

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, July 27, 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 June 22, 2021 [*packet pages 2-5*]
- B. New Memberships [*packet pages 6-7*]
- C. Bad Debt Collection Report [*packet pages 8-9*]
- D. Director Compensation [*packet pages 10-11*]
- E. General Manager's Expense Report [*packet page 12*]
- F. Corporate Calendar [*packet page 13*]

III. Proposed Bylaw Changes and Timeline: [*discussion & handout*]

IV. Policies:

- A. Capital Credits Applied to Bad Debt [*packet page 14*]
- B. Unclaimed Capital Credits and Donated Capital [*packet pages 15-16*]

V. Report from Finance Committee Meeting Chairman: [*discussion*]

VI. General Manager's Report: [*packet pages 17-23*]

VII. Monthly Financial Reports: [*handouts*]

VIII. Staff Reports:

- A. Vegetation Management Update [*presentation*]

IX. COVID-19 Report/Update: [*packet pages 24-29*]

X. Board Self-Evaluation Survey: [*packet pages 30-35*]

XI. Reviewing of the 2020 Annual Membership Meeting Minutes: [*handout*]

XII. Draft of 2021 Annual Meeting Agenda: [*packet page 36*]

XIII. Report on the NYSRECA Annual Meeting, July 22, 2021: [*attendees*]

XIV. RSVPs to Otsego Electric Cooperative's 77th Annual Meeting on Wednesday, 8/18/21: [*discussion and packet page 37*]

XV. RSVPs to NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD [*option to attend the event in-person or online review packet page 38*]

XVI. RSVP to 2021 Annual NYAPP Conference in Saratoga Springs, 10/27/21 – 10/29/21 [*discussion and packet page 39*]

XVII. New Business:

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. Executive Session

XX. Adjournment

Cooperative Stakeholders

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

**Delaware County Electric Cooperative
Board Meeting Minutes
June 22, 2021**

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held June 22, 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 5:06 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 and DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King.

C. Adoption of Agenda: A motion was made by Secretary Pick to adoption the agenda with one addition to, XV. New Business, A. Director Tosi Completed CDD Training. The motion was seconded by Director Wehmeyer. 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 Director Wehmeyer. The motion passed.

III. Proposed Bylaw Changes: CEO/General Manager Chris Evans distributed a red lined version with recommendations that have already been reviewed by both himself and Attorney Jeffrey Clark. The board discussed additional edits including removing, Section 5. Quorum. As long as the total number of members does not exceed five hundred, ten per centum of the total number of members present in person or electronically shall constitute a quorum. The board also discussed timeline and if a special mailing or newsletter/special mailing would be required to notify the membership of the proposed bylaw changes.

IV. Policies:

A. ROW Management: A motion was made to approve the policy as presented by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

B. Identity Theft Red Flag Prevention: A motion was made to approve the policy as presented by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

V. Annual Meeting: Reviewed. The board approved the following: The meeting will be held inside the American Legion, masks will only be required for unvaccinated attendees and staff, proof of vaccination is not required, dinner will be served after the business meeting, members will have the choice to eat at the Legion or take their dinners home, a \$10 bill credit will be applied to member's October bills if they vote by absentee ballot or in person at the Annual Meeting, and chicken dinner will not be free.

VI. General Manager's Report: President Oles inquired about potentially having an Open House. Director Burnett inquired about some of the bills in the queue at the NYS Senate and Assembly. CEO/General Manager Chris Evans reported on the outages on the 28th and 29th.

VII. Monthly Financial Reports: CFO Mark Cannizzaro reviewed the Small Business Administration (SBA) Paycheck Protection Program (PPP) loan forgiveness impact, Mr. Cannizzaro also reviewed the cash balance, accounts receivable (AR) and accounts payable (AP).

VIII. Staff Reports:

A. Form 990: CFO reviewed revisions and the availability of 990. CFO reviewed the notes on part X and schedule O, in regards to board of directors and bylaws.

IX. COVID-19 Report/Update: Reviewed.

X. Scholarships to Delaware Academy Students by DCEC: The Board concluded that the scholarships to Delaware Academy Students is a satisfactory practice and agreed that DCEC should continue this tradition.

XI. Power Cost Risk Update: Reviewed. The Board discussed with Management highlights and major threats.

XII. Semi-Annual Review of Corporate Calendar: Reviewed. President Oles recommended that an item be added to the January, Present Red Flag Report to the Board by CEO.

XIII. Voting Delegates for NYSRECA Annual Meeting & RSVPs: A motion was made by Secretary Pick to nominate Secretary Pick as the Voting Delegate and Director Wehmeyer as the Alternate Voting Delegate for the 2021 NYSRECA Annual Meeting. The nomination was seconded by President Oles. The motion passed.

XIV: 2021 Membership Survey: The Board decided to table this item and to discuss again in 2022.

XV. New Business:

- A. **Director Tosi Completed CDD Training:** Director Tosi was presented with her certificate for completing the CDD Training.

XVI. Future Business:

- A. **Regular Board Meeting, Tuesday, 7/27/21 @ 5pm**
- **Finance Committee Meeting, 7/20/21 @ 5 pm**
- **Board Self-Evaluation Survey**
- **Vegetation Management Update**
- B. **NYSRECA Annual Meeting, July 22, 2021, need voting delegates and RSVPs**
- C. **Otsego Electric Cooperative's 77th Annual Meeting, Wednesday, 8/18/21**
- D. **Report and update on RESAP from Operations after visit from PREA (August board meeting, 8/24/21)**
- E. **NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD (Dates subject to change)**
- F. **DCEC's Annual Meeting, 9/10/21, Delhi American Legion**
- G. **Oneida-Madison Electric Cooperative Annual Meeting, Friday, 10/1/21 tentatively**
- H. **Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds**
- I. **CFC Strategic Planning, week of October 18th, details need to be confirmed.**
- J. **CoBank facilitated Strategic Planning Discussion, date, TBD, Delhi, NY**

XVII. Executive Session: A motion was made to go into executive session at 7:48 p.m. by Secretary Pick. The motion was seconded by Vice President Russell. The board invited DCEC staff including CEO/General Manager Christopher Evans, Operations Manager Ryan Sullivan, and Chief Financial Officer Mark Cannizzaro to stay for the executive session. Operations Manager Ryan Sullivan and Chief Financial Officer Mark Cannizzaro were excused at 7:56 p.m. A motion was made to come out of executive session at 8:30 p.m.

