-facilitated Strategic Planning Discussion, 5/28/2020, Delhi, NY
- E. June update to board on truck grounding and/or barricading
- F. NYSRECA Annual Meeting, 7/23/2020, Otsego County Location TBD
- G. DCEC Family Fun Day, Friday, 8/7/2020, 5 pm, Delhi Courthouse Square
- H. NRECA Region I/IV Meeting, 9/9/2020 – 9/11/2020, Indianapolis, IN
- I. Annual Meeting of Members, 9/18/2020, Delhi, NY
- J. NYAPP Annual Conference rescheduled, 10/20/2020 – 10/22/2020, Saratoga, NY

XVII. Executive Session

XVIII. Adjournment

Cooperative Values

- Safety
- Service
- Open Communications
- Integrity/Honesty
- Professionalism
- Respect

Cooperative Stakeholders

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

**Delaware County Electric Cooperative
Board Meeting Minutes
April 7, 2020**

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held April 7, 2020. Due to the declared state of emergency in Delaware County because of the COVID-19 virus, the meeting was held via phone conference.

A. Call to Order: The meeting was called to order at 5:03 p.m. by President Oles.

B. Roll Call - Determination of Quorum:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P
Frank Winkler	P
Steve Burnett	P
Jeffrey Russell	P

DCEC's CEO/General Manager, Mark Schneider; DCEC's Administrative Assistant, Alicia VanZandt; DCEC's Operations Manager Ryan Sullivan; and DCEC's Legal Counsel, Jeff Clark were all participating via telephone.

C. Adoption of Agenda: The board adopted the agenda with no additions by unanimous consent.

II. Minutes of March 24, 2020 Board Meeting: A motion was made by Secretary Pick to approve the minutes as presented. The motion was seconded by Vice President Winkler. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor.

III. COVID-19 Cooperative Response Update: CEO/General Manager Mark Schneider remarked that this response update is a proactive approach in case of some more severe circumstances.

Director Burnett remarked that there is a typo on Page 8, it should be not he but the, to read, 1. Under what conditions would the Cooperative want or need to provide protective masks to employees.

Director Russell commented about how long the virus can survive on different surfaces and he recommends that the employees of the Cooperative not open or process the mail for 48 hours after receiving it and that they wear gloves.

CEO/General Manager Mark Schneider remarked that DCEC's Engineering & Technology Manager Paul DeAndrea is keeping an eye on the industrial loads. He added that BOCES is

considerably down and Amphenol and Friesland are down only 5%.

CEO/General Manager Mark Schneider mentioned that DCEC had planned to have O'Connor Electric come to work on the Kortright substation. He added that O'Connor Electric would like to come in May of 2020 and DCEC has no issue with that provided that they are able to confirm the contractor will comply with all orders and social distancing, etc.

CEO/General Manager Mark Schneider remarked that DCEC is going to allow contractors to work on our property in regards to the headquarters project.

IV. Resolution – Suspension of Public Participation in Board Meetings: A motion was made by Secretary Pick to approve the resolution as presented. The motion was seconded by Vice President Winkler. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor.

V. Resolution - CEO Duties – Temporary Authorization: Vice President Winkler recommended that this resolution be amended to state "BE IT FURTHER RESOLVED, that this temporary authorization, as applicable, starts on April 7, 2020 and ends no sooner than the lifting of the COVID-19 State of Emergency declared by the Delaware County Board of Supervisors, or July 31, 2020, whichever comes later, unless extended by further action by the Board of Directors; and". A motion was made to approve this resolution as amended by Director Burnett. The motion was seconded by Treasurer Menke. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor.

VI. Resolution – Deferral of April 2020 Change in Fixed Monthly Service Charge: A motion was made by Secretary Pick to approve the resolution as presented. The motion was seconded by Director Wehmeyer. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor.

VII. Resolution – Suspension of Late Payment Penalties and Disconnections for Non-Payment: A motion was made by Director Wehmeyer to approve the resolution as presented. The motion was seconded by Vice President Winkler. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor. CEO/General Manager Mark Schneider remarked that, in accordance with the resolution, DCEC will extend payment arrangements for up to 6 months regardless of the service class of a member.

President commented that Administrative Assistant would like to share for approval the external member communication that she proposes to distribute publicly tomorrow. Mrs. VanZandt read the following message:

One thing that is certain Delaware County Electric Cooperative (DCEC) is HERE FOR YOU. Now more than ever, DCEC is working hard to help protect members, maintain reliable and affordable services and support our community.

At this time DCEC has postponed and temporarily suspended the following:

- The \$0.50 increase in the Monthly Fixed Charge for Service Classes 1, 2, 3, & 5
- Disconnecting electric service for non-payment
- Applying late payment fees

These actions are intended to support our members during the COVID-19 pandemic. These are a few of the many steps that DCEC has taken to reduce stress and provide local families and businesses with certainty during an uncertain time. It is important to remember that these disconnect suspensions are not bill waivers. That's why DCEC is also working with our members on deferred payment plans and other assistance to ease the transition once the pandemic has passed. Taking this simple step can help avoid a large multi-month balance when the pandemic is over. DCEC is encouraging our consumer-members to also contact the local agencies listed below for payment assistance.

- Delaware County Social Services at 1-607-832-5300
- Schoharie County Social Services at 1-518-295-8334
- Delaware Opportunities at 1-607-746-1600
- Home Energy Assistance Program (HEAP). Questions regarding the HEAP program should be directed to your [HEAP Local District Contact](https://otda.ny.gov/programs/heap/contacts/) at <https://otda.ny.gov/programs/heap/contacts/> or the OTDA Hotline at 1-800-342-3009

Consumers who have questions about paying their bill should contact DCEC for more information at (607) 746-2341 or email office@dce.coop.

One thing that is certain in uncertain times – OUR COMMITMENT to you and the local communities we serve.

Director Wehmeyer recommended to add the Otsego County Social Services to the list of local agencies. CEO/General Manager Mark Schneider stated that Mrs. VanZandt has learned from her own experience answering the phones and through her interactions with other "co-op communicators" that a lack of information on this topic will often be interpreted as a lack of effort on the part of the Cooperative.

The board approved the proposed member communications by unanimous consent and asked that Mrs. VanZandt circulate this information immediately with the membership.

VIII. Headquarters Project:

A. Regulatory Approvals and Permits: CEO/General Manager Mark Schneider stated that the scheduled conference with the RUS supervisor for the 7th of April has been re-scheduled for the Friday the 10th of April due to a sickness. Director Russell inquired if DCEC was still missing the sign off from DEP. CEO/General Manager Mark Schneider stated that at this time he has no new update for the board on DEP storm water approval.

B. Member & Public Communications Timeline: Reviewed.

IX. Policies:

A. Auditing of Cooperative Books, Records, and Accounts: A motion was made to approve this policy as presented by Secretary Pick. The motion was seconded by Director Burnett. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye.

Oles-Aye. The motion passed with 7 votes in favor.

B. Safety RESAP: DCEC's Legal Counsel Mr. Clark suggested to add some language that refers to employee's health and safety when dealing with infectious diseases.

X. Preview of New Service Specification: Tabled.

X. Project Roundup Next Steps: Tabled.

XII. HWH Energy Efficiency Program Update: Operations Manager Ryan Sullivan gave a brief update that the hot water heater energy efficiency program contracts were reviewed and approved by DCEC's Attorney Jeffrey Clark and DCEC's CEO/General Manager Mark Schneider. Mr. Sullivan added that he has been working with Administrative Assistant Alicia VanZandt on the member communications portions of the program. CEO/General Manager Mark Schneider added that there are three interested members and he would like the program to start April 1st 2020.

Operations Manager Ryan Sullivan stated that the potential next energy efficiency program will be LED lighting. He stated that this program will be similar to the energy star program previously released. Sullivan remarked that this program will be limited to a dollar amount and available to each member in every service class. Once details are firm the program will be communicated to the board.

XIII. Meeting Report - NRECA Annual Meeting: Tabled.

XIV. 2020 Annual Meeting Planning Kick-off and Consideration of Bylaw Changes: CEO/General Manager Mark Schneider, the board and DCEC Attorney Jeffrey Clark all agree to not present any new bylaw changes this year.

XV. Power Cost Risk Update: Tabled.

XVI. Red Flag Report: CEO/General Manager Mark Schneider reported that on Thursday, April 9th at 1 pm there is an office wide conference call scheduled for Red Flag Training. CEO/General Manager Mark Schneider added that an update about this conference will be provided at the April 28th meeting.

XVII. RUS Borrowing in 2020: Reviewed.

XVIII. New Business: CEO/General Manager Mark Schneider gave the following updates and reminders;

The Auditors will have the Audit Report and 990 for board review the week before 4/28/2020 meeting. He also mentioned that Auditors will be calling in to the meeting. Schneider commented that the Finance Committee is still scheduled for 3:30 pm on 4/28/2020.

The Closing on the sale of the property at 39 Elm Street did get moved from 3/31/2020 to 4/30/2020 by mutual agreement of the buyer and the Cooperative, due to the impacts of the

COVID-19 pandemic.

Advocacy day has been cancelled but the May 11th NYSRECA business meeting is now scheduled as a phone conference. The entire board agreed to only collect a “short meeting” fee for the NYSRECA phone conference on the 11th of May.

The NYAPP business meeting has been re-scheduled for Tuesday, October 20 – October 22, 2020 at the same hotel.

