

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, July 25, 2023, at 5:00 pm** at the Co-op's office, 5 North Depot Street, Delhi, New York 13753 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 June 27, 2023 Regular Meeting [packet pages 2-4]
 - b. New Memberships [packet page 5]
 - c. Bad Debt Collection Report & Resolution [packet pages 6-7]
 - d. Director Compensation [packet page 8]
 - e. Corporate Calendar [packet page 9]
- III. Review of Policies:
 - a. Bank Accounts Policy [packet pages 10-12]
 - b. Unclaimed Capital Credits & Donated Capital Policy [packet pages 13-14]
- IV. Announcement of Upcoming Policies to be Reviewed:
 - a. Poles Joint Use Policy
 - b. Smoking Policy
- V. CFC Voting Ballot for Nominating Committee [packet pages 15-22]
- VI. CEO/General Manager John Gasstrom's Report: [packet page 23]
 - a. Demand line item being added for testing to Director's bills
 - b. Discussion about Solar Panels and Battery Storage
- VII. CFO Cannizzaro's Monthly Report:
 - a. June Financials [handout]
 - b. Form 990 [handout]
- VIII. COO Sullivan's Monthly Report: [handout]
 - a. Quarterly Fleet Update [presentation]
- IX. Manager of Operations, Safety & Training Small's Monthly Report: [packet page 24]
- X. Manager of Cooperative Relations Linehan's Monthly Report: [presentation]
 - a. Annual Meeting video recording plans
- XI. Director/Staff Association Reports:
 - a. Postponed: DCEC Storm Preparation Advocacy Group Meeting, July 11, 2023 – location TBD
- XII. Future Business:
 - a. NYSRECA Annual Meeting, July 27, 2023 – The Y at Watson Woods, 9620 Dry Run Road, Painted Post, NY 14870
 - b. Finance Committee Meeting – August 1, 2023 at 5:00pm, DCEC HQ
 - c. Videorecording of Annual Meeting sections – August 1st & 2nd – DCEC HQ
 - d. DCEC Regular Board Meeting, Tuesday, August 22, 2023 at 5:00pm
 - i. Quarterly Line Crew Update
 - e. NRECA Regional Meetings 1&4, September 6-8, 2023 – Richmond, VA
 - f. DCEC's 79th Annual Meeting, September 15, 2023 – Delaware Academy, Delhi, NY
 - g. NEAEC Annual Meeting, October 9-13, 2023 – Newport, RI
 - i. Board checks in on October 9, 2023
 - ii. Risk Oversight, The Board's Role in Risk Management 921.1 NRECA training, October 10, 2023
- XIII. Executive Session:
- XIV. Adjournment:

Delaware County Electric Cooperative
Board Meeting Minutes
June 27, 2023

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held June 27, 2023 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 Pick.

B. Roll Call - Determination of Quorum:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P – telephonic
Steve Burnett	P
Jeffrey Russell	P
Edward Furgol	P

DCEC staff members that participated in-person were, DCEC's CEO/General Manager John Gasstrom, DCEC's CFO Mark Cannizzaro, DCEC's Operations Manager Ryan Sullivan, CSA Janelle Linehan, and Manager of Systems Planning, Job Training & Safety, James Small. DCEC's Legal Counsel Jeffrey Clark from Livingston Associates participated via phone conference.

C. Adoption of Agenda: A motion was made by Director Burnett to adoption the agenda. The motion was seconded by Vice President Russell. The motion passed.

II. Consent Agenda: A motion was made to approve the consent agenda as presented by Director Furgol. The motion was seconded by Vice President Russell. The motion passed.

III. Unclaimed Patronage Capital Resolution: A motion was made by Treasurer Menke to approve the resolution. The motion was seconded by Director Oles. The motion passed.

IV. Policies:

a. Capital Credits Allocation Policy

A motion was made to approve the policy by Treasurer Menke. The motion was seconded by Director Furgol. The motion passed.

b. Pandemic Related Infectious Disease Policy

A motion was made to approve the policy by Director Furgol. The motion was seconded by Vice President Russell. The motion passed.

c. Documentation Policy

A motion was made to approve the policy by Director Oles. The motion was seconded by Treasurer Menke. The motion passed.

V. Review of Bylaw changes

A motion was made to approve the proposed Bylaw changes by Director Burnett. The motion was seconded by Director Oles. The motion passed.

VI. CEO/General Manager John Gasstrom's Report:

- a. HFTCCs through NYISO – CEO presented recommendation and the Board supported the CEO's recommendation.
- b. Organizational update – CEO gave an Organizational update.

VII. CFO Cannizzaro's Monthly Report:

- a. May Financials – CFO Cannizzaro discussed financials from May and highlighted lines 1,3 & 7 of the Income Statement; lines 9 and 13 of the Asset side of the Balance Sheet; and line 48 of the Liabilities side of the Balance sheet.