XVIII. Adjournment: There being no further business on the agenda, a motion was made to adjourn the meeting at 8.38 p.m. by Secretary Pick. 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

6

NEW MEMBERSHIPS – July 27, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18666-001	MA 3-26-6	Gezim	Hysai	11946 County Highway 27	Sidney Center, NY 13839	Luigi Mariano
18649-001	ME 1-67-11A	Brian	Komosinski	6697 Turnpike Rd.	Delhi, NY 13753	John F. Komisinski
18663-001	MA 3-32-1A	Travis	Edwards	250 Oakland Ave.	Monroe, NY 10950	Steven Jump
18664-001	WA 4-21-14D	Elana	Santos	2227 Hemlock Farms	Lords Valley, PA 18428	Robert Vitti
18671-001	DA 1-27-6B	Jonathan	Commisso	35 Corlett Place	Huntington Station, NY 11746	Scott H. Gregory
18676-001	FR 4-13-19	Chelsi	Rosa	6400 Dunk Hill Rd.	Walton, NY 13856	Robert G. Vitti
18675-001	DE 4-15-7	Harry L.	Wagner	627 West Platner Brook Rd.	Delhi, NY 13753	Richard Barlow
18641-001	ME 1-77-16	Evan	Kohn	2000 White Plains Rd.	Bronx, NY 10462	Joseph C. Marcello
18655-001	ME 1-69-8	Rosalind	Anderson	29-21 21 st Ave. Apt. A2	Astoria, NY 11105	Daniel R. Kennedy
18658-001	AN 4-48-5B	Margaret	McDowell	441 Greene Ave. #3	Brooklyn, NY 11216	Claudette Liddle
18647-001	ME 1-85-14	Stephen	Holloway	5 Parkside Dr.	Kings Park, NY 11754	Walter Holloway
18665-001	HA 4-25-5	Kathleen Stephen W.	Schaaf Cropper	1475 Hamden Hill Rd.	Delhi, NY 13753	Stephen W. Cropper
18661-001	BO 5-2-1B	Josh	Edelstein	57 Cobb Ln.	Tarrytown, NY 10591	John Culkin
18659-001	FR 4-11-10	Salvatore	Mazza	216 Maple St.	Isip, NY 11751	Wayne Whitefleet
18646-001	HF 2-33-11	Edward J.	Pick	1035 Harper Rd.	Harpersfield, NY 13786	Edward G. Pick, Jr.
18662-001	DE 4-15-17	Lorne Kaelin	Ballinger	450 Middlemist Rd.	Delhi, NY 13753	David Dalton
18660-001	ME 1-77-4H	Jonathan	Kemp	201 Dunham Rd.	Meredith, NY 13753	Steven Gallagher
18653-001	CO 4-67-16B	Edward	Gardner	P.O. Box 640	Downsville, NY 13755	Jean Liddle
18652-001	AN 7-7-4	Catskill Farm &	Livestock Co., LLC	2150 Broadway, PH3C	New York City, NY 10023	Daniel Houser
18650-001	DA 1-38-2B	Doreen M.	Biasi	381 Brickhouse Hill Rd.	Davenport, NY 13750	John T. Brady
18645-001	MA 3-14-5A	Robert	Gualdino	2212 Parker Hollow Rd.	Unadilla, NY 13849	Scott Lambrecht
18651-001	MA 3-32-9B	Chris	Tarnowski	110 Beals pond Rd.	Masonville, NY 13804	Curt H. Christensen
18628-001	KO 2-22-25	Peter	Williams, Jr.	102 Tedle Brook Rd.	Davenport, NY 13750	Bryan Merwin
18639-001	MA 3-34-7F	Patricia	Jordan	5619 State Highway 206	Sidney Center, NY 13839	Terence Gelber
18670-001	ME 1-85-2B	Harold	Stanton	2033 Hollister Hill Rd.	Delhi, NY 13753	Elizabeth Telian
18678-001	JE 2-36-9	Kamal Dolly	Gandhi Sahni	96 Summit Terrace	Cliffside Park, NJ 07010	Ron Leese
18612-001	HA 4-57-9B	Francis	Haagenson	5 Richard Ln.	Huntington, NY 11743	Edward T. Reddy
18679-001	KO 2-52-8L	Joshua	Sutton	1487 Brownell Rd.	Bloomville, NY 13739	Dominick Sebastian
18672-001	DA 2-11-23	Fred	Morris	P.O. Box 42	East Meredith, NY 13757	John R. O'Connell
18673-001	JE 2-37-35A	Kenny	Klepper	104 Beaver Dam Rd.	Stamford, NY 12167	Shawn Hartwell
18680-001	KO 2-52-15	Stanislau	Nosau	119 Bay 8 th Street	Brooklyn, NY 11228	Thomas Pickhardt

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18686-001	KO 2-71-15C	Dennis	Rodgers	17 Burr Ave.	Northport, NY 11768	Gary Olsen
18674-001	CO 4-77-15	Andrew	Hauser	438 12 th Street #4E	Brooklyn, NY 11215	Giselio Vargas
18656-001	KO 2-52-40	Julie	Walters	539 Kings Highway	Valley Cottage, NY 10989	New Service
18338-001	DA 1-47-3H	Bradley	Weaver	53 Round Hill Rd.	Poughkeepsie, NY 12603	New Service



RESOLUTION**July 27, 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 \$326.82 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>
14061001	KO 2-43-5E	Martin Schwartz	\$	\$ 326.82
			<hr/>	<hr/>
			\$	\$ 326.82

July 27, 2021

EDWARD G. PICK, JR., SECRETARY



July 27, 2021

BAD DEBT COLLECTION

* **PLEASE NOTE:** The amounts below were recovered through capital credit retirements, Southern Tier Credit Center & DCEC through June 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
\$ 1,095.34	Debra A. Volpe (deceased)	\$ 66.75	\$	\$	\$	\$ 1,028.59
451.61	Romonel Roman	205.68				245.93
1,303.57	Carmen L. Cappiello	94.52				347.20

