

## NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Thursday, December 28, 2023, at 1:00 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 November 28, 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. Service Rules and Regulations Policy
  - b. Line Extension Policy [packet pages 10-15]
- IV. CEO/General Manager John Gasstrom's Report: [packet page 16]
- V. Verify or certify a voting delegate for the 2024 NRECA Annual Business Meeting [packet page 17]
- VI. CFO Cannizzaro's Monthly Report:
  - a. November Financials [handout]
- VII. 2024 Budget Proposal: [handout]
  - A. Budget Assumptions and Results
  - B. Work Plan Budget
  - C. Capital Budget
  - D. Outside Services Budget
  - E. Employee Training & Travel Budget
  - F. Director Budget
  - G. Income Statement Budget
  - H. Formulary Rate Adjustment Review
- VIII. COO Sullivan's Monthly Report: [handout]
- IX. Manager of Operations, Safety & Training Small's Monthly Report: [packet page 18-19]
  - a. December 11, 2023 Storm debrief
- X. Manager of Cooperative Relations Linehan's Monthly Report: [packet page 20]
  - a. 2024 Conferences and Regular Board Meeting schedule [packet page 21]
- XI. Director/Staff Association Reports:
  - a. RESMA and NRECA Monthly Call, Virtual – December 6, 2023 @ 4pm
  - b. NYAPP Monthly Meeting, Zoom – December 15, 2023 @ 11am
- XII. New Business:
- XIII. Future Business:

Event name	Dates	Board & Staff Attending
CEO Close-Up, Phoenix, AZ	January 7-9, 2024	
NRECA Annual Meeting San Antonio, TX	March 3-6, 2024	
Legislative Conference, Washington DC	April 21-24, 2024	
Regional Meetings 1&4, Grand Rapids, MI	September 4-6, 2024	
NEAEC Annual Meeting, Saratoga Springs, NY	October 14-18, 2024	

- XIV. Executive Session:
- XV. Adjournment:

Delaware County Electric Cooperative  
Board Meeting Minutes  
November 28, 2023

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held November 28, 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 5:01 p.m. by President Pick.

B. Roll Call - Determination of Quorum:

Edward Pick Jr.	P
Jeffrey Russell	P
Laurie Wehmeyer	P
Edward Furgol	P
David Krzyston	P
Patrick O'Brien	P
Stephen Oles	P

DCEC staff members that participated in-person were, DCEC's CEO/General Manager John Gasstrom, DCEC's CFO Mark Cannizzaro, DCEC's COO Ryan Sullivan, Manager of Cooperative Relations Janelle Linehan, and Manager of Operations, Safety & Training, James Small. Attorney, Nicholas J. Frandsen, was present.

C. Adoption of Agenda: A motion was made by Secretary Wehmeyer to adopt the agenda. The motion was seconded by Treasurer Furgol. The motion passed.

II. Harassment Training was facilitated by Subhash Viswanathan of Bond, Schoeneck & King.

III. Consent Agenda: A motion was made to approve the consent agenda as presented by Director Oles. The motion was seconded by Secretary Wehmeyer. The motion passed.

IV. Policies:

a. Director Compensation Policy

A motion was made to approve the policy by President Pick. The motion was seconded by Treasurer Furgol. The motion passed.

b. Financial Goals and Objectives Policy

A motion was made to approve the policy by Director Krzyston. The motion was seconded by Director O'Brien. The motion passed.

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

CEO discussed government relations and outside organizations, grants, and staffing.

VI. Verify or certify a voting delegate for the 2024 NRECA Annual Business Meeting

Discussed update on voting delegates due by February 23, 2024.

VII. Report from Finance Committee:

Reviewed agenda items and results and presented recommendations.

VIII. Resolution:

a. General Retirement & Special Retirement

A motion was made to approve the general retirement by Director Oles. The motion was seconded by Vice President Russell. The motion passed.

b. Accounting Firm Selection

A motion was made to approve the multi-year proposal with Fiore, Fideli, Snyder, Carothers LLP (FFSC) by Secretary Wehmeyer. The motion was seconded by Vice President Russell. The motion passed.

