

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, December 22, 2020 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 November 24, 2020 [packet pages 2-7]
- B. New Memberships [packet page 8]
- C. Bad Debt Collection Report [No Bad Debt to Report This Month]
- D. Director Compensation [packet pages 9]
- E. Corporate Calendar [packet page 10]

III. Monthly Financial Reports

- A. Income Statement [packet page 11]
- B. Balance Sheet [packet pages 12-13]

IV. General Manager's Report [packet pages 14-16]

V. Capital Credit Year-End Retirement

- A. Report on \$460,000 General Year-End Retirement [Alwine/Cannizzaro meeting handout]
- B. Report on Special Retirement Coincident with General Retirement to all Inactive Members with < \$100 Total Equity (allocated, unretired) [Alwine/Cannizzaro meeting handout]

VI. 2021 Budget Proposal

- A. Budget Assumptions and Results [Cannizzaro, to be emailed prior to meeting]
- B. Work Plan Budget [Sullivan, to be emailed prior to meeting]
- C. Capital Budget [Sullivan/Cannizzaro, to be emailed prior to meeting]
- D. Outside Services Budget [Cannizzaro, to be emailed prior to meeting]
- E. Employee Training & Travel Budget [Cannizzaro, to be emailed prior to meeting]
- F. Director Budget [Cannizzaro, to be emailed prior to meeting]
- G. 2021 Income Statement Budget [Cannizzaro, to be emailed prior to meeting]

VII. CEO Search Committee Report [oral report by Committee Chair Oles]

VIII. Headquarters Project [Pietrantonio Perspective, Sullivan Oral Report & Cost Summary Update]

IX. Cooperative COVID-19 Response Update [Faulkner Oral Report]

X. Red Flags Rule Review [Faulkner Oral Report, packet page 17]

XI. PPP Loan Update [Faulkner/Cannizzaro Oral Report and see Manager's Report]

XII. Strategic Plan Review [Faulkner, packet page 18]

XIII. Preparedness of Substation(s) for DER (Distributed Energy Resources) [De Andrea, packet page 19]

XIV. Possible additional allotment of Peaking Power Allocation [De Andrea, oral report]

XV. Compass Presentation [Cannizzaro, handout during meeting]

XVI. RESAP Safety Improvement Plan Update [Sullivan/Soule, packet page 20]

XVII. Human Resources Audit Update [Faulkner packet page 21]

XVIII. Vegetation Management [Sullivan, oral report]

XIX. New Business:

- A. DCEC Negotiation Committee
- B. Corporate Calendar Review

XX. Future Business:

- A. Regular Board Meeting, Tuesday, 01/26/2021 @ 5:00 pm
 - 1. Sexual Harassment Training for Directors/Managers by Attorney Clark
- B. CoBank-facilitated Strategic Planning Discussion, date TBD, Delhi, NY
- C. COVID vaccine for employees if/when it becomes available. Millie participating in B S & K webinar, Friday, December 18th, 2020
- D. NYSRECA Business Meeting – Thursday, 1/28/2021 at 9:30 am, teleconference info to be mailed – RSVP by 12/22/20.
- E. 2021 NRECA PowerXchange (NRECA Annual Meeting) and TechAdvantage Experience, 2/22/21 to 3/4/21 Online – RSVP by 12/22/20 – Consider moving February Board Meeting because of schedule conflict.

XXI. Executive Session

XXII. Adjournment

Cooperative Stakeholders

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

Cooperative Values

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

**Delaware County Electric Cooperative
Board Meeting Minutes
November 24, 2020**

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held November 24, 2020 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:02 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 Mark Schneider, DCEC's Finance Manager Millie Faulkner, and DCEC's Operations Manager Ryan Sullivan. Additionally, the following individuals participated via Zoom, Director Burnett, DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King, DCEC's CFO Mark Cannizzaro, and DCEC's Administrative Assistant Alicia VanZandt.

C. Adoption of Agenda: The board unanimously agreed to amend the existing agenda as follows:

- Add to XV. Meeting Reports, C. NYAPP Business Meeting, 11/20/2020 [oral reports from any attendee]
- Add to XIX. New Business, A. CEO/GM Transition and B. 2021 Cost of Service Study.

II. Welcome and Introduction of New Director, Kimberly Tosi: President Oles welcomed Director Tosi with a warm greeting on behalf of the entire board.

III. 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.

IV. Adjourn the Board Meeting to Hold the Organizational Meeting: President Oles adjourned the regular board meeting at 5:08 p.m.

CEO/General Manager Schneider called the Organizational Meeting to order at 5:09 pm.

CEO Schneider apologized that the Zoom meeting was cut off immediately upon the conclusion of the annual meeting of members on November 12, 2020, so the organizational meeting was not held at that time, as originally planned. The November board meeting is the first convenient opportunity to conduct the organizational meeting so we are doing it now, in accordance with Article VI, Section 2 of the Cooperative's Bylaws.