VIII. Operations Manager Sullivan's Monthly Report:

Quarterly Tree Crew Update

Operations Manager Sullivan discussed notable outages and occurrences and updates on special projects.

IX. Manager of System Planning, Job Training & Safety Small's Monthly Report:

Manager of SP, JT & Safety Small discussed training class and interns.

X. CSA Linehan's Monthly Report:

CSA Linehan discussed Meredith Dairy Fest and Youth Tour success.

XI. Director/Staff Association Reports:

- a. DCEC at the Meredith Dairy Fest, June 10th & 11th, 10am-5pm – Meredith, NY
 - a. President Pick, Director Burnett, Director Wehmeyer and staff gave report.
- b. RESMA Summer Meeting, June 7-9, 2023 – South Carolina
 - a. CEO Gasstrom gave report.
- c. NYAPP Meeting, June 16, 2023 – Zoom
 - a. CEO Gasstrom gave report.
- d. Youth Tour, June 18-23, 2023 – Washington DC
 - a. CSA Linehan gave report.

XII. New Business:

- a. Contract with attorney, Jeff Clark. Director Oles made a motion to approve CEO Gasstrom to enter into contract with terms outlined per June 20, 2023 correspondence. Treasurer Menke seconded the motion. The motion passed.
- b. Assign NRECA & NYSRECA Voting Delegates

XII. Future Business:

- a. DCEC Storm Preparation Advocacy Group Meeting, July 11, 2023 – location TBD
- b. DCEC Regular Board Meeting, **Tuesday, 07/25/2023 @ 5pm**
 - i. Fleet update report to Board
- c. NYSRECA Annual Meeting, July 27, 2023 – The Y at Watson Woods, 9620 Dry Run Road, Painted Post, NY 14870
- d. Finance Committee Meeting, August 1st @ 5pm, DCEC HQ
- e. **Videorecording of Annual Meeting sections – August 1st & 2nd – DCEC HQ**
- f. NRECA Regional Meetings 1&4, September 6-8, 2023 – Richmond, VA
- g. DCEC's 79th Annual Meeting, September 15, 2023 – Delaware Academy, Delhi, NY
- h. NEAEC Annual Meeting, October 9-13, 2023 – Newport, RI
 - ii. Board checks in on October 9, 2023
 - iii. Risk Oversight, The Board's Role in Risk Management 921.1 NRECA training, October 10, 2023

XIV. Executive Session:

A motion was made at 7:04pm to enter Executive Session by Vice President Russell. The motion was seconded by Director Oles. DCEC staff CEO John Gasstrom, CFO Cannizzaro, and Operations Manager Sullivan were invited to stay. All else were excused. A motion was made to exit executive session at 7:21pm by Treasurer Menke. The motion was seconded by Director Burnett.

XV. Adjournment: There being no further business on the agenda, President Pick adjourned the meeting at 7:21pm.

Delaware County Electric Cooperative, Inc.
North Depot Street, P. O. Box 471, Delhi, New York 13753-0471

