

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, August 24, 2021 at 5:00 pm** at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

AGENDA

I. Opening Business:

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

II. Consent Agenda:

- A. Minutes of July 27, 2021 [packet pages 2-5]
- B. New Memberships [packet page 6]
- C. Bad Debt Collection Report [packet pages 7-8]
- D. Director Compensation [packet pages 9-10]
- E. Corporate Calendar [packet page 11]

III. Policies:

- A. Line Extensions for New Services [packet pages 12-19]
- B. Financial Budgeting [packet page 20]
- C. Financial Reports for Directors [packet pages 21-22]
- D. Adjustments to Electric Rates and other Charges [packet pages 23-24]
- E. Procurement, Receiving & Disbursement [packet pages 25-30]

IV. Report from Organization & Staffing Committee Chairman Russell: [discussion]

V. General Manager's Report: [packet pages 31-37]

VI. Monthly Financial Reports: [handouts]

VII. Staff Reports:

- A. Report and update on RESAP from Operations after visit from PREA [discussion]

VIII. Resolution to Transfer Unclaimed Capital Credit Funds to Donated Capital: [packet page 38]

IX. COVID-19 Report/Update: [packet pages 39-44]

X. Board Self-Evaluation Survey: [discussion/review]

XI. Reviewing of the 2020 Annual Membership Meeting Minutes: [packet pages 45-53]

XII. Discussion about Directors Service Awards: [discussion]

XIII. Budget Update: [discussion by Cannizzaro]

XIV. RSVP to 2021 Annual NYAPP Conference in Saratoga Springs, 10/27/21 – 10/29/21: [discussion and packet page 54]

XV. RSVP to Oneida-Madison Annual Meeting, Friday, 10/1/21 [discussion]

XVI. RSVP to Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds [discussion]

XVII. NEAEC Director & Staff Education & Team Building Conference [packet pages 55-58]

XVIII. New Business:

XIX. Future Business:

- A. Regular Board Meeting, Tuesday, 9/28/21 @ 5pm
 - 1. Cooperative Officers Job Descriptions Review
 - 2. Organizational Meeting of Board (including Committee Appointments)
 - 3. Report about NRECA Region 1 & 4 Meeting from attendees
 - 4. Review of DCEC 77th Annual Meeting
 - 5. Strategic Plan Review
 - 6. 4-Year RUS Work Plan Review
 - 7. Power Cost Risk Update
 - 8. Approval of Christmas Hams
- B. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD - online
- C. DCEC's Annual Meeting, 9/10/21, Delhi American Legion
- D. Oneida-Madison Electric Cooperative Annual Meeting, Friday, 10/1/21 tentatively
- E. Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds
- F. CFC Strategic Planning, week of October 18th, details need to be confirmed.
- G. Cost of Service Study (COSS) - TBD
- H. 2021 Annual NYAPP Conference, Saratoga Springs, Wednesday, 10/27/21, noon – Friday, 10/29/21, noon @ Hampton Inn & Suites, 24 Lake Street, Saratoga Springs, NY
- I. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY
- J. NEAEC Director & Staff Education & Team Building Conference, 11/8/21 – 11/9/21, Essex Junction, VT
- K. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course

XX. Executive Session

XXI. Adjournment

Cooperative Stakeholders

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

Delaware County Electric Cooperative
Board Meeting Minutes
July 27, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held July 27, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

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

B. Roll Call - Determination of Quorum:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P
Kimberly Tosi	P
Steve Burnett	P
Jeffrey Russell	P

DCEC staff members that participated in-person were, DCEC's CEO/General Manager Christopher Evans, DCEC's CFO Mark Cannizzaro, DCEC's Operations Manager Ryan Sullivan. Director Steve Burnett, Director Jeffrey Russell, and DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King participated via phone conference.

C. Adoption of Agenda: A motion was made by Secretary Pick to adoption the agenda. The motion was seconded by Treasurer Menke. The motion passed.

II. Consent Agenda: A motion was made to approve the consent agenda as presented by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

III. Proposed Bylaw Changes and Timeline: CEO/General Manager Chris Evans distributed a handout with proposed bylaws changes outlined (attached). A motion was made to approve proposed changes by Director Russell. The motion was seconded by Treasurer Menke. The motion passed.

IV. Policies:

A. Capital Credits Applied to Bad Debt: CEO/General Manager distributed a revised policy as recommended by Attorney Clark (attached). A motion was made to approve

the policy as revised by Secretary Pick. The motion was seconded by Director Wehmeyer. The motion passed.

- B. Unclaimed Capital Credits and Donated Capital: A motion was made to approve the policy as presented by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

V. Report from Finance Committee Meeting Chairman: Chairman Menke reported on the discussion regarding capital credits, budget, and formulary rate adjustment (FRA). CFO Mark Cannizzaro reviewed questions. The Board requested a budget proposal with revisions at the August meeting.

VI. General Manager's Report: CEO/General Manager Chris Evans gave a summarization New York State Department of Labor, NY Hero Act, Model Airborne Infectious Disease Exposure Prevention Plan. CEO/General Manager Chris Evans also discussed the system performance and reliability and how the recent outages had large impacts on the SAIDI numbers. CEO/General Manager Chris Evans also mentioned that according to United Utility Supply (UUS) material costs are expected to increase significantly in the near term. CEO/General Manager Chris Evans reiterated that he sent New York Power Authority (NYAP) a preliminary invoice to recover some "stranded costs" from the cancelled solar/storage project.

VII. Monthly Financial Reports: CFO distributed the monthly financial reports (attached). CFO Cannizzaro reviewed Accounts Receivable and the COVID-19 effects. CFO Cannizzaro also answered questions about revenue and the cost of purchase power. CFO Cannizzaro answered questions about Accounts Payable.

VIII. Staff Reports:

- A. Vegetation Management Update: Operations Manager Ryan Sullivan provided an oral report (attached).

IX. COVID-19 Report/Update: CEO/General Manager Chris Evans stated that there have been no changes to the Employee Plan since it was last updated on June 11th. CEO/General Manager Chris Evans also briefly discussed the Airborne Infectious Disease Exposure Prevention Plan that New York State is requiring all businesses to achieve.

X. Board Self-Evaluation Survey: The Board collectively decided to complete the surveys independently and to review their findings at the August Board Meeting.

XI. Reviewing of the 2020 Annual Membership Meeting Minutes: Tabled.

XII. Draft of 2021 Annual Meeting Agenda: The Board universally agreed to change the last item on the agenda from \$500 Grand Prize to Door Prizes. President Oles also instructed the staff to contact Jessica Vecchione from Vecc Videography and request a quote for recording the Annual Meeting and find out if she is available on the 10th of September.

XIII. Report on the NYSRECA Annual Meeting, July 22, 2021: The following items were discussed:

- Scholarships
- Changes to New York State Rural Cooperative Law
- Presentation from CFC
- NYISO

XIV: RSVPs to Otsego Electric Cooperative's 77th Annual Meeting on Wednesday, 8/18/21: It was unanimously agreed that Secretary Pick and Director Wehmeyer would attend the Otsego Electric Cooperative's 77th Annual Meeting with CEO/General Manager Chris Evans to represent DCEC. It was additionally discussed that Mrs. VanZandt follow-up with Director Russell and Burnett to confirm if they would like to attend also.

XV. RSVPs to NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD: It was unanimously agreed that Secretary Pick will act as the Voting Delegate and Director Wehmeyer as the Alternate during this meeting. It was further determined that Secretary Pick would attend the meeting in-person and Director Wehmeyer would attend online.

XVI. RSVP to 2021 Annual NYAPP Conference in Saratoga Springs, 10/27/21 – 10/29/21: Tabled.

XVII. New Business: None.

XVIII. Future Business:

A. Regular Board Meeting, Tuesday, 8/24/21 @ 5pm

1. Report and update on RESAP from Operations after visit from PREA

2. CEO Goals & Objectives Mid-Year Review

3. Organization & Staffing Committee Meeting

B. Otsego Electric Cooperative's 77th Annual Meeting, Wednesday, 8/18/21

C. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD (Dates subject to change)

D. DCEC's Annual Meeting, 9/10/21, Delhi American Legion

E. Oneida-Madison Electric Cooperative Annual Meeting, Friday, 10/1/21 tentatively

F. Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds

G. CFC Strategic Planning, week of October 18th, details need to be confirmed.

H. 2021 Annual NYAPP Conference, Saratoga Springs, Wednesday, 10/27/21, noon – Friday, 10/29/21, noon @ Hampton Inn & Suites, 24 Lake Street, Saratoga Springs, NY

I. CoBank facilitated Strategic Planning Discussion, date, TBD, Delhi, NY

XIX. Adjournment: There being no further business on the agenda, a motion was made to adjourn the meeting at 7:53 p.m. by Treasurer Menke. The motion was seconded by Director Wehmeyer. The motion passed.

Respectfully submitted,

Edward “Rusty” Pick, Jr.,
Secretary

Delaware County Electric Cooperative, Inc.

5 North Depot Street, P. O. Box 471, Delhi, New York 13753-0471
607-746-2341

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NEW MEMBERSHIPS – August 24, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18699-001	DE 4-19-1C	Salvatore	Grasso	77 Huff Rd.	Delhi, NY 13753	Daniel Finn
18705-001	KO 2-32-10	Robert	Sanford	19761 State Highway 23	Davenport, NY 13750	Judith Bailey
18695-001	MA 3-34-7B	Terrie	Flynn	978 Herb Bedell Rd.	Sidney Center, NY 13839	Roxanne C. Bedell
18696-001	FR 1-84-5	Daniel	Zukaitis	P.O. Box 216	Franklin, NY 13775	Mary D. Zukaitis
18702-001	HA 4-56-6	The Pratt	Family Trust	4 Howard Rd.	Hamden, NY 13782	Suzan Pratt
18693-001	TO 3-36-8D	Christine	Larkin	640 Higley Rd.	Sidney Center, NY 13839	Kathleen L. Peck
18704-001	DA 1-18-5E	Anthony	Bretz	87 Panamoka Trail	Ridge, NY 11961	Donato Cannizzaro
16802-001	JE 2-26-7	Terence	Falzano	3052 Huff Rd.	Cape Vincent, NY 13618	Alaina Rhoades
18703-001	JE 2-15-24	Marie Adalberto J.	Mattera Valverde	217 Nichols Rd.	Jefferson, NY 12093	Andrea Peponakis-Matzner
18669-001	TO 3-67-7	Ann	Quinn	13 Harrison Commons	Yaphank, NY 11980	Richard G. Quinn
18697-001	ME 1-85-1A	Aristidis	Santis	15 Meadow Ln.	Glen Head, NY 11545	Kenneth Riva
18701-001	MI 5-72-9	Sam	Linder	168 Dry Brook Rd.	Arkville, NY 12406	Storm Field
18707-001	JE 2-27-25	Michael	Hines Jr.	63 Burleigh Dr.	Holbrook, NY 11741	Stewart Hamm
18692-001	BO 5-3-17	Thomas	Brackett	1822 New Rd.	Bovina, NY 13740	Thomas Kulikowski
18681-001	ME 1-77-8G	Hannah	Hauser	620 Dunham Rd.	Delhi, NY 13753	Christopher & Jeanette Harper
18685-001	BO 2-83-2	Dianne R.	Abele	68 Ormond St.	Albany, NY 12203	Judith Chambers
18688-001	CO 7-5-1H	Deborah & Daniel	Atkins	323 Asharoken Blvd.	Bay Shore, NY 11706	Leroy & Josephine Flammer
18682-001	ME 1-66-16	Austin	Hitchcock	757 Palmer Hill Rd.	Meridale, NY 13806	Frances Tedesco
18677-001	KO 2-42-29	Andrew J.	Kendall	7787 Cty Hwy 33	Bloomville, NY 13739	George A. Kendall
18606-001	JE 2-27-10	Tomasz	Kuzniar	776 State Route 10	Jefferson, NY 12093	Edward Kuzniar
18683-001	WA 3-37-3B	Andrew	Irenze	51 Clay Pitts Rd.	Greenlawn, NY 11740	Charlie & Patricia Piazza



RESOLUTION

August 24, 2021

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 5 N. Depot St., Delhi, NY 13753, do hereby authorize the transfer of \$809.30 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>
14020005	JE 2-14-11D	John R. Powell	\$	\$ 424.63
18026001	DA 1-39-20A	Gregory O'Bryan		162.94
7484001	DE 4-15-17	David Dalton		221.73
			\$	\$ 809.30

August 24, 2021

EDWARD G. PICK, JR., SECRETARY



August 24, 2021

BAD DEBT COLLECTION

*** PLEASE NOTE:** The amounts below were recovered through capital credit retirements, Southern Tier Credit Center & DCEC through July 2021.