XIX. Future Business:

A. Next Regular Board Meeting, Tuesday, 4/28/2020, following a Finance Committee meeting @ 3:30 pm

(1) 2019 Audit Report Presentation by the auditors of FFSC (2) 2019 Form 990 Review & Approval

B. Closing on Sale of 39 Elm Street – moved to 4/30/2020 by mutual agreement of buyers and Cooperative

C. NYSRECA Meeting & Albany Advocacy Day, 5/11/2020 – 5/12/2020, Albany [ADVOCACY DAY LIKELY TO BE CANCELLED]

D. NEAEC Annual Meeting and NRECA Course 953.1 Improving Board Decision Making, 5/20/2020 – 5/21/2020 [CANCELED]

E. CoBank-facilitated Strategic Planning Discussion, 5/28/2020, Delhi, NY

F. June update to board on truck grounding and/or barricading

G. NYSRECA Annual Meeting, 7/23/2020, Otsego County Location TBD

H. DCEC Family Fun Day, Friday, 8/7/2020, 5 pm, Delhi Courthouse Square

I. NRECA Region I/IV Meeting, 9/9/2020 – 9/11/2020, Indianapolis, IN

J. Annual Meeting of Members, 9/18/2020, Delhi, NY

XIV. Executive Session: A motion was made to go into executive session by Secretary Pick at 6:37 pm. The motion was seconded by Director Burnett. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor. The board invited all staff members to stay for executive session. All staff except the CEO/General manager were dismissed at approximately 7:00 pm. A motion was made by Secretary Pick to exit executive session at 7:33 pm. The motion was seconded by Director Wehmeyer. Roll call vote: Pick-Aye. Menke-Aye. Wehmeyer-Aye. Winkler-Aye. Burnett-Aye. Russell-Aye. Oles-Aye. The motion passed with 7 votes in favor.

XV. Adjournment: There being no further business on the agenda, President Oles adjourned the meeting at 7:34 pm.

Respectfully submitted,

Edward “Rusty” Pick, Jr.,

Delaware County Electric Cooperative, Inc.

39 Elm Street, P. O. Box 471, Delhi, New York 13753-0471
607-746-2341

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NEW MEMBERSHIPS – April 28, 2020

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18272-001	MD 1-18-1	Donald E.	Bush, Jr.	10 Bradley Dr.	Shoreham, NY 11786	Donald E. Bush
18259-001	AN 5-91-4E	Dirck M.	Conklin	18 Craiguille Rd. 4-4	Goshen, NY 10924	William Conklin, Jr.
18270-001	DA 1-39-5A	Fred	Bencivenga	5106 State Highway 23, Lot 18	Oneonta, NY 13820	Frances Baldanza
18263-001	CO 7-15-5	Dustin	Wheeler	67-35 Yellowstone Blvd., Apt. 6T	Forest Hills, NY 11375	Douglass A. Wheeler
18242-001	BO 5-31-8B	Park Hill,	LLC	8151 County Highway 26	Hamden, NY 13782	Patricia Wingate
18273-001	DE 4-27-14A	Timothy	Gagnon	1888 Huska Rd.	Delhi, NY 13753	David Kulaski
18111-001	MA 3-24-3	Daniel	Charles	3949 State Highway 206	Sidney Center, NY 13839	Kela K. Charles
18265-001	HA 4-25-2C	Ann	Bicknell	2233 Covert Hollow Rd.	Hamden, NY 13782	Linda Ortiz
18058-001	AN 7-17-4A	David	Hoag	897 Beech Hill Rd.	Livingston Manor, NY 12758	Lorilee Hoag
18273-001	DE 4-27-14A	Timothy	Gagnon	1888 Huska Rd.	Delhi, NY 13753	David Kulaski
18266-001	HA 4-37-7J	William	Janosky	180 Niemchik Rd.	Hunlock Creek, PA 18621	Jason Smith
18267-001	JE 2-5-26	John	Houston	4 Charles St.	Selden, NY 11784	Robert Houston
18274-001	MA 3-26-7	Hayley	Knorr	12321 County Highway 27	Sidney Center, NY 13839	Ernest W. Bartz
18264-001	BO 5-12-3	Daniel	Friedman	352 7 th Street #4R	Brooklyn, NY 11215	Arnaud & Lindsey Frugier
18262-001	JE 2-26-4C	Cathy	Rosscoe	382 Churchill Rd.	Stamford, NY 12167	Frederic A. Rosscoe
18126-001	HA 4-13-31A	Arthur	Palmer	866 Upper Main St.	South Amboy, NY 08879	New Service
18279-001	DA 1-37-12A	Kathleen	Meyer	3640 Charlotte Creek Rd.	Davenport, NY 13750	Thomas J. Meyer
18275-001	DA 1-29-7K	James	Angle	174 Pine Ridge Lane	Davenport Center, NY 13751	Amanda Mace
18258-001	TO 3-37-14	Paul	Capobianco	24 Andrew Pl	Locust Valley, NY 11560	Barbara Van Pelt
18285-001	AN 4-48-29A	Carol	Tiltti	P.O. Box 301	Andes, NY 13731	Patrick Durante
18246-001	KO 2-22-25	Saddie	Sanderson	P.O. Box 261	Davenport, NY 13750	Brenda Wilsey
18181-001	DE 4-6-15	Steve	Grgas	317 Grange Street	Franklin Square, NY 11010	Leopold Grgas
18281-001	JE 2-27-53	Angeline	Lillard	2814 Zulette Ave.	Bronx, NY 10461	Kevin Duffey
18276-001	ME 1-66-6	Bryan	Ingram	565 County Hwy 10	East Meredith, NY 13757	Edna B. Ingram
18280-001	HA 4-14-2	Nathan	Cutting	372 Stoodley Hollow Rd.	Walton, NY 13856	James Hayes



RESOLUTION**April 28, 2020**

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 39 Elm Street, Delhi, NY 13753, do hereby authorize the transfer of \$2,136.07 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

<u>ACCOUNT</u>	<u>SER. ADD.</u>	<u>CUSTOMER</u>	<u>SEASONAL</u>	<u>RESIDENTIAL</u>
16181001	DA 1-39-5A	Marguerite Mehegan-Mondore		\$ 852.58
17336002	DA 1-39-20B	Amanda Balisteri		1,128.27
18070001	MA 3-42-15B	Ashley Brewer		155.22
			<hr/>	<hr/>
			\$	\$ 2,136.07

April 28, 2020

EDWARD G. PICK, JR., SECRETARY

DCEC Corporate Calendar Review

Last Updated 4/20/2020

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

April	
NYS ORPS Equalization & Assessment report (4/15)	Millie/Ryan
Submission of Audited Financials to RUS - due 4/30	Millie
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Millie
DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2018)	Ryan
Finance Committee Meeting (Apr/Jul/Oct)	Millie/Mark/Board
Vegetation Management Update to Board	Mark/Ryan
Shop Fence Walk-Thru and Repairs	Ryan/Mitchell
Schedule Bucket Truck Testing	Betty/Ryan
Confined Spaces Gas Tester Calibration	Ryan
May	
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Millie
Prelim communication of Annual Meeting (w/ bylaw changes if any)	Mark/Alicia
NEAEC Annual Meeting	Mark/Millie
Confirm Spring Crew Visits are Complete	Bucky/Mark
Capital credits allocation - prior year	Rosemary
Capital credits member notification via bills – prior year	Rosemary
Strategic Plan Review	Mark/Board
Organization & Staffing Committee Meeting	Mark/Board
June	
Fuel Contract procurement Review (for next year)	Mark/Ryan
Renew Purchase of TCCs with NYISO/NYPA	Mark
Semi-annual review of Corporate Calendar (Jun/Dec)	Mark
Plan Membership Survey - 3-year interval, next 2021	Mark
RESAP Audit and Safety Improvement Plan	Bucky/Mark
Confirm website prices and warranty information up to date (water heaters, etc.)	Ryan/Ally
Power Cost Risk Update to Board	Mark
Send Double-Wood Letters to Responsible Parties	Ryan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Ryan
Emergency Restoration Plan - Review/Exercise	Ryan/Bucky
CFC Annual Forum	Mark
NYSRECA Annual Meeting	Mark/Board
Tax Exempt Form Review (even years only)	Rosemary
Line Extension Policy Rate Review	Ryan/Bucky
Board Self-Evaluation Survey (odd years only, next 2019)	Alicia/Board
Finance Committee Meeting (Apr/Jul/Oct)	Mark/Millie/Board
Vegetation Management Update to Board	Mark/Ryan
Request updated vendor liability insurance certificates	Mark
August	
NYS ORPS Significant Inventory Report - due 8/15	Mark/Ryan
Union Contract Year-End – Payroll Increases	Millie
OEC Annual Meeting	Mark
Vacation Roll-Over Request Forms	Mark
Review Pole Attachment Rates	Mark/Ryan
CEO Goals & Objectives Mid-Year Review	Mark/Board
Organization & Staffing Committee Meeting (Jan/Aug)	Mark/Board
Substation Herbicide Vegetation Treatment	Betty
Family Fun Event	Alicia

2020 Director Compensation Report				Report Date:		16-Apr-2020		
	<u>Director</u>	<u>Officer</u>	<u>CCD</u>	<u>Per Diem</u>	<u>Pers Mileage*</u>		<u>Comp YTD**</u>	<u>Balance Due (YTD)</u>
1	Burnett	No	Yes	\$ 350.00	17	\$ 9.78	\$1,750.00	\$690.23
3	Menke	Yes	Yes	\$ 375.00	15	\$ 8.63	\$3,750.00	\$741.37
4	Oles	Yes	Yes	\$ 375.00	14	\$ 8.05	\$2,250.00	\$741.95
5	Pick	Yes	Yes	\$ 375.00	44	\$ 25.30	\$3,750.00	\$724.70
7	J. Russell	No	Yes	\$ 350.00	44	\$ 25.30	\$2,100.00	\$674.70
8	Wehmeyer	No	Yes	\$ 350.00	52	\$ 29.90	\$1,750.00	\$670.10
9	Winkler	Yes	Yes	\$ 375.00	34	\$ 19.55	\$1,875.00	\$730.45
	TOTAL:						\$15,475.00	\$4,283.27
NOTES:		1) Board policy identifies \$300 per diem compensation + \$25 for officers + \$50 for CCD directors.						
		* 2) Mileage to/from regular meetings @ IRS per mile rates of.....						\$0.575
		** 3) Compensation YTD reflects total taxable amount earned (excludes reimburseable expenses such as mileage)						
		4) Compensation for co-op-related "Short Activities" @ \$100 per meeting (per Jan2013 Board Resolution)						

DCEC BOARD MEETING
GENERAL MANAGER'S REPORT
March 18, 2020 – April 20, 2020

ENGINEERING & OPERATIONS

Notable Outages & Occurrences:

- The largest outage this month affected 346 members on the Andes substation feeder (almost the entire feeder) for 5 hours and 5 minutes on April 13, 2020 at 9:10 am. The outage added approximately 20 minutes to the SAIDI total for 2020. The outage was made slightly longer by the fact that ½ of our linemen were on furlough that day and had to be called in to assist with the outages. They were kept geographically separated from the other line crew members throughout the duration of the outage response.