607-746-2341
NEW MEMBERSHIPS – July 25, 2023

ACCT #	LOCATION	NAME	ADDRESS	Former /Renting/New Service
19236	HA 4-56-4	Nicole Cohen	NICOLE COHEN 154 HURON UNIT 3L BROOKLYN NY 11222	Joanne Raffer
19235	DE 4-6-5A	Richard Chandler	RICHARD CHANDLER 32 EAST 2ND STREET NY NY 10003	Carol Lowman
19216	JE 2-37-8G	Letena Lindsay	LETENA LINDSAY 412 STERLING PLACE BROOKLYN NY 11238	Jeffrey Laster
19233	AN 4-38-12	Edward Szabo	EDWARD SZABO 681 CLINTON AVE WASHINGTON TOWNSHI NJ 07676	Roger Terry
19186	DA 1-19-30	Paul Incorvaia	PAUL INCORVAIA 1077 ESCARPMENT DR LEWISTON NY 14092	New Service WO#230044
19234	HF 2-12-5D	Erik Zagarello	PAUL INCORVAIA 1077 ESCARPMENT DR LEWISTON NY 14092	Jeff Zagarello
19218	AN 5-93-26	Dawn Pierro	DAWN PIERRO 4 GRIFFIN LANE HOPEWELL JUNCTION NY 12533	Westmore Gun Club
19229	AN 5-52-8	Cynthia Randles & Omer Ozkul	CYNTHIA RANGLES & OMER OZKUL 1755 UPPER DINGLE HILL RD ANDES NY 13731	Omer Ozkul
19205	JE 2-14-2C	Kevin Lindquist	KEVIN LINDQUIST 939 STATE ROUTE 10 JEFFERSON NY 12093	Tara Cunningham
19192	DE 4-27-3B	Rose Hubbard	ROSE HUBBARD PO BOX 471 GRAND GORGE NY 12434	Rebecca Mochel
19195	HA 4-24-54	Frank Leandro	ROSE HUBBARD PO BOX 471 GRAND GORGE NY 12434	New Service WO#230111
19227	DA 1-27-2F	Paula Orlowski	PAULA ORLOWSKI 3673 CHARLOTTE CREEK RD DAVENPORT NY 13750-9749	Thomas Orlowski
19225	CO 4-67-19	Gabriel Rosner & Evelyn Thomas	GABRIEL ROSNER EVELYN THOMAS 323 GOBBLERS KNOB DELANCEY NY 13752	Evelyn Thomas
19226	ME 1-68-19D	Salubrious Farms, LLC	SALUBRIOUS FARMS, LLC 183 ROBERTS ROAD C/O ASHLEY JOHNSON BLOOMVILLE NY 13739	Mauer's Mountain Farm
19238	DA 1-19-27A	Susanna McDonald	SUSANNA MCDONALD 620 COUNTRY ROAD DAVENPORT CENTER NY 13751	Brian Kopf
19245	JE 2-25-9F	Linda Athearn-Forster & William Forster	LINDA ATHEARN-FORSTER & WILLIAM FORSTER 76 ELLIS AVE NORTHPORT NY 11768	Henry J. Van Well Jr.
19239	DE 4-28-21A	Laura Pierce	LAURA PIERCE 87 TANGLEWOOD LAKE DELHI NY 13753	Margaret A. Boasi
19225	CO 4-68-12	Gabriel Rosner & Evelyn Thomas	GABRIEL ROSNER EVELYN THOMAS 323 GOBBLERS KNOB DELANCEY NY 13752	New Service WO#230174
19237	MA 3-42-21	Cooper & Lesley Arsenault	COOPER & LESLEY ARSENAULT 41 GOLD ST. APT 2 NORWICH NY 13815	Eugene Gaudio
19242	DE 4-9-16	Anjali Roye	ANJALI ROYE 41 CLINTON AVE OSSINING NY 10562	Mario Centa
18899	MA 3-14-5A	Americo Gualdino	AMERICO GUALDINO 56 DEANS BRIDGE RD SOMERS NY 10589	Robert Gualdino
19209	DA 1-19-27B	Kevin Dougherty	KEVIN DOUGHERTY 34 SHERWOOD RD KENILWORTH NJ 07033	New Service WO#230135

RESOLUTION

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 \$2388 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

<u>ACCOUNT</u>	<u>Map Location</u>	<u>CUSTOMER</u>	<u>SEASONAL</u>	<u>RESIDENTIAL</u>
16520001	KO 2-31-11	Yishiro Hamata		\$305.62
19030001	DE 4-27-4B	King White		\$189.85
10399001	JE 2-16-1A	Bertha Williams	\$43.92	
15447001	DA 2-11-19	Michele Russo		\$1488.53
15429002	MA 3-23-6A	Seth Dibble		\$106.00
18299001	KO 2-52-37	Jeremy McComish	\$254.08	

July 17, 2023

Laurie Wehmeyer
SECRETARY



July 17, 2023

BAD DEBT COLLECTION

* **PLEASE NOTE:** The amounts below were recovered through capital credit retirements,
Southern Tier Credit Center & DCEC through July 17, 2023
Total recovered: \$1,866.28

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
\$651.17	Stacy Briggs	\$9.37				\$641.80
\$715.37	Clifford Bice	\$38.13				\$677.24
\$240.04	Christina Hempstead	\$25.82				\$214.22
\$1972.84	Austin Hitchcock	\$9.67				\$1,963.17
\$280.63	Stuart Kaplan	\$114.49				\$166.14
\$262.97	Sullivan O'Brien	\$.21				\$262.76
\$1619.27	Reginald Ross	\$76.83				\$1,542.44
\$1125.72	Winifred Rever	\$978.55				\$147.17
\$85.41	Samantha Roe	\$1.07				\$84.34
\$519.05	Kenneth Tompkins, Jr.	\$186.37				\$332.68
\$590.19	Richard Wilke	\$278.04				\$312.15
	2022 Capital Credit CC to UA swipe	\$147.73				

* 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.