Original Amount Turned Over For Collections	Name	**Amount Collected CC to UA	Amount Collected from So. Tier	Amount Collected from DCEC	Commission Paid this Month *	Balance Due
\$ 326.82	Martin Schwartz	\$ 164.64	\$	\$	\$	\$ 162.18
30.60	Frontier Communications			25.93		- 0 -
31.42	Frontier Communications			31.42		- 0 -
31.88	Frontier Communications			31.88		- 0 -
31.07	Frontier Communications			31.07		- 0 -
32.46	Frontier Communications			32.46		- 0 -
2020 Capital Credit Allocation for Uncollectible Accounts		218.58				

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

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

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

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

Director Compensation Report

2021 Director Compensation Report				Report Date:		17-Aug-2021		
	<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	17	\$ 9.52	\$ 4,750.00	\$ 709.52
2	Menke	Yes	Yes	\$ 375	15	\$ 8.40	\$ 5,600.00	\$ 1,150.20
3	Oles	Yes	Yes	\$ 375	14	\$ 7.84	\$ 6,850.00	\$ 1,148.52
4	Pick	Yes	Yes	\$ 375	44	\$ 24.64	\$ 7,225.00	\$ 1,174.28
5	J. Russell	No	Yes	\$ 375	44	\$ 24.64	\$ 6,650.00	\$ 1,174.28
6	K. Tosi	No	Yes	\$ 350	20	\$ 11.20	\$ 8,750.00	\$ 1,083.60
7	Wehmeyer	No	Yes	\$ 350	52	\$ 29.12	\$ 8,050.00	\$ 758.24
	TOTAL:						\$ 47,875.00	\$ 7,198.64
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.....						\$0.560
		** 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 Corporate Calendar Review

Last Updated 6/22/2021

July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO
August	
NYS ORPS Significant Inventory Report - due 8/15	CEO/Sullivan
Union Contract Year-End – Payroll Increases	Cannizzaro
OEC Annual Meeting	CEO
Vacation Roll-Over Request Forms	CEO
Review Pole Attachment Rates	CEO/Sullivan
CEO Goals & Objectives Mid-Year Review	CEO/Board
Organization & Staffing Committee Meeting (Jan/Aug)	CEO/Board
Substation Herbicide Vegetation Treatment	Ives
Family Fun Event	VanZandt
September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board
Organizational Meeting of Board (incl. Committee appointments)	CEO/Board
NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDI, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO



POLICY

SUBJECT: Line Extensions for New Services

POLICY: It shall be the policy of the Cooperative to have descriptive and specific procedures and practices relating to the treatment of new service requests, including associated fees the Cooperative will charge for various services.

PROCEDURE: The following is a summary of the requirements and costs associated with line extensions to new services. The Cooperative may have additional requirements.

- I. Pre-Design: Pertains to when DCEC is contacted to provide an estimate for the cost of providing electric service to a new service location.
Applicant required to:
 - a. Complete new service request
 - b. Pay in advance a non-refundable application/site visit fee of \$150.00

Upon the applicant completing the above requirements, a meeting at the site will be scheduled with the applicant and Cooperative personnel to assess the site and gather necessary information to allow the Cooperative to develop a plan for providing service and determine the cost to the applicant.

- II. Pre-Construction: Pertains to when an applicant has notified the Cooperative of their desire to have the Cooperative proceed with the construction to the new service location.
Applicant required to:
 - a. Sign the Cooperative's standard right-of-way easement agreement
 - b. Complete and sign a membership agreement or connect contract
 - c. Pay all fees and charges (as noted herein). The Cooperative charges a fixed price for single phase line extensions for new services. If actual construction costs of a single phase extension exceed the Cooperative's estimated costs for reasons other than inaccurate or incomplete information provided by the member to the Cooperative, then no additional payments related to cost over-runs are required of the member. Likewise, if actual construction costs are lower than the Cooperative's estimated costs, no refunds are paid by the Cooperative to the member. If new information becomes available to the Cooperative or the member prior to construction of the line extension and that new information would likely impact the estimated cost of construction, then the party with the new information must provide the information to the other party as soon as reasonably practical.



The Cooperative, at its sole discretion, may decide to re-estimate the cost of construction based on such new information. The member may elect to pay the newly estimated cost of construction or stop work on the project and receive a refund of any aid to construction that they have paid already (refund excludes non-refundable fees such as site visit fees). Wire lengths used in estimated costs shall be based on field measurements performed by the Cooperative's staff and shall include the length of secondary wires running from the Cooperative's transformer to a weatherhead above a pole-mounted meter (often referred to as a "secondary loop") or the weatherhead above a meter on a home or other structure. Three phase line extensions are provided by the Cooperative at actual cost rather than fixed cost. If actual construction costs of a three phase extension are higher or lower than the Cooperative's estimated costs, then additional payments by the member or refunds to the member are required.

- d. Provide wiring inspection on service entrance – refer to specification for type of secondary service installation - meter base to be purchased at the Cooperative or at a third party vendor.
- e. Pay for other related permit and acquisition costs related to project.

If a return design trip is required, there will be an additional charge of \$150.00. Upon completion of the above requirements, the Operations Department shall schedule the construction of the new service.

III. General Construction Requirements

The Cooperative shall have the exclusive right to determine route and method of construction. The Cooperative will determine whether primary underground installations are possible after November 1st. Underground trench excavation and/or conduits are provided by Member. Electric service lines and equipment installed by the Cooperative will remain the property of the Cooperative.

In most cases, new electric service to a member location requires a distribution transformer, which steps the voltage down from primary distribution voltage (either 7,200 Volts or 14,400 Volts) to house voltage (120/240 Volts). The transformer may be pole mounted in the case of overhead service to the home or pad mounted within a small vault at ground level in the case of underground service to the home. In either case, accessibility to the transformer by Cooperative crews with their equipment aids in safe and reliable service to the member.

The applicant shall agree to accommodate a distribution transformer pole or distribution transformer vault location that, in the judgement of the Cooperative's System Coordinator, is reasonably accessible to



Cooperative equipment including bucket trucks. Recognizing that transformer poles and transformer vault locations that are accessible to bucket trucks add to the safety and reliability of the electric system, the applicant shall pay the reasonable cost of placing the transformer pole or transformer vault in such a location or shall otherwise pay for the cost to make the location accessible by means such as extending a driveway, removing trees, etc. The Cooperative's System Coordinator shall have the responsibility and authority to determine what steps are reasonable and practical, on a case by case basis, in an effort to make the transformer pole or transformer vault accessible.

Applicant required to:

- a. Pay additional fees such as \$55.00 easement recording fees
- b. Pay incremental costs if applicant requests and the Cooperative approves an alternate method or route of construction.
- c. Pay relocation costs if applicant requests relocation of existing facilities
- d. Sign security light agreement, if applicable
- e. Reapply if the project does not proceed within 24 months. The Cooperative reserves the right to re-evaluate costs upon reapplication.

IV. Single Phase Primary Overhead Line extension charges (applicable to all rate classes)

- a. \$14.00 per foot
- b. Rock blasting, tree clearing, multiple riser poles, multiple transformers, need for off-road equipment, meter pole and other extraordinary costs will be over and above the stated costs in lettered item a above. Extraordinary costs are charged to the member based on estimated time and materials.
- c. Construction Fee/Footage for structures such as campers, signs, wells, storage buildings, personal garages, telephone and cable repeaters, temporary service, (i.e., any site that does not include both a well and a septic system): \$500 plus \$14.00 per foot – includes primary pole if needed but not meter pole.

V. Multi-Phase Primary Overhead Line extension charges (applicable to all rate classes)

- a. Estimated charges of \$22.00 per foot
- b. Rock blasting, tree clearing, multiple riser poles, multiple transformer banks, need for off-road equipment and other extraordinary costs will be over and above the stated costs in lettered item "a" above. Extraordinary costs are charged to the member based on estimated time and materials. If actual construction costs of a three phase extension are higher or lower than the Cooperative's estimated costs,



then additional payments by the member or refunds to the member are required.

VI. Single Phase Primary Underground Line extension charges (applies to all rate classes)

- a. \$29.00 per foot
- b. Tree clearing, ditch digging, need for off-road equipment, sand and/or conduit will be in addition to lettered item "a" above. Extraordinary costs are charged to the member based on estimated time and materials.
- c. Construction Fee/Footage for structures such as campers, signs, wells, storage buildings, personal garages, telephone and cable repeaters, temporary service, (i.e., any site that does not include both a well and a septic system): \$1,900 plus \$29.00 per foot.
- d. The member or member's contractor is responsible to coordinate with the Cooperative to prepare the site for underground cable installation. The member or member's contractor must notify the Cooperative when digging and preparation of the ditch is to be started and when it is complete. An additional trip fee will be charged to the member in cases where the member or the member's contractor incorrectly states that the site is ready for installation, causing a wasted trip for the Cooperative's line crew.

VII. Multi-Phase Primary Underground Line extension charges (applies to all classes)

- a. Estimated charges of \$38.00 per foot
- b. Tree clearing, ditch digging, need for off-road equipment, sand and/or conduit will be in addition to lettered item "a" above. Extraordinary costs are charged to the member based on estimated time and materials. If actual construction costs of a three phase extension are higher or lower than the Cooperative's estimated costs, then additional payments by the member or refunds to the member are required.
- c. The member or member's contractor's is responsible to notify the Cooperative when the site is ready for underground cable installation, meaning that digging and preparation of the ditch is complete. An additional trip fee will be charged to the member in cases where the member or the member's contractor incorrectly states that the site is ready for installation, causing a wasted trip for the Cooperative's line crew.
- d. This method is for permanent dwellings and commercial services only.

VIII. Miscellaneous

Line extensions and new services shall carry the stipulation that the member shall be responsible for a 2-year minimum charge from the date service was made available.



\$150.00 non-refundable application/site visit fee will be applied toward project cost at the time the line extension is constructed. Lengthy or complicated line extensions may require more than one application/site visit fee.

In certain circumstances, the Cooperative may include incremental facilities in the project design that will benefit future projects. The costs for these added facilities will not be the responsibility of the applicant.

Any member or landowner requesting changes to existing Cooperative facilities, i.e., line relocations, will pay the full estimated costs of construction as CIAC (Contribution in Aid-to-Construction) prior to the start of construction. The estimated cost will be calculated using line extension prices as described in the Line Extension Policy effective at the time the estimate is performed plus the estimated cost of retirements. After completion of construction and a complete accounting of the job costs, the actual costs will be trued up against the aid payment. If actual construction costs of a line relocation are higher or lower than the Cooperative's estimated costs, then additional payments by the member/landowner or refunds to the member/landowner are required.

Service and transformer upgrades will be subject to site visit fees and applicable line extension charges, which will be determined by Cooperative personnel in accordance with this policy on a case by case basis.

The Cooperative will install a new security light free of charge if the light can be installed on an existing Cooperative pole and the member signs a security light agreement with a 2-year minimum charge from the date of the security light installation. Security lights requiring a line extension will follow the provisions herein.

Developers requesting a primary extension for a development or subdivision will be required to pay the full cost of installing the required facility labor, overhead, and material. The Cooperative will determine and design the facilities that are required for the line extension.