* 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

[illegible]

Delaware County Electric Cooperative
2021 Expense Account Form

Name:	Chris Evans
Date of Travel/Expense:	6/17/2021
Destination(s)/Location(s):	Cortland, NY
Purpose of Trip/Expense:	NYSRECA Managers

Expense Summary: (from middle column)	
Transportation:	\$57.12
Meals:	\$12.00
Lodging:	\$0.00
Other:	\$0.00
TOTAL EXPENSES:	\$69.12
Charges to Company Credit Card	\$0.00
Cash Advance:	\$ -
Net Amount Due/Owed:	\$69.12

Employee/Director:	<u>Chris Evans</u>
Date:	<u>6/18/21</u>
Finance Review/Approval:	<u>[Signature]</u>
Date:	<u>6/24/21</u>
GM Review/Approval:	<u>Paul O. Monke</u>
Date:	<u>7-6-2021</u>

Expense	Amount (\$)	Coop Pd (\$)
Transportation:		
Personal Mileage (@\$.56/mile)	\$57.12	\$0.00
Airline: (un-used tickets? _____)		\$0.00
Rental Car		\$0.00
Train/Subway		\$0.00
Taxi		\$0.00
Gas (for Coop Vehicle) Rental Car.....		\$0.00
Tolls		\$0.00
Parking		\$0.00
Other (specify)		\$0.00
TOTAL TRANSPORTATION:	\$57.12	\$0.00
Meals:		
Breakfast	\$12.00	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
attendees:		\$0.00
		\$0.00
		\$0.00
TOTAL MEALS:	\$12.00	\$0.00
Lodging: (incl dates)		
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL LODGING:	\$0.00	\$0.00
Other: (specify)		
Days Per Diem:		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL OTHER:	\$0.00	\$0.00

DCEC Corporate Calendar Review

Last Updated 6/22/2021

June	
Fuel Contract procurement Review (for next year)	CEO/Sullivan
Renew Purchase of TCCs with NYISO/NYPA	CEO
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Plan Membership Survey - 3-year interval, next 2021	CEO
RESAP Audit and Safety Improvement Plan	Soule/CEO
Confirm website prices and warranty information up to date (water heaters, etc.)	Sullivan/VanZandt
Power Cost Risk Update to Board	CEO
Send Double-Wood Letters to Responsible Parties	Sullivan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO
August	
NYS ORPS Significant Inventory Report - due 8/15	CEO/Sullivan
Union Contract Year-End – Payroll Increases	Cannizzaro
OEC Annual Meeting	CEO
Vacation Roll-Over Request Forms	CEO
Review Pole Attachment Rates	CEO/Sullivan
CEO Goals & Objectives Mid-Year Review	CEO/Board
Organization & Staffing Committee Meeting (Jan/Aug)	CEO/Board
Substation Herbicide Vegetation Treatment	Ives
Family Fun Event	VanZandt



POLICY

SUBJECT: Capital Credits applied to Bad Debt

POLICY: In the event that the Cooperative has capital credits allocated to, but not yet retired for, any person who has an outstanding debt due to the Cooperative, and whose debt has been transferred by resolution of the Board of Director of the Cooperative to the accumulated provision for uncollectible accounts, the capital credits shall be applied to the bad debt under the following procedures:

- 1) The termination notice shall contain a notification to the member that his/her allocated capital credits will be applied, on a discounted basis, to the outstanding debt if payment is not received within 10 days. Thereafter, the matter will be turned over to a collection agency.
- 2) Within one month of the termination notice, the billing department shall apply the inactive member's capital credits, on a discounted basis on a first-in-first-out basis, to the unpaid final bill. The Cooperative shall utilize existing practices of discounting any capital credits when paid prior to a general retirement when applying the member's credits to their overdue debt. If the value of the discounted capital credits exceeds the inactive member's final bill amount, some of the inactive member's allocated capital credits shall remain un-retired.
- 3) If, after applying the inactive member's capital credits, the inactive member still has an amount owed on the final bill, then the amount owed is subject to the Cooperative's normal collection procedures.

PROCEDURE: Above procedure shall be carried out by the billing department in coordination with the finance department and in consultation with the Cooperative's attorney as may be determined necessary.

RESPONSIBILITY: General Manager and Finance Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	September 23, 2008
Revised by Board of Directors	January 28, 2014
Revised by Board of Directors	March 22, 2016
Reviewed by Board of Directors	January 23, 2018
<u>Reviewed by Board of Directors</u>	<u>July 27, 2021</u>



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
<u>Reviewed by Board of Directors</u>	<u>July 27, 2021</u>

**DCEC BOARD MEETING
CEO/GM REPORT
15 JUNE 2021 – 20 JULY 2021**

SPECIAL ANNOUNCEMENT:

Quintin and Danielle McGraw welcomed their new son, Brantley, on 8 July.

SAFETY/COMPLIANCE

Injury/Illness/Exposure Report: Two incidents reported to the HR department this report period.

Safety Committee Activity:

On 20 July, Committee met to review updates and changes Safe Work Practice and preparations for NYS mandated Airborne Infectious Disease Exposure Prevention Plan.

Employee Safety Meetings:

Office staff's safety meeting was held on 1 July and Operations staff's safety meeting was held on 13 July.

Dielectric Testing:

Bucket/rubber goods inspection and testing conducted week of 13 July.

RESAP:

Observation team to perform triennial inspections 27-29 July.

Federated:

On 23 June, Field Representative Lyndon Bailey made a visit.

Plan/Procedure Review:

On 6 July, Management reviewed existing DCEC COVID Plan and decided to make no changes from the June update. However, the NYS HERO Act of 5 May has solidified. On 16 July, Management began work to migrate the DCEC plan into the model Airborne Infectious Disease Exposure Prevention Plan (AIDEPP) standard format by the 5 August DOL deadline and will include the employee Safety Committee in the process.

Safety Improvement Plan (SIP), Emergency Response Plan (ERP) and Safe Work Practices to be updated by 23 July. 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 and Line inspections have resumed, DCEC's contractor Bob Coager has tested around 294 poles and completed line inspections during that time.

PREA Training: Apprentices completed basic climbing school.