***** Paid directly to DCEC prior to turning over to Southern Tier for Collections

Director Compensation Report

[illegible]

DIV	ACTIVITY	F	M	A	M	J	J	A	S	O	N	D	J	PROCESS
BOARD	Nominating (Director Search) Committee Meeting	1												MEETING
BOARD	Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)	1												MEETING
BOARD	Legislative Youth Tour Interviews/Selection	1												MEETING
BOARD	Board decision/approval of proposed bylaw changes (for Annual Meeting)	1												ACTION
BOARD	NYSRECA Legislative Conference (tbd)	1												MEETING
BOARD	Finance Committee Meeting		1			1			1					MEETING
BOARD	Organization & Staffing Committee Meeting			1			1					1		MEETING
BOARD	NEAEC Annual Meeting			1										MEETING
BOARD	Board Self-Evaluation Survey (odd years only, next 2023)					1								COMPLY
BOARD	NYSRECA Annual Meeting					1								MEETING
BOARD	OEC Annual Meeting						1							MEETING
BOARD	CEO Goals & Objectives Mid-Year Review						1							REPORT
BOARD	NRECA Survey - Directors, Attorneys, Auditors							1						PROCESS
BOARD	Cooperative Officers Job Descriptions Review							1						COMPLY
BOARD	Organizational Meeting of Board (incl. Committee appointments)							1						COMPLY
BOARD	NRECA Region 1 Annual Meeting							1						MEETING
BOARD	Kick-off Budgeting Process (prelim capital budget)								1					BUDGET
BOARD	Annual Sexual Harassment Training								1					COMPLY
BOARD	Capital Credit retirement - decision by Board								1					ACTION
BOARD	Re-instatement of Accounting/Audit Firm (resolution)								1					AUDIT
BOARD	Oneida-Madison EC Annual Meeting								1					MEETING
BOARD	Steuben REC Annual Meeting								1					MEETING
BOARD	CEO Performance Review – kick off & plan Jan O&S Committee Mtg								1					PROCESS
BOARD	Approve Holiday Gift for Board/Staff/Employees											1		PROCESS
BOARD	NRECA Annual Meeting	1												MEETING
BOARD	Board appoints Nominating Committee (Directors identify members)	1												ACTION
BOARD	Consider GM contract renewal/update											1		PROCESS
MGMT	Line Extension Policy Rate Review			1										PROCESS
MGMT	DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)			1										COMPLY
MGMT	Update Standard Costs			1										PROCESS
MGMT	NYS ORPS Equalization & Assessment report (4/15)			1										COMPLY
MGMT	Strategic Plan Review	1			1				1			1		COMPLY
MGMT	ROW & Line-Inspection contracting Bid				1									PROCESS
MGMT	Semi-annual review of Corporate Calendar					1						1		PROCESS
MGMT	Renew Purchase of TCCs with NYISO/NYPA					1								PROCESS
MGMT	CFC Annual Forum						1							MEETING
MGMT	ROW & Line-Inspection contracting Awards/ Contract Bid Report to Board for Budget							1						BUDGET
MGMT	Self-Eval to Board							1						REPORT
MGMT	DCEC Annual Meeting								1					MEETING
MGMT	Year-End Financial Projection (Capital Credit Retirement Assessment)									1				REPORT
MGMT	Review DPS Data for Annual Member Deposit Rate Effective 1/1									1				COMPLY
MGMT	All-Employee Meeting (last week October)									1				PROCESS
MGMT	Order Holiday Gift Cards for Board/Staff/Employees									1				PROCESS
MGMT	Year-end Financial Projection (Formulary Rate Planning)											1		BUDGET
MGMT	Operating Plan/Budget Presented											1		BUDGET
MGMT	Capital Credit Retirement (if applicable)											1		PROCESS
MGMT	Employee Performance Reviews – prep												1	STAFFING
MGMT	Operating Plan/Budget Approved												1	BUDGET
MGMT	Christmas Party												1	STAFFING
MGMT	Update PPAC “System Loss Factor” based on prior year analysis												1	PROCESS
MGMT	Exempt Employee Salary Action												1	PROCESS
MGMT	Employee Performance Reviews												1	REPORT
MGMT	NYSRECA Meeting												1	MEETING
MGMT	Year-End Accomplishments Review / Goals & Objectives Approval												1	REPORT
MGMT	Legislative Youth Delegate kick-off (interviews/selection by late March)												1	PROCESS



<u>Document Type:</u> <u>Board Level Policy</u>	<u>Original Policy Date:</u> <u>Mar 24, 1961</u>	<u>Latest Revision Date:</u> <u>July 25, 2023</u>
<u>Document Owner:</u> <u>CEO</u>	<u>Document Classification:</u> <u>Confidential</u>	<u>Review Cycle:</u> <u>Every three years</u>

POLICY

SUBJECT: Bank Accounts

POLICY: It shall be the policy of the Cooperative to maintain eight (8) separate bank accounts to comply with requirement of the USDA Rural Utility Service (RUS) and Article X of the Cooperative's bylaws, and which support good accounting and operating practices. These accounts shall be maintained at a local financial institution approved by the Board of Directors. Accounts shall include:

General Funds Account
Money Market Account
Construction Fund Account
Payroll Account
Capital Credit Account
Healthcare Reimbursement Account (HRA)
Energy Efficiency Account
Electronic Checking Account

Every effort should be made to maintain the accounts in an institution that provides insurance, security or other protection (e.g. FDIC) to the invested funds except as noted below.