Disconnections:

- No services were disconnected for non-payment this month. This moratorium on disconnects for non-payment will continue until the ends of the various county-declared COVID-19 states of emergency.

Pole Inspections / Line Inspections / Stray Voltage Testing

- Bob Coager continued pole inspections this month and delivered inspection results weekly. We are on track to meet our inspection goal for 2020.

FINANCE & ACCOUNTING & HUMAN RESOURCES:

2019 Financial Audit Complete

- The auditors of FFSC, LLP completed the 2019 audit and delivered draft financial statements and a draft Form 990 to the Cooperative. Both reports are included as Appendices to your April, 2020 board packets.
- Directors are encouraged to carefully review Part VII of the Form 990, which pertains to director time commitments and compensation during 2019.

Apprentice Job Descriptions

- This winter the Cooperative had its first new apprentice linemen in a number of years. As management and the Line Foreman reviewed the applicable job descriptions, it was determined that a significant overhaul of the job descriptions was necessary due to the changing nature of line work on our system. I worked with Ryan Sullivan, Mike Pietrantoni, and other linemen to come to agreement on a new 1st Year Apprentice Lineman job description that allows sufficient flexibility for the line crew while protecting the safety of the apprentices. The job updated job description has been sent to the union as a notification of the change.

POWER SUPPLY / PROJECT INITIATIVES:

Headquarters Project

- The HQ project was one of my main areas of focus this month. Information on the HQ project is included separately in your packets.

NYPA / SUNY Delhi Solar Project

- Paul DeAndrea has worked with project developer, EDF, on the requirements, protection scheme, electrical parameters, and physical characteristics of the utility interconnection for the 2 Megawatt solar array to be installed adjacent to our Delhi Substation.
- Prior to the impacts of the COVID-19 pandemic, the solar array and related energy storage were scheduled to become operational in December of 2020. Unfortunately all on-site

work has been paused by the pandemic, so the project completion date is unknown at this time.

Transmission Congestion Contract (TCC) Renewal

- I have indicated in writing to the New York Power Authority (NYPA) and the New York State Independent System Operator (NYISO) that the Cooperative intends to renew our TCCs for the period November of 2020 through October of 2021. This is a central piece of our power cost mitigation strategy.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS:

Board Meeting Schedule Temporarily Modified

- Due to the COVID-19 pandemic, Cooperative board meetings have been temporarily changed from monthly face-to-face meetings to semi-monthly teleconference meetings. At this point in time, all changes to the Cooperative's governance practices have been accomplished by action of the board of directors using authority granted to the board by the Cooperative's bylaws. If telephonic participation in board meetings is required for some or all of the directors into June of 2020, then Article V, Section 4 of the Cooperative's bylaws will need to be addressed. Under that provision in the bylaws, every member of the board of directors is required to participate in at least 9 regular board meetings by appearing in person at the meeting. This is a bridge we can cross if and when we get to it.

COVID-19 Coordination with NYPA, NYAPP, and NYSRECA

- I have consulted with NYPA, select other NYAPP members, and all NYSRECA members at every step as we plan and execute the Cooperative's COVID-19 response. Our employee segregation plan is very consistent with plans put in place by other consumer owned utilities in Upstate New York. Only the Long Island municipalities have taken more severe steps, due to much higher infection rates in and around the communities they serve.
- NYPA has not taken a strong regulatory role in the COVID-19 pandemic, but has been very responsive when asked to review and comment on any proposed actions by consumer owned utilities within the state. In each case when we have consulted with NYPA, they declined to require us to take any particular action, but they supported our decisions in each case.

Red Flag Training

- The "2019 year end" Red Flag was conducted on April 9, 2020. A detailed report is provided in your April, 2020 board packet.

Electric Vehicle Charging Infrastructure in New York State

- I have been working with Dave Leathers, Susan Stohr, and Jeff Genzer to lobby for fair treatment of rural NY communities in funding programs managed by the NYS DEC and NYSERDA for electric vehicle charging infrastructure.
- We have also developed comments to the Public Service Commission related to their plans for electric vehicle charging infrastructure.
- This is an example of the expanded level of coordination between NYSRECA and NYAPP in our government relations efforts.

Cornell Cooperative Extension Broadband Research

- I provided a letter of support for Cornell University's on-going research into the availability and impact of rural broadband service.

- I was asked to be a member of the industry advisory panel to Cornell's project, but I put Dr. Todd Schmit in touch with Tim Johnson of Otsego Electric Cooperative, who agreed to serve on the advisory committee.

MEMBER SERVICES & PUBLIC RELATIONS:

SUNY Delhi Perkins Committee

- I continue to serve on the SUNY Delhi Perkins Advisory Committee as a contribution by the Cooperative to the success of SUNY Delhi. The focus of the committee is serving the needs of non-traditional students to be successful in academic programs leading to career opportunities in the NYS job market.

Key Account Meetings

- Paul, Rosemary, and I conducted our last key account meeting with Amphenol Aerospace on April 9, 2020, via teleconference. The meeting was extremely positive. Amphenol is considered an essential military/aerospace manufacturer and is therefore operating at a high percentage of its normal plant capacity. We updated operational/emergency contacts and extensively discussed opportunities for the Cooperative to work together with Amphenol to pursue improvements in energy efficiency.

SAFETY REPORT:

Injury Report:

- A lineman sustained a minor injury to his hand this month, which led to some swelling and pain. At the time of this writing, the injury is a couple weeks old and no medical attention has been necessary, but Millie did report the injury to our workers' compensation insurer just in case.

Safety Committee Activity

- No activity.

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General Ledger

Financial And Operating Report Electric Distribution

INCOME STATEMENT FOR MAR 2020

Item	-----Year - To - Date-----			Current Month	
	Last Year	This Year	Budget	Current	Budget
1. Operating Revenue and Patronage Capital	2,627,311	2,522,747	2,728,439	794,941	844,259
2. Power Production Expense	0	0	0	0	0
3. Cost of Purchased Power	601,031	509,910	787,691	155,178	240,097
4. Transmission Expense	0	0	0	0	0
5. Regional Market Expense	0	0	0	0	0
6. Distribution Expense - Operation	311,498	359,513	359,520	125,775	119,608
7. Distribution Expense - Maintenance	339,098	266,326	314,741	98,728	104,377
8. Customer Accounts Expense	64,915	68,873	79,768	25,408	26,685
9. Customer Service and Informational Expense	2,744	3,318	5,207	1,651	1,737
10. Sales Expense	0	0	660	0	221
11. Administrative and General Expense	339,078	422,999	312,892	139,262	104,295
12. Total Operation & Maintenance Expense (2 thru 11)	1,658,364	1,630,938	1,860,479	546,002	597,019
13. Depreciation & Amortization Expense	247,986	251,663	245,285	83,904	81,931
14. Tax Expense - Property & Gross Receipts	1,000	1,000	1,000	1,000	1,000
15. Tax Expense - Other	0	0	0	0	0
16. Interest on Long-Term Debt	150,754	145,486	145,566	46,976	48,520
17. Interest Charged to Construction - Credit	0	0	0	0	0
18. Interest Expense - Other	75	84	75	28	25
19. Other Deductions	0	0	0	0	0
20. Total Cost of Electric Service (12 thru 19)	2,058,179	2,029,170	2,252,405	677,910	728,495
21. Patronage Capital & Operating Margins (1 minus 20)	569,132	493,577	476,034	117,031	115,764
22. Non Operating Margins - Interest	26,804	29,485	27,794	9,917	9,578
23. Allowance for Funds Used During Construction	0	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0	0
25. Non Operating Margins - Other	14,631	27,262	18,100	-84	19,367
26. Generation and Transmission Capital Credits	0	0	0	0	0
27. Other Capital Credits and Patronage Dividends	10,558	10,885	16,400	10,885	16,400
28. Extraordinary Items	0	0	0	0	0
29. Patronage Capital or Margins (21 thru 28)	621,124	561,209	538,328	137,749	161,108
Operating - Margin	569,132	493,677	476,034	117,031	115,764
Non Operating - Margin	51,992	67,532	62,294	20,717	45,344
Times Interest Earned Ratio - Operating	4.78	4.39			
Times Interest Earned Ratio - Net	5.12	4.86			
Times Interest Earned Ratio - Modified	5.05	4.78			

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General Ledger

Financial And Operating Report Electric Distribution

BALANCE SHEET FOR MAR 2020

	Last Year	This Year	Variance
ASSETS AND OTHER DEBITS			
1. Total Utility Plant in Service	33,445,676	34,568,891	1,123,215
2. Construction Work in Progress	345,244	374,771	29,527
3. Total Utility Plant (1 + 2)	33,790,920	34,943,662	1,152,743
4. Accum. Provision for Depreciation and Amort.	11,710,515	12,372,232	661,717
5. Net Utility Plant (3 - 4)	22,080,405	22,571,431	491,026
6. Non-Utility Property (Net)	625,240	0	-625,240
7. Invest. in Subsidiary Companies	0	0	0
8. Invest. in Assoc. Org. - Patronage Capital	322,241	332,476	10,235
9. Invest. in Assoc. Org. - Other - General Funds	725,000	116,134	-608,866
10. Invest. in Assoc. Org. - Other - Nongeneral Funds	246,960	245,005	-1,954
11. Invest. in Economic Development Projects	0	0	0
12. Other Investments	0	8,301	8,301
13. Special Funds	0	34,000	34,000
14. Total Other Property & Investments (6 thru 13)	1,919,440	735,916	-1,183,524
15. Cash - General Funds	306,800	421,917	115,117
16. Cash - Construction Funds - Trustee	100	100	0
17. Special Deposits	0	0	0
18. Temporary Investments	0	0	0
19. Notes Receivable (Net)	0	0	0
20. Accounts Receivable - Sales of Energy (Net)	683,403	646,095	-37,309
21. Accounts Receivable - Other (Net)	435,549	295,498	-140,051
22. Renewable Energy Credits	0	0	0
23. Material and Supplies - Electric & Other	481,938	873,896	391,957
24. Prepayments	355,584	355,536	-49
25. Other Current and Accrued Assets	306,610	307,888	1,278
26. Total Current and Accrued Assets (15 thru 25)	2,569,986	2,900,930	330,944
27. Regulatory Assets	1,193,574	1,081,440	-112,134
28. Other Deferred Debits	726,810	633,317	-93,492
29. Total Assets and Other Debits (5 + 14 + 26 thru 28)	28,490,215	27,923,034	-567,180