CEO Schneider read the duties of the officers from the Cooperative's Bylaws.

Call for nominations, office of President:

Director Russell nominated Steve Oles to continue to serve as Board President. A motion was made to close nominations by Director Wehmeyer. The motion was seconded by Director Pick. A motion was made by Director Pick to cast a single ballot for Steve Oles to service as Board President for the ensuing year. The motion was seconded by Director Tosi. The motion carried.

Call for nominations, office of Vice President:

Director Menke nominated Jeffrey Russell to serve as Board Vice President. A motion was made to close nominations by Director Pick. The motion was seconded by Director Wehmeyer. A motion was made by Director Pick to cast a single ballot for Jeffrey Russell to service as Board Vice President for the ensuing year. The motion was seconded by Director Wehmeyer. The motion carried.

Call for nominations, office of Secretary:

Director Wehmeyer nominated Edward Pick Jr. to serve as Board Secretary. A motion was made to close nominations by Director Oles. The motion was seconded by Director Russell. A motion was made by Director Menke to cast a single ballot for Edward Pick Jr. to service as Board Secretary for the ensuing year. The motion was seconded by Director Russell. The motion carried.

Call for nominations, office of Treasurer:

Director Pick nominated Paul Menke to serve as Board Treasurer. A motion was made to close nominations by Director Pick. The motion was seconded by Director Russell. A motion was made by Director Pick to cast a single ballot for Paul Menke to service as Board Treasurer for the ensuing year. The motion was seconded by Director Russell. The motion carried.

Committee Appointments:

CEO/General Manager Search Committee: The following members of the Board will serve on the CEO/General Manager Search Committee
Director Oles, Director Russell, Director Wehmeyer, Director Pick,

Director Menke, Director Burnett, and Director Tosi. It is generally agreed that Director Oles will serve as the Committee Chairperson.

Organization and Staffing Committee: The following members of the Board will serve on the Organization and Staffing Committee Director Oles, Director Russell, Director Wehmeyer, Director Pick, Director Menke, Director Burnett, and Director Tosi. It is generally agreed that Director Russell will serve as the Committee Chairperson.

Finance Committee: The following members of the Board will serve on the Finance Committee Director Oles, Director Russell, Director Wehmeyer, Director Pick, Director Menke, Director Burnett, and Director Tosi. It is generally agreed that Director Menke will serve as the Committee Chairperson.

There being no more business to conduct in the organizational meeting, CEO Schneider adjourned the meeting at 5:24 pm.

V. Call the Board Meeting Back to Order: President Oles called the regular board meeting back to order at 5:25 pm.

VI. Monthly Financial Reports:

- A. **Income Statement:** CEO/General Manager Mark Schneider remarked on the following items on the Income Statement;
DCEC shows that its Operating Revenue is under budget because of the COVID refund that was applied to the October bills in the amount of \$280,000. Schneider commented that line 7 is a direct reflection of the timing of checks arriving. He explained that there was a check received in September from the Catskill Watershed Corporation (CWC) for a line extension expense and again in October the Cooperative also received a check from a member as reimbursement for the same line extension expense. Schneider remarked that DCEC had some invoices from Asplundh and that the budget went down for Asplundh Right-of-Way for October. Lastly Schneider stated that line item 22 is way down because the Government is no longer offering the same program as they once did.
- B. **Balance Sheet:** CEO/General Manager Mark Schneider remarked on the following items on the Balance Sheet;
CEO Schneider commented that on the asset side, line item two shows the headquarters building. He also explained that line item six shows the purchase of the Kiff building for 628k and then rented it back to Kiff. CEO Schneider remarked that line item 9 shows cash rich at the time of this report. He continued to comment that cash is way up because of this low interest rate borrowing DCEC is doing.

VII. General Manager's Report: CEO/General Manager Schneider commented that there was another extensive outage of the Jefferson substation.

CEO/General Manager Schneider also reminded the board that the Cooperative is still honoring

the disconnections moratorium and at this time DCEC has postponed and temporarily suspended the following:

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

CEO/General Manager Mark Schneider stated that following the meeting today with the Delaware National Bank of Delhi there still is no action or response from the Small Business Administration (SBA) on the Payroll Protection Program Loan Forgiveness application. Schneider added that Delaware National Bank of Delhi representative Dee Hillis feels hopeful that DCEC will get an answer from SBA by the end of the year.

CEO/General Manager Mark Schneider recapped that two Line Apprentice 1st Year employees both took jobs with NYSEG as Line Apprentices. Schneider stated that similar departures are transpiring at other New York State Cooperatives and this trend cannot be overlooked.