The "General Fund Account" shall be used for daily deposit and payment activities as determined by the ~~Finance Manager~~CFO, with oversight by the ~~CEO~~General Manager, to protect the interests of the Cooperative. Deposits into and transfers out of the "Money Market Account" shall be made at the discretion of the ~~Finance Manager~~CFO, with oversight by the ~~General Manager~~CEO, to ensure maximum return on funds invested. The "Construction Fund Account" shall be used to receive loan proceeds to fund the Cooperative's Construction Work Plan. Deposits into the "Payroll Account" shall be made for payroll distribution. Deposits into the "Capital Credit Account" shall be made as needed to support the retirement of capital credits to members. Deposits into the "HRA Account" shall be made as necessary to meet the Cooperative's obligations vis a vi the third party administer, who pays qualifying healthcare costs on behalf of subscribers to the Cooperative's group health insurance benefits. Deposits into the "Energy Efficiency Account" shall be made on the basis of 1 mil per kWh

(\$0.001/kWh) for every kWh sold to a member of the Cooperative. Disbursements from the “Energy Efficiency Account” shall be made for qualifying expenses in accordance with the Cooperative’s commitments to the New York Power Authority. The “Electronic Checking Account” shall be used for payments and receipts via electronic means that are not interfaced with NISC. In this way the “Electronic Checking Account” reduces the frequency and number of different entities conducting electronic transactions with other bank accounts of the Cooperative.

Nothing in this policy shall restrict investment accounts or other accounts the Cooperative may open and maintain with the National Rural Utility Cooperative Finance Corporation (NRUCFC), CoBank, or the Delaware National Bank of Delhi, except that no account shall be opened without the written authorization of the ~~General Manager~~CEO and all accounts shall be managed in accordance with the Cooperative’s Financial Goals and Objectives.

Cooperative management shall utilize a system of dual controls whereby the bank account reconciliation function is performed by a different person than the person who conducts transactions in the bank accounts. All account statements shall be made available to the Cooperative’s Treasurer on a monthly basis for the Treasurer’s review and signature.

~~PROCEDURE: This policy shall be used as the general practice for DCEC financial management practices.~~

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

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 24, 1961
Revised by Board of Directors	Jun 16, 1971
Revised by Board of Directors	Aug 25, 1987
Revised by Board of Directors	Oct 25, 1988
Revised by Board of Directors	Jul 23, 1991
Revised by Board of Directors	Jun 22, 1993
Revised by Board of Directors	Apr 6, 2004
Revised by Board of Directors	Jan 25, 2011
Revised by Board of Directors	Aug 23, 2011
Revised by Board of Directors	Sep 23, 2014
Revised by Board of Directors	Nov 22, 2016
Revised by Board of Directors	Feb 26, 2019



Revised by Board of Directors	Oct 27, 2020
<u>Revised by Board of Directors</u>	<u>Jul 25, 2023</u>



<u>Document Type:</u> <u>Board Level Policy</u>	<u>Original Policy Date:</u> <u>May 28, 2008</u>	<u>Latest Revision Date:</u> <u>July 25, 2023</u>
<u>Document Owner:</u> <u>CEO</u>	<u>Document Classification:</u> <u>Public</u>	<u>Review Cycle:</u> <u>Every three years</u>

Formatted: Left

POLICY

SUBJECT: Unclaimed Capital Credits and Donated Capital

POLICY: Pursuant to IRS ruling, any payments of capital credit made to members that remain unclaimed can eventually be treated as capital contributions to the Cooperative. The ruling states that there are no restrictions on how the unclaimed credits may be used by the Cooperative as long as those uses benefit the members.

Capital credit payments made to members will be considered “unclaimed” in the event that either: (1) the checks that were mailed to the member are returned to the Cooperative due to an invalid address on record or (2) the check payment made to the member is not cashed within 6 months from the date of issue. Checks that are not cashed within 6 months of date of issue will be voided by the Cooperative.

The Cooperative will attempt to locate all members who have unclaimed capital credits in the following manner:

- 1) The Cooperative will publish names of “lost” members in the Cooperative newsletter in the year following the member’s capital credit being deemed “unclaimed”.
- 2) The Cooperative will post names of “lost” members on the Cooperative website for at least 5 years following the member’s capital credits being deemed “unclaimed”.

~~3) The Cooperative will publish a list of names of “lost” members to local newspapers at least annually following the member’s capital credits being deemed “unclaimed”.~~

Each year, the Cooperative will review member accounts which have had capital credit payments listed as “unclaimed” for more than a year. These funds will be transferred to a “donated capital” account of the Cooperative subject to approval by board resolution.



The Cooperative will retain sufficient records and funds to be able to refund any donated capital credit payments upon request by a “found” member. The total amount of capital credits paid to a single found member under this policy shall not exceed \$10,000.00 annually in any event. In circumstances where capital credits owed to a single found member exceed \$10,000, the balance of the payment may be made in the following year(s) on a first earned, first retired basis.