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General Ledger

Financial And Operating Report Electric Distribution

BALANCE SHEET FOR MAR 2020

	Last Year	This Year	Variance
LIABILITIES AND OTHER CREDITS			
30. Memberships	58,000	59,250	1,250
31. Patronage Capital	8,426,353	8,695,668	269,315
32. Operating Margins - Prior Years	540,464	425,105	-115,359
33. Operating Margins - Current Year	569,132	493,677	-75,455
34. Non-Operating Margins	51,992	67,532	15,540
35. Other Margins and Equities	1,067,136	1,159,925	92,789
36. Total Margins & Equities (30 thru 35)	10,713,077	10,901,157	188,080
37. Long-Term Debt - RUS (Net)	0	0	0
38. Long-Term Debt - FFB - RUS Guaranteed	11,794,566	11,382,795	-411,771
39. Long-Term Debt - Other - RUS Guaranteed	0	0	0
40. Long-Term Debt - Other (Net)	3,689,565	3,165,428	-524,138
41. Long-Term Debt - RUS Econ. Devel. (Net)	0	0	0
42. Payments - Unapplied	-1,952,783	-2,053,099	-100,316
43. Total Long-Term Debt (37 thru 41 - 42)	13,531,347	12,495,123	-1,036,225
44. Obligations Under Capital Leases - Noncurrent	0	0	0
45. Accumulated Operating Provisions	0	0	0
46. Total Other Noncurrent Liabilities (44 + 45)	0	0	0
47. Notes Payable	0	0	0
48. Accounts Payable	323,438	228,358	-95,079
49. Consumers Deposits	45,870	53,173	7,303
50. Current Maturities Long-Term Debt	0	0	0
51. Current Maturities Long-Term Debt - Econ. Devel.	0	0	0
52. Current Maturities Capital Leases	0	0	0
53. Other Current and Accrued Liabilities	281,651	382,355	100,704
54. Total Current & Accrued Liabilities (47 thru 53)	650,958	663,886	12,928
55. Regulatory Liabilities	0	0	0
56. Other Deferred Credits	3,594,832	3,862,868	268,036
57. Total Liab. & Other Credits (36+43+46+54 thru 56)	28,490,215	27,923,034	-567,180
Current Assets To Current Liabilities	3.95	4.37	
	to 1	to 1	
Margins and Equities To Total Assets	37.60	39.04	
	%	%	
Long-Term Debt To Total Utility Plant	40.04	35.76	
	%	%	



Employee Segregation Plan in Response to COVID-19 Virus
Last updated 4/16/2020 @ 16:30 hours (changes redlined)

Purpose of the Employee Segregation Plans

These segregation plans are intended to minimize transmission of the COVID-19 virus between employees so that employees themselves are safer and the families of employees are safer. The plans have been designed to honor the spirit of the Governor's executive orders placed on municipal entities. Although the Cooperative is not subject to the executive orders, Cooperative management feels that they provide helpful guidance that can keep us safer.

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.

Implementation Timeline

These plans take effect on Thursday, 3/19/2020. The plans are subject to change, but the current planning horizon is through Sunday, 5/3/2020. This plan will be superseded in the event that a federal, state, or local authority declares a quarantine or other more severe protections. Also, more severe employee segregation plans have been developed for scenarios including cases where employees come in contact with an individual who has tested positive for COVID-19.

Employee Groups

Each of the following groups will have a separate employee segregation plan:

- Line Crew
- Tree Crew
- Office Staff including front office, billing, operations support, and all managers
- Fleet Mechanic

Furlough

Portions of the segregation plans for all employee groups include employee furlough. The purpose of employee furlough is to keep furloughed employees separated from other employees to minimize the chances of virus transmission between employee groups. Employees on furlough are required to do the following during their normally scheduled working hours (for example, office workers' normal working hours are 7:30 am to 4:00 pm at the present time):

- 1) Stay home, either inside or outside their actual house
- 2) Stay available by phone in case the Cooperative needs information that can be gathered over the phone, or in case the Cooperative needs to have you report to work.
- 3) Minimize contact with others who are not residents of your home.



- 4) Do not report to work unless instructed to do so by management or a dispatcher or come in contact with other employees.
- 5) No alcohol consumption or mind-altering substances.
- 6) In the event of major outages, all employees, including furloughed employees, may be called upon to work to restore power.
- 7) No minimum call-outs or overtime rates during your regular work hours (e.g., 8x5, 4x10, etc.) if employees are called in from furlough.

Although furloughed employees will not typically be performing work for the Cooperative, they must meet the obligations described above. If an employee cannot meet the obligations described above, then an appropriate form of PTO should be used during the hours when the employee cannot meet the obligations. For example, if an employee has a doctor's appointment in Oneonta and will be away from home for 3 hours for that appointment, then 3 hours of an appropriate form of PTO shall be utilized.

Filling out time cards for furloughed employees:

Line Crew	The acting foreman will add all 5 furloughed linemen to his timesheet and put 8 hours of furlough for each in account 583.
Tree Crew	Ryan, Millie, or Mark (whoever does payroll for a given week) will add 10 hours of furlough x 4 days for each Tree Crew member for weeks they are furloughed (account 593.1).
Office Staff	Each office employee will report their own furlough time on their electronic time card upon returning to work the following week. They should put 8 hours of furlough for each day and charge it to their default expense account. See list of office staff later in this document for a list of default account numbers.
Fleet Mechanic	The Fleet Mechanic will be completing a time sheet every day. 4 hours of each day will be charged to furlough, on account 184.1.

Maintaining Social Distance

While at work, the following precautions should be taken by all employees until further notice:

- 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) Stay out of the shop break room.
- 4) Before utilizing shared surfaces, wipe the surface with a disinfectant wipe or otherwise disinfect the surface. Shared surfaces include time clocks, bathroom fixtures, door handles, steering wheels of shared vehicles, gas pumps, etc.
- 5) Do not return to the shop for lunch.
- 6) Whenever practical, limit vehicle occupancy to one employee per vehicle. When vehicles are shared, always share the same vehicle with the same truck mate.
- 7) Do not enter the shop during the "blocked out times" of 8:30 am to 12:30 pm if practical. The blocked out times will be those times during each day when the Fleet Mechanic is working in the shop, so it is important to give him space for his protection and yours.



Face Masks

In accordance with the Governor's executive order on 4/15/2020, we are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public. For this reason, the Cooperative is providing each of you a supply of non-FR face masks. Please note that the face masks that we've been able to acquire at this time are not fire retardant and should not be worn in the energized space. Your personal supply of non-FR face masks is being supplied to you in a zip lock bag so that they do not become contaminated in transit to you. However, you should store them in a paper bag or other breathable storage to avoid problems with moisture on the face masks. If you need more masks, please contact the office. We have many more face masks on order and including FR masks.

Line Crew Segregation Plan

Line Crew Group A	Line Crew Group B
Dianich Green* Scobie Schmidt Tuttle *Designated Foreman Upgrade	Little Pietrantonio Sacket Schafer Smith
Furlough Weeks: <ul style="list-style-type: none"> • 3/19 - 3/22 • 3/30 - 4/5 • 4/13 - 4/19 • 4/27 - 5/3 • 5/11 - 5/17 	Furlough Weeks: <ul style="list-style-type: none"> • 3/23 - 3/29 • 4/6 - 4/12 • 4/20 - 4/26 • 5/4 - 5/10

The Line Crew planned 4x10 work scheduled will be deferred until the state of emergency ends or until further notice.

Four senior linemen will each have a Cooperative MasterCard in case of emergencies, but the Line Crew will generally be fueling at the shop.

Each Line Crew Group (A & B) will split into 2 crews. Each Lineman will be assigned his own truck and will drive that truck throughout the work week. Each Lineman will wipe down his truck at the end of the work week to disinfect. Each Lineman will wipe down his truck at the beginning of the work week to disinfect. If a truck is used by on-call crew members after hours, tag the truck to indicate it needs to be wiped down prior to use.



The initial plan for work assignments includes fused tap installation, focusing mainly on locations accessible with a bucket truck to facilitate gloving and minimizing contact with members.

Members of Group A should notify both Pietrantoni and Green if they need to use PTO. Members of Group B should notify Pietrantoni as normal.

Line Crew members will report to and from the shop. They'll generally fuel their trucks at the shop and have access to materials on a daily basis, but they will avoid the shop during the hours that the Fleet Mechanic will be on duty (8:30 am to 12:30 pm). Time sheets and material sheets will be filled out as normal. Track digger location will be coordinated between Green and Pietrantoni (can be simply updated on board).

Tree Crew Segregation Plan

The Tree Crew will accomplish segregation from all other staff members by reporting directly to their field work location each morning and going home directly from their field location each afternoon. On Thursday, 3/19/2020 the Tree Crew will relocate the Tree Bucket and the Chipper to a convenient location along the State Route 23 corridor. They'll notify the office of that location.

Zach will take Truck 77 home each afternoon. Zach will leave his driveway at 6:30 am to pick up Damin each work morning and drive directly to the field work location in Truck 77.

Quintin will take Truck 70 home each afternoon. Quintin will leave his driveway at 6:30 am to pick up Randy each work morning and drive directly to the field work location in Truck 70.

The Truck 77 portion of the Tree Crew and the Truck 70 portion of the Tree Crew will maintain social distance from each other at all times, including breaks, meals, and active work times.

Randy will hold onto a Cooperative MasterCard for purposes of purchasing gasoline, diesel, and any emergency supplies. This will avoid most needs to return to the shop.