IX. CFO Cannizzaro's Monthly Report:

- a. October Financials – CFO Cannizzaro discussed financials from October and highlighted lines 1, 3, 6, 7, & 29 of the Income Statement; lines 9, 15 & 23 of the Asset side of the Balance Sheet; and line 48 of the Liabilities side of the Balance Sheet.
- b. Projections – discussed projections for year end.

X. COO Sullivan's Monthly Report:

- a. Line Extension Policy – Presentation and Discussion
- b. Service Rules & Regulations Policy – Presentation and Discussion

COO discussed assets, facilities, and work plan and philosophy on Services Rules & Regulations and Line Extension policies.

X. Manager of Operations, Safety & Training Small's Monthly Report:

Manager of Ops, Safety & Training discussed notable outages and occurrences, safety, training, and PPE update. Gave a Tree and Line crew update.

XI. Manager of Cooperative Relations Linehan's Monthly Report:

- a. Annual Meeting Planning update – discussed meeting with Delaware County Fair organizers.

MCR Linehan gave update on Community Engagement, website, and grants.

XII. Director/Staff Association Reports:

- a. RESMA Meeting, Savannah, GA – November 15-17, 2023  
CEO Gasstrom gave report.
- b. NYSRECA Meeting, Apalachin, NY – November 16, 2023  
President Pick and COO Sullivan gave report.
- c. NYAPP Meeting, Virtual – November 17, 2023  
President Pick gave report.

XIII. New Business:

A motion was made to approve CEO Gasstrom to sign Federated agreement, bylaws, and POA insurance by Vice President Russell. The motion was seconded by Director Krzyston. The motion passed.

XIV. Future Business:

- a. DCEC Regular Board Meeting, Thursday, December 28, 2023 at 1:00pm

XV. Executive Session:

A motion was made at 8:19pm to enter executive session by Secretary Wehmeyer. The motion was seconded by Vice President Russell. All DCEC staff and Attorney Frandsen were excused. A motion was made to exit executive session at 8:45pm by Vice President Russell. The motion was seconded by Director O'Brien.

XVI. Adjournment: There being no further business on the agenda, President Pick adjourned the meeting at 8:45 pm.

Respectfully submitted,

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Secretary, Laurie Wehmeyer

**Delaware County Electric Cooperative, Inc.**  
**5 North Depot Street, P. O. Box 471, Delhi, New York 13753-0471**  
**607-746-2341**  
**NEW MEMBERSHIPS – December 28, 2023**

	<b>TOWN</b>	<b>NAME</b>	<b>New/Transfer</b>
1	Kortright	Tyler Aitken	Transfer
2	Hamden	Vakhtang Koiava	Transfer
3	Harpersfield	Damian Hill	Transfer
4	Meredith	Nedjeljko Matura	Transfer
5	Harpersfield	Kathleen Lynch	Transfer
6	Davenport	Justen Biruk	Transfer
7	Harpersfield	Peter J. Jacullo	Transfer
8	Gilboa	Isaac Perelson	Transfer
9	Davenport	Brittany Guerin	Transfer
10	Kortright	Livia Yellen	Transfer
11	Andes	Steven Zajac	Transfer
12	Andes	Austin Brown	Transfer
13	Colchester	Jennifer Mao	Transfer
14	Bovina	Shaina Rosenblat	Transfer
15	Meredith	Chaitenya Samudrala	New Service
16	Davenport	Greta Nelson	Transfer
17	Walton	Stuart Nicolai	Transfer
18	Meredith	Larry Hobbs	Transfer
19	Davenport	GITSIT Solution	New Service



## Bad Debt Collection

COMMISSION PAID: \$70.04

DATE: 12/28/23

TOTAL RECOVERED: \$420.58

\* PLEASE NOTE: The amounts below were recovered through capital credit retirements, Southern Tier Credit Center & DCEC through December 28, 2023