ENGINEERING:

Power Requirements Study: PRS should be completed by mid-August.

Special Projects:

Meter firmware and communication improvements continue.

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" to avoid permanently losing credit next cycle.

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.

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

MEMBER SERVICES & PUBLIC RELATIONS

Open House: Postponed.

Family Fun Day: Postponed indefinitely.

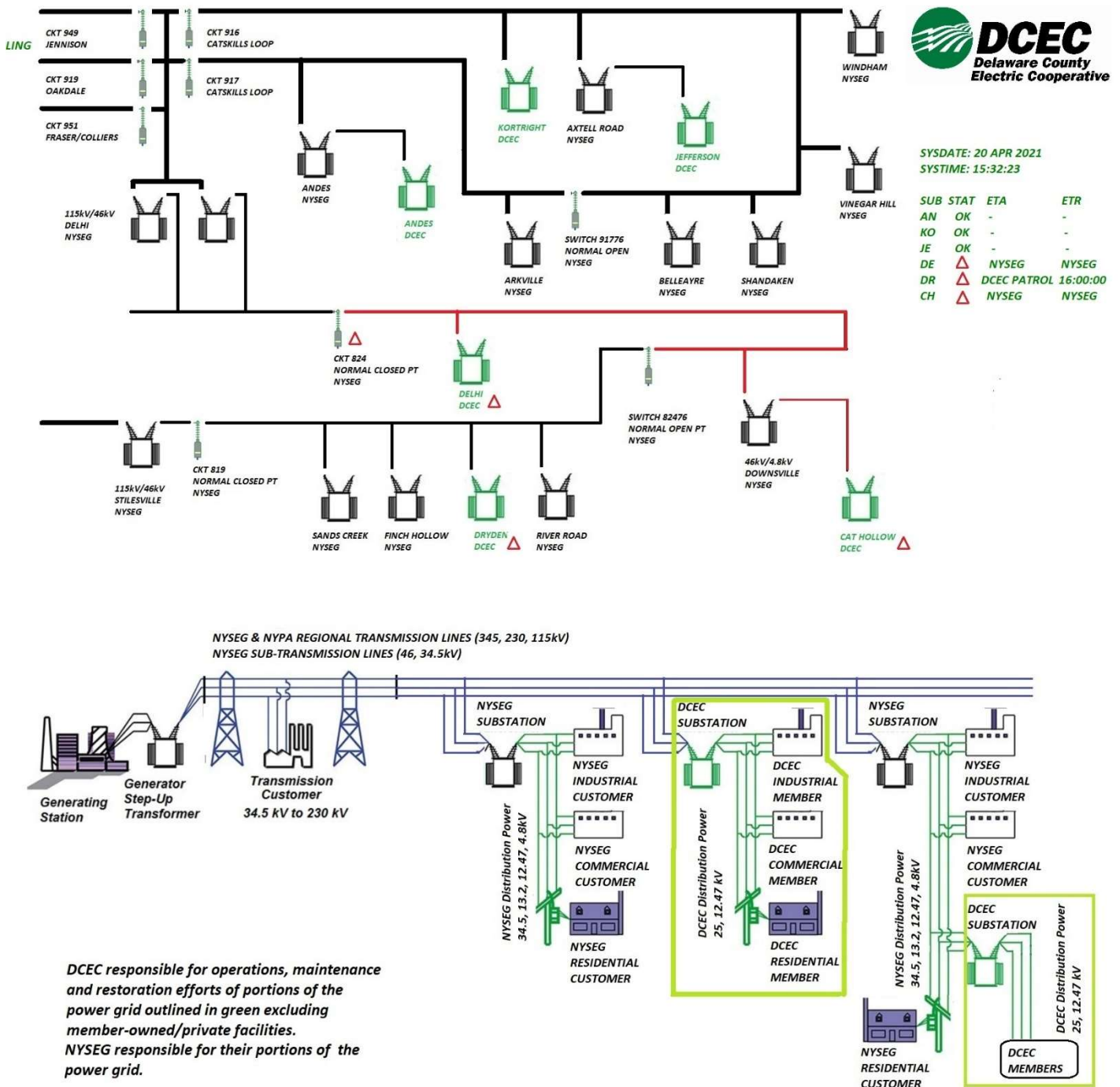
Annual Meeting: 9/10/21 – Legion, dinner after meeting, honor system or venue established COVID protocols. Staff preparing for proposed amendments to Bylaws and general information for August edition of newsletter, Official Notices and website

New Services: 5

Idle Services: Coordinating with Engineering and Operations.

Website/Web Services: On 30 June, Coop Web Builder (Touchstone) presented proposal for migration/upgrade to latest version with options for customizations.

Also looking into developing and using additional in-house visuals with newsletter/website/Facebook for outages.



FINANCE, ACCOUNTING & HR**Staffing:**

Interviews completed for line and tree crews. I am pleased to report Joseph Johnson joined our VM Group as a Line Clearance Arborist on 21 June. Nile Puerschner and Henry Kaufmann joined our Line Group on 12 July as Apprentices - 1st 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.

Two injuries/incidents were reported this period.

NRECA Participant Review 2021 (Audit):

Mike Roseberry from Fiore Fedeli Snyder Carothers, LLP, completed his independent review of the NRECA benefits as request by the NRECA Agreed Upon Procedures. The completed report was submitted to NRECA by the June 30th due date and about a week after submission, Mark received a confirmation that no further action was necessary. Although the firm does not make an opinion or conclusion, there weren't any findings in the review outlined by NRECA.

Small Business Administration (SBA) Payroll Protection Program (PPP):

Repayment portion completed and forgiveness came to fruition.

Health Insurance Review: 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.

RUS: Preparations continue for final drawdown.

CFC Commercial Paper Investment: One of the investments (85) had a term expiration and the initial investment amount was reinvested for another short-term period.

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.

Policies/Procedures:

Continuing to work on amendments and changes to reflect CEO and CFO-requested adjustments and possible changes to corporate credit cards.