CEO/General Manager Mark Schneider made the clarification that on page 17 under Power Supply / Project Initiatives, Headquarters Project, number three should read, Paving inside the fence will begin on Monday, 11/30/2020 by Lancaster.

Another typo was mentioned on page 18 by Director Burnett, under NYSRECA Business Meeting 11/19/2020 the second to last sentence in the last bullet the sentence should read The general managers have privately discussed the possibility of naming the scholarship to honor Dan and Carol Saulsgiver.

VIII. Policies:

A. Conflict of Interest: A motion was made by Secretary Pick to approve the policy with the following amendments

- On page 22, 4. Business Opportunity. An Official may not directly or indirectly take advantage of a Business Opportunity unless, before the Official becomes legally obligated regarding the Business Opportunity:
- On page 22, Value is given for the use and assuming the use is a Conflicting Interest Transaction, the Official is permitted to engage in the Transaction under this Policy;
- On page 23, B. If the Director does not comply with this Policy within thirty days, then, as allowed by law, the Cooperative's Articles of Incorporation and the Cooperative's Bylaws, the Board may disqualify and/or remove the Director.
- On page 25, 6. Upon not complying with the Policy, agrees to any disqualification, removal, or other action taken under the Policy.

The motion was seconded by Treasurer Menke. The motion passed.

IX. Capital Credit Year-End Retirement:

- A. **\$460,000 Normal Year-End Retirement:** A motion was made by Committee Chairman Paul Menke on behalf of the Finance Committee to complete a normal capital credit year-end retirement of \$460k. No second is required. Motion passed.
- B. **Special Retirement Coincident with Normal Retirement to all Inactive Members with <\$100 Total Equity (allocated, unretired):** A motion was made by Committee Chair Paul Menke on behalf of the Finance Committee to complete a special retirement coincident with normal retirement to all inactive members with <\$100 total equity allocated and unretired. No second is required. Motion passed.

X. 2021 Budget Proposal:

- A. **Budget Assumptions and Results:** Reviewed and presented by CFO Mark Cannizzaro.
- B. **Work Plan Budget:** Reviewed and presented by CFO Mark Cannizzaro and Operations Manager Ryan Sullivan.
- C. **Capital Budget:** Reviewed and presented by CFO Mark Cannizzaro and Operations Manager Ryan Sullivan.
- D. **Outside Services Budget:** Reviewed and presented by CFO Mark Cannizzaro and Operations Manager Ryan Sullivan.
- E. **Employee Training & Travel Budget:** Reviewed and presented by CFO Mark Cannizzaro and Operations Manager Ryan Sullivan. CEO/General Manager Schneider remarked that there was an increased cost for line items; lineman training costs and CDL costs. Additional, increased cost for line items for New CEO to participant in NRECA's Annual Meeting and NRECA Regional Meeting.
- F. **Director Budget:** Reviewed and presented by CFO Mark Cannizzaro. The Board would like the cost of NRECA's three-part Director Education Program, the Credentialed Cooperative Director (CCD) program included in the 2021 budget as it focuses on basic governance knowledge and the essential skills required of cooperative directors.
- G. **2021 Income Statement Budget:** Reviewed and presented by CFO Mark Cannizzaro.
- H. **Request for November Approvals:** CFO Mark Cannizzaro stated that the presented budget items on page 26 are based on trends and consumptions from previous years. A motion was made by Director Wehmeyer to approve the following 2021 budgeted line items: Asplundh Right-Of-Way Contract - \$255,000 and Line Apprentice Training Program - \$7,962. The motion was seconded by Secretary Pick. The motion passed.

XI. DCBI Financial Review: CEO/General Manager Schneider commented that DCEC doesn't own and operate the fiber business and that this project is all revenue that costs the Cooperative noting and its 100% margin.

XII. CEO Search Committee Report: Reviewed. See report attached submitted by Chairman Oles.

XIII. Headquarters Project: Reviewed. CEO/General Manager Mark Schneider specified the electric car will not be purchased early in the year. CEO/General Manager Mark Schneider stated that there are typos on the bottom of Page 40, the last table Adding to Contingency Funds on Budget Savings for Completed Line Items the Total Budget Savings on Completed Line Items should be \$12,402.00 not \$4,100.00, therefore, the Contingency Budget Remaining should be \$29,946.33.

XIV. Cooperative COVID-19 Response Update:

XV. Meeting Reports:

- A. Reflections on the 2020 Virtual Annual Meeting of Members:** CEO/General Manager Schneider commented that the Annual Meeting went fairly smooth and that DCEC's Finance Manager Millie Faulkner and DCEC's Engineering Manager Paul DeAndrea acted as a second verification of all absentee ballot votes and numbers following the count previously performed the day of the meeting by DCEC's Attorney Jeff Clark and the two appointed Tellers; Meg Hungerford and Lorna Pearce.