The Cooperative may decide to waive certain line extension construction fees if, in management's sole discretion, that line extension may result in general benefit to the Cooperative and its members. Factors to be considered in making that determination shall include whether the line extension may permit new services within, or expansion without, the Cooperative's service territory.



IX. Self-Clearing of New ROW by Members and Their Contractors

Members may elect to perform tree clearing of new right-of-way themselves or may hire a contractor to perform the same. In such cases, the Member shall have the ROW cleared to the Cooperative's specification, which is available on the Cooperative's website and shall be made available to the member upon request. The member shall pay a \$150 nonrefundable fee to the Cooperative to have the Cooperative's Tree Crew Foreman or his representative inspect the cleared ROW prior to the installation of conductor. If the ROW clearing does not meet the Cooperative's ROW specification, then the member can bring the ROW into compliance with the specification and have the ROW inspected again at an additional cost of \$150 to the member. Alternatively, the member may elect to have the Cooperative bring the ROW into compliance with the specification, in which case the cost of such work will be added to the line extension cost to be paid by the member.

X. Financing of Contribution In Aid of Construction (CIAC)

The Cooperative may offer to Members, not developers of subdivisions or spec builders, financing of CIAC for CIAC amounts greater than \$500. The Member may finance up to 75% of the CIAC for 2 years of monthly payments with an interest rate equal to three percent (3%) plus the 2-year Treasury Yield Curve Semiannual Rate, as published by the Rural Utilities Service of the United States Department of Agriculture on their Rural Utilities Loan Interest Rates website. Loan approvals are subject to reasonable and customary credit checks. Loan payments by the Member to the Cooperative shall commence with the first monthly electric service billing and continue for a total of 24 equal payments. The Member's CIAC down payment, prior to financing the remainder of the CIAC, shall be at least \$500 or 25% of the CIAC, whichever is greater.

The following example shows how the interest rate paid by the Member would be calculated based on the 2-year Treasury Yield Curve Semiannual Rate.

10/12/2017 TREASURY YIELD CURVE SEMIANNUAL RATES

3-mo	6-mo	1-yr	2-yr	3-yr	5-yr	7-yr	10-yr	20-yr	30-yr
1.09	1.27	1.41	1.51	1.66	1.95	2.16	2.33	2.62	2.86

To calculate the interest rate to be paid by the Member:

$$3\% + 1.51\% = 4.51\%$$

Members who finance CIAC are required to sign a financing agreement. Financed CIAC payments will be considered part of the Member's



electric account receivable. Failure to make a loan payment or payments will make the Member's electric service subject to disconnection in accordance with the Cooperative's Disconnect Policy. If a member terminates service with the Cooperative at the relevant service location prior to completion of all scheduled loan payments, the remaining principle amount of CIAC owed by the Member may be transferred to another active account of that member or "final billed" to the member. Amounts not repaid upon final billing are subject to all the same credit and collections procedures as other forms of accounts receivables, including turning debts over to a collection agency and reporting such occurrences to credit rating agencies.

XI. Partial Reimbursement of Contribution In Aid of Construction (CIAC)

In cases where subsequent new services or line extensions extend from the relevant line extension within two (2) years of energization of the relevant line extension, the Cooperative will reimburse or forgive a proportional amount of the CIAC, as determined in a nondiscriminatory manner by Cooperative Management. Factors in determining the proportional amount will include the portion of the relevant line extension that benefits the subsequent new service and the amount of time that has passed since the relevant line extension was energized. In no event shall any portion of CIAC be reimbursed due to subsequent line extensions or new services that occur more than two (2) years after the date that the relevant line extension was energized. A portion of the amount of aid reimbursed shall be charged to the new member responsible for the subsequent new service or line extension.

The exclusive remedy available to a Member who disagrees with Cooperative Management's determination of the amount of CIAC to be reimbursed shall be the right to request a review of Management's determination by the Cooperative's Board of Directors. The Member must provide a written request for Board review. The Member shall have the right, but not the obligation, to appear before the Board of Directors to present their request in person. However, appearing in person does not excuse the Member from their obligation to provide a written request.

RESPONSIBILITY: Operations Manager



DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	April 26, 2011
Revised by Board of Directors	July 23, 2013
Revised by Board of Directors	April 22, 2014
Revised by Board of Directors	August 25, 2015
Revised by Board of Directors	October 24, 2017
Revised by Board of Directors	February 20, 2018
Revised by Board of Directors	November 27, 2018
Reviewed by Board of Directors	August 27, 2019
Reviewed by Board of Directors	August 25, 2020
<u>Reviewed by Board of Directors</u>	<u>August 24, 2021</u>



POLICY

SUBJECT: Financial Budgeting

POLICY: The Board of Directors and Management recognize the importance of establishing financial budgets for planning purposes and to assess financial performance throughout a year against those budgets. As a result, the General Manager and his/her staff shall prepare each year for the Board of Directors a comprehensive Financial Budget for review and approval by the end of December prior to the year for which the budget is developed.

PROCEDURE: Taking into consideration prior financial performance trends, forecasted revenue and expenses and other factors, the General Manager and his/her staff will develop a comprehensive Financial Budget each year that shall include the following aspects:

1. Operating Statement budget (Income Statement)
2. Work Plan budget (investment in utility plant)
3. Capital budget (investment in general plant)
4. Employee Travel & Training Budget
5. Director Budget

Each of these budgets shall be developed for the total year and approved by the Board of Directors by the end of December prior to the year for which they are presented. Subsequent to adoption, the budgets shall be broken down to monthly allocations for financial review/tracking throughout the year.

RESPONSIBILITY: General Manager and his/her staff.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	May 15, 1961
Reviewed by Board of Directors	Jul 25, 1973
Revised by Board of Directors	Aug 25, 1987
Renumbered – was #45	Apr 25, 1990
Reviewed by Board of Directors	Apr 25, 1995
Revised by Board of Directors	Apr 26, 2011
Revised by Board of Directors	Aug 26, 2014
Revised by Board of Directors	Oct 25, 2016
Reviewed by Board of Directors	Feb 20, 2018
<u>Reviewed by Board of Directors</u>	<u>Aug 24, 2021</u>



POLICY

SUBJECT: Financial Reports for Directors

POLICY: It shall be the policy of the Cooperative that the following reports shall be provided to the Board of Directors:

- 1) Monthly: The Board of Directors shall be provided a copy of the prior month's summary Form 7 Operating (income) Statement showing status against budget and the prior month's Form 7 Balance Sheet showing current year against prior year.
- 2) Annually: Upon the financial close of each year, the Board of Directors shall be provided a copy of that year's detailed, audited Form 7 Report as submitted to RUS and a summary of the Cooperative's financial performance of key ratios relating to loan covenant obligations.
- 3) Finance Committee: At each meeting of the Board's Finance Committee (at least three per year), the Committee members shall be provided with:
 - a. Long term debt summary/debt portfolio
 - b. Cash flow projection
 - c. Capital budget expenditure showing status against budget
 - d. Professional Services expenses
 - e. Donations showing status against budget
 - f. Employee training and travel showing status against budget
 - g. Director expenses showing status against budget
 - h. Year end projections including key ratios relating to loan covenants

In addition to the reporting schedule described above, these reports shall be made available to all directors for review as desired. Other reports shall be provided to the Board Treasurer as established for maintaining strong internal control procedures.

PROCEDURE: The Finance Manager shall prepare these reports for review and approval by the CEO/General Manager and subsequent presentation to the Board of Directors.

RESPONSIBILITY: General Manager and Finance Manager shall administer this policy and practice.



DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 24, 1961
Revised by Board of Directors	Jul 21, 1971
Combined with Policy #12 and #70 and revised by Board	Aug 25, 1987
Reviewed by Board of Directors	Apr 25, 1995
Revised by Board of Directors	Apr 26, 2011
Revised by Board of Directors	Aug 26, 2014
Revised by Board of Directors	Oct 25, 2016
Reviewed by Board of Directors	Feb 20, 2018
<u>Reviewed by Board of Directors</u>	<u>Aug 24, 2021</u>



POLICY

SUBJECT: Adjustments to Electric Rates and other charges

POLICY: It is the desire of the Cooperative to offer safe and reliable electric service to the membership at the lowest possible costs while considering good stewardship of the Cooperative. As a result, the Cooperative must balance keeping rates for service to its membership reasonable while ensuring the health and well-being of the Cooperative is maintained and the Cooperative is able to maintain all of its financial commitments to business partners. When, in consideration of these factors, it becomes necessary for the management and Board to make an adjustment in its electric rates, the Cooperative shall use the following procedure in determining the appropriate timing, rate structure, rate tariff and schedule for implementation:

PROCEDURE:

1. The CEO/General Manager and the Board, in part through its Finance Committee, shall continuously monitor the financial health of the Cooperative and initiate these procedures as determined necessary.
2. When it is determined that more recent data is required to properly consider an adjustment to rate structures, the Cooperative, with input from qualified consultants, shall complete a detailed "Cost-of-Service" study (COSS) to identify the necessary projected revenue requirements.
3. The Cooperative will utilize the results of the COSS study to appropriately design a fair and reasonable allocation of revenue requirements across rate classes with consideration to the re-design of rate structure as may be deemed appropriate.
4. The Board will review and approve the draft rate classes and redesigned rate structure and will schedule at least one member hearing for presentation and discussion. The details of the rate adjustment and schedule for hearing(s) will be appropriately communicated to the membership to encourage meaningful participation.
5. After hearing membership concerns/comments, the Board will either act to modify, amend or accept the rate adjustment to become effective at the specified date in the future.
6. Rate structures that include a formulary component or components may be utilized to avoid large step changes in rates and the associated impacts on the financial condition of the Cooperative. When formulary components of rate structures are utilized, they may be applied for a period not to exceed 5 years without conducting a full COSS. Changes



in rates resulting from the application of a formulary rate component are subject to the requirement of at least one member hearing unless the changes in rates are exclusively rate decreases. For rate decreases, a member hearing is not required.

7. Changes to other (non-rate) fees incident to the provision of electric service shall be considered by the Board without the requirement of a member hearing, but shall be based upon consideration of the same factors set forth above.

RESPONSIBILITY: Board of Directors & CEO/General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Aug 25, 2009
Revised by Board of Directors	June 18, 2014
Reviewed by Board of Directors	July 26, 2016
Revised by Board of Directors	March 27, 2018
<u>Reviewed by Board of Directors</u>	<u>August 24, 2021</u>



POLICY

SUBJECT: Procurement, Receiving & Disbursement

POLICY: It shall be the policy of the Board to outline practices and authorities to ensure financial stewardship of the Cooperative. This policy specifically outlines those procedures and practices that shall be followed relating to procurement, receiving and disbursement processes.

PROCEDURE:

Purchase Orders & Purchasing: It shall be the policy of the Cooperative that all purchases of materials, supplies, and services be accomplished through a purchase order process. It shall further be the policy of the Cooperative that, wherever possible, those purchases of high value be made only after a competitive bidding process administered by the Cooperative.

The Operations Clerk/Field Planner, General Clerk, and Administrative Assistant shall have the ability to create electronic purchase orders in the Cooperative's enterprise software system or, in their absence, members of the Cooperative's management staff shall be so authorized.

Upon the creation of the purchase order, the purchase order must be approved prior to being released to a vendor. The following individuals shall have the authority to approve individual purchase orders.

Operations Clerk/Field Planner	up to \$100
General Clerk	up to \$100
Administrative Assistant	up to \$100
Billing Assistant	up to \$100
Chief Financial Officer	up to \$100
Operations/Engineering Managers	up to \$10,000
CEO/General Manager	See paragraph below

The CEO/General Manager is authorized to approve purchase orders up to \$25,000. In addition, the CEO/General Manager may approve purchase orders for Regular Bills of the Cooperative in any amount. A complete list of the Regular Bills of the Cooperative is found in Appendix A to this policy. The CEO/General Manager must receive approval from the Board of Directors before approving purchase orders over \$25,000 that are not Regular Bills of the Cooperative. Examples of purchase orders that are not Regular Bills of the Cooperative include right-of-way clearing contracts, vehicle purchases, and facilities improvements.