PROCEDURE: Above procedure to be carried out by the billing department with assistance from the finance department.

~~RESPONSIBILITY: General Manager, the Finance Manager~~

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.
Approved by Board of Directors May 28, 2008
Revised by Board of Directors January 28, 2014
Reviewed by Board of Directors February 23, 2016
Reviewed by Board of Directors January 23, 2018
Reviewed by Board of Directors July 27, 2021
Revised by Board of Directors July 25, 2023



MEMORANDUM

DATE: July 14, 2023
TO: CFC District 1 Member Managers
FROM: Brad Captain, Senior Vice President & Chief Corporate Affairs Officer
SUBJECT: CFC District 1 Meeting

We are looking forward to seeing you and your board at our upcoming combined Districts 1 and 4 member meeting on Thursday, September 7, at the Greater Richmond Convention Center in Richmond, Virginia. In addition to hearing a financial update on CFC, registered delegates in District 1 will elect a Nominating Committee that will be responsible for selecting nominees for the CFC District 1 board seat (Position D) that will open in 2025.

Meeting Materials

Enclosed you will find various items relating to the district meeting, including:

- Official Notice of Meeting
- Minutes from the 2022 district meeting
- Proposed 2024 Nominating Committee
- Voting Delegate Registration Card
- Mail ballot and return envelope

Onsite Registration

All delegates attending the meeting should fill out the enclosed Voting Delegate Registration Card and present it to staff at the CFC registration area on site.

Voting

CFC bylaws allow voting for directors by mail, electronic means or in person. For this election cycle, CFC will provide for voting by mail and on-site at the meeting where the election is held. Under CFC bylaws, no individual can represent more than one system.

To Vote On-site:

Complete and sign in full (including the signature of an officer of your organization) the enclosed Voting Delegate Registration Card and present it to CFC staff in the registration area. On-site voting will occur during the CFC business meeting.

(Over)

To Vote by Mail:

Complete and sign the enclosed 2023 Official Mail Ballot—no photocopies, emails or faxes will be accepted; only original ballots. Place the ballot in the return envelope and mail to CFC. The CFC bylaws specify that mail ballots must be received at CFC headquarters at least five business days before the meeting (**August 30**) to be counted.

Business Meeting and Lunch

CFC will hold a brief business meeting chaired by Bruce Everhart, RushShelby Energy (IN), with Thomas Bailey, Vermont Electric Cooperative (VT), serving as the overall secretary-treasurer, followed by a luncheon for all NRECA Regional Meeting registrants. At the luncheon, CFC CEO Andrew Don will address attendees and offer his views about the current state of the financial and utility industries.

Questions

If you have any questions, please contact Erin Steverson at 703-467-1651.

We hope you will join us in Richmond!

Enclosures (6)

District 1 Notice of Meeting

To Our District 1 Member-Owners:

We invite you to attend CFC's District 1 Meeting of Members that will be held on:

**Thursday, September 7, 2023
11:30 a.m.**

**Greater Richmond Convention Center
Richmond, Virginia**

The purpose of the meeting will be to:

- Hear a report on the financial status of your finance cooperative.
- Elect a Nominating Committee that will be responsible for selecting nominees for the District 1 board seat (Position D) that will open in 2025.

Please also join us for the CFC-sponsored luncheon immediately following the business meeting. Luncheon speaker CFC CEO Andrew Don will offer his views about the state of the finance and utility industries.


Assistant Secretary-Treasurer



Minutes of the 2022 Districts 1 & 4 Meeting of Members
JW Marriott Indianapolis
Indianapolis, Indiana
September 7, 2022

CFC Districts 1 and 4 held a joint membership meeting on September 7, 2022, at the JW Marriott Indianapolis in Indianapolis, Indiana. CFC District 4 Director Tom Bailey, who served as overall chair for the combined meeting, called the meeting to order at 11:30 a.m. (local). CFC District 4 Director John Metcalf served as overall secretary-treasurers for the combined meeting.

Chair Bailey welcomed the members and introduced the following CFC directors who were seated on stage: District 1 Director Mark Suggs and District 4 Director John Metcalf.

Chair Bailey called upon Director Suggs to attest to the presence of a quorum in District 1. Mr. Suggs reported that 54 delegates had registered or submitted a mail ballot out of a total voting membership of 82 systems. He stated that a quorum was present.

Chair Bailey called upon Director Metcalf to attest to the presence of a quorum in District 4. Mr. Metcalf stated that 52 delegates had registered or submitted a mail ballot out of a total voting membership of 79 systems. He stated that a quorum was present.