The board made the following comments/recommendations to the CEO/General Manager for future Annual Meetings;

- More time should be devoted to the service awards in the future.
- In six months the board would like a report that reflects the analytics and web traffic to the Annual Meeting video.
- Attendees didn't fully understand the door prize drawing process and if this event is ever done virtually again the process should be explained in more depth.
- Members and attendees definitely missed Brooks BBQ chicken dinner as several comments and remarks were made.

- 1. Signature by Secretary Pick on minutes of the September 26, 2019:** Reviewed.

- 2. Review with No Action of the minutes of the Adjourned September 18, 2020 Annual Meeting of Members:** Reviewed.

- B. NYSRECA Business Meeting, 11/19/20:** Handout attached.

CEO/General Manager Schneider cited again as previously mentioned in the General Manager's Report NYSRECA will most likely vote in July at the NYSRECA Annual Meeting to name a scholarship in honor of Dan and Carol Saulsgiver.

C. NYAPP Business Meeting: Handout attached.

XVI. Approval of Employee Holiday Gift: A motion was made by Secretary Pick to distribute Visa or MasterCard gift certificates in the amount of \$70 to all employees, directors, Willie Armstrong, and Deanna Stewart. The motion was seconded by Treasurer Menke. The Motion passed.

XVII. RESAP Safety Improvement Plan Update: Reviewed. CEO/General Manager made one comment that in regards to fully executing each item, line item B. Incorporate many more safety critical items on the Cooperative corporate calendar if they happen annually, semi-annually, or quarterly needs significant progress and implementation.

XVIII. Human Resources Audit Update: CEO/General Manager Schneider commented that the human resource audit was updated to include the creation of a termination letter and a CDL driver qualification file.

XIX. New Business:

A. CEO/GM Transition: Reviewed. Discussed in executive session.

B. 2021 Cost of Service Study: Reviewed. Discussed in executive session.

XIII. Future Business:

A. Regular Board Meeting, Tuesday, 12/22/2020 @ 5:00 pm

1. Sexual Harassment Training for Directors/Managers by Attorney Clark

2. Compass Financial Forecasts Requested by Finance Committee

3. Vegetation Management Report

B. CoBank-facilitated Strategic Planning Discussion, date TBD, Delhi, NY

C. COVID vaccine for employees if/when it becomes available

XIII. Executive Session: A motion was made to go into executive session at 9:10 pm by Secretary Pick. Secretary Pick invited the four Managers; DCEC's CEO/General Manager Mark Schneider, DCEC's Finance Manager Millie Faulkner, DCEC's CFO Mark Cannizzaro, and DCEC's Operation Manager Ryan Sullivan. The motion was seconded by Director Russell. The motion passed. A motion was made to come out of executive session at 10:13 pm by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

XIV. Adjournment: There being no further business on the agenda, President Oles adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Edward "Rusty" Pick, Jr.,
Secretary

Delaware County Electric Cooperative, Inc.

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

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NEW MEMBERSHIPS – December 22, 2020