The Cooperative shall issue purchase orders with unique reference numbers and, unless otherwise specified, shall issue purchase orders referencing the Cooperative's standard terms & conditions of purchase.



Exceptions to the Purchase Order Process:

Credit Card Purchases on the Cooperative's Main Credit Card: The Cooperative shall maintain a credit card account with a \$30,000 limit. This credit card is known as the Cooperative's "main credit card." The CEO/General Manager shall determine the number of physical cards associated with the Cooperative's main credit card account, and all cards shall be stored in the Cooperative's safe when not in use. Cooperative employees may make authorized purchases with the Cooperative's credit card as follows: 1) Cooperative staff members shall have the authority to make purchases with the use of the Cooperative's credit card when necessary, the amount of such credit card purchases not to exceed the staff member's purchase order authorization limit; and 2) purchases may be made by any employee, and by Cooperative staff members in excess of their purchase order authorization limit, upon the written approval from a staff member with a purchase order authorization limit at least as high as the purchase amount. Board meeting minutes, e-mail messages, and signed hand-written notes shall all be considered acceptable forms of written approval. Written approvals shall be provided by the purchasing staff member to the Chief Financial Officer at the time of purchase. The Chief Financial Officer shall review the monthly credit card statement and reconcile each line item with a written approval as appropriate. Due to the liability, risk, and cost to the Cooperative associated with undocumented purchases on credit cards, employees who repeatedly fail to turn in itemized receipts for credit card purchases will have their authorization to use the Cooperative's main credit card rescinded by the CEO/General Manager. In such cases, employees without credit card authorization will be provided cash per diems when required to travel in the interest of the Cooperative. The CEO/General Manager shall review the monthly credit card statements to ensure that purchases made with the credit card are valid and appropriate. Payments to the credit card issuer shall follow the practices for Disbursement as described below.

Credit Card Purchases on the Cooperative's On-Call Credit Card: The Cooperative shall maintain a credit card account with a \$500 limit. This credit card is known as the Cooperative's "on-call credit card." The Cooperative shall maintain four (4) physical cards associated with the Cooperative's on-call credit card account, and all cards shall be stored in a lock-box when not in use. The Cooperative's on-call employees may make purchases of fuel and outage meals only, up to the available limit on the on-call credit card. The on-call employee making the purchase shall retain itemized receipts for all purchases on the on-call credit card and shall deposit such receipts in the lock-box upon returning to the shop. Due to the liability, risk, and cost to the Cooperative associated with undocumented purchases on credit cards, employees who repeatedly fail to turn in itemized receipts for credit card purchases will have their authorization to use the on-call credit card rescinded by the CEO/General Manager.

Fleet Repair and Maintenance Purchases Under \$1,500: The repair and maintenance of vehicles in the Cooperative's fleet regularly require the Cooperative's Fleet Mechanic to make independent decisions as to the appropriateness of purchases of goods and services. For this reason, the Fleet Mechanic shall have the authority to order goods and services up to \$1,500 directly from vendors without prior approval through the purchase order creation process. The Fleet Mechanic's authorization to order goods and services shall be limited to those goods and services needed for the maintenance and repair of the Cooperative's fleet.



Purchases by Operations Staff on Store Credit Under \$100: During the regular course of business, members of the operations staff may need to immediately purchase small items to avoid an interruption of the smooth and efficient work of the crews. For example, a Lineman or a member of the Tree Crew may need some nuts and bolts, a hand tool, degreaser, replacement blades, a drill bit, or blade sharpening. For this reason, members of the operations staff shall have the authority to purchase goods and services up to an aggregate of \$100 on store credit at local stores where the Cooperative has established a line of credit. If a member of the operations staff needs to make a purchase on store credit for more than \$100 in aggregate, prior approval from the CEO/General Manager is required. The Operations and Engineering Managers may also grant such approval in the absence of the CEO/General Manager. The Operations Clerk shall review the monthly store credit statements and reconcile each line item with a written approval as appropriate.

Receiving/Approval of Invoices: The above individuals who are authorized for creation of purchase orders shall also be responsible for receiving such materials, supplies and services and in ensuring that the delivered goods and services are consistent with the requirements of the purchase order.

Invoices issued by vendors shall be approved for payment by those individuals who perform the receiving. Approved invoices will be marked accordingly and provided to the Cooperative's finance department for processing of payment.

In cases where the materials and/or services received are noncompliant with the Cooperative's purchase order, or where there are other material inconsistencies between the Cooperative's purchase order and vendor performance, invoices shall not be approved and the responsible staff shall have the responsibility of communicating with the vendor to resolve the inconsistency and/or dispute. Personnel responsible for the purchase order(s) shall escalate issues to appropriate management staff as necessary.

Disbursements: Disbursements made by the Cooperative for accounts payable, employee payroll and for reimbursement for qualified expenses (e.g. business travel costs and certain benefits).

Accounts payable disbursements shall be made by the Cooperative through "paper" check or electronic payment. The CEO/General Manager, the Operations Manager and Chief Financial Officer, shall have the authority to authorize payment for (and sign checks as applicable) disbursements up to \$25,000. Disbursements >\$25,000 require authorization by the CEO/General Manager and an officer of the Board of Directors. Regardless of amount, the CEO/General Manager shall review a statement of all disbursements (check and electronic) on a weekly basis.

For the sake of clarity, it is noted that Chief Financial Officer's disbursement limit is \$25,000 whereas his or her purchase order approval limit is only \$100. This is because the Chief Financial Officer is required to regularly make electronic payments on behalf of the Cooperative for purchase orders approved by others or regular bills of the Cooperative as defined within this policy. The other members of the management team with disbursement authorization have disbursement authorization limits that match their purchase order approval limits.



Exceptions to the disbursement authorization limits described herein include the following:

- Disbursements for regular bills of the Cooperative may be made in any amount.
- Transfers to lenders may be made in any amount.

PROCEDURE: This policy shall be used as the general practice for DCEC internal control procedures.

RESPONSIBILITY: CEO/General Manager and Chief Financial Officer shall administer this policy and practice.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Jan 25, 2011
Revised by Board of Directors	October 25, 2012
Revised by Board of Directors	January 28, 2014
Revised by Board of Directors	April 26, 2016
Revised by Board of Directors	February 20, 2018
Revised by Board of Directors	September 24, 2019
Revised by Board of Directors	October 27, 2020
<u>Reviewed by Board of Directors</u>	<u>August 24, 2021</u>



Appendix A – Regular Bills of the Cooperative

Payroll & Benefits

- Payroll – Processed weekly – Paid via ACH deposits and checks.
- Payroll Taxes (Federal and State Tax Withholding, Social Security and Medicare Withholding, Federal and State Unemployment Taxes) – Paid via on-line payment services which generates ACH withdrawal. Some quarterly returns paid via ACH withdrawal.
- Payroll Benefits (Medical/Prescription & Dental Insurance Premiums, R & S contributions, 401k contributions, Life Insurance Premiums, NYS Disability Insurance Premiums, Long & Short Term Disability Insurance Premiums, including Paid Family Leave) – Paid via AP and on-line payment services which generates ACH withdrawal.
- Payroll Deductions (Medical/Prescription & Dental Insurance Premium Share, 401k Contributions, 401k Loan Payments, Homestead Contributions, IBEW Local 10 Union Dues, Aflac Insurance Premiums, Supplemental Life Insurance Premiums) – Paid via AP and on-line payment services which generates ACH withdrawal.
- 401k Administration Fees – paid annually via on-line payment services which generates ACH withdrawal.

Banking, Taxes, & Utilities

- Loan Payments – CFC, FFB and NCSC – paid via quarterly vendor initiated ACH automatic withdrawal. CoBank paid through monthly AP check.
- Credit/Debit card transaction fees – paid monthly via vendor initiated automatic ACH withdrawal.
- Safe Deposit Box Fees – paid annually via vendor initiated automatic ACH withdrawal.
- Monthly Sales Tax – paid via on-line payment services which generates ACH withdrawal.
- Quarterly Highway Use Tax – paid via on-line payment services which generates ACH withdrawal.
- Delhi Telephone Company – paid monthly via vendor initiated automatic ACH withdrawal.
- Returned Check Fees - paid as charged via vendor initiated automatic account debit.

AP Process

ACH payment via file generated during AP process and manually sent to bank via online banking:

- NYPA – Power Bill
- Bond, Schoeneck & King – outside counsel
- Deanna Stewart – Facilities Maintenance
- Evelyn Barnhart – Facilities Maintenance
- Mildred Faulkner, Ryan Sullivan – Cell Phone Reimbursement
- Operations Employees – FR Clothing and Boots Reimbursement

Checks:

- Asplundh Tree Experts – right-of-way maintenance
- Bob Coager – line/pole inspection
- National Grid – Borderline Shared Service
- NYSEG – Electric Service, Wheeling Charges, O & M Charges
- Village of Delhi – Water & Sewer Service
- Frontier – Radio Repeater



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- Pioneer Telephone – Toll Free Line Services
 - Verizon Wireless – Cell Phones, RTUs, AMI Lines
 - Margaretville Telephone – AMI Line, Radio Repeater
 - Online Information Services – Credit Reporting
 - Information Systems Division (ISD) – Information Technology Support
 - Willard Armstrong – Lawn Maintenance
 - Delaware County Clerk, Schoharie County Clerk, Otsego County Clerk – Right-of-Way Easement Recording
 - ACRE – Monthly Member Contributions
 - Pitney Bowes & Purchase Power – Postage & Postage Meter Supplies and Lease Fees
 - Village of Sidney Clerk – In lieu of Gross Receipts Tax
 - County Treasurers – Property Taxes
 - School Tax Collectors – School Taxes
 - Delaware County Electric – Replenish Petty Cash
 - Inactive Credit Balances on Members' AR adjustments
 - Capital Credit Estates and Unclaimed Rewrites
 - Member-owned Distributed Generation Payments
 - Material purchases from UUS, HD Supply, Bridgewell Resources, Stewart Irby, Green Mountain Supply, Drogen Electric Supply, and Powerline Supply
 - Large truck/equipment inspections and repairs by Terex
 - Operations Employees – FR Clothing and Boots Reimbursement
 - U-Page – On-call Pager Device Fees
 - Bloomville Disposal Service – Trash Hauling
 - Southern Tier Credit Center – Bad Debt Collection Fees
 - Local charge account vendors – Ace, Curtis Lumber, Dubben Brothers, McDowell & Walker Delhi, NAPA Delhi, and NAPA Walton
 - Landscapers/Excavators – Delaware Bull Dozing, Down to Earth Landscaping, Ben Reynolds Construction, and LaFever Excavating

Note that all regular bills of the Cooperative listed in Appendix A are categorized according to past practice as ACH, check, etc., but that categorization does not limit the method of payment to the method listed.

CEO/GM REPORT
21 JULY 2021 – 17 AUGUST 2021

SAFETY/COMPLIANCE

Injury/Illness/Exposure Report:

Two COVID-related and no other incidents reported to HR this report period.

Accident Investigation:

An incident with a small bucket truck and a garage door at headquarters on 6 August is in early stages of inquiry.

Property Damage/ Public Liability Investigation:

On 13 August, member reported damage to appliances stemming from an open neutral.

Safety Committee Activity:

Members of Committee continue to suggest modifications and review updates to Safe Work Practices manual with Committee meeting later this month as well as AIDEPP and other plans.

Employee Safety Meetings:

Office staff's safety meeting was held on 29 July with "RESAP follow-up" and "Fire Prevention" as topics

Operations staff's safety meeting was held on 3 August with "RESAP follow-up" and as topics

Formatting and other changes to these sessions are in process for efficiency and improved participant experience.

Dielectric Testing:

One questionable bucket liner was replaced.

RESAP:

Observation team performed triennial inspections 27-28 July. 25 minor items were identified for corrective action to be included into the Safety Improvement Plan (SIP). Some of these items will be fast-tracked ahead of RUS field visit in September.