OPERATIONS:

Notable Outages and Occurrences: Major transmission outage on NYSEG's 115 kV line took 5/6 of the Cooperatives Substations down on 6/24/21. Delhi and Cat Hollow were down for around 40 minutes, Kortright and Jefferson were down for 4 ½ hours, and Andes was restored after nearly 6 hours. (15000+ increase to monthly customer outage hours for June)

Additionally, Dryden Substation experienced two Power Supply related outages on 7/11-7/12 and on 7/13. Lasting around 4 ½ hours and 2 ½ hours respectively.

Disconnections: None currently.

Right of Way Crew: Milage not available at time of report. Updated statistics should e available at 27 July Meeting.

CWP Projects: Contract crew working on 30+ pole change-out project on Andes B between severe weather outbreaks.

Headquarters: Have received sign offs on from DEP on storm water. Awaiting vouchers from CWC for remaining funds. Working with HVAC contractors to resolve some issues in office and warehouse areas.

Dryden Substation Spare Transformer: Bushings and nitrogen installed on unit. Looking to schedule outage prior to energized test.

NYP&A: Continued assistance to NYP&A contractor running fiber cable along their transmission requiring us to cover up lines.

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

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

UUS

On 19 July, I attended the UUS Annual Meeting virtually.

Key takeaways from the meeting were as follows:

Statewide Discussions: Rates/Legislation

Many states seeing same issues with solar developer leasing, pole attachment battles and dealing with nuclear plant subsidies to offset rapid shuttering of fossil plants (coal by 2030/35 and natural gas by 2040/45).

Many states see push for renewables but some moderate states are expressing forward-thinking concern about land value and clean-up prepayment requirements when solar/wind sites reach end-of-cycle.

Materials

Cooperatives encouraged to forecast 2022 budgets with 30% increases for several reasons.

Transformer core steel is same steel used in EV charger/battery components.

PENTA treatment for poles is estimated to end May 2022 with change over to DCOI.

Domestic and international manufacturers are in COVID new-variant areas.

Domestic freight up 8-30% (25% of OTR trucks are parked due to fuel and/or driver shortages)

International (ocean) freight up 200-300% due to container bid wars.

Transformers forecasted up 11-15% in Q3 with pad-mounts experiencing potential 44-week lead time.

Ermco has best availability and pricing forecasted (38 weeks and 11.5% increase in Q3)

Hardware generally up 10-30%.

Conductor is forecasted up 20% in Q3. Fortunately, UUS has developed a 'two quarters ahead' ordering partnership with Okonite and Southwire which gives some pricing and lead time relief.

If desired items are in UUS inventory, the price is known at time of order. If items must be ordered, UUS will have to give "base plus" pricing as manufacturers are returning to a cycle of time-of-shipment rates.

IBEW

I met officially with local representatives three times and once again with joint local/Business Manager to discuss topics and concerns.

NYSERDA

Reimbursement for the EV charging station has finally come through. After stall tactics of application in wrong name, application not submitted within required timeframe, application "in process", etc., I finally made calls and sent emails expressing my distain.

NYP&A

On 7 June, I had discussions with Darryl Jacobs about the solar/storage project being cancelled due to unfavorable market conditions. On 9 July, to his dismay, I sent him a preliminary invoice to try and recover what is best described as 'stranded cost'. They were operating under the idea that DCEC was not keeping track and later maneuvered around idea that 'costs would be worked out after completion but disappeared since it was not completed'.

I continue to request details on calculations for proving:

- A) Spot market purchases from hydro curtailment caused by ice at Niagara in February which will added \$3097.86 to power bill.
- B) Increase to ZEC kwh charges.

NYISO:

NYISO considering study to determine reallocation of costs for running the ISO between suppliers and loads.

Historically, the allocation has slowly added more to suppliers injecting power into system. Since we are a load, it would appear good news but I suspect we would pay more to suppliers through tax, rate and/or credit strategies through NYSEERDA.

NYAPP

On 25 June, the monthly call was focused on mutual aid and FERC 2222, the rule for allowing renewable energy aggregators on small systems and for systems to become aggregators.

Homestead

On 8 July, I met virtually with Raymond Scott to hear his presentation of Homestead Funds for employee savings (IRA) and avenues for Cooperative investment compared to our present strategy of commercial paper/ sinking funds.

NYSRECA

On 17 June, the four GMs met in-person to discuss upcoming NYSRECA items such as personnel and Annual Meeting. Power bills, politics and usual topics were covered.

I presented the well-received case for opportunities to share personnel for specific functions.

I made inquiries into R/W costs which support my prior assertions.

On 2 July, the Government Relations Committee met virtually to discuss FERC 2222 and other matters.

POWER SUPPLYNYPA:

NYPA advises no anticipation of reduction in firm hydro energy sales for 1 August 2021 through 31 August 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.

System Performance:

Description	Power Supply	Major Event	Planned	All Other	Total
2017 - TMED: 109.24082					
Number of Outages	8	24	161	243	436
Number of Consumers Affected	5035	2567	5240	17053	29895
Consumer Hours	7300.2	23634.8	7925.3	35185.5	74045.8
Consumer Minutes	438010.4	1418089.5	475519.8	2111129.9	4442749.7
Average Number of Consumers	5364	5364	5364	5364	5364
SAIDI	81.7	264.4	88.7	393.6	828.3
2018 - TMED: 95.49684					
Number of Outages	7	2	229	321	559
Number of Consumers Affected	1548	931	3544	14773	20796
Consumer Hours	4210.7	10195.6	1552.1	38553.4	54511.8
Consumer Minutes	252642.2	611738.0	93127.7	2313201.3	3270709.2
Average Number of Consumers	5387	5387	5387	5387	5387
SAIDI	46.9	113.6	17.3	429.4	607.1
2019 - TMED: 100.25904					
Number of Outages	7	27	127	449	610
Number of Consumers Affected	5191	4256	6258	17251	32956
Consumer Hours	12265.4	27111.1	8807.7	52143.7	100328.0
Consumer Minutes	735926.3	1626668.9	528462.8	3128619.2	6019677.2
Average Number of Consumers	5404	5404	5404	5404	5404
SAIDI	136.2	301.0	97.8	578.9	1113.9
2020 - TMED: 115.41935					
Number of Outages	3	15	90	634	742
Number of Consumers Affected	1850	1500	4966	13193	21509
Consumer Hours	8112.2	27249.5	9181.2	42949.3	87492.1
Consumer Minutes	486731.4	1634970.0	550871.3	2576955.6	5249528.2
Average Number of Consumers	5434	5434	5434	5434	5434
SAIDI	89.6	300.9	101.4	474.2	966.1
2021 YTD - TMED: 135.75716					
Number of Outages	8	9	30	297	344
Number of Consumers Affected	3260	6215	2259	6822	18556
Consumer Hours	7033.4	30376.7	2534.1	23234.1	63178.3
Consumer Minutes	422006.9	1822602.7	152044.7	1394044.3	3790698.6
Average Number of Consumers	5471	5471	5471	5471	5471
SAIDI	77.1	333.1	27.8	254.8	692.9
Five Year Period Averages					
Number of Outages	6.6	15.4	127.4	388.8	538.0
Number of Consumers Affected	3376.8	3093.8	4453.4	13818.4	24742.0
Consumer Hours	7784.0	23713.0	5999.8	38412.8	75909.0
Consumer Minutes	467063.0	1422813.4	360004.6	2304789.6	4554670.0
Average Number of Consumers	5412.0	5412.0	5412.0	5412.0	5412.0
SAIDI	86.3	262.9	66.5	425.9	841.6