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18482-001	JE 2-15-7A	Kate	Sullivan	345 Montgomery St., Apt. 1L	Brooklyn, NY 11225	Dennis Buel
18498-001	DA 1-29-8	Kevin	Bedient	7184 Charlotte Creek Rd.	Davenport, NY 13750	Jamie & Jeffrey Garrison
18506-001	DA 1-27-20B	Amber	Marks	3883 Charlotte Creek Rd.	Davenport, NY 13750	Samuel Lehv
18483-001	DA 1-39-14	Jessica	Kelley	131 Dehning Rd.	East Meredith, NY 13757	Frances H. Baldanza
18488-001	MA 3-26-6A	Kasey	Bowker	11961 County Highway 27	Masonville, NY 13804	Vincent T. DeMarinis, Jr.
18496-001	KO 2-42-38	Matthew	Hansen	3 Elm St.	Pleasantville, NY 10570	Harry Clum, Jr.
18403-001	DA 2-22-33C	Sam	Fundaro	P.O. Box 420	Roxbury, NY 12474	New Service
18466-001	DE 4-16-4B	Dale	Kirby	569 Peakes Brook Rd.	Delhi, NY 13753	Carolyn M. Kirby
18507-001	HA 4-24-28	Gabriel	McIntosh	4395 Broady, Apt 3E	New York, NY 10040	Douglas Craig Polley
18492-001	DA 1-27-20D	Nicholas	Saguid	3881 Charlotte Creek Rd. #2	Davenport, NY 13750	Samuel Lehv
18480-001	HF 2-14-13A	Anthony	DiMarco	37 Simpson Ave.	Atlantic Highlands, NJ 07716	Andrew V. Pace
18477-001	WA 3-37-21	Jennifer	Hickman	148 Smith Rd.	Walton, NY 13856	Brayton Gleason
18501-001	KO 1-48-5	Alexander	Pagerie	348 Cty Hwy 12	E. Meredith, NY 13757	Anthony T. & Joan Greco
18499-001	AN 4-98-10	Jeffrey	Strauss	7 David Dr.	Whippany, NJ 07981	Manfred Strauss
18472-001	JE 2-16-9A	Flagstar	Bank	5151 Corporate Dr., E110-3	Troy, MI 48098	Cenlar Federal Savings Bank
18471-001	DA 1-29-15C	Stacy	Briggs	P.O. Box 47	Davenport, NY 13750	Kevin Briggs
18453-001	KO 2-52-8E	Bianca	Vazquez	2903 Chestnut Ave.	Medford, NY 11763	Santo Asaro
18493-001	KO 2-42-19	David W.	Voss	1135 Braehead Rd.	Bloomville, NY 13739	John P. Mason
10495-001	ME 1-56-8	Victoria	Sharp	581 Rathbun Hill Rd.	East Meredith, NY 13757	Henrietta Statham
18485-001	CO 4-76-5B	Christian	Stolarz	100 Emerald Lake Rd.	DeLancey, NY 13752	William Rabito
18484-001	HF 2-12-5F	Jeff	Zagarello	1931 Parker School House Rd.	Harpersfield, NY 13786	Deborah McDonald
18478-001	AN 5-42-22	Jean	Kaczmarek	575 Covington Dr. NW	Calabash, NC 28467	Andrew Kaczmarek
18474-001	BO 5-3-2B	Ivan	Colberg	275 Ford Rd.	Bovina, NY 13740	Marie Cheuvront
18479-001	TO 3-77-45	Corey	King	24606 State Highway 10	Walton, NY 13856	Dennis Duffy
18487-001	HF 2-23-8	Daniel	Vizzini	716 41 Street, Apt. 1R	Brooklyn, NY 11232	Edward S. Slicer
18490-001	HA 4-24-8C	Laurie	Andrisano	315 S. Chestnut St.	Township of Washin, NJ 07676	Anthony Cascarelli, Jr.
18489-001	AN 5-62-8A	Walter	Bassano	360 Furman St., Apt. 716	Brooklyn, NY 11201	Linda Kurre

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18475-001	DE 4-6-7	Lisa	Smith	35-06 88 th St., #2E	Jackson Heights, NY 11372	Christian A. Mignier
18476-001	GI 2-59-1	Leslie Ann	Ernst	P.O. Box 207	Grand Gorge, NY 12434	Jerome Gauthier
18459-001	MA 3-32-13	Lia	Simeone	9502 County Highway 20	Bainbridge, NY 13733	Gino Guglielmi
18462-001	JE 2-25-12	Jin	Pak	184 Campo Rd.	Jefferson, NY 12093	Edwin P. Leber
18415-001	DA 1-29-6C	John	Papadopoulos	21-20 73 St.	East Elmhurst, NY 11370	New Service
18450-001	MA 3-42-5	Nicholas G.	Baker	70 W. Magnolia Ave.	Maywood, NJ 07607	Powder Primers Sport Club
18410-001	HA 4-24-14	David	Roberts	107 Fieldstone Terrace	Wyckoff, NJ 07481	Stanley Dibble Estate
18504-001	ME 1-76-15	Theodore	DeDominicis	3001 Case Hill Rd.	Treadwell, NY 13846	James W. Jurjens

2020 Director Compensation Report				Report Date:		16-Dec-2020		
	<u>Director</u>	<u>Officer</u>	<u>CCD</u>	<u>Per Diem</u>	<u>Pers Mileage*</u>		<u>Comp YTD**</u>	<u>Balance Due (YTD)</u>
1	Burnett	No	Yes	\$ 350	17	\$ 9.78	\$ 4,750.00	\$ 1,159.78
2	Menke	Yes	Yes	\$ 375	15	\$ 8.63	\$ 7,425.00	\$ 1,242.26
3	Oles	Yes	Yes	\$ 375	14	\$ 8.05	\$ 6,300.00	\$ 1,616.10
4	Pick	Yes	Yes	\$ 375	44	\$ 25.30	\$ 9,125.00	\$ 1,275.60
5	J. Russell	No	Yes	\$ 350	44	\$ 25.30	\$ 6,250.00	\$ 1,200.60
6	K. Tosi	No	No	\$ 300	20	\$ 11.50	\$ 600.00	\$ 623.00
7	Wehmeyer	No	Yes	\$ 350	52	\$ 29.90	\$ 5,200.00	\$ 1,209.80
8	Winkler	Yes	Yes	\$ 375	34	\$ 19.55	\$ 4,800.00	\$ 475.00
	TOTAL:						\$ 39,700.00	\$ 7,642.36
10/1	NRECA Region	1	0					
	NOTES:	1) Board policy identifies \$300 per diem compensation + \$25 for officers + \$50 for CCD directors.						
	*	2) Mileage to/from regular meetings @ IRS per mile rates of.....						\$0.575
	**	3) Compensation YTD reflects total taxable amount earned (excludes reimburseable expenses such as mileage)						
		4) Compensation for co-op-related "Short Activities" @ \$100 per meeting (per Jan2013 Board Resolution)						