Plan/Procedure Review:

COVID/AIDEPP

On 4 August, Management reviewed existing DCEC COVID Plan and made changes to the June update for incorporating the 2 August CDC changes and color code schema and proactively increased PPE requirements beyond minimums. Operationally, this meant operating under "Red" conditions when the county went to "Orange". This proved invaluable in dealing with multiple inquiries by certain local agencies. As the county went "Red", we expanded headquarters and equipment cleaning practices, added additional signage and placards and closed the lobby restroom. The draft version of the Airborne Infectious Disease Exposure Preparedness Plan (AIDEPP) was completed by the mandated 5 August deadline and the process of aligning our COVID-specific procedures and plans into the AIDEPP continues and will go before Safety Committee shortly.

OTHER

All other plans are being reviewed/updated in conjunction with changes and RESAP findings.

Safety Improvement Plan (SIP), Emergency Response Plan (ERP) and Safe Work Practices to be updated by 23 August. Employees will be briefed immediately following updates with plans appropriately distributed and posted as required.

Pole Inspections / Line Inspections / Stray Voltage Testing: No stray voltage testing has been completed at this time. Pole inspection contractor Bob Coager has completed Kortright North pole and line inspections.

JT&S:

PREA schools are starting back in-person with restrictions. Two linemen will be attending URD school and another two for "Key-Person Training all in September. Forklift training scheduled for 19 August.

Apprentices are working on completing modules for advancement.

ENGINEERING & TECHNOLOGY:

Power Requirements Study: PRS has been completed by Mr. DeAndrea. In addition, substation loading suggests we may eventually start pushing against our hydro allocations during winter and we should proactively uprate Delhi station power transformers in the next few years.

Sectionalizing Device Maintenance: Working to schedule refurbishment of Dryden, Delhi and Kortright devices.

Special Projects:**METERING**

Meter firmware and communication improvements continue. There are some issues with approximately nineteen meters. These are predominately on Kortright but there are a couple on Delhi and Jefferson.

IEDP

Resolving issue with IEDP credits as part of Sportsfield operations moved to different facility. The move did not increase/decrease net load or staff levels but the other facility was not on official list. As such, NYPA will manually “net” this year “as a favor” but will have to add meter to NYPA list to avoid permanently losing credit next cycle.

PV

Approached by members for possibly three new PV sites less than 15kW each.

Power Quality Investigations:

No new PQ complaints this period. Continuing work with BOCES on their system-reported voltage issues

Kortright Control House: Working on finalizing communication, conduit and apparatus plans in preparation for relocated NYPA metering planned for October. This project may be tabled for discussion on reimbursement, maintenance and ownership.

Station/Repeater Fiber: Estimating mid-September for Dryden and shortly thereafter for Andes. Jefferson to be scheduled.

DTC: Scheduling meeting for next week to discuss emergency operations and loss-of-service to telecom at headquarters

Mobile Workforce:

Replaced seven truck phones with AT&T first responder program.
Investigating benefit of an iPad program/deployment for Directors.

ISD: Upgrades to NISC and Mapping

OTS: Work continues with Otsego Telephone to improve phone routing and developing a more robust daytime outage mode for improved dispatching and member experience

Miscellaneous: New time clock and integrated badge system continues in programming phase.

MEMBER SERVICES & PUBLIC RELATIONS

Open House: Postponed.

Family Fun Day: Postponed indefinitely. Looking into

Annual Meeting: 9/10/21 – Legion, Videoed by Jessica Vecchione
Regardless of venue, indoor mask protocols should follow CDC level guidelines.
Dinner, all packaged as to-go. Occupancy/seating layouts on renter or venue?

New Services: 1

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

Website/Web Services:

Upgrade project for website continues.

Documentation:

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

FINANCE, ACCOUNTING & HR**Staffing:**

Joseph Johnson (ROW), Nile Puerschner (LIN) and Henry Kaufmann (LIN) are fitting in well with their respective crews. Zachary McNeilly and Jacob Marshall are finishing up course work for anticipate advancement to 2nd Year this year

New and revised job descriptions are in production. Revisions will be sent to BSK for review mid-August in preparation for possibly starting a new Staking Technician and Engineering Manager in FY2021.

Annual Staff In-Service/All-Employee Meeting is scheduled for 2 November

Insurance Benefits:

C-Level Meeting with Bryon Morse on 5/27 to review projections for increases to medical insurances in 2022 and 2023 with preliminary outlook of 3% and 10% respectively. Healthcare enrollment by August 31 and Dental/Misc. by November.

RUS:

Preparations continue for final drawdown.

Miscellaneous:

Continuing to work with entities for correct address on tax and title documents.
Portions of NISC iVue updated to newer release.

Budgets:

Continuing to review and prepare models and forecasts for Q3/Q4 and beginning to collect information for next year's budget. The Co-op has taken a great effort in improving business solutions and will be looking to continue that strategy into 2022.

CFC Commercial Paper:

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

OPERATIONS:

Notable Outages and Occurrences: Largest outage was on Jefferson Substation on 7/24/21 for roughly an hour, caused by issues on NYSEG sub transmission line.

Disconnections: None currently.

Pole Inspections / Line Inspections / Stray Voltage Testing: No stray voltage testing has been completed at this time. Pole and Line inspections have resumed, DCEC's contractor Bob Coager has completed pole inspections for Kortright North. Bob is interested in completing stray voltage testing.

Right of Way Crew: Mileage not available at time of report.

CWP Projects: Contract crew working on 30+ pole change-out project on Andes B between severe weather outbreaks. Three of four projects completed with estimate of two weeks remaining.

Headquarters:

Working with HVAC contractors to resolve some issues in office and warehouse areas.

Dryden Substation Spare Transformer:

Looking to schedule outage prior to energized test of new unit later this year.

System Performance & Reliability Metrics:

Description	Power Supply	Major Event	Planned	All Other	Total
2021 – YTD TMED: 135.75716					
Number of Outages	9	9	37	322	377
Number of Consumers Affected	4173	6215	2435	7346	20169
Consumer Hours	7972.1	30376.7	2634.2	24835.7	65818.7
Consumer Minutes	478323.8	1822602.7	158051.1	1490144.3	3949121.9
Average Number of Consumers	5473	5473	5473	5473	5473
SAIDI	87.4	333.0	28.9	272.3	721.6
Five Year Averages					
Number of Outages	6.8	15.4	128.8	393.8	544.0
Number of Consumers Affected	3559.4	3093.8	4488.6	13923.2	25065.0
Consumer Hours	7971.8	23713.0	6019.8	38733.0	76437.0
Consumer Minutes	478326.4	1422813.4	361206.0	2324009.6	4586355.0
Average Number of Consumers	5412.4	5412.4	5412.4	5412.4	5412.4
SAIDI	88.4	262.9	66.7	429.4	847.4

SAIFI = interruptions/member. SAIDI = Outage minutes. CAIDI = restoration minutes. ASAI = Avg. Sys. Avail. (% up time)

Year	Month	SAIFI	SAIDI	CAIDI	ASAI	Accounts Interrupted	Consumer Hours	Avg Consumers Served
2021	January	0.0609	9.3	153.0	0.99979	333	849	5466
	February	0.0944	10.6	112.7	0.99974	516	969	5464
	March	0.3682	91.2	247.6	0.99796	2012	8303	5465
	April	0.7218	223.2	309.2	0.99483	3946	20337	5467
	May	0.6659	67.8	101.8	0.99848	3647	6186	5477
	June	0.9035	168.2	186.1	0.99611	4952	15363	5481
	July	0.8027	142.0	177.0	0.99682	4401	12980	5483
	August	0.0660	9.1	137.2	0.99980	362	828	5487

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

Policies/Procedures:

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

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

CFC:

On 11 July, I attended a session on the overview of newly released 2020 KRTA data.

IBEW

At present, no new issues and previous issues reported last month remain resolved.

New York Assembly:

Bill S-7321 introduced by Assemblyman Stec that would direct the PSC to conduct a cost benefit analysis of renewable energy systems. Unfortunately, the bill is not expected to move, but at least someone is willing to bring attention to the potential cost to ratepayers and the economy of transitioning to 100% zero carbon generation.

NYISO:

There were two recent meetings of the Installed Capacity Working Group. On 8/5, the NYISO's Mike DeSocio presented a proposal to exempt renewables from the Buyer Side Mitigation (BSM) rules, in response to FERC's direction. The PSC, NYC and allies strongly criticized the proposal as not going far enough. On 8/9, the NYISO responded by saying it was hiring the Analysis Group to study alternative BSM rules and the impact of renewable resources on the competitiveness of the market. The current BSM rules conflict with the State's public policy of promoting clean energy, which requires contracts between NYSERDA and the developers to get the projects built. But, for loads in Southeast NY to count the capacity towards their reliability obligation, the capacity has to clear in the NYISO market. The "old" FERC wanted to protect incumbent coal and nuclear generation by limiting "subsidies" to the renewables. The BSM rules protect competitive markets by keeping prices "competitive", i.e., higher than they would be with "subsidized" renewables in the market. To comply with the "new" FERC direction, the NYISO proposed to keep the current rules in place but broaden the exemption for renewable technologies. To be eligible, facilities would have to be (i) renewable, (ii) intermittent (not dispatchable) and (iii) have low-capacity factors, to qualify for an exemption. On 8/5, the PSC and supporters argued for more dramatic action, pointing to PJM. PJM has BSM rules as strict as the NYISO's, but it made a filing last week that basically takes it out of the role of administering BSM rules. PJM's market monitor will continue to review market behavior. If they see a problem, PJM will refer to FERC and let FERC figure it out. The PSC likes PJM's approach to BSM. The NYISO responded on 8/9 by announcing it retained outside consultants to study the impact of relaxing the BSM rules and the competitive market. In other words, if renewables crash the market prices, will there be enough to keep the gas units operating?

NYAPP

LIPA and NYISO trying to deal with PSC on the 3000MW offshore renewable project making most of the conversation this month.

NYSRECA

During the week of 9 August, the four CEO/GMs discussed the latest offering of Emergency Rental Arrears Program (ERAP) from NYSHEAP/OTDA that was directed more to municipalities. A few months ago, NYSRECA reached out to OTDA to get authorization to apply for relief on behalf of tenants and landlords which was politely declined. On 9 August, an email was sent from OTDA to municipalities and Coop Billing Clerks offering a rather open-ended contract stating that potential reimbursement of up to the twelve highest months of missed payments for just the most qualified applicants was possible. However, the plethora of additional requirements for the utility were alarming including but not limited to unrestricted cloud-based access to billing data, agreements to accept future directives of successor programs and departments, etc. All very curious for an initiative of potential one-time payments.

NYPA:

- It appears the F/O project on the NYPA hi-line has been cancelled. Logic suggests the delay is to perhaps have renewables developers pay for it as the Open Access Transmission Tariff (OATT) saga continues in how the costs make it into rates based on the parties upgrading and building new transmission infrastructure continues.
- DCEC continues to wait for proposal from NYPA in making DCEC whole for the PV/Storage debacle.
- It appears a portion of the IEDP block has been reallocated to another system with no impact to our power cost or accounts.
- NYPA advises no anticipation of reduction in firm hydro energy sales for 1 September 2021 through 30 September 2021. Present estimates show no shortages for August through January 2022 as well. However, should generation become insufficient, substitute energy will be purchased for customers with signed agreement for substitute energy.
- NYPA held its Annual Meeting on August 4 to explain the changes to its Annual Transmission Revenue Requirement (ATRR). This report supplements the initial review from 7/22. The 2021 ATRR is the base element used in the NTAC for the annual period starting July 1, 2021. The ATRR is based on actual transmission costs from calendar year 2020, plus a True-up Adjustment to recover the difference between actual transmission revenues and costs in 2020. The bottom line is the net adjusted ATRR remains constant this year, at just under \$279 million. This means that the base NTAC rate remains at \$1.25/MWh.
- There is more to the story, however. In fact, total return on rate base increased by over \$8 million, because transmission rate base increased by over \$126 million, to \$884 million. That, plus a net increase in expenses, means that the total revenue requirement increased by \$10 million. The net adjusted ATRR stayed the same only because of a \$10 million decrease in the True-up Adjustment. That is not an effect that can be counted on to recur in the future. Given that NYPA is charged with building new transmission to accommodate renewables, we may expect increases in the NTAC in the future, starting with the Smart Path Connect Project (see 7/22 report). Fortunately, the NTAC is billed to all loads statewide, which mitigates the impact on NYPA customers. Finally, the base NTAC rate remains at \$1.25/MWh in 2021, but you will not see that number on your monthly bills. The base NTAC rate is supplemented by a number of surcharges and credits and the monthly NTAC can be volatile.