The Tree Crew will take a picture of 2 time sheets each day and e-mail or text them to Ryan and Mark at the office. Any credit card receipts will also be photographed and sent to the office with each use of the credit card.

The Tree Crew will leave their field work location at the end of each work day at 4:30 pm and drive home without stopping at the shop.

Tree Crew timesheets will all reflect 10 hours if all goes according to plan in any given day.



The Tree Crew will be furloughed during the following weeks:

- 3/23 - 3/29
- 4/6 - 4/12
- 4/20 – 4/26
- 5/4 – 5/10

Office Staff Segregation Plan

Office Group A	Office Group B
Ives (163.0) Rifenbark (903.0) Soule (583.0) Sullivan (580.0) Teodoro (903.0)	Alwine (903.0) DeAndrea (920.0) Faulkner (920.0) Schneider (920.0) VanZandt (920.0)
Furlough Weeks: <ul style="list-style-type: none"> • 3/19 - 3/22 • 3/30 - 4/5 • 4/13 – 4/19 • 4/27 – 5/3 • 5/11 – 5/17 	Furlough Weeks: <ul style="list-style-type: none"> • 3/23 - 3/29 • 4/6 - 4/12 • 4/20 – 4/26 • 5/4 – 5/10

The operations support staff planned 4x10 work scheduled will be deferred until the state of emergency ends or until further notice.

The front door will be locked and a sign will ask members to knock if they need service.

Various employees will be asked to perform work within and outside of their normal job description during this emergency period. Appropriate upgrades will be applied when employees work above their normal pay grade.

Virtual Private Network (VPN) clients will be rolled out to office employees slowly and cautiously so that employees will have full access from their homes to the business data network, including the iVue software suite and the shared server drives. To facilitate employees' ability to complete work at home, they will be permitted to bring home paper files as needed, including files containing personal identifying information about members such as would be found on a change-of-hands form. Staff will be required to keep such paper documents separate from their personal files and keep them in a place within the home that is secure (e.g., do not leave out on a table when not in use).

Mail Handling and Processing Night Deposit Box

Incoming mail and items in the night deposit box will be considered contaminated surfaces. In order to minimize the chance of virus exposure from incoming mail and night drop box contents, both will be "aged" for 3 days on the board room table prior to opening and processing. When



bringing the incoming items to the board room table, treat them as contaminated. Gloves and disinfecting items have been provided for this purpose. Items from the incoming mail and from the night deposit box may be combined into a single stack on the board room table once each day. After 3 days the stack can be processed with reduced risk of cross contamination. Still use caution including hand washing or disinfecting prior to touching of the face after handling the “aged” mail. We will likely get some increased call volume from members wondering why their payments have not been processed in the normal timely fashion. We can explain that mail and drop box materials are being aged for 3 days prior to processing to reduce the risk of the spread of the COVID-19 virus. There is no negative impact on members because no penalties or disconnects are being performed during this state of emergency.

Fleet Mechanic Segregation Plan

Mitchell will report to work each work day, 5 days per week, 8:30 am to 12:30 pm. Mitchell will go beyond maintaining social distance and will try to avoid being in the same building at the same time as any other employee.

Any truck problems will be noted by other crew members on post-trip inspection reports and left on Mitchell’s clipboard on his toolbox.

Mitchell will use text/phone to communicate with other crew members about vehicle repairs and maintenance. Mitchell will red tag any vehicle or equipment that shall not be used until he can complete repairs and make it safe. If Mitchell red flags a vehicle he will inform the appropriate foreman via text, e-mail, or phone.

When done working on a vehicle, Mitchell will wipe down and disinfect surfaces before turning the vehicle back over to the crew.

Because Mitchell will be working alone all the time, Mitchell will text Ryan and Mark each day just prior his 12:30 pm departure, so that others will know that he safely completed his day. If Ryan and Mark do not hear from Mitchell by 12:30 pm, they will attempt to contact Mitchell. If they do not contact Mitchell, they will go to the shop to look for him to make sure he is OK.

Mitchell will be carrying a Mastercard in order to minimize his interactions with other employees including the office, in the event that he needs to make purchases.

Inclement Weather

In the event of inclement weather, foremen will attempt to assign work that can be accomplished without working in the weather. For example, Line Crew members may investigate failed poles or perform voltage testing. Tree Crew members could look at hot spots or investigate future work. Social distancing shall be maintained even in the event of inclement weather, so workers shall not come back to the shop to work as a group. If social distance cannot be maintained



under inclement weather conditions, then foremen should contact management for further instructions.

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 sit 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 review. Management will be open to discuss any issues identified by the Union during their review. In the meantime, the plan will be implemented in concern with our employees.

Use of PTO

During weeks when employees are assigned to be at work (not on furlough), any time missed will be applied to an appropriate bucket of PTO. Generally, while employees are assigned to furlough, they will be paid without the use of PTO, as long as they can meet the obligations described in the definition of Furlough on page 1 of this document. In cases where employees assigned to furlough cannot meet the obligations of furlough, appropriate PTO shall be utilized.

Employees with No PTO

If an employee is within the benefits waiting period, which lasts 3 months after start date for new employees, and that employee is affected by individual illness, etc., then that employee will not be paid for time missed. However, those employees will be paid like all other employees for furlough time.

Payroll Charge Code for Furlough

For employees on furlough, their time will be entered as payroll charge code 1.1. This will look similar to "Regular" time when it appears on your pay stub. The use of the furlough payroll code will allow us to accurately report on our furlough activities to regulators, etc. if necessary.



Planning for Possible 2020 Annual Meeting during COVID-19 Pandemic

The table below shows a proposed timeline for decision making, planning, and execution of the 2020 annual meeting of members in the event that the COVID-19 pandemic is still on-going late enough in the year that the annual meeting plan will be affected. Note that we are fortunate to have a number of experienced advisors to assist us with this process, including NRECA, NEAEC, and NYSRECA.

Date	Responsible Party	Action	Status
Immediately	Clark	Monitor REC Bar Association list serve for discussion on upcoming annual meetings happening now'ish.	Already on-going
Immediately	Schneider	Begin dialog with Tim Johnson on this topic, including understanding how Johnson will handle OEC's August, 2020 annual meeting	Already on-going
Immediately	Schneider	Monitor guidance out of Albany being provided to local school boards in relation to open meetings law, budget votes, trustee elections, etc.	Already on-going
Immediately	Clark	Monitor NRECA for any more formal guidance, such as Ty Thomson just released.	Already on-going
Prior to 5/26/2020	VanZandt Schneider Clark	Prepare a conceptual plan as to how we will manage the 2020 annual meeting if we cannot hold a "normal" annual meeting at a physical location such as a school auditorium on the planned date of 9/18/2020. Provide suggestions for critical elements such as: 1) candidate petitions, 2) voting, 3) presentation of required reports, 4) how to handle the desire by a member to make a motion, 5) balancing the need for notice with the need to allow dynamic participation by members, 6) providing a social interaction, 7) honoring the age old traditions. I have ideas in mind for all these issues, but I don't want to poison your thinking before you get a chance to come up with your own ideas.	Not started.
Prior to 5/26/2020	VanZandt	identify "normal" activities that she would do to prepare (including spending money) that she should not do at this time based on the assumption that we will not have a typical annual meeting in 2020	Not started.
5/26/2020 board mtg	VanZandt Schneider Clark	Present 1-page summary of our proposed solution to the full board and get feedback.	Not started.
Prior to 6/23/2020	VanZandt Schneider Clark	Work out details of the board sanctioned conceptual plan. This includes making arrangements with vendors, testing technology, drafting newsletter articles and other member communications on the topic.	Not started.
6/23/2020 board mtg	VanZandt Schneider Clark	Present detailed plan and ask board to pass a resolution. The resolution will acknowledge any deviations from the bylaws, which are required to prevent threats to health and safety of members, staff, and the general public.	Not started.



~7/6/2020	VanZandt	Newsletter articles finalized and placed in July Catskill Hi-Line newsletter. Carry the same information over to the website and Facebook.	Not started.
~8/6/2020	VanZandt	Publish special annual meeting edition of Catskill Hi-Line, reinforcing what we've been saying in the prior newsletter, on the website, and on Facebook	Not started.
~9/1/2020	VanZandt	Official notice of annual meeting postcard.	Not started.
9/18/2020	VanZandt and all staff and directors	Execute the annual meeting plan that the board approved at their June meeting and which the members have been told about starting in July.	Ally is working on many aspects already.



RESOLUTION

Cooperative Participation in Small Business Administration Payroll Protection Program Acknowledgement and Support

April 28, 2020

WHEREAS, the Delaware County Electric Cooperative, Inc. (the “Cooperative”) is currently managing the threats and impacts caused by the COVID-19 virus pandemic; and

WHEREAS, the Cooperative has implemented a number of responses to the COVID-19 pandemic, which have associated direct and indirect costs; and

WHEREAS, many of the Cooperative’s members are experiencing financial hardship due to earnings losses or other impacts of the COVID-19 pandemic, which has and will continue to negatively impact the Cooperative’s revenues and cause an increase in the bad debt incurred during and in the months following the COVID-19 pandemic; and

WHEREAS, despite the aforementioned impacts on the Cooperative’s financial circumstances, the Cooperative has committed to keep all of its employees employed during the COVID-19 pandemic (i.e., no layoffs and no reduction in hours); and

WHEREAS, the United States Small Business Administration (SBA) has implemented a \$349 billion economic aid program for small business known as the Payroll Protection Program (PPP) in accordance with the CARES Act of 2020, the stated purpose of which is “to provide a direct incentive for small businesses to keep their workers on the payroll;” and

WHEREAS, the SBA fact sheet found at www.sba.gov states that “All businesses – including nonprofits, veterans organizations, Tribal business concerns, sole proprietorships, self-employed individuals, and independent contractors – with 500 or fewer employees can apply;” and

WHEREAS, the SBA fact sheet also states that businesses can apply for 1% interest loans with a 2-year term and 6-month payment deferral for amounts not to exceed 2.5 times their average monthly payroll cost, with no prepayment penalty;” and