DCEC Corporate Calendar Review

December 2020

October	
Year-End Financial Projection (Capital Credit Retirement Assessment)	Cannizzaro/CEO
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO
Re-instatement of Accounting/Audit Firm (resolution)	CEO/Board
Capital Credit retirement - decision by Board	CEO/Board
Kick-off Budgeting Process (prelim capital budget)	CEO
Employee Enrollment Notice (125, life insurance, other)	Cannizzaro
ERP Plan Exercise & Certification	Soule
Vegetation Management Update to Board	CEO/Sullivan
Oneida-Madison EC Annual Meeting	Board
Steuben REC Annual Meeting	Board
Contact disconnected members - assess health impairment of no winter service	Alwine
Inactive service report for Operations to retire services	Alwine
Economic Development Power audit responses	CEO
Substation Transformer Oil Testing	Sullivan
All-Employee Meeting (last week October)	CEO/Cannizzaro
Confined Spaces Gas Tester Calibration	Sullivan
November	
Year-end Financial Projection (Formulary Rate Planning)	CEO
Capital Credit Retirement (if applicable)	CEO
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Finalize Training Plan (incl. PREA)	CEO/Sullivan
ROW Clearing & Line Inspection contract approval	CEO/Sullivan
Employee Open Enrollment	Cannizzaro
CFC Membership Survey	Cannizzaro
NYPA 10-year Load Forecast	CEO/Sullivan
Newsletter notification - 3rd party notification for disconnect notices	VanZandt
Update DOT Unified Registration System (URS) bi-annual update odd years	Sullivan
Renew DOT Unified Carrier Registration (UCR) annual update	Sullivan
December	
Employee Performance Reviews – prep (Dec), deliver (Jan)	Management Team
CEO Performance Review – kick off & plan Jan O&S Committee Mtg	Board
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Christmas Party	VanZandt
Capital credit general retirement (if applicable)	Alwine
Billing complete for Pole Attachments	Rifenbark/Soule
Update phone menu systems with holiday schedule	VanZandt
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Strategic Plan Review	CEO/Board
Power Cost Risk Update to Board	CEO
Year End Process in Billing Kickoff	Alwine
Send Double-Wood Letters to Responsible Parties	Sullivan
Conduct Annual Red Flag Refresher Training & Present Red Flag Report to the Board	CEO

12/17/2020 4:35:39 pm

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General Ledger

Financial And Operating Report Electric Distribution

INCOME STATEMENT FOR NOV 2020

Item	-----Year - To - Date-----			-----Period - To - Date-----	
	Last Year	This Year	Budget	Current	Budget
1. Operating Revenue and Patronage Capital	7,992,032	7,896,853	8,457,775	741,137	764,488
2. Power Production Expense	0	0	0	0	0
3. Cost of Purchased Power	1,734,287	1,781,509	2,424,865	162,083	218,518
4. Transmission Expense	0	0	0	0	0
5. Regional Market Expense	0	0	0	0	0
6. Distribution Expense - Operation	1,209,493	1,275,131	1,315,178	104,590	123,858
7. Distribution Expense - Maintenance	1,645,673	1,536,385	1,417,569	180,129	102,931
8. Customer Accounts Expense	231,334	251,142	289,706	19,277	24,890
9. Customer Service and Informational Expense	12,219	14,220	19,090	1,107	1,730
10. Sales Expense	0	0	2,425	0	219
11. Administrative and General Expense	1,299,317	1,412,606	1,188,370	121,156	106,350
12. Total Operation & Maintenance Expense (2 thru 11)	6,132,323	6,270,992	6,657,204	588,343	578,496
13. Depreciation & Amortization Expense	896,658	929,698	911,956	85,609	88,689
14. Tax Expense - Property & Gross Receipts	3,000	3,069	3,000	0	0
15. Tax Expense - Other	0	0	0	0	0
16. Interest on Long-Term Debt	552,052	484,543	469,481	40,750	37,361
17. Interest Charged to Construction - Credit	0	0	0	0	0
18. Interest Expense - Other	284	316	10,962	30	3,588
19. Other Deductions	300	0	0	0	0
20. Total Cost of Electric Service (12 thru 19)	7,584,617	7,688,617	8,052,603	714,731	708,134
21. Patronage Capital & Operating Margins (1 minus 20)	407,414	208,236	405,172	26,406	56,354
22. Non Operating Margins - Interest	113,483	56,420	52,178	1,515	900
23. Allowance for Funds Used During Construction	0	0	0	0	0
24. Income (Loss) from Equity Investments	0	0	0	0	0
25. Non Operating Margins - Other	32,677	30,013	13,033	-773	-633
26. Generation and Transmission Capital Credits	0	0	0	0	0
27. Other Capital Credits and Patronage Dividends	25,183	24,968	34,800	0	0
28. Extraordinary Items	0	126,682	0	0	0
29. Patronage Capital or Margins (21 thru 28)	578,757	446,319	505,183	27,148	56,621
Operating - Margin	407,614	208,828	405,172	26,506	56,354
Non Operating - Margin	171,143	237,490	100,011	642	267
Times Interest Earned Ratio - Operating	1.74	1.43			
Times Interest Earned Ratio - Net	2.05	1.92			
Times Interest Earned Ratio - Modified	2.00	1.87			