FEDERAL INFRASTRUCTURE PLAN:

The “Green New Deal of \$550 Billion passed the Senate. Unfortunately, very little to none of the line items in this five-year plan appear to apply and/or benefit DCEC but will continue to be monitored for waning opportunities.

- Power and Grid: \$65B - Includes the bipartisan, ENR-passed Energy Infrastructure Act, which includes funds for grid reliability and resiliency and support for a Grid Deployment Authority; critical minerals and supply chains for clean energy technology; key technologies like carbon capture, hydrogen, direct air capture, and energy efficiency; and energy demonstration projects from the bipartisan Energy Act of 2020.
- Broadband: \$65B - Grants to states for broadband deployment, makes broadband access more affordable for low-income families, expands eligible private activity bond projects to include broadband infrastructure, and supports middle-mile deployment efforts.
- Electric Vehicle Charging: \$7.5B – Funds for alternative fuel corridors and to build out a national network of electric vehicle charging infrastructure to facilitate long-distance travel and to provide convenient charging where people live, work, and shop.
- Clean School Buses & Ferries: \$7.5B - \$5 billion for the replacement of existing school buses with zero emission and clean school buses, with a priority on low income, rural and Tribal schools. Provides \$2.5 billion for the replacement of existing ferries with low carbon ferries and to assist states with operational costs for essential rural ferries. These investments will drive demand for American-made batteries and vehicles, creating jobs and supporting domestic manufacturing, while also removing old, dirty diesel buses and ferries from some of our most vulnerable communities
- Water Infrastructure: \$55B - Includes \$23.4 billion for the bipartisan Drinking Water and Wastewater Infrastructure Act of 2021. Provides \$15 billion for lead service line replacement and \$10 billion to address PFAS.

- Resiliency: \$47.2B - Funds cybersecurity to address critical infrastructure needs, waste management, flood and wildfire mitigation, drought, and coastal resiliency, ecosystem restoration, heat stress, and weatherization.
- Roads, Bridges, & major projects: \$110B - Includes the Surface Transportation Reauthorization Act and Surface Transportation Investment Act. Funds new, dedicated grant program to replace and repair bridges and increases funding for the major project competitive grant programs. Preserves the 90/10 split of federal highway aid to states.
- Passenger and Freight Rail: \$66B - Provides funding for the Amtrak National Network for new service and dedicated funding to the Northeast Corridor. Increases funding for freight rail and safety.
- Safety: \$11B - Funds highway, pipeline safety and pedestrian safety programs.
- Public Transit: \$39.2B - Funds nation's transit system repair backlog, (24,000 buses, 5,000 rail cars, 200 stations, and thousands of miles of track, signals, and power systems). Expands transit systems, supports clean transit options, and increases accessibility for seniors and persons with disabilities.
- Ports and Waterways: \$16.6B - Funding for waterway and coastal infrastructure, inland waterway improvements, port infrastructure, and land ports of entry.
- Airports: \$25B: Funds for Airport Improvement grant program for runways, gates, & taxiways as well as a new Airport Terminal Improvement program for terminals, concessions, and multimodal connections. Improves Air Traffic Control infrastructure.
- Reconnecting Communities: \$1B – Total of \$1 billion between contract authority and new appropriations. Funds for projects that remove barriers to opportunity caused by legacy infrastructure. The program will provide dedicated funding for planning, design, demolition, and reconstruction of street grids, parks, or other infrastructure.
- Addressing Legacy Pollution: \$21B – Funds to clean up brownfield and superfund sites, reclaim abandoned mine lands, and plug orphan oil and gas wells, improving public health and creating good-paying jobs.
- Western Water Infrastructure: \$8.3B – Funds for Bureau of Reclamation western water infrastructure, including for aging infrastructure, water storage, water recycling and reuse, waterSMART, and drought contingency plans, among other things.

Curious about where some of these dollars are getting reappropriated from (pay-for)?

- Approximately \$210 billion from repurposing of certain unused COVID relief dollars. [Includes rescission of funds from COVID relief bills (prior to the American Rescue Plan) and estimates of savings produced from reduced uptake and sunseting of underutilized credits, such as the Employee Retention Tax Credit (ERTC) and savings from the Paid Leave credits]. Under bipartisan agreement, the Provider Relief Fund is protected from rescissions.
- \$51 billion from delaying the Medicare Part D rebate rule
- \$53 billion from savings produced by certain states returning unused enhanced federal UI supplement
- \$20 billion from sales of future spectrum auctions and \$67 billion from proceeds of the Feb 2021 c-band auction
- \$56 billion in economic growth resulting from a 33 percent return on investment in these long-term infrastructure projects
- \$28 billion from applying information reporting requirements to cryptocurrency
- \$21 billion from extending fees on GSEs (gov't sponsored enterprises)
- \$14.45 billion from reinstating certain Superfund fees
- \$8.7 billion from the mandatory sequester
- \$6 billion from extending customs user fees
- \$6 billion **in sales from the Strategic Petroleum Reserve**
- \$3 billion in savings from reducing Medicare spending on discarded medications from large, single-use drug vials
- \$2.9 billion from extending available interest rate smoothing options for defined benefit pension plans



RESOLUTION

August 24, 2021

BE IT RESOLVED, THAT WE, the Board of Directors, of the Delaware County Electric Cooperative, Inc., 5 N Depot Street, Delhi, NY 13753 do hereby authorize the transfer of \$101,015.55 from unclaimed patronage capital from 2018-2019 to donated capital. Following is a breakdown of the amount for the years the patronage was paid out:

2019: \$100,896.78

2018: \$118.77

August 24, 2021

Edward Pick, Jr. / Secretary



Employee Plan in Response to COVID-19 Virus
Last updated 08/04/2021

Purpose of the Employee Plans

These plans will be reviewed again on September 3, 2021, or sooner as warranted.

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been developed based on Governor Cuomo's executive orders and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

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

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

Furlough

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

Maintaining Social Distance

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

Required Precautions

Before Work:

The June 8, 2021 guidance no longer requires employers to ask about symptoms, close contact, or COVID-19 infections that occurred in the last 14 days. Instead, the new daily health screening questions properly reflect the most current CDC and New York State Department of Health isolation and quarantine guidelines for COVID-19.

The following three screening questions are required daily:

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



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

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

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

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

Face Masks

We are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees. For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. **All employees and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.**

On September 3, 2021, the CEO and management will review for any changes to **July 27, 2021** guidance. The rationale for the brief postponement is to look for more stability to avoid repeated and potentially confusing guidance changes as has happened several times during this event.

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

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



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

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

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

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

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

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

The following three screening questions are required daily:

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

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

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



Suspected COVID-19 Exposure Procedure

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

Possible Outcomes per 07/27/21 CDC Guidelines and NYS Department of Health (DOH):

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



for all other asymptomatic domestic travelers for either 7 days with a test 3-5 days after travel or 10 days without a test.

COVID-19 Infection Procedure

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

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

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

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

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

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

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

For example:



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

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

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

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

Collective Bargaining Agreements

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

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

REVISION DATES:

01/20/21,
 03/17/21,
 04/20/21,
 05/24/21,
 06/11/21,
 07/06/21,
 08/04/21

ANNUAL MEETING MINUTES
November 12, 2020

The 76th Annual Meeting of the membership of the Delaware County Electric Cooperative, Inc. was held via Zoom on Thursday, November 12, 2020 at 6pm.

Call to Order: The meeting was called to order at 6:01 p.m. by President Steve Oles, who acted as Chairman and welcomed everyone to the 76th Annual Meeting. President Oles stated that due to the current situation of the COVID-19 Pandemic this year's Annual Meeting will be held virtually. Mr. Oles also commented that some portions of this meeting are pre-recorded and others are in real time. Mr. Oles pointed out that DCEC is able to hold its Annual Meeting this year only because of the Executive Order the Governor has approved. President Oles remarked that he looks forward to when the Cooperative can once again gather with members in-person and hold a traditional Annual Meeting.

President Oles thanked all Veterans of the United States Military for their serve.

The National Anthem was presented followed by the Pledge of Allegiance.

DCEC's Attorney Jeffrey Clark introduced the appointed tellers that volunteered to help tally the unusually high number of absentee ballots. Mr. Clark remarked that the Board passed a special resolution to appoint the tellers prior to the Annual meeting so they could tally ballots in advance (resolution attached).

Introductory comments from President Oles included the solar battery storage project with partners from SUNY Delhi and New York Power Authority (NYPA) is currently at a stand still due to the COVID-19 Pandemic. He mentioned that solar panels will be seen on the hillside near the Delhi golf course in the future. President Oles declared that this project is at no cost to the Cooperative and when completed there will be an Open House.

President Oles commented that through the Delaware County Boardband Initiative (DCBI) partnership with Delhi Telephone Company (DTC) and Margaretville Telephone Company (MTC) the Cooperative was able to help provide high speed broadband service to the bulk of its members. President Oles also remarked that due to the COVID-19 Pandemic many children and adults relied heavily on this service, so they could continue to function and learn while staying at home during state-wide quarantine.

President Oles stated that DCEC and the New York Power Authority (NYPA) have signed a contract, which extends through 2040 the Cooperative's right to purchase clean, green, economical hydro power from NYPA's Robert Moses Hydroelectric Power Station in Niagara Falls, NY. The Cooperative negotiated the contract extension with NYPA for over three years starting in 2016. President Oles thanked CEO/General Manager Mark Schneider for all his hard work during this negotiation process. President Oles commented that the hydro power contract helps the Cooperative to achieve its financial and sustainability goals: Financially, the Cooperative benefits from stable and fair pricing for the energy that it needs to purchase on

behalf of its members. For example, in 2017 and 2016, the Cooperative saved approximately \$900,000 annually due to the hydropower contract.

President Oles announced that DCEC headquarters has moved to 5 North Depot Street in Delhi effective September 25, 2020. President Oles stated that this location has been the shop location for DCEC since the 1960s where the Line Crew and Tree Crew report each day. President Oles remarked that the Cooperative's headquarters upgrade and consolidation now offers safe and efficient warehouse space that is integrated with the Cooperative's operations functions, a welcoming and secure member services entrance, and consolidation of all Cooperative staff into a single location to facilitate team coordination and communications. President Oles commented that when safe the Cooperative will hold an Open House.

President Oles briefly commented that reliability is one of DCEC's top strategic plan goals and that CEO/General Manager Mark Schneider will report more on this subject and what DCEC is doing to fix reliability issues during his CEO report.

President Oles announced at current CEO/General Manager Mark Schneider, will be leaving the Cooperative on November 27, 2020, to become the Vice President of Industry Research and Consulting at the Cooperative Finance Corporation (CFC). President Oles remarked that CFC is an investment bank owned and governed by the rural electric cooperatives throughout the United States. President Oles stated that the board is evaluating candidates for a permanent appointment to the CEO position, and they expect a new permanent CEO to start work early in 2021.