Name	Original Amount Turned Over to Board For Collections	Amount Collected from DCEC	Amount Collected from Capital Credits**	Amount Collected from So. Tier	Commission Paid this Month *	Balance Due
Antonio Longo	\$45.00		\$0.00			\$45.00
James Rifanburg	\$268.87		\$23.86			\$245.01
Ursula Thompson	\$67.00		\$1.57			\$65.43
George Pugni	\$283.40		\$161.70			\$121.70
Corey Luchetta	\$233.45			\$233.45	\$70.04	\$0.00
	\$897.72	\$0.00	\$187.13	\$233.45	\$70.04	\$477.14

\* 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

5 N Depot St., P.O. Box 471, Delhi, NY 13753  
Telephone: (607) 746-2341 Fax: (607) 746-7548 www.dce.coop



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## 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 **\$339.92** representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

**Date:**

Account	Map Location	Member	Service Class	Total
16971001	JE 2-37-22	Kristin Steigmeier	1	\$245.68
13432001	ME 1-77-4A	Albert D. Knapp	1	\$86.78
4472001	MA 3-13-2	Joseph Schalk	1	\$7.46
			Total:	\$339.92

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Laurie Wehmeyer  
Secretary

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5 N Depot St., P.O. Box 471, Delhi, NY 13753  
Telephone: (607) 746-2341 Fax: (607) 746-7548 [www.dce.coop](http://www.dce.coop)

# Director Compensation Report

2023 Director Compensation Report				Report Date:		19-Dec-2023			
Director	Officer	CCD	Per Diem	Pers	Mileage*	Comp YTD**	Mile/Reim YTD	TOTAL YTD	Balance Due (YTD)
Burnett	No	Yes	\$ 350	17	\$ 11.14	\$ 3,500.00	\$ 111.40	\$ 3,611.40	\$ -
Furgol	Yes	Yes	\$ 375	9	\$ 5.90	\$ 8,525.00	\$ 100.30	\$ 8,625.30	\$ 2,554.50
Menke	No	Yes	\$ 375	15	\$ 9.83	\$ 4,875.00	\$ 731.68	\$ 5,606.68	\$ -
Oles	No	Yes	\$ 350	14	\$ 9.17	\$ 7,000.00	\$ 530.55	\$ 7,530.55	\$ 3,220.51
Pick	Yes	Yes	\$ 375	44	\$ 28.82	\$ 17,425.00	\$ 796.48	\$ 18,221.48	\$ 3,881.54
Russell	Yes	Yes	\$ 375	44	\$ 28.82	\$ 9,750.00	\$ 860.26	\$ 10,610.26	\$ 3,918.24
Wehmeyer	Yes	Yes	\$ 375	52	\$ 34.06	\$ 13,125.00	\$ 642.20	\$ 13,767.20	\$ 3,983.48
O'Brien	No	No	\$ 300	50	\$ 32.75	\$ 1,663.75	\$ 229.25	\$ 1,893.00	\$ 1,663.75
Krzyston	No	No	\$ 300	12	\$ 7.86	\$ 1,231.44	\$ 47.16	\$ 1,278.60	\$ 1,231.44
<b>TOTAL:</b>						<b>\$ 64,200.00</b>	<b>\$ 3,772.87</b>	<b>\$ 67,972.87</b>	<b>\$ 17,558.27</b>
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.....									
** 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)									



DIV	ACTIVITY	D	J	F	M	A	M	J	J	A	S	O	N	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

Document Type: Board Level Policy	Original Policy Date: April 26, 2011	Latest Revision Date: December 28, 2023
Document Owner: <u>CEO</u>	Document Classification: <u>Public</u>	Review Cycle: Annual

## 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 **\$200.00**

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 shall estimate charges for the line extension based, in part, on information provided by the member, and provide that estimate to the member for approval. 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 said 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.