WHEREAS, the SBA fact sheet also states that businesses may be eligible for loan forgiveness for loan amounts expended on payroll costs, mortgage interest payments, and utilities during an 8-week period starting on the date of loan execution, subject to the limitation that at least 75% of the forgiven amount must be expended on payroll costs;” and

WHEREAS, the Cooperative’s CEO/General Manager and President learned of the Cooperative’s eligibility to participate in the PPP loan program during a Cooperative Finance Corporation webinar on Wednesday, April 8, 2020; and

WHEREAS, the Cooperative’s CEO/General Manager, Mark Schneider applied for a PPP loan through the Delaware National Bank of Delhi on Thursday, April 9, 2020; and

WHEREAS, the Cooperative’s President, Steve Oles, signed loan documents at the Delaware National Bank of Delhi on Tuesday, April 14, 2020; and

WHEREAS, the Delaware National Bank of Delhi transferred \$464,218.14 as loan proceeds of the PPP loan into the Cooperative’s checking account on Tuesday, April 14, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors acknowledges and supports the CEO/General Manager’s action to apply for a PPP loan; and



BE IT FURTHER RESOLVED, that the Board of Directors acknowledges that the CEO/General Manager was acting under the normal authority granted to him by the Board of Directors in taking such action ; and

BE IT FURTHER RESOLVED, that the Board of Directors acknowledges and supports the President's action to sign PPP loan document; and

BE IT FURTHER RESOLVED, that the Board of Directors acknowledges that the President was acting under the normal authority granted to him by the Bylaws of the Delaware County Electric Cooperative, Inc. in taking such action ; and

BE IT FURTHER RESOLVED, that the Board of Directors will decide on the amount and/or method of calculation for the Cooperative's requested loan forgiveness by June 9, 2020, which is the end of the 8-week period of performance for the Cooperative's participation in the PPP program; and

BE IT FURTHER RESOLVED, that the Board of Directors will make their decision on the amount and/or method of calculation for the Cooperative's requested loan forgiveness in accordance with

- 1) the PPP program rules,
- 2) generally accepted accounting principles, and
- 3) an appropriate balancing of the board's fiduciary responsibility to the Cooperative's membership with the Cooperative's responsibilities to other stakeholders of the PPP program; and

BE IT FURTHER RESOLVED, that the Board of Directors instructs management to repay the unforgiven balance of the PPP loan, either as a prepayment or in accordance with the loan amortization schedule from the Delaware National Bank of Delhi, with 1% interest; and

BE IT FURTHER RESOLVED, that the Board of Directors directs management to take any and all appropriate steps to carry out the intent of this resolution.

CERTIFICATE OF SECRETARY

I, Edward G. Pick, Jr., certify that I am Secretary of the Delaware County Electric Cooperative, Inc. Board of Directors and that the above is a true excerpt from the minutes of the regular board meeting of the Board of Directors of Delaware County Electric Cooperative, Inc., held on the 28th day of April, 2020 at which a quorum was present and that the above portion of the minutes has not been modified nor rescinded.

IN WITNESS WHEREOF, I have set my hand and affixed the seal of Delaware County Electric Cooperative, Inc. this 28th day of April, 2020.

(Seal)

(Signature of Secretary)



Headquarters Project Update April 28, 2020

Since the March 24, 2020 regular meeting of the board of directors, the headquarters project activities have focused on 1) the creation of a draft set of permit/construction drawings by SEI Design Group and their sub-contractors, 2) review and comment on the draft set permit/construction drawings by Core Project Team members Paul DeAndrea, Tom Howard (and his sub-contractors), Rusty Pick, Jeff Russell, Mark Schneider, Ryan Sullivan, and 3) regulatory approvals.

Permit Drawing Set

The draft permit/construction drawing set consists of 70 pages of construction drawings and 3 volumes of specifications, instructions, and requirements for the contractor. The drawing package creation was led by Galen Richmond of SEI and the specifications were created by Alastair Atchison. The permit/construction set was SEI's attempt to capture all the decisions from the value engineering phase of the project.

Review and Comment on the Draft Permit/Construction Set

All HQ Core Project Team members participated in the drawing review. Some of the most significant findings from the review included the following:

- 1) The NYSEG electric service, backup generator transfer switch arrangement, and breaker panels had been oversized relative to our actual needs and configured with emergency backup panels rather than 100% backup coverage. This is being changed to the 400 Amp service managed by 2 x 200 Amp service rated transfer switches served by 2 propane generators.
- 2) Hot water was being produced by multiple electric hot water heaters, which was inflating our electric load (see note #1 above) and creating difficulty in meeting our hot water make-up time requirements for safety eye washes and safety body showers located in the shops per OSHA. This is being switched to a propane hot water heater.
- 3) Storm water features and notes required a number of clean-up fixes in order to receive DEP sign-off. Ed McCarthy has made the majority of these changes and re-submitted the storm water plan to James Watkins at the DEP. One of these changes was the addition of a new storm water catch basin in the middle of the large concrete pad between the main shop and the maintenance shop. Another major fix is the inclusion of clear boundaries between pavement and crusher run in the pole yard.
- 4) Inconsistencies were found in the concrete pad specifications relative to the placement of water vapor barrier, insulation material, steel reinforcement, and pex piping. This inconsistency has been fixed.
- 5) SEI had created a very nice but complicated and expensive auger storage pad, which has been simplified to a straight forward rectangular pad.
- 6) Sprinklers were shown with air-filled piping throughout a number of the high bay areas, which was driving cost unnecessarily. Only the unheated steel structure addition will require air-filled sprinkler piping.
- 7) Lighting systems were overly specified, and utilized overly expensive fixtures as the basis for design. These are being replaced by recommendations by Tom Howard's electrical sub-contractor.
- 8) A number of items outside of Tom Howard's scope were not noted as such. They are either being removed or shown explicitly as outside of Tom Howard's scope.
- 9) A number of changes were shown to existing concrete floors in the main shop. These changes are all being removed. No changes will be made to existing concrete floors.



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- 10) The drawings didn't show the addition of an electric vehicle charging station as previously discussed. It is being added, and we've confirmed that we can get a free electric vehicle charging station through an existing NYSERDA program.
 - 11) The data/telecom drawing was very lacking. We have met with the SEI sub-contractor who performed that work and he has since re-submitted that drawing.

Regulatory Approvals

The memorandum of understanding regarding the removal of the historic train depot building has been signed by all parties, including NYS SHPO, RUS, DCEC, the Delaware County Historical Association, and the O&W Railroad Historical Association.

RUS has issued its final Finding of No Significant Impact (FONSI) and the FONSI has been published in the local weekly papers.

With the sign-off of SHPO and RUS, we have all approvals required for a building permit.

We have submitted applications for demolition permits for the Wickham shed and the train depot structure.

The New York City DEP has not issued a final approval letter. However, the nature of their comments on the most recent set of drawings was not significant. The Village of Delhi will issue building permits without final DEP approval, which can sometimes happen after construction begins. None of the DEP comments have material impacts on costs, so I do not consider this a risk to the project.

Upcoming HQ Project Steps

SEI is incorporating all of our comments on the permit/construction drawing set and issuing an amended set of permit/construction drawings. Tom Howard and his sub-contractors will be adjusting their pricing up and down based on the changes in the drawings as compared to the set on which Tom Howard based his initial price. I will negotiate with Tom Howard and get a contract signed that references a very specific scope of work as captured in the permit/construction drawing set. Total construction cost, inclusive of Tom Howard's contract, other contractors (Security, phone, IT), and contingencies cannot exceed the \$2.5 million approved by the board of directors.

Once we have an agreed upon scope and drawing set with Tom Howard, we will apply for a building permit. The building permit must be applied for by May 11, 2020 to avoid being held accountable to the new building code taking effect on May 12, 2020.

Tom Howard would like to start work as soon as possible after May 1, 2020.



POLICY

SUBJECT: Safety and the Rural Electric Safety Achievement Program (RESAP)

POLICY: The Board of Directors and management of the Delaware County Electric Cooperative, Inc. ("Cooperative") recognizes that safety of all Cooperative employees, members, and the general public is of paramount importance to the success and sustainability of the Cooperative. The Cooperative holds safety as an essential organization value. The need to complete a job efficiently should never take priority over the need to perform it safely. The Board of Directors therefore supports establishing an enterprise-wide safety culture at the Cooperative, including but not limited to, participation in the Rural Electric Safety Achievement Program (RESAP).

PROCEDURE: The Board of Directors and management embrace the commitment to ~~achieve~~ maintain RESAP certification through a review of internal safety practices, identification of improvement areas and a commitment to improve safe work practices. The scope of recurring safety reviews and enhancements shall include office safety and electric utility operations safety. Safety impacts on members, employees, and the general public shall be considered. The Cooperative's safety posture and response to external factors including weather, natural disasters, and infectious disease shall be included in normal safety reviews and the Cooperative's emergency response plan.

The Cooperative Managers and Supervisors are responsibility for maintaining safe working conditions and to implement effective safety programs.

The General Manager, after consulting with Cooperative staff, shall present an annual Safety Improvement Plan to the Board of Directors. The General Manager shall coordinate the full implementation of the Cooperative's annual Safety Improvement Plan.

All employee of the Cooperative must take an active role in protecting themselves, fellow employees, Cooperative members and the general public from unsafe conditions. Employees of the Cooperative are required to follow safe work practices and procedures and adhere to all Cooperative safety rules. The current safety rules of the Cooperative shall be documented in the Delaware County Safety Manual, which shall be provided to all Cooperative employees in printed and electronic format after modifications to the Manual.



RESPONSIBILITY: Board of Directors, General Manager and all employees

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Oct 25, 2011
Revised by Board of Directors	Nov 25, 2014
Revised by Board of Directors	Sep 27, 2016
<u>Revised by Board of Directors</u>	<u>Apr 28, 2020</u>



POLICY

SUBJECT: Energy Conservation & Efficiency

POLICY: It shall be the policy of the Cooperative to:

- A. Examine its own use of energy to identify areas where the Cooperative can save energy and operate more energy efficiently. This includes, but is not limited to, plant engineering design and construction, lighting and climate control and use of vehicles.
- B. Support Federal, State, and local initiatives encouraging energy conservation and alternative energy use.