President Oles introduced Board Secretary Edward "Rusty" Pick Jr. Secretary Pick reported that Governor Cuomo's executive order 202.60 (attached), issued on September 4, 2020, temporarily exempts New York's rural electric cooperatives from the requirement of an in-person quorum considering the COVID-19 pandemic. Secretary Pick explained that the order allows the Cooperative to conduct the business of the annual meeting utilizing remote technology and allows for election of directors for the Cooperative's governing body exclusively through absentee ballots. Secretary Pick also mentioned that the executive order was extended on October 4, 2020, and November 3, 2020, and is still in effect today. Secretary Pick remarked that under these unique circumstances, the minutes of the Cooperative's 2019 annual meeting and the treasurer's report were presented to the members and considered adopted, there being no objection from any member participating in the meeting via Zoom. Secretary Pick announced that the Cooperative also provided the following materials to the membership; mailed postcard to serve as the official meeting notice, all meeting materials were provided by mail and online in the August Special Edition of the Catskill Hi-Line (DCEC's official newsletter), a special mailing was sent out to notify members that the Co-op determined that it was unsafe to hold the Annual Meeting in-person and notified members of the virtual meeting instead. Secretary Pick also mentioned that all virtual meeting materials were made available online including the 2019 Annual Meeting Minutes.

Secretary Pick re-introduced President Oles to give the Treasurer's Report. President Oles reported that the August Special Edition of the Catskill Hi-Line posted the 2019-year end financial summary report received from the auditing firm Fiore Fedeli Snyder Carothers (FFSC). President Oles remarked that each year, the DCEC board retains an outside accounting firm to

conduct a comprehensive audit of DCEC financial practices and internal controls. The auditing firm FFSC, completed a very comprehensive audit of how DCEC conducts business, applies accounting practices, and records financial transactions from all departments. President Oles commented that DCEC is pleased to report to our members that the 2019 financial statements present fairly, in all material aspects, the financial position of DCEC. President Oles mentioned that after reviewing DCEC's financial position and determining it to be sound, the DCEC Board of Directors did approve a Capital Credits refund of \$385,000. Current members who were actively receiving electric service from DCEC in 1992 did receive a credit on their December 2019 bill. In conclusion, President Oles stated that the Cooperative was once again able to lower our debt level by \$153,000.

President Oles introduces CEO/General Manager Mark Schneider to give the General Manager's Report. CEO Schneider mentioned that DCEC's operations staff have been working hard this year to make improvements to the electric distribution system to provide the best reliability possible to the members. CEO Schneider stated that the work of our Tree Crew is central to reliable electric service. CEO Schneider mentioned that clear rights-of-way are the foundation of good electric reliability, and our rights-of-way are the best in the state. CEO Schneider stated that in addition, the line crew is upgrading voltage regulation equipment in our substations and downstream on the feeders to improve the age and condition of these critical devices.

CEO Schneider refer to another exciting development this year, the construction of and the move to our new consolidated headquarters facility at 5 North Depot Street in Delhi. CEO Schneider stated that the new consolidated headquarters on North Depot Street, are a great improvement to the safety, security, and operational efficiency of the Cooperative.

CEO Schneider noted that he will be moving on to his next career challenge at the end of November when he takes a job at the Cooperative Finance Corporation (CFC). CEO Schneider thanked the board of directors who hired him and supported him throughout his tenure. CEO Schneider announced that the board of directors recently appointed his interim successor, Millie Faulkner, the Cooperative's longtime Finance Manager.

DCEC's Attorney Jeffrey Clark began explaining the director elections. Mr. Clark stated that the notice of director elections was distributed to each member in the August issue of the Catskill Hi-Line and on the DCEC website. Attorney Clark went on to explain the voting process and the various ways that a director can be nominated.

Mr. Clark then introduced Amber Phraner, Chairwoman of the 2020 Nominating Committee, who presented the report of the Nominating Committee. She stated the 2020 Nominating Committee met several times for the purpose of identifying, evaluating and nominating candidates for the 2020 Director Elections at this annual meeting. Chairwoman Phraner announced that in accordance with DCEC bylaws, a Nominating Committee of members has officially identified the following candidates for the office of director of the Cooperative:

Northern Region: Edward "Rusty" Pick Jr.

Central Region: James Hegge, Paul Menke, and James Warren

Southern Region: Tanya Khotin and Kimberly Tosi

Each candidate made brief remarks and thanked those members that already casted their votes.

DCEC's Attorney Jeffrey Clark announced that members nominated three local organizations to receive donations from DCEC. The nominated organizations were voted on and the top three organizations will receive a donation of \$1,000, \$600, and \$400. Mr. Clark stated that the Cooperative received nominations for the following organizations: Delaware County Emergency Services, Delaware County Office for the Aging, and Cannon Free Library.

Each organization made brief remarks and thanked those members that already casted their votes.

President Oles presented service awards to the following employees:

- Steve Little, 1st Class Gloving Lineman, 15 years
- Ryan Sullivan, Operations Manager, 10 years
- Quintin McGraw, Journeyman Line Clearance Arborist, 5 years
- Micah Scobie, Apprentice Lineman 1st Year, 5 years
- Alicia VanZandt, Administrative Assistant, 5 years

President Oles acknowledged the retirement of Director Frank Winkler after 15 years of service on the Board of Directors.

Frank Winkler gave a brief speech and thanked Board and Staff for all their hard work.

President Oles introduced the 2020-2021 Dairy Princess, Jillian Hungerford, who also happens to be DCEC's 2020 Student Delegate. Miss Hungerford addressed the membership on the dairy industry and his family history with both Delaware County and her family's dairy farm. Miss Hungerford noted that her family's farm is serviced by Delaware County Electric Cooperative and is 1 of the 75 farms in Delaware County today.

CEO Schneider asked if any member had any unfinished or new business to bring before the assembled membership. There were no motions from the floor.

CEO Schneider asked if there were any comments or questions from any member of the Cooperative. There were no comments or questions from the floor.

Attorney Jeffrey Clark announced the results of the director and organization donation voting. Final election results as follows:

Director Election:

Northern Region representing the Towns of Gilboa, Jefferson, Summit, Davenport, Harpersfield, and Stamford:

- Edward “Rusty” Pick Jr.

Central Region representing the Towns of Bovina, Delhi, Franklin, Hamden, Kortright and Meredith:

- Paul Menke

Southern Region representing the Towns of Andes, Colchester, Masonville, Middletown, Sidney, Tompkins and Walton:

- Kimberly Tosi

Charitable Organization Donation:

- | | |
|---------------------------------------|------------------------------------------|
| • Delaware County Emergency Services | 1 st highest number of votes. |
| • Delaware County Office of the Aging | 2 nd highest number of votes. |
| • Cannon Free Library | 3 rd highest number of votes. |

Delaware County Emergency Services will receive a \$1,000 donation. Delaware County Office of the Aging will receive a \$600 donation. Cannon Free Library will receive a \$400 donation.

There being no further business to come before the membership, President Oles adjourned the 76th Annual Meeting of the Delaware County Electric Cooperative at 6:52 p.m.

Respectfully Submitted,

Edward “Rusty” Pick
Secretary



RESOLUTION

Appointment of Tellers – 2020 Annual Members Meeting

August 25, 2020

WHEREAS, the customs and traditions of the Delaware County Electric Cooperative, Inc. (the "Cooperative") rely upon Tellers to be appointed from among the membership to assist with the opening of absentee ballots and the counting of all ballots; and

WHEREAS, the Cooperative's policy on Absentee Ballots permits Tellers to be appointed by the President of the Board or by the full Board of Directors, either prior to or during the Members Meeting; and

WHEREAS, appointment of Tellers prior to the annual Members Meeting creates an opportunity for Tellers to assist the Cooperative's attorney with the opening and counting of absentee ballots prior to the Members Meeting; and

WHEREAS, the Cooperative has received a record number of absentee ballot requests in 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby appoints Meg Hungerford, Lorna Pearce, and Jerry Stoner to be Tellers for the 2020 Members Meeting; and

BE IT FURTHER RESOLVED, that the Board of Directors reserves the right of the President of the Board and of the full Board of Directors to appoint additional Tellers, either prior to or during the 2020 Members Meeting; 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 25th day of August, 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 25th day of August, 2020.




 (Signature of Secretary)



State of New York

Executive Chamber

No. 202.60

EXECUTIVE ORDER

Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

WHEREAS, on March 7, 2020, I issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York;

WHEREAS, the 2019 Novel Coronavirus (COVID-19) arrived in New York predominantly from Europe, with over 2.2 million travelers coming in between the end of January and March 16, 2020, when the federal government finally implemented a full European travel ban;

WHEREAS, during that period of time, 2.2 million travelers landed in the New York City metropolitan area and entered New York's communities, which, when combined with the density of our population, caused New York to have the highest infection rate of COVID-19 in the country;

WHEREAS, both cases of travel-related and community contact transmission of COVID-19 have been documented throughout New York State and, despite the persistent and diligent efforts of state and local governments to trace, test, and contain the virus, such transmission is expected to continue;

WHEREAS, New York has undertaken a cautious, incremental and evidence-based approach to reopening the State of New York;

WHEREAS, the dedication of New Yorkers to "flatten the curve" has successfully slowed the transmission of COVID-19, and these vigilant efforts must continue to protect ourselves and our friends, family members, neighbors, and community members;

WHEREAS, the State of New York had the highest infection rate, but has succeeded in reducing the rate to one of the lowest in the country, and New York is one of only a few states reported to be on track to contain COVID-19 transmission;

WHEREAS, other states that may have taken a less cautious approach are experiencing an increased prevalence of COVID-19 cases, and the prevalence of cases in other states continues to present a significant risk to New York's progress; and

WHEREAS, the federal government has failed to sufficiently address the causes and effects of the COVID-19 pandemic ravaging the nation by failing to, among other actions, establish a nation-wide testing strategy and impose a nation-wide face covering mandate;

NOW, THEREFORE, I, ANDREW M. CUOMO, Governor of the State of New York, by virtue of the authority vested in me by the Constitution and the Laws of the State of New York, do hereby find that a disaster continues to exist for which affected state agencies and local governments are unable to respond adequately. Therefore, pursuant to the authority vested in me by the Constitution of the State of New York and Section 28 of Article 2-B of the Executive Law, I hereby continue the declaration of the State Disaster Emergency effective March 7, 2020, as set forth in Executive Order 202. This Executive order shall remain in effect until October 4, 2020.

IN ADDITION, I, Andrew M. Cuomo, Governor of the State of New York, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, do hereby continue the suspensions, modifications, and directives, not superseded by a subsequent directive, made by Executive Orders 202 up to and including 202.21, and 202.27, 202.28, 202.29, 202.30, 202.38, 202.39, 202.40, 202.48, 202.49, 202.50, as extended, and Executive Order 202.55 and 202.55.1 for another thirty days through October 4, 2020 and do hereby suspend or modify the following:

- Section 2804 of the Public Authorities Law, to the extent necessary to permit public authorities to receive comments concerning a proposed toll adjustment through public hearings held remotely, use of telephone conference, video conference, and/or other means of transmission, including acceptance of public comments electronically or by mail, and to permit all required documentation and records to be available in an electronic format on the internet and upon request;
- Subdivision 4 of section 1 of chapter 25 of the laws of 2020 is modified to the extent necessary to provide that in addition to any travel to a country for which the Centers for Disease Control and Prevention has a level two or three travel health notice, an employee shall not be eligible for paid sick leave benefits or any other paid benefits pursuant to this chapter if such employee voluntarily travels to a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, and which the commissioner of the department of health has designated as meeting these conditions as outlined in the advisory issued pursuant to Executive Order 205, and the employee did not begin travel to such state before the commissioner of the department of health designated such state, and the travel was not taken as part of the employee's employment or at the direction of the employee's employer;
- The suspension contained in Executive Order 202.8, as continued and modified most recently in Executive Order 202.48 and 202.55 and 202.55.1, is hereby amended to provide that the tolling of civil statutes of limitation shall be lifted as it relates to any action to challenge the approval by any municipal government or public authority of a construction project that includes either affordable housing or space for use by not-for-profit organizations. The suspension of Section 30.30 of the Criminal Procedure Law, is hereby modified to require that speedy trial time limitations remain suspended in a jurisdiction until such time as petit criminal juries are reconvened in that jurisdiction; Criminal Procedure Law 170.70 is no longer suspended, and for any appearance which has been required to be in-person may continue to be conducted virtually with the consent of the parties.
- Rural Electric Cooperatives Law Section 17(d) to the extent necessary to eliminate the minimum in-person quorum requirements;
- Title 5 of Article 11 of the Real Property Tax Law, is suspended with respect to the ability of a municipality to sell liens.