- 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 from 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 \$200.00. 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 1<sup>st</sup>. 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, Operations Manager or their assign, 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)

Per Fee Schedule

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

Per Fee Schedule

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

Per Fee Schedule

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

Per Fee Schedule

#### Line Extension Fee Schedule

Application / Site Visit	\$200
Easement	\$55
Primary Conductor	\$2.50 / ft
Secondary Conductor	\$7.00 / ft
On Road Pole	\$1300.00
On Road Anchor	\$550.00
Off Road Pole	\$2200.00
Off Road Anchor	\$750.00
Transformer / Meter (200 amp)	\$2100.00
Transformer / Meter (400 amp +)	\$3300.00
Multi Phase Overhead	Per Estimate
Tree Clearing, Rock Blasting, Extraordinary costs	Per Estimate

#### Single Phase Underground

Extension from DCEC pole	\$20/ ft
Vault	\$400
Terminations	\$1,000
Conduit	Per Estimate
Trenching and Setting Vaults	Per Estimate

#### Multi Phase Underground

Extension from DCEC pole	\$30/ ft
Vault	\$400
Terminations	\$2,000
Conduit	Per Estimate
Trenching and Setting Vaults	Per Estimate

#### Inspections for Member Performed Tasks

ROW Inspection for Extension	\$500
Trench Inspection for Primary Underground	\$500

#### 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.

The \$200.00 non-refundable application/site visit fee will be applied toward the 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.

The Cooperative shall dig and supply all trenches for the Cooperative owned primary underground facilities, the cost of which will be billed on a pass-through basis with consideration of best cost by utilizing contractors working in the area. If a member chooses to dig their own trenches for primary underground, inspections by Cooperative personnel will be assessed per the above table.

The Cooperative may decide to defer certain jobs that have specific material needs or reassess costs based on the current price and availability of materials.

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 \$500 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 \$500 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.

~~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
Revised by Board of Directors	August 27, 2019
Revised by Board of Directors	August 25, 2020
Revised by Board of Directors	October 26, 2021
Revised by Board of Directors	September 27, 2022
Revised by Board of Directors	December 28, 2023

## **CEO/GM Report**

December 2023

### **Government Relations and Outside Organizations:**

- CEO Gasstrom attended the Touchstone Annual Meeting (virtual event) on 11/29.
- CEO Gasstrom, CFO Cannizzaro, and COO Sullivan met with Sara Matera of USDA/RUS to discuss Construction Work Plan Loan Transitioning on 12/7.
- CEO Gasstrom and MCR Linehan had a virtual meeting with the Beneficial Electrification League (BEL) to look into grant consortium opportunities on 12/8.
- CEO Gasstrom attended the December RESMA meeting conference call on 12/6.
- CEO Gasstrom met with Brian Bell at Oneida-Madison's office on 12/15.
- The four NY CEOs are scheduled for a virtual meeting on 12/20.
- DCEC received an excellent year-end review on safety from Federated.

### **Grants:**

- DCEC has decided not to enter a proposal in Round 6 of the NY Office of Strategic Workforce Development. This capital Grant program would require a 50% local share investment. We will evaluate options for future rounds of funding.
- DCEC is evaluating opportunities for participation in grant consortiums through the BEL.

### **Staffing:**

- DCEC has interviewed candidates for a HR/Payroll/Benefits Manager and anticipates adding this resource shortly.





## NRECA Annual and Regional Meeting Voting Delegate Certification and Credentialing Process



Please fill out the form below. Indicate who will be your Voting Delegate and Alternate at the Business Meeting. The Alternate will serve only if the Delegate is unable to attend the Business Meeting.

Please return this form to NRECA using the following email address: [VotingDelegates@nreca.coop](mailto:VotingDelegates@nreca.coop) or this fax number: (703) 907-5512.

Delaware County Electric Cooperative, Inc.