C. Honor the Cooperative's contractual commitments to the New York Power Authority (NYPA) with respect to energy efficiency under the hydro purchasing long term agreement between NYPA and the Cooperative effective through September 1, 2040, which include the following:

- a. Collect \$0.001 per kWh sold from members and place those funds in an account dedicated to energy efficiency, renewable energy or other related technologies.
- a.b. Submit an annual report that tracks and highlights the Cooperative's expenditures and achievements under the program.

~~C.D.~~ Develop and carry out information and education programs for member-consumers to increase awareness of importance of using energy efficiently and actions they can take to conserve energy. The Cooperative shall look to offer cost-effective programs that offer incentives and other assistance to members for implementing projects that would result in energy conservation, energy efficiency, and development of clean, renewable energy sourcesavings.

~~D.E.~~ Develop and implement training as appropriate for employees.

PROCEDURE: As outlined in the policy.



RESPONSIBILITY: CEO/General Manager

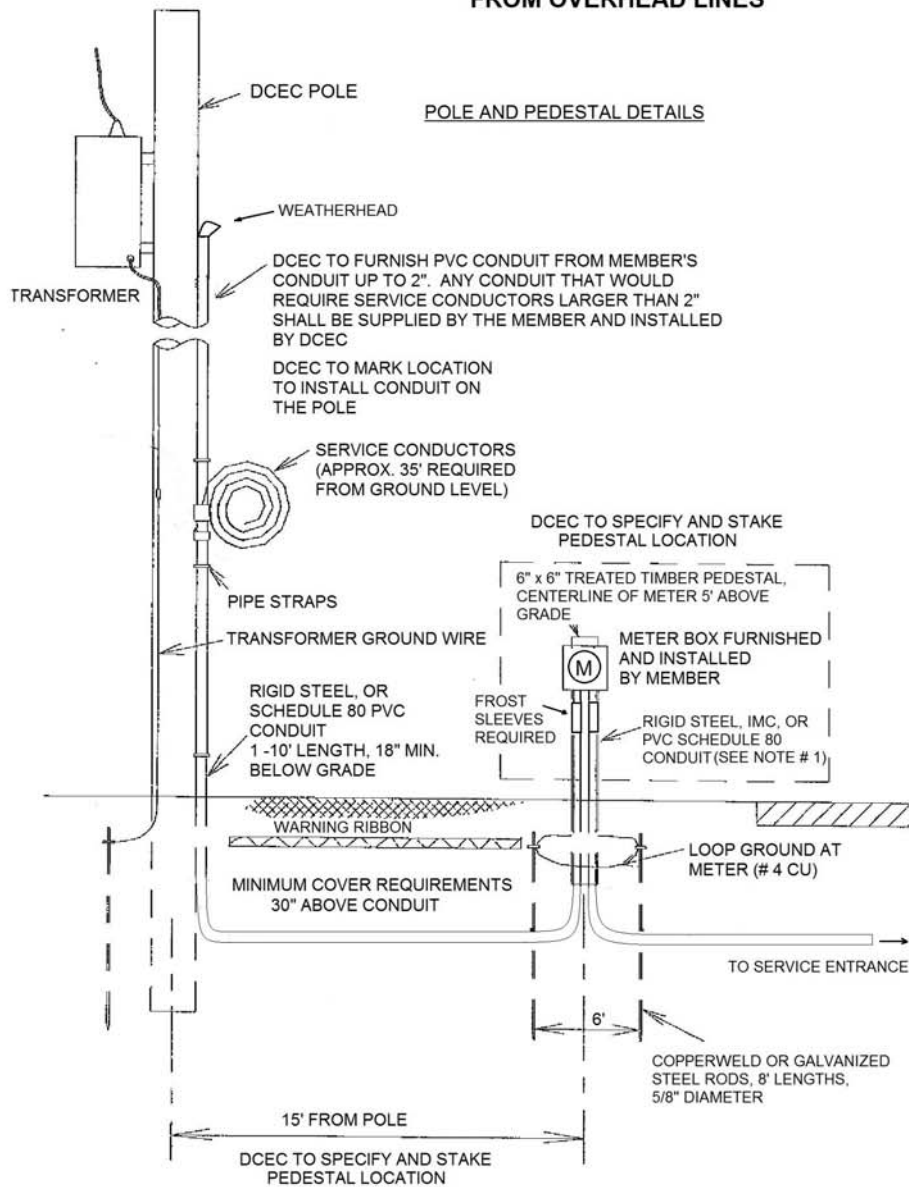
DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors	Feb 24, 1981
Reviewed by Board of Directors	Apr 24, 1990
Renumbered--was No. 89	Apr 25, 1990
Revised by Board of Directors	Sept 27, 2011
Reviewed by Board of Directors	Oct 28, 2014
Reviewed by Board of Directors	Oct 25, 2016
<u>Revised by Board of Directors</u>	<u>Apr 28, 2020</u>

UNDERGROUND SERVICE CONNECTIONS FROM OVERHEAD LINES

DRAFT

(3/12/2020)

**NOTES:**

1. RIGID STEEL OR IMC TO BE BONDED AT METER BOX AND SERVICE ENTRANCE PANEL

POLE AND PEDESTAL DETAILS

FIGURE 1

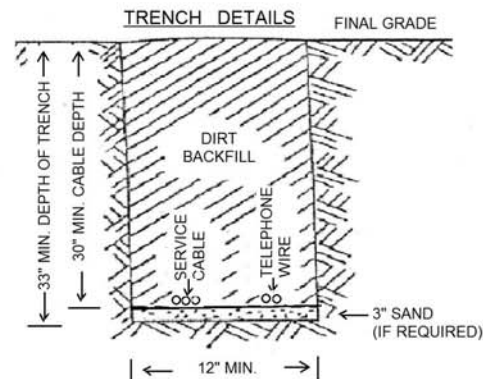
**TRENCH DETAILS**

FIGURE 2

DCEC SYSTEM
UNDERGROUND SERVICE
CONNECTIONS FROM OVERHEAD
LINES

3/12/2020

PD

3/24/2020 DRAFT

MINIMUM REQUIREMENTS: METER LOCATIONS ON PEDESTALS – WITH UNDERGROUND

SINGLE PHASE, 120/240 VOLTS, 3 WIRE SERVICE, 200 AMPERE, MINIMUM

GENERAL

The member shall purchase a meter base from the Cooperative or purchase an approved meter base and install it on the pedestal at member's expense (See FIGURE 1).

All service entrance equipment from the meter box to the house is to be supplied and installed by the member, including proper size conduit from the meter base to 30" below ground level. **A frost sleeve is required between the meter pan and ground level** (See FIGURE 2).

Conduit from the meter base to 30" below ground level shall be rigid, galvanized steel or rigid non-metallic conduit or Schedule 80 PVC. It shall be of proper size as indicated, below, and securely fastened to the pedestal and the side of the house with suitable clamps.

The main switch or service panel shall be located at a readily accessible location nearest the point of entrance of the service entrance conductors in the house as stated in the National Electric Code.

Prior to the installation of the new service, contact an electrical inspection agency approved by the Cooperative if you have any questions.

GROUNDING

Ground wire shall be one continuous length without a splice or joint from the main switch to the grounding electrode. Ground clamps must connect the ground wire securely on the two driven grounding electrodes which are to be located a minimum of 6' apart in undisturbed earth.

Driven grounding electrodes must be 5/8" x 8' copper clad rod or 5/8" x 8' solid, galvanized rod. PVC conduit installed on the pedestal and or the house requires a 3-wire cable from the pedestal to the house. If a disconnect is located beneath the meter box, then a four 4-wire cable shall be installed between the meter box and the house. If metal conduit is used on either end, it must be bonded to either the meter box and or the main service panel.

If a continuous run of metallic conduit is installed from the meter box on the pedestal to the house main panel, then bonding bushings must be used to bond the meter box and main panel together. In this case, a 3-wire cable may be used between each point.

For all of the above, two (2) grounding electrodes must be installed at the house.

NOTES

1. All installations to be made according to the diagram.
2. All material to be approved by Underwriters Laboratory.
3. All wiring to be in accordance with the National Electric Code and certified by a Cooperative approved inspection agency.
4. Always have a qualified electrician take care of your wiring needs.
5. Members not following these minimum requirements may be refused service connection.
6. Service connections and/or meter removal shall be done only by authorized Cooperative personnel.
7. A reduced neutral conductor may be allowed.
8. All service entrances will be located by Cooperative personnel. Any change to the service entrance location without the authorization of Cooperative personnel may cause an additional expense to the member.

Service entrance conductor and grounding conductor schedule.

ITEM	MATERIAL	100 Ampere Service		150 Ampere Service		200 Ampere Service		300 Ampere Service		400 Ampere Service		600 Ampere Service	
1	Service Entrance Cable, Type SEU Copper Wire	#2/0		#2/0		#2/0							
2	Service Entrance Cable, Type SEU Aluminum Wire		#4/0		#4/0		#4/0						
3	Copper wire, Type THW in Conduit	#2/0		#2/0		#2/0		350 MCM		500 MCM		6-350 MCM	
4	Aluminum Wire, Type THW in Conduit		#4/0		#4/0		#4/0		500 MCM		750 MCM		6-500 MCM
5	Minimum Conduit Size	2"	2"	2"	2"	2"	2"	3"	3"	3"	3 ½"	4"	4"
6	Minimum Conduit Size for UG Service Conductors	2"	2"	2"	2"	2"	2"	3"	3"	4"	4"	4"	4"
7	Copper Ground Wire to Driven Grounding Electrode	#4	#4	#4	#4	#4	#4	#1/0	#1/0	#1/0	#1/0	#1/0	#1/0



Project Roundup Next Steps

3/24/2020

The board of directors reviewed a number of options to implement Project Roundup for our membership. The board decided to implement a project roundup scholarship program with the following general characteristics:

- Members will opt in if they want to contribute rather than having to opt out if they don't want to contribute. Based on the experience of other cooperatives around the country, opt in programs have produced approximately 15% participation after a number of years of the program.
- Participating members will "round up" the amount of each of their monthly bills to the next whole dollar amount, resulting in an average annual contribution from participating members of \$6. Annual program contributions through monthly billing after 10 years are estimated at approximately \$4,800.
- Additional off-bill contributions (checks) may be accepted also, but they will not be tax deductible for the contributors because the board has opted not to establish a 501(c)3 subsidiary for this purpose.
- Scholarships for the pursuit of post-secondary education in any field in any kind of institution including trade schools, colleges, and universities.
- Eligibility requires Cooperative membership of a parent/grandparent.
- Award a small number of "competitive" scholarships rather than offer a large or unlimited number of "entitlement" scholarships.