IN ADDITION, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I do hereby issue the following directives through October 4, 2020:

- The directive contained in Executive Order 202.45, as extended, requiring closure of all schools statewide to in-person instruction, is hereby modified only insofar as to authorize schools statewide to be open for instruction, effective September 1, 2020, subject to adherence to Department of Health issued guidance and directives, and provided further that school districts must continue plans to ensure the availability of meals, and the availability of child care for health care and emergency response workers, for any school district that is conducting its operations remotely and provided further that for any district which closes to in-person instruction, a contingency plan to immediately provide such services must be maintained;
- Whenever a coroner or medical examiner has a reasonable suspicion that COVID-19 or influenza was a cause of death, but no such tests were performed within 14 days prior to death in a nursing home or hospital, or by the hospice agency, the coroner or medical examiner shall administer both a COVID-19 and influenza test within 48 hours after death, whenever the body is received within 48 hours after death, in accordance with regulations promulgated by the Department of Health. The coroner or medical examiner shall report the death to the Department of Health immediately after and only upon receipt of both such test results through a means determined by the Department of Health. The State Department of Health shall provide assistance for any requesting coroner or medical examiner.

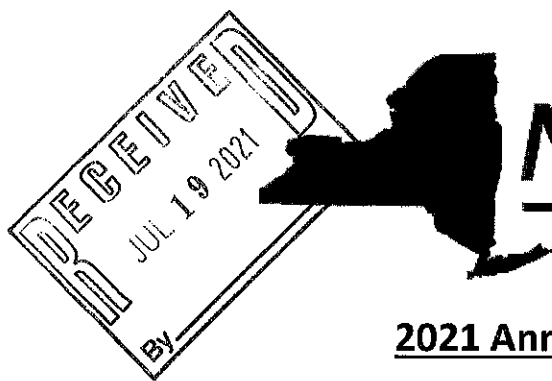
- Nassau County Administrative Code § 5-17.0(2) to the extent necessary to suspend the deadline to pay 2019-2020 second half general taxes appearing on the Nassau County tax roll without interest or penalties from August 10, 2020 to August 31, 2020 for residential property that was owned in whole or in part at the time of their death by healthcare workers and first responders in Nassau County who passed away after contracting the novel coronavirus and which is now owned by immediate family members or their estates.
- Nassau County Administrative Code § 5-16.0(b) to the extent necessary to provide a discount of one percent on payments of second half 2020-2021 school district taxes which are made on or before December 10, 2020.
- The directive contained in Executive Order 202.3, as extended, that required closure to the public of any facility authorized to conduct video lottery gaming or casino gaming, is hereby modified to allow such facilities to open beginning on or after September 9, 2020, subject to adherence to Department of Health guidance.
- The directive contained in Executive Order 202.50, as amended by Executive Order 202.53, that allowed indoor common portions of retail shopping malls to open in regions of the state that are in Phase Four of the state's reopening, provided that such malls continue to be closed in the New York City region, is hereby amended to allow such malls to open in the New York City region, so long as such malls adhere to Department of Health issued guidance on and after September 9, 2020.



G I V E N under my hand and the Privy Seal of the
 State in the City of Albany this fourth
 day of September in the year two
 thousand twenty.

BY THE GOVERNOR

Secretary to the Governor



NYAPP New York Association of Public Power

2021 Annual NYAPP Conference, Saratoga Springs

When: Wed., October 27, 12 p.m. – Fri., October 29, 12 p.m.

Where: Hampton Inn & Suites, 24 Lake Street, Saratoga Springs, New York
(518) 584-2100

Room Rates: **\$149** per night

Use the link below to make your reservations directly with the Hampton Inn.

[NYAPP OCT 2021 Hampton Inn Booking Link](#)

Conference Fee: **\$360** per person

*Fee includes lunch on Wed. and Fri. and dinner on Wed. and Thurs.
Breakfast included with room.*

Checks payable to: **NYAPP**
PO Box 99
Bovina Center, NY 13740

Day rate information or other questions, contact pamela.benson@nyapp.org

REGISTRATION INFORMATION

Utility/Organization	
Attendees <i>Names and titles</i>	
E-mail contact	
Telephone contact	

E-mail this form to:

pamela.benson@nyapp.org, or send it to:

NYAPP * PO Box 99 * Bovina Center, NY 13740

NEAEC Director & Staff Education & Team Building Conference

Directors: Nov. 8th to 9th

Accounting & Operations: Nov. 9th to 10th

Registration begins at 8am.

For those traveling, consider
arriving the evening before, dinner provided.

The Essex Resort & Spa
Essex Junction, Vermont

A detailed agenda to follow



NEAEC Associate Members & Invited Guests:

Please join us for the first NEAEC Director & Staff Education and Team Building Conference, held in rural Vermont just 15 minutes from Burlington.

While the agenda will be completed soon, we are pleased to offer subject matter experts, cooperative presentations and updates, and ample time for connecting and networking. This will be a unique experience for directors and staff to spend a morning session together.

The fine details

Venue:

The Essex Resort & Spa

70 Essex Way, Essex VT 05452



Room reservations must be made by October 5, 2021. Reservations received after the cut-off date will be based on hotel availability and at the best available rate the hotel is offering to the public at the time of booking.

Daily Guest room rates:

Single Occupancy rate: \$287.00. Double Occupancy rate: \$421.00

(room rate includes guestroom, breakfast, lunch, dinner, service charges and taxes).

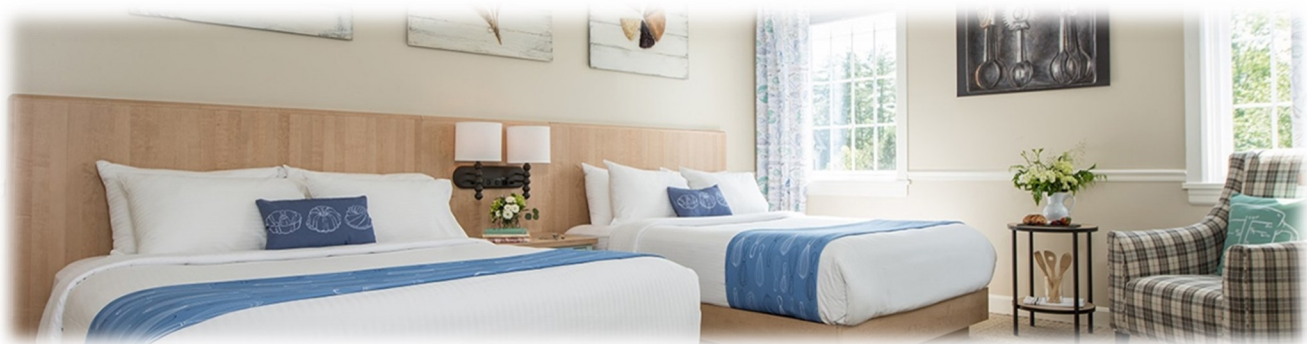
Resort fee of \$26 per night is waived. Guests may enjoy wireless internet access, complementary use of spa relaxation lounges, sauna, steam room, indoor lap pool, and fitness center.

Check in: 4:00pm **Check out:** 11:00am

To reserve a room call: 800.727.4295 identify yourself as a member of the NEAEC fall conference or book online <https://be.synxis.com/?chain=21123&hotel=34805&group=3814P3> A deposit equal to one night's stay is required to hold each reservation. Rates cannot be changed at check-in or check-out for guests who fail to identify their affiliation with NEAEC at the time that reservation is made.

Cancellation/Change Policy: The deposit is refundable if the resort receives notice of cancellation at least 7 days prior to arrival and cancellation number is obtained. No refunds for late arrivals, early departures, or downgrades.

Additional service fees: Should you require portage there is a \$3.00 per person for delivery and pick-up of baggage. There is a room delivery charge of \$5.00 per item for guestroom, meeting room and/or front desk deliveries.



Duty of Care Plan:

- The event will be in person; a hybrid or virtual option is not available.
- Unvaccinated and immune compromised attendees are required to wear a mask while indoors during the conference, unless seated and eating or drinking.
- Fully vaccinated attendees are not required, but are welcome to wear a mask or physically distance themselves during the conference.
- All attendees are encouraged to take additional precautionary steps to protect themselves from COVID if it makes them feel more comfortable.
- These guidelines are subject to change.
- We will provide complimentary masks and hand sanitizer at the registration table.

Don't need a guest room? No problem!

Commuter Day packages:

Early Bird Commuter Package: \$85.00 per day (includes: Breakfast, Lunch & service charges / taxes)

Complete Commuter Package: \$135.00 per day (includes: Breakfast, Lunch, Dinner & service charges / taxes)

Dine and Dash: \$55.00 per evening (includes: Dinner only & service charges / taxes)

To reserve a commuter package, complete the computer form attached and send to Laura Kinney at lkinney@vermontelectric.coop by October 5, 2021. Note: commuter packages will not be available without advance reservations

Directions -Travel By Car:

FROM BURLINGTON - DRIVING TIME 10-15

MINUTES: I-89 north to Exit 15. Turn right onto Rt. 15 (Pearl Street) for about 3 miles. Turn left on Susie Wilson Road and follow for 2 miles where it ends at VT-289 East. Take VT-289 East to Exit 10. Turn right. The Resort is ¼ mile on the left.

FROM THE SOUTH - BOSTON - DRIVING TIME

3½ HOURS: I-93 north to I-89 north through New Hampshire. Take Exit 11 (Richmond) in Vermont. Turn right, and then immediately right again on Rt. 117 west, 6 miles to Rt. 289 west. Exit 10, Essex Way, turn left. The Resort is ¼ mile on the left.

FROM THE SOUTH - NEW YORK CITY - DRIVING TIME 6 HOURS: I-87 north to Exit 28, Rt. 74. Turn right, 12 miles to Routes 9N & 22 turn left (Ticonderoga), 12 miles through Crown Point, turn right at sign for "Crown Point Bridge to Vermont". Cross bridge and bear left on Rt. 17, eight miles to Rt. 22A, turn left, and 6 miles through Vergennes, turn left on Rt. 7 north. Refer to Rt. 7 directions below from this point on.

FROM ROUTE 7: Follow Rt. 7 north to I-189. Follow I-189 1.3 miles to I-89 North to Exit 15; turn right onto Route 15 East for 3 miles. Turn left on Susie Wilson Road and follow for 2 miles where it ends at VT-289 East. Take VT-289 East to Exit 10. Turn right. The Resort is ¼ mile on the left.



NEAEC 2021 Conference

COMMUTER DAY PACKAGE

If you plan to join the conference on any of the days, and will not stay overnight at the resort, please add the appropriate Commuter package(s).

Select	Item	Amount
	Complete Commuter Package (includes breakfast, lunch, dinner, facility fee) ⌵ \$135.00 each Select Days to include:	
	Monday	\$
	Tuesday	\$
	Early Bird Commuter Package: Breakfast, Lunch & facilities fee ⌵ \$85.00 each Select days to include:	
	Monday	\$
	Tuesday	\$
	Wednesday	\$
	Dinners ⌵ \$55.00 each: Select nights to include:	
	Monday	\$
	Tuesday	\$

TOTAL COMMUTER AND DINNER PACKAGES \$ _____

NAME _____

COMPANY _____

PHONE _____

Please send check payable to the Northeast Association of Electric Cooperatives c/o Laura Kinney, Vermont Electric Cooperative, 42 Wescom Road, VT 05656. (please note on the check memo line: NEAEC Conference). Reservation and payment must be received no later than October 15, 2021.

COMMUTER MEALS WILL NOT BE AVAILABLE WITHOUT ADVANCE RESERVATIONS.