Region: 1

CEO/GM: John Gasstrom

State: New York

### MEETING AND REGISTRATION PROCEDURES

- Please return signed, dated and completed form to [VotingDelegates@nreca.coop](mailto:VotingDelegates@nreca.coop)
- **Make sure you are selecting a delegate that is registered for and will be attending the meeting.**
- At the meeting, the delegate must first pick up their badge, then proceed to the Delegate Check-in station located near registration.
- At the Delegate Check-in station, the delegate will confirm their certification and pick up all voting credentials, including badge and ribbon.
- At the Business Meeting, delegates will be asked to present their badge and credentials in order to vote. **Delegates must be present at the Business Meeting to have their vote counted.** No individual may represent more than one system. Proxy voting is prohibited.
- Each voting member is permitted one vote on each of the resolutions and other business properly brought before the Business Session.

### NRECA VOTING DELEGATE CERTIFICATION

NRECA Bylaws Article V, Section 2(B) and 2(C) provide that "...each voting member shall be entitled to select, either by vote of its membership or its board of directors, one of its members, directors, or employees to act as the voting delegate, and one such person to act as the alternate delegate, at the meeting...each voting delegate must submit a certification signed by the director who is president of the member or is chair of the member's board of directors, and by the director who is secretary of the member, stating that such delegate is duly authorized to cast the vote of the member."

Please indicate below who will be your delegate at the Business Meeting. **Only those delegates who have been properly documented as authorized by their cooperatives shall be credentialed to act during the NRECA Annual and Regional Meeting Business Sessions. This form must be dated, signed by the board President and board Secretary (board of directors/trustees), and returned to NRECA by the deadline provided in the accompanying instructions.**

**Please note:** Delegates chosen for the NRECA Annual Meeting are certified for the year. If there is no change for the **Regional Business Meeting**, there is no need to send in this form. If new delegates have been selected, please provide the new information requested.

The following are hereby certified as official voting delegate and alternate and are duly authorized to cast the vote of this member.

Voting Delegate

Title

Alternate Voting Delegate

Title

Signed

Board President (of Member System)

DATE

Board Secretary (of Member System)

DATE

Prepared by Janelle Linehan (12/19/2023 2:57:59 PM)

If you have any questions concerning the above procedure, please contact the Membership Department at (703) 907-5868.

# DECEMBER BOARD MEETING

## MANAGER OF OPERATIONS, JOB TRAINING and SAFETY: MONTHLY UPDATE

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The safety manual is in final review, it is being looked over by members of the safety committee before work is done to the index and glossary. Should be finished by next month if everything goes well, this has been quite an undertaking.

- ✂ The locksmith has been called and came to the shop to make some repairs to a couple of the doors, one was brought forth by the cleaning stall and one was brought to my attention by one of the members. The repairs have been made.
- ✂ Sportsfield Specialties job update- Mike Pietrantonio met with the electrician for Sportsfield and went over some changes they had for their scope of work. The Generator has been cut out of the project and our primary underground wire ran further to make up for the removal. The aide to construction has been received for the entire project and they are full speed ahead.
- ✂ We had a gas/propane leak at the shop and the smell was coming into the office by the way of the air handler. We made calls to Chad Winnie and Kiffs and they looked over the inside of the facility and the outside as well. Kiff ended up found a rotted cross over pipe that went from propane tank to propane tank. This is the second cross over that went bad and now both have been replaced.
- ✂ We had a winter snow storm that effected much of our service territory. We had all of our line crews and tree crews as well as Betty on a declared event. This is the first time we have enacted the "event" procedure and I have since been working on making a new 17-7 policy by taking in the events that occurred and feedback from all employees.
  - The storm went very well...we brought in an outside crew from Steuben Electric Cooperative and they did a great job and were impressed with our facility and how our employees were treated and used during the storm.
  - We had over 3000 members out during the storm and had crews spread out trying to handle each substation area, which worked out quite well in my opinion. We did however have an issue with NYSEG and the Jefferson substation. Information was not relayed back to us at the cooperative and the ETR changed 4 times over the course of the first day. We were not told when the feed came back hot and the NYSEG switch was not closed back in to energize our substation. I went out to Jefferson to see exactly what was going on and met with the Local Stamford Line crew that was waiting at our 3 phase switch. It was locked with a lock from the contractors which we had to cut off and then close in the switch. This was not completed until 9:08am on the second day of the storm which put us in a very tough spot with our member out of the Jefferson Sub.