NOTE: Substation outages are not included in the Power Supply category

Service Reliability

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

Year	Quarter	SAIFI	SAIDI	CAIDI	ASAI	Nbr Customers Interrupted	Consumer Hours	Avg Nbr Consumers Served
2017	1st	2.0017	190.3	95.1	0.99853	10703	16963	5347
	2nd	1.1069	391.7	353.9	0.99701	5921	34920	5349
	3rd	0.8542	108.6	127.1	0.99918	4589	9721	5372
	4th	1.6117	138.5	86.0	0.99895	8682	12439	5387
2018	1st	0.7796	116.1	148.9	0.99910	4195	10412	5381
	2nd	1.0626	219.2	206.3	0.99833	5719	19665	5382
	3rd	0.3688	35.8	97.0	0.99973	1989	3216	5393
	4th	1.6490	236.0	143.1	0.99822	8893	21216	5393
2019	1st	0.3973	76.3	192.1	0.99941	2144	6864	5396
	2nd	1.3454	208.0	154.6	0.99841	7269	18731	5403
	3rd	2.7174	538.9	198.3	0.99593	14693	48562	5407
	4th	1.6359	290.2	177.4	0.99781	8850	26168	5410
2020	1st	0.5081	80.7	158.8	0.99938	2748	7274	5408
	2nd	0.9841	184.1	187.1	0.99859	5336	16640	5422
	3rd	1.3955	217.2	155.7	0.99836	7597	19711	5444
	4th	1.0668	481.8	451.6	0.99636	5828	43866	5463
2021	1st	0.5235	111.1	212.3	0.99914	2861	10122	5465
	2nd	2.2913	459.0	200.3	0.99650	12545	41886	5475
	3rd	0.5745	122.2	212.7	0.99908	3150	11169	5483

Year	Month	SAIFI	SAIDI	CAIDI	ASAI	Nbr Customers Interrupted	Consumer Hours	Avg Nbr 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	0.5745	122.2	212.7	0.99726	3150	11169	5483



Employee Plan in Response to COVID-19 Virus

Last updated 06/11/2021

Purpose of the Employee Plans

These plans will be reviewed again on July 6, 2021.

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:

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 10 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.

Finally, the updated NY Forward Guidance now expressly provides an exemption from answering the close-contact question in the affirmative for employees who are either fully vaccinated or who have recently (in the last three months) fully recovered from COVID-19.

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 must deny access to Cooperative property to anyone that refuses to wear a mask and will be denied from the Cooperative or use of its property if they themselves do not wear a mask.~~

On July 6, 2021, the CEO and management will review for any changes to June 8, 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 June 8, 2021, NYS has adopted Forward Guidance for several industries, including office-based and food services employers on 8 June 2021, with changes that many people feel are overdue.

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.

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.

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.

For small groups of employees including a mix of vaccination levels, they may go mask-less while keeping physical distance or wear a regular face covering (N95 and double masking are no longer specified).

Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and/or CEO/GM 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 CDC Guidelines and NYS Department of Health (DOH) at this time:

- 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 who have been 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 10 days after exposure. Testing is not required to end quarantine if no symptoms have been reported during the quarantine period. However, a test should be sought immediately if any symptoms develop during the 10 days after exposure.
- 2) FOR VACCINATED INDIVIDUALS EXPOSED TO COVID-19. Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. Fully vaccinated individuals exposed to COVID-19 who



are experiencing related symptoms must isolate themselves, be clinically evaluated for COVID-19, and tested for COVID-19 if indicated. This guidance applies to all fully vaccinated people. 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.

- 3) FOR PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19.
Asymptomatic individuals exposed to COVID-19 who have been previously diagnosed with laboratory confirmed COVID-19, and have since recovered, are not required to retest and quarantine provided the new exposure is within 3 months after the date of symptom onset from the initial COVID-19 infection or date of first positive diagnostic test if asymptomatic during illness.
- 4) 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/or CEO/GM 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 in the event that 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.

2021 REVISION DATES:

1/20/21

3/17/21

4/20/21

5/24/21

6/11/21

BOARD PERFORMANCE AND REVIEW

The Board of Directors has authority and responsibility to manage and direct the affairs of the Cooperative. With this comes the responsibility to determine whether the Board is acting prudently, efficiently, and with care and due diligence in carrying out its responsibility for governing the business in accordance with State and Federal laws, the Articles of Incorporation, and the Cooperative's Bylaws. The Board's primary governance responsibilities include planning, ensuring that the Cooperative operates within all applicable laws and regulations, serving in the capacity of trusteeship on behalf of the membership, and evaluating the Board's and management's performance.

An effective way to evaluate the Board's performance is through an annual board performance review. This is a process through which the Board assesses and evaluates its performance in key areas of responsibility. By undertaking an evaluation of itself, the Board is demonstrating a commitment to fulfilling its legal obligations and to doing its job as effectively as possible.