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General Ledger

Financial And Operating Report Electric Distribution

BALANCE SHEET FOR NOV 2020

	Last Year	This Year	Variance
ASSETS AND OTHER DEBITS			
1. Total Utility Plant in Service	33,511,996	34,659,749	1,147,752
2. Construction Work in Progress	718,178	2,821,258	2,103,080
3. Total Utility Plant (1 + 2)	34,230,174	37,481,007	3,250,832
4. Accum. Provision for Depreciation and Amort.	12,236,992	12,724,358	487,366
5. Net Utility Plant (3 - 4)	21,993,182	24,756,648	2,763,466
6. Non-Utility Property (Net)	611,906	0	-611,906
7. Invest. in Subsidiary Companies	0	0	0
8. Invest. in Assoc. Org. - Patronage Capital	323,686	333,423	9,737
9. Invest. in Assoc. Org. - Other - General Funds	451,000	650,134	199,134
10. Invest. in Assoc. Org. - Other - Nongeneral Funds	246,142	237,445	-8,696
11. Invest. in Economic Development Projects	0	0	0
12. Other Investments	5,051	4,509	-542
13. Special Funds	0	59,000	59,000
14. Total Other Property & Investments (6 thru 13)	1,637,785	1,284,511	-353,273
15. Cash - General Funds	192,973	1,215,455	1,022,482
16. Cash - Construction Funds - Trustee	100	203,205	203,105
17. Special Deposits	0	0	0
18. Temporary Investments	0	0	0
19. Notes Receivable (Net)	0	0	0
20. Accounts Receivable - Sales of Energy (Net)	628,185	656,367	28,182
21. Accounts Receivable - Other (Net)	325,634	322,236	-3,398
22. Renewable Energy Credits	0	0	0
23. Material and Supplies - Electric & Other	778,898	951,407	172,509
24. Prepayments	196,162	232,432	36,271
25. Other Current and Accrued Assets	304,291	304,284	-7
26. Total Current and Accrued Assets (15 thru 25)	2,426,242	3,885,387	1,459,144
27. Regulatory Assets	1,118,818	1,006,684	-112,134
28. Other Deferred Debits	709,605	569,203	-140,402
29. Total Assets and Other Debits (5 + 14 + 26 thru 28)	27,885,633	31,502,433	3,616,801

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General Ledger

Financial And Operating Report Electric Distribution

BALANCE SHEET FOR NOV 2020

	Last Year	This Year	Variance
LIABILITIES AND OTHER CREDITS			
30. Memberships	58,815	60,260	1,445
31. Patronage Capital	8,381,802	8,642,711	260,909
32. Operating Margins - Prior Years	540,464	425,105	-115,359
33. Operating Margins - Current Year	407,614	208,828	-198,786
34. Non-Operating Margins	171,143	237,490	66,347
35. Other Margins and Equities	1,154,624	1,297,713	143,089
36. Total Margins & Equities (30 thru 35)	10,714,462	10,872,108	157,646
37. Long-Term Debt - RUS (Net)	0	0	0
38. Long-Term Debt - FFB - RUS Guaranteed	11,596,521	12,667,784	1,071,263
39. Long-Term Debt - Other - RUS Guaranteed	0	0	0
40. Long-Term Debt - Other (Net)	3,295,895	2,786,676	-509,220
41. Long-Term Debt - RUS Econ. Devel. (Net)	0	0	0
42. Payments - Unapplied	-2,018,119	0	2,018,119
43. Total Long-Term Debt (37 thru 41 - 42)	12,874,298	15,454,460	2,580,162
44. Obligations Under Capital Leases - Noncurrent	0	0	0
45. Accumulated Operating Provisions	0	0	0
46. Total Other Noncurrent Liabilities (44 + 45)	0	0	0
47. Notes Payable	0	464,218	464,218
48. Accounts Payable	157,165	220,401	63,236
49. Consumers Deposits	48,791	55,619	6,828
50. Current Maturities Long-Term Debt	0	0	0
51. Current Maturities Long-Term Debt - Econ. Devel.	0	0	0
52. Current Maturities Capital Leases	0	0	0
53. Other Current and Accrued Liabilities	311,774	388,151	76,377
54. Total Current & Accrued Liabilities (47 thru 53)	517,730	1,128,389	610,660
55. Regulatory Liabilities	0	0	0
56. Other Deferred Credits	3,779,143	4,047,476	268,333
57. Total Liab. & Other Credits (36+43+46+54 thru 56)	27,885,633	31,502,433	3,616,801
Current Assets To Current Liabilities	4.69	to 1	3.44 to 1
Margins and Equities To Total Assets	38.42	%	34.51 %
Long-Term Debt To Total Utility Plant	37.61	%	41.23 %