Chair Bailey, noting that copies had previously been distributed to members and, hearing no objections, dispensed with the reading of the Official Notice of Meeting, the reading of the Minutes of the 2021 Districts 1 and 4 Meeting as well as the Affidavit of Mailing. He asked if there were objections or motions for corrections to last year's minutes. Hearing none, Chair Bailey announced that the minutes would stand approved as distributed.

Director Suggs then presented a financial report with highlights of CFC's recent financial accomplishments, followed by a video that detailed CFC's fiscal year 2022 highlights. [Members may obtain a more detailed analysis of CFC's financial performance by visiting www.nrucfc.coop and reviewing CFC's SEC 2022 Form 10-K filing.] Director Suggs shared how Districts 1 and 4 impact CFC's bottom line and the investment CFC has in their operations.

Director Suggs then shared that the CFC board approved a total patronage capital retirement of nearly \$59 million for FY2022, which includes the retirement of 50 percent of the current allocation and the retirement of a prior-year allocation held since 1997. Director Suggs discussed the short-term and long-term investments members have with CFC. He showed a short video that highlighted the variety of ways CFC supports the electric cooperative network.

Chair Bailey then presented the following slate of candidates for election to the 2023 District 4 Nominating Committee, as suggested by the CFC Board of Directors: Patrick O'Loughlin (chair), Ohio; Craig Borr, Michigan; Terry Stout, West Virginia; and the to-be-named president and CEO of the Indiana Electric Cooperatives. Chair Bailey called for a motion and second by CFC District 4 voting delegates to elect the 2023 Nominating Committee for District 4 as

(over)



National Rural Utilities
Cooperative Finance Corporation

presented and authorize the CFC board to fill a committee vacancy if one should occur during the year. The motion carried.

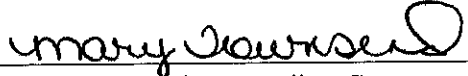
Chair Bailey announced the District 1 manager-director candidates, Ruston Ogburn from Pennsylvania and Mark Suggs from North Carolina. All candidates were given the opportunity to record a short video and Mr. Suggs' video was shown.

Chair Bailey then announced the District 4 director-director candidate Bruce Everhart from Indiana. Mr. Bailey noted that Mr. Kevin Bender, whose name is also on the ballot, passed away prior to the meeting but after the candidate names were put forth by the nominating committee. Mr. Everhart's video was shown. Mr. Bailey noted that the CFC bylaws allow voting by mail in addition to onsite voting and 21 mail ballots were received for the District 1 election and 17 mail ballots were received for the District 4 election. They would be added to the ballots cast on site when the election tellers tally the votes.

Chair Bailey introduced the tellers who would supervise the voting process and count the ballots in Districts 1 and 4: Craig Borr, president and CEO of the Michigan Electric Cooperative Association; Nelle Hotchkiss, senior vice president of association services and chief operating officer of North Carolina's Electric Cooperatives; Brian Mosier, president and CEO of the Virginia, Maryland and Delaware Association of Electric Cooperatives; and Patrick O'Loughlin, president and CEO of Ohio's Electric Cooperatives. Chair Bailey called voting delegates in Districts 1 and 4 to the voting tables to cast ballots.

Following the balloting, the joint meeting for Districts 1 and 4 was adjourned. The Districts 1 and 4 director election results were announced at the luncheon. (Mark Suggs was reelected to the District 1 manager-director position and Bruce Everhart was elected to the director-director position in District 4.)

Respectfully submitted:


Mary Townsend, Recording Secretary

DISTRICT 1

Proposed 2024 Nominating Committee

DELAWARE

Rob Book
President and CEO
Delaware Electric Cooperative
Greenwood, Delaware
rbook@delaware.coop

MAINE

Scott Hallowell
CEO
Eastern Maine Electric Cooperative
Calais, Maine
scotth@emec.com

MARYLAND

Sonja Cox
President and CEO
Southern Maryland Electric Cooperative
Hughesville, Maryland
sonja.cox@smeco.coop

NEW HAMPSHIRE

Alyssa Clemens Roberts
President and CEO
New Hampshire Electric Cooperative
Plymouth, New Hampshire
clemensrobertsa@nhec.com

NEW JERSEY

Christopher Reese
CEO
Sussex Rural Electric Cooperative
Sussex, New Jersey
creese@sussexrec.com

NEW YORK

Timothy Johnson
General Manager and CEO
Otsego Electric Cooperative
Hartwick, New York
tim.johnson@otsegoec.coop

NORTH CAROLINA

Joseph Brannan
Executive Vice President and CEO
North Carolina Electric Membership
Corporation
Raleigh, North Carolina
joe.brannan@ncemcs.com

PENNSYLVANIA

Steve Brame
President and CEO
Pennsylvania Rural Electric Association
Harrisburg, Pennsylvania
steve_brame@ccsenergy.com