### THE TREE CREW UPDATE:

- ✂ The Tree Crew is continuing their work out of the Andes Substation and is working there way around the Little Dingle and Upper Dingle Hill areas and will be headed towards Angel Mtn. They have also completed **11** member requested tree tickets.

**TOTAL ROW MILES:** November – 3.38 Miles    December – TBD    YTD total – 44.09

Completed W/O's – November Harsh road, Hayes Road, and Clarks

**THE LINE CREW UPDATE:**

For the completed month of October, we have had:

	NOV	Dec
Work Orders Started	15	TBD
Work Orders Completed	15	TBD
Electrician appointments	18	TBD
Daytime outages	9	TBD
Poles set	9	TBD
New members hooked up	8	TBD

**NO LOST TIME  
ACCIDENTS:**

**618 DAYS**

END OF YEAR UPDATE OF ALL INFORMATION WILL BE PRESENTED IN THE JANUARY BOARD MEETING



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2024 Regular Board Meetings at 5pm:

Tuesday, January 23, 2024

Tuesday, February 27, 2024

Tuesday, March 26, 2024

**Tuesday, April 23, 2024** – conflict: Legislative Conference – April 30 after Legislative Conference?

Tuesday, May 28, 2024

Tuesday, June 25, 2024

Tuesday, July 23, 2024

Tuesday, August 27, 2024

Tuesday, September 24, 2024

Tuesday, October 22, 2024

Tuesday, November 26, 2024 – Thanksgiving week – propose to move to 11/19/24

**Tuesday, December ??, 2024** – Christmas week – propose to hold on 12/17/24 at 1pm

2024 Conferences and Meetings:

<i>Event name</i>	<i>Dates</i>	<i>Board &amp; Staff Attending</i>
CEO Close-Up, Phoenix, AZ	January 7-9, 2024	
NRECA Annual Meeting San Antonio, TX	March 3-6, 2024	
Legislative Conference, Washington DC	April 21-24, 2024	
Regional Meetings 1&4, Grand Rapids, MI	September 4-6, 2024	
NEAEC Annual Meeting, Saratoga Springs, NY	October 14-18, 2024	

## CSA Report

November 29, 2023 – December 19, 2023

### Member Engagement & Social Media:

- Winter storm communication via social media had increased engagement.
  - Received an email from C&T (after hours dispatch) that social media communication had a noticeable impact of less frustrated members/nicer tone during the storm outage event.
- 73 new followers on Facebook throughout the storm:
  - 334 new followers on Facebook since December 2022
  - 42 new followers on Instagram since December 2022

### Community Engagement:

- Food Drive for Walton Food Pantry – Should have an article coming out in The Reporter about our efforts for the food drive. Donations were dropped off to Studio 190 (through Arc of Delaware County) in Walton which staffs the Walton Food Pantry with on-going operational volunteers. Worked with Arc's Community Relations Director to bring the story full circle of cooperative principal: Concern for Community.
- Toys for Tots drive this year wrapped up on December 8<sup>th</sup> and gifts were distributed.

### Website:

- Targeted goal for creating Outage page for website.
- Collaborating with Erin Coppersmith for her continued YLC monthly projects to redo Youth Tour webpage.
- Working through website audit to make sure that links work both on the website and the Intranet portal.

### Grants:

- Began administrative grant work for ARC Co-chair grant. First report is due March 1, 2024.
- Working with Beneficial Electrification League on different avenues for GRIP Round Two – Topic One.