DCEC BOARD MEETING GENERAL MANAGER'S REPORT November 24, 2020 – December 15, 2020

ENGINEERING & OPERATIONS

Notable Outages & Occurrences: No major or notable outages this period. Largest outage was at PT H1, Andes Sub and affected 37 members that were off for 2 hours and 39 minutes - cause was tree contact.

Disconnections: No services were disconnected for non-payment this month. This moratorium on disconnects for non-payment will continue until the board of directors instructs management to resume normal collections and disconnection procedures.

Pole Inspections / Line Inspections / Stray Voltage Testing: Bob Coager has completed pole inspections for 2020. He is scheduled to be under contract in 2021. He delivered total of 2461 pole inspections in 2020. Cooperative crews conducted 177 stray voltage measurements in November bringing the yearly total to 430.

FINANCE & ACCOUNTING & HUMAN RESOURCES:

Small Business Administration (SBA) Payroll Protection Program (PPP) Loan Forgiveness Application: The latest communication from The Delaware National Bank was on November 28, 2020 via an email. Dee Hillis stated that the bank was presented with an additional lender form that needed to be completed. The form was completed and submitted and it was their understanding that this particular form should be the last one needed for the review. As of this date, there have been no further updates/communications from the bank. Based on various correspondences that I have seen from NRECA and RUS, there are a number of Cooperatives experiencing the same delays with the SBA.

Operations Staffing Update: Discussions with key operations staff resulted in mutual agreement that, although we received a fair amount of resumes/applications, none of the candidates were experienced in pole/tree climbing. This was the same for the Line Apprentice and Tree Crew positions. We have since revised the job descriptions which now do not require having a current Class A CDL license to be considered for employment but mandates that one is obtained within a certain time post hire.

All job postings will be handled in accordance with the customary internal post and bid process before going external with our searches.

CEO Transition:

I have been assuming the CEO tasks without a great deal of difficulty up to this point. I am pleased that the Cooperative employees have been supportive and positive. To a certain degree, I have been explaining that some immediate concerns will be addressed as best possible but may spill over into the realm and responsibility of the incoming CEO. Those conversations have been met with patience and understanding.

Member-Funded Employee Celebration: As previously reported, a member of the Cooperative has generously donated \$1,000 to provide a party for the Cooperative's employees after they move into the new headquarters. The party that was planned for Monday, January 4, 2021 has been moved to January 5th due to the fact that Brooks' is closed on Mondays and the 4th fell on a Monday. Menus for Brooks' House of BBQ have been distributed to all employees.

Christmas Gift Cards: Alicia purchased gift cards for all employees, board members and cleaning contractors in the amount of \$70.00 each. They were distributed to employees along with paychecks on Thursday, December 17th and to directors at the December 22, 2020 board meeting.

POWER SUPPLY / PROJECT INITIATIVES:

Headquarters Project: All structures are complete with very minor details still pending. Minor punch list items remain. Final walkthrough with trades and Ryan Sullivan is scheduled for 12/18/2020. Exterior work to be

completed is more substantial and includes the following:

1. Fence/gate installations are not yet complete.
2. Storm water features in the Southwest corner of the property including the large leaching field in the vicinity of the pole storage bunkers and the eCenter property line have been completed.
3. Paving inside the fence was completed on Friday 12/4/2020 which began on Monday, 11/23/2020 by Lancaster. Tom Howard Construction did a great job of pulling in another company to complete the incredibly important task of paving inside the fence. We have contracted with Lancaster to return to install the 2" top coat inside the fence in the spring of 2021.
4. Replacement of the Village of Delhi water main along the West border of our property. This work is being paid for in part by the Cooperative and in part by the Village. This work should be done testing and signing off on the work should be done on 12/18/2020.
5. Placement of concrete pole bunkers along the South and West fence lines was completed on 12/14/2020.

Fuel Tanks are functional and crews are using them for fueling cooperative equipment again.

Directors Pick and Russell