RHODE ISLAND

Jeff Wright
General Manager
Block Island Utility District
Block Island, Rhode Island
jwright@blockislandutilitydistrict.com

VERMONT

Rebecca Towne
General Manager
Vermont Electric Cooperative
Johnson, Vermont
rtowne@vermontelectric.coop

VIRGINIA

Brian Mosier
President and CEO
VA, MD and DE Association of Electric
Cooperatives
Glen Allen, Virginia
bmosier@vmdaec.com

(over)



Ex officio

Mark Suggs

Executive Vice President and General
Manager

Pitt & Greene Electric Membership
Corporation

Farmville, North Carolina

msuggs@pgemc.com



2023 District 1 Meeting Official Mail Ballot

District 1 2024 Nominating Committee

(Vote either "For" or "Against" the proposed Nominating Committee.)

- ☐ **FOR** (I vote in favor of the proposed Nominating Committee.)
- ☐ **AGAINST** (I vote against the proposed Nominating Committee.)

Member: Delaware County Electric Cooperative

Member ID: NY020

I hereby certify that I am the official voting delegate and am duly authorized to cast the vote of this member.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Once you have marked your vote and completely filled out this ballot, please fold and place it in the postage-paid envelope addressed to Erin Steverson at CFC. Mail-in ballots must be received by mail. No photocopies, emails or faxes will be accepted. Ballots must be received at CFC headquarters by Wednesday, August 30, to be counted. Per CFC bylaws, you may vote on behalf of only one system.

CEO/GM Report

July 2023

Government Relations and Outside Organizations:

- CEO Gasstrom and President Pick attended NYAPP monthly zoom conference July 21.
- CEO Gasstrom attended a RESMA Virtual meeting on July 5 with updates from NRECA on legislative affairs and other industry happenings.
- CEO Gasstrom attended UUS's Annual Meeting (virtually) on July 17.
- CEO Gasstrom attended the Delaware County Chamber of Commerce board meeting on July 10.

Grants:

- DCEC is still waiting for responses on ARC POWER grant applications.
- DCEC is still waiting for responses on the DOL WORC grant.
- DCEC is evaluating grant applications by creating an energy efficiency consortium of farmers in our service territory to apply for a combined energy efficiency grant. Ryan is leading this effort.

Rate Design:

- DCEC staff is exploring adding "Residential Demand" as an informational field to member bills.

Community Interaction:

- CEO Gasstrom attended the Delaware County Chamber of Commerce board meeting on July 10.
- CEO Gasstrom attended Chamber of Commerce meeting at the Hamden Inn to network with other local business leaders on July 20.
- DCEC postponed the member advocacy meeting on whether we should be budgeting specific dollars for storm mutual aid per member request at the 2022 Annual Meeting – due to low enrollment.

JULY Board Meeting Manager of Operations, Job Training and Safety Update

- ✂ **FEDERATED TAILBOARD TRAINING** -Lyndon Bailey (Bubba) visited the cooperative on July 12th and did crew visits out in the field. There was an energized 3 phase pole transfer and the job was being used as OJT training for our apprentices. Bubba did an inspection on all employees on the job as well as the trucks and PPE of the crew. He recommended tucking in FR shirts and the proper storage of rubber gloves when not in use. He likes the way we were headed and puts us in a high tier in the Coops he visits as far as safety.
- ✂ We had a forklift training for Brandon Tuttle, Chris Chabot, Jakeb Ryan, Jacob Sulas, Connor Oliver and myself on the 20th of July. These employees are now certified to use the forklift while at DCEC property.
- ✂ We had our third safety committee meeting to work on revisions for the safety Manual. We are more than half way through the editing process.
- ✂ We are quickly approaching 500 days without a lost time accident...looking for ideas on what might be a nice incentive to keep this streak alive, and let the employees know we appreciate the achievement.
- ✂ Connor Oliver has been working on the Genralink project for Janelle. The generator is complete and looks great. This will be able to be taken to DCEC tables when we do informational training, diary fest and others.
- ✂ We had a great deal of outages over the weekend of July 14th, 15th and 16th. We had a broken pole on Fish hollow, which required the track machine due to its poor location. Seven of our guys had run out of time, so we ended up having to call in some additional crews from Otsego Electric to help the three employees we had on the clock. Betty did a good job in the office with the incoming outages and coordination of the crews.

THE TREE CREW UPDATE:

- January-2.81 miles of Right of Way cut
 - February -4.24 miles
 - March -4.48 miles
 - April - 5.48 miles
 - May – 4.32 miles
 - June – 3.47 mile
- 6 MONTH TOTAL – 25.12 miles

*New Pick-up truck (84) has arrived and will be placed in service in a short, this will replace truck 70.

LINE CREW UPDATE:

Since the last board meeting and as of 7/18/23 we had:

- 13 work orders started
- 12 work orders completed
- 14 appointments
- 17 daytime outages
- 8 substation readings