Instructions

Please respond to each of the performance factor statements as they apply to the full Board of Directors using the following rating scale:

Not Met	The Board is not currently meeting expectations
Sometimes	The Board is only sometimes meeting expectations
Mostly	The Board is meeting expectations most of the time
Fully Met	The Board meets expectations virtually all of the time

For each of the six major performance factors, please circle one or two factors that you believe should be reviewed and discussed in more detail by the entire Board.

The value of this Board Performance Review requires your honest response to each of the performance factors and through an open and honest discussion of the results. All responses will be kept strictly confidential and anonymous and each Director will receive a summary of the results.

PERFORMANCE FACTORS

Statement	Not Met	Sometimes	Mostly	Fully Met	Don't Know
Board Leadership and Planning					
1. The Cooperative has developed written vision and mission statements.					
2. The Cooperative has adopted long term goals and objectives that support the vision and mission statements.					
3. Directors can effectively communicate the Cooperative's vision and mission.					
4. The Board monitors the progress toward achievement of strategic goals and operating budgets on a regular basis.					
5. The Board has directed management to develop a personnel development plan for the Cooperative.					
6. The Cooperative schedules annual strategic planning sessions for the Board and management staff.					
7. The Board makes adjustments in plans when conditions indicate that prior plans are no longer appropriate.					
Oversight and Control					
8. The Board makes decisions and establishes policies that conform to the Cooperative's Articles of Incorporation and Bylaws as well as Federal, State, and local laws.					
9. The Bylaws are periodically reviewed and updated as needed.					
10. The Cooperative's policies are reviewed annually and updated as needed.					
11. The Board abides by all policies.					
12. The Board and CEO responsibilities are clearly and specifically outlined and followed.					
13. The Board avoids interfering with the execution of responsibilities delegated to the CEO, including personnel management.					
14. Individual Directors refrain from acting on Cooperatives matters without full Board approval.					
15. The Board accepts its role as a policy making body that provides oversight and control rather than making operational decisions.					
16. The Board has identified and understands its key areas of responsibility and control including, monthly financial statements, financial audits, selection of legal counsel, and monitoring and approving bad debt write-offs.					

Statement	Not Met	Sometimes	Mostly	Fully Met	Don't Know
17. Confidential cooperative information is maintained by all Directors.					
18. The Board has a policy of what constitutes a potential conflict of interest and has a shared understanding of the proper and accepted standards of conduct for all Directors.					
19. The Board has policies and provides for programs and services to ensure the membership is continually served, educated, and informed about the cooperative's activities and issues.					
CEO Oversight					
20. The CEO has a written position description and job description.					
21. Appropriate authority to accomplish the Cooperative's goals and objectives have been delegated to the CEO along with adequate resources for the CEO to perform his/her job.					
22. The Board utilizes a formal process to evaluate the CEO's performance on an annual basis.					
23. The CEO's performance is measured against performance factors and goals and objectives that have been agreed upon by the Board and CEO.					
24. The Board has a contingency plan for the sudden and/or prolonged absence of the CEO (e.g. illness, accident, death, or resignation) to allow for continued operation of the Cooperative.					
25. A compensation plan for the CEO is approved and reviewed annually.					
26. The Board has in place and understands the CEO selection process should it be necessary to hire a new CEO.					
27. The Board provides the CEO with ongoing performance feedback.					
Financial					
28. The Board reviews and approves the annual budget and work plan.					
29. Goals for important financial ratios are established and reviewed by the Board at least annually.					
30. The Board receives adequate financial reports and information in advance of each board meeting.					
31. A review of the annual audit report is presented annually by the Cooperative's auditor.					

Statement	Not Met	Sometimes	Mostly	Fully Met	Don't Know
32. The Board is given the opportunity to ask questions during the presentation of the annual audit report without management being present.					
33. The Board reviews the Cooperative's insurance coverage on at least an annual basis and approves changes in coverage as appropriate.					
34. The Board reviews the Cooperative's equity position annually and determines whether capital credits should be retired.					
35. The Board and management reviews the annual budget and assures that adequate financing is available to meet the Cooperative's work plan and budget.					
Communication					
36. Directors communicate the Cooperative's vision and mission and policies to cooperative members and the general public.					
37. There is clear communications between the Board of Directors and the CEO about what the Board expects from the CEO.					
38. An atmosphere exists at board meetings where all Directors feel they have the freedom to express their thoughts and opinions and they regularly exercise that freedom.					
39. Outside professionals such as auditors, attorneys, lenders, and other consultants are brought into board meetings when professional advice is required.					
40. The Board reviews and approves a communication plan for the Cooperative annually.					
Governance and Procedures					
41. The duties and responsibilities of the Board of Directors and board committees have been defined in writing.					
42. There is a procedure in place for recruiting director candidates.					
43. There is a formal orientation program for new Directors.					
44. There is a written job description for the Board Chairman.					
45. The Board has a formal policy regarding Director training.					
46. The Board holds an organizational meeting shortly after the annual membership meeting.					
47. A meeting agenda and supporting materials are available for each Director prior to board and committee meetings.					

Statement	Not Met	Sometimes	Mostly	Fully Met	Don't Know
48. An attendance record is maintained for Director attendance for all board and committee meetings.					
49. Directors are asked to resign if they no longer meet the director qualifications per the Cooperative's bylaws.					
50. Directors voting in the minority support decisions approved by a majority of the Board.					
51. Directors take advantage of educational and training opportunities to increase their knowledge and governance skills.					
52. Each director has a copy of the Cooperative's policies and bylaws.					
Collaborative Environment					
53. Sticks to the agenda during board meetings					
54. Spends the appropriate amount of time on strategic issues					
55. Provides orientation and mentoring to new directors					
56. Establishes a common understanding before discussing a topic					
57. Tends to micromanage					
58. Is not afraid to discuss difficult issues					
59. Tolerates conflicts of interest					
60. Encourages questions on management's proposals					
61. Speaks with one voice once we make a decision					
62. Plans for Board/CEO Succession					
63. Sets fair and justifiable compensation for the CEO					
64. Engages in a regular board performance evaluation process					
65. Uses a defensible methodology to determine director compensation and benefits					
66. Seeks a second opinion from outside the co-op if necessary					
67. Sets clear expectations for director behavior and performance					
68. Prepare questions in advance of the meeting					
69. Overlook or allow rude behavior in the boardroom					

Statement	Not Met	Sometimes	Mostly	Fully Met	Don't Know
70. Attend director training sessions					
71. Arrive at board meetings with their minds already made up					
72. Arrive on time for meetings					
73. Speak in a confrontational or rude tone					
74. Put the general manager on a pedestal					
75. Maintain the confidentiality of sensitive information					
76. Tend to personalize issues during discussions					
77. Act disrespectfully toward the general manager					
78. Are open to differing points of view					
79. Provide input to the board meeting agenda					
80. Respect the divisions of responsibility between the board and management					

Summary

What areas of the Board's responsibilities have been performed most effectively?