The board asked me to propose next steps, so here goes:

I propose the following implementation timeline:

Board approval of program details	June, 2020 board meeting.
Member education and contribution solicitation	Beginning in August of 2020 and quarterly thereafter, with special emphasis once per year in the Cooperative's editorial calendar.
Solicit first student applications as an enticement to student legislative delegate applicants.	January of 2021.
Select the 2021 student delegate, who would then also be the 2022 scholarship awardee.	March of 2021.
Award 1 st scholarship	Summer of 2022 for the period starting July of 2022 and ending June of 2023.
Repeat student applications and awards.	Annually.

I propose the following eligibility requirements for scholarship recipients:

- Applicant eligibility identical to student delegate eligibility requirements.
- Eligibility for continued receipt of annual awards conditional upon continuing in good status within the selected educational program.

I propose the following financial commitment on behalf of the Cooperative as a business:

- Commit \$1,000 per year for one to four years of post-secondary education for each awardee, even if scholarship amounts exceed the Project Roundup funds collected.
- Highest possible annual cost would could grow by year 2025 to 4 awardees simultaneously receiving \$1,000 for a total of \$4,000.



Power Costs Risk Update
3/24/2020

This power cost risk report will break down the elements of the Cooperative's wholesale power costs and comment on the risk of volatility and high pricing in each power cost category.

Power Cost Category	Volatility Risk In Next 6 Months	High Price Risk In Next 6 Months	Comments
NYPA hydro energy and demand	None	None	Current hydro contract provides cost-based rates through the year 2040. Semi-annual rate stabilization reserve meetings provide insight into NYPA operating and capital costs performance in the previous and future years.
Market based energy	Medium	Very Low	Overall economic conditions in the near term will result in lower state-wide demand, which lowers prices. Also, in the long term, increases in renewable generation will result in more hours where the market clears at or near \$0.00 per kWh for energy.
NYISO bulk transmission losses	Low	Very Low	Low levels of economic activity will result in lower bulk transmission flows and lower bulk transmission losses.
NYSEG Transmission Service Charges (TSC)	Medium	Medium	NYSEG transmission charges for wheeling our energy through their low-voltage transmission and sub-transmission lines are inherently volatile because they are formula-based rates. As other sources of revenue for NYSEG's transmission system go up and down, the rates we pay do the opposite. Many of the costs in the NYSEG TSC are fixed, so we expect to pay higher TSC rates in 2020 as the overall energy volume across the NYSEG system are reduced.
NYISO congestion charges	Low	Very Low	Low economic activity will also suppress congestion costs. We continue to "insure" against congestion costs with Transmission Congestion Contracts (TCCs) for 7 Megawatt of congestion. Unlike 2019, I anticipate we will "lose" on our TCCs in 2020.
New York State Clean Energy Standard costs including Renewable Energy Credits (RECs) and Zero Emissions Credits (ZECs)	Medium	Medium	RECs still constitute a small portion of our overall power cost, but ZECs actually constitute a large and growing portion. ZEC prices are set by the PSC in order to guarantee certain nuclear plants a guaranteed revenue stream. As overall energy prices fall, we can expect ZEC prices to increase to make up for it. There is no standard hedge available for ZEC prices and I'm certain nobody is betting on lower ZEC prices. Therefore, any hedging activity by the Cooperative would have to be very creative and rely upon investments in



			financial instruments not directly related to the energy market. Such investments would be difficult to explain to the typical member and to our auditors. I recommend against taking any action to mitigate ZEC cost risk at this time.
NYISO Ancillary Services and "Uplift"	High	Medium	Ancillary Services are things like fast ramping capability and voltage support. Uplift is how the NYISO spreads administrative and general costs to all the Load Serving Entities (LSEs) in the state. These costs don't go down proportionally with lower energy sales. Therefore, we'll pay more per kWh for these services under the current economic conditions. This cost category represents a low percentage of our overall wholesale power costs and therefore does not require any specific mitigation measure.
Member-owned distributed generation	Very Low	None	At the present time, this risk is very low due to the low volume of purchases from member-owned distributed solar/wind owners. Also, the price we pay to members is calculated based on the whole year's average wholesale cost per kWh, so the price is inherently stable.
National Grid borderline energy for single member	Medium	Very Low	The price we pay to National Grid for energy will be proportional to the overall market energy price in NY.

Overall the Cooperative is in a great position with respect to wholesale power cost risk. No action is recommended at this time.



April 28, 2020

MEMO TO: PRESIDENT OLES AND THE DCEC BOARD OF DIRECTORS

MEMO FROM: MARK SCHNEIDER, GENERAL MANAGER

SUBJECT: RED FLAG – IDENTITY THEFT PREVENTION
YEAR-END REPORT 2019

This annual report is respectfully submitted to you in compliance with the Cooperative's Identity Theft Red Flag Prevention Policy.

Progress of Implementing and the Effectiveness of the Policy

The practices implemented in December of 2014 and amended in 2016 and again in 2017 in order to comply with the Cooperative's Identify Theft Prevention - Red Flag Policy continue to be followed by all staff of the Cooperative. In addition to those practices, during 2019 the Cooperative has implemented additional processes to protect members' credit card, banking and other personal identifying information (PII):

1. The Cooperative implemented tighter wireless network (WiFi) security at 39 Elm Street by implementing a guest WiFi network. Therefore, guests at the Cooperative can be granted temporary WiFi access without even temporarily allowing that guest access to business data network resources such as shared server drives.
2. The Cooperative's strategic risk mitigation efforts began in 2019 following the board's issuance of a list of prioritized list of strategic risks. Those risk mitigation efforts have included several cyber security actions. All employees have been engaged in cyber security awareness training offered by KnowBe4.com and managed by National Information Solutions Cooperative. We have also begun implementing password management software and mobile device management software, both of which will reduce the risk that a "bad actor" will get their hands on members' PII through a Cooperative device or system.
3. The Cooperative is conducted a cyber security self-assessment with the assistance of cyber security experts from the New York Power Authority. The actions mentioned in bullet #2 above were predicated on the results of that self-assessment.
4. The Cooperative utilized the information technology consultants of ISD of Oneonta to perform a network security assessment, which focused largely on the computing devices on the network, including personal computers and servers.
5. Annual Red Flag training was held on April 9, 2020, for all office staff and operations staff that report to 39 Elm Street. Information collected from staff members during that training was utilized in preparing this report.

These red flag prevention activities during 2019 focused on continued training, awareness, and confirmation of procedures being following consistently.



Ongoing Risk Level of Identity Theft of Member Information

I believe our risk level of identity theft of member information, while still low, is on the rise due to broad cyber threat trends affecting all industries. In particular, the threat posed by hackers preying on COVID-19 fears is on the rise. The following factors continue to mitigate the risk:

1. The Cooperative's policies and practices regarding the storage of identifying information about members makes it difficult to gain access to that information through computer networks. This fact is due in large part to our relationship with third party information technology experts NISC and ISD.
2. The reward for a criminal to compromise the identity of a member for purposes of stealing our product (electric service) is very limited. The FTC states that the primary goal for most identity theft is to take over an existing account, particularly a credit account, and to use that account to purchase items that can easily be liquidated into cash. Our business model presents a very low risk in light of the typical purpose of identity theft.
3. There has been no known case of member identity theft in the history of the Cooperative. See details in the section of this letter titled "Identification and Discussion of Instances of Identity Theft of the Cooperative's Members."

Due to the growing level of cyber-attack activity throughout the electric utility industry, the Cooperative must continue to improve the level of security protecting our members' PII. The following activities are planned in 2020:

1. Complete the implementation of password management software and mobile device management software.
2. Continued digitization and shredding of paper records pertaining to current and former members, which limits physical access to members' PII.
3. Moving of historical paper member files to a more secure file storage room at the new headquarters facility at 5 North Depot Street. The new file storage room will include badge access control such that changes to security may be accomplished quickly in response to changes in staff responsibility. Also, a timestamped record will be created each time a staff person accesses paper member files. These timestamped records of paper file access will act as both a deterrent to inappropriate paper file access and as an aid to forensic response if there is ever a breach of member PII in the files room.

Potential Changes to the Policy

Management and staff have reviewed the existing Red Flag policy and do not recommend changes at this time.

Identification and Discussion of Instances of Identity Theft of the Cooperative's Members

There has been no known case of member PII being stolen or otherwise used or misused by anyone, specifically in 2019 and more generally since the inception of the Identity Theft Red Flag Prevention Policy in 2010. We are also not aware of any identify theft prior to 2010, but prior to 2010 the Cooperative's policies did not have reporting requirements specific to identity theft. Staff members did report the following concern during our April 9, 2020 Red Flag training:

39 Elm Street, P.O. Box 471, Delhi, NY 13753

Telephone: (607) 746-2341 Fax: (607) 746-7548 www.dce.coop



-
- Many members provide authorization to a 3rd party to access account information. The Cooperative has a form to be filled out and a script to read to members who choose to grant such authorization to another person. The concern was raised that some members do not understand the limitation of that authorization, which are that the 3rd party can only inquire about account balances, inquire about payment information and make payments, and inquire about disconnect status. As a result of that concern, the 3rd party authorization form and script have been updated to emphasize the limitations on 3rd party access to member PII.

Summary

2019 was another good year at the Cooperative for identity theft prevention. The Cooperative's policy on identity theft prevention has been followed consistently. Additional steps are necessary in 2020 to minimize the likelihood of a successful identity theft attack on the Cooperative and to prepare to respond to a cyber-attack if and when it happens.