In what areas can the Board strengthen their performance?

What should the Board's priorities be for the coming year?

How can the CEO be more supportive of the Board's efforts to improve their performance?

How can the Board be more supportive of the CEO's efforts in managing and directing the operations of the Cooperative?

DCEC's 2021

Annual Meeting of Members

- Agenda -

Welcome/Call to Order.....	President Stephen Oles
Invocation.....	Deborah Fleming
National Anthem.....	Grace's Touch
Pledge of Allegiance.....	President Stephen Oles
Introductory Comments/President's Report.....	President Stephen Oles
Appointment of Tellers.....	DCEC Attorney Jeffrey Clark
Secretary's Report.....	Secretary Edward Pick
- Quorum Determination	
- Notice of Meeting	
- 2020 Meeting Minutes	
Treasurer's Report.....	Treasurer Paul Menke
CEO/General Manager's Report.....	CEO/General Manager Christopher Evans
Director Nominations.....	Nominating Committee Chairman Mark Rossley
- Opportunity for Director Nominees to Speak	
- Director Elections.....	DCEC's Attorney Jeffrey Clark
- Charitable Donation Vote.....	DCEC's Attorney Jeffrey Clark
Unfinished Business/New Business.....	CEO/General Manager Christopher Evans
Member Questions/Comments.....	CEO/General Manager Christopher Evans
Service Awards.....	President Stephen Oles
- Rosemary Alwine.....	20
- James Green	20
- David Schmidt.....	20
- Mike Dianich	15
- Tara Rifenbark	15
- Mike Schafer.....	15
- Edward Pick Jr.	10
- Steve Burnett	5
Election Results.....	DCEC Attorney Jeffrey Clark
Wrap-up & Adjournment.....	President Stephen Oles
\$500 Grand Prize.....	Administrative Assistant Alicia VanZandt

Location: American Legion located at 41 Page Ave. in Delhi, NY 13753
Date: September 10, 2021
Time: 4:30 p.m. Registration
5:30 p.m. Business Meeting
Dinner served after Business Meeting

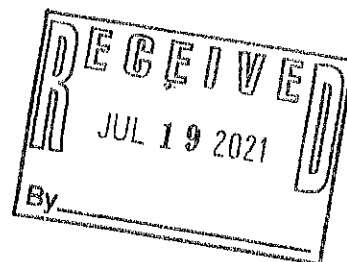


Otsego Electric Cooperative, Inc.

P.O. Box 128
Hartwick, NY 13348-0128
Telephone: (607) 293-6622
Fax: (607) 293-6624

July 16, 2021

Delaware County Electric Cooperative, Inc.
PO Box 471
Delhi, NY 13753
Attn: Chris Evans



Dear Chris:

We would like to invite you to Otsego Electric Cooperative's Annual Meeting. The meeting will be held on Wednesday, August 18, 2021 at 7:00 pm in the Auditorium of the Milford Central School located at 42 West Main St. Milford, NY 13807.

You are welcome to join us for Brooks' Chicken Bar-B-Q dinner starting at 5:00 pm. Please RSVP by August 1, 2021 to me at 607-293-6622 Ext. 105 or email at colleen.k@otsegoec.coop. I hope to see you there.

If you would like to address the cooperative members, please let me know by August 1, 2021 so we can add you to the meeting agenda.

Sincerely and best regards,

Timothy R. Johnson, CEO



2021 Regional Meetings



Use this form to help ensure you have all the information you need before registering each of your attendees for *in-person* 2021 Regional Meetings. **You do not need to complete this form for attendees of the online event.** NOTE: This is not a registration form. Please register for this event on cooperative.com.

☐ **Name:** _____

☐ **Arrival date:** _____

☐ **Departure date:** _____

The Business Meeting is scheduled for the last day of your Regional Meeting. Check the schedule on cooperative.com for details to plan your travel accordingly. All are encouraged to attend the Business Meeting – especially voting delegates.

☐ **Will you be attending/participating in:**

☐ CFC Lunch

☐ CoBank Reception

☐ **What Director Education Courses will you be attending?**

☐ 952.1 Increasing Influence and Building Board Consensus [BLC/DGC]

☐ 971.1 Governance Challenges of the Evolving Distribution Cooperative [BLC/DGC]

☐ **For CEOs:**

☐ Do you plan to attend the CEO Breakfast?

☐ Do you plan to attend the CEO Workshop: Trifecta for Cooperative Success: Leadership, Resiliency and Change? (NOTE: senior staff are also welcome to attend.)

☐ **NRECA Event Code of Conduct & Policies**

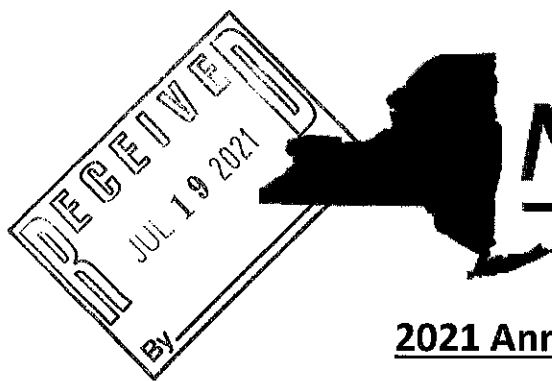
We value the health and safety of our members, staff and all other event participants; therefore, our focus is to create an environment that provides practical safeguards for every person involved. By registering for this event, you are agreeing to comply with [NRECA's Event Code of Conduct & Policies](#) as a condition of attendance.

In case of emergency, please provide the following information:

☐ Emergency contact name: _____

☐ Emergency contact relationship: _____

☐ Emergency contact phone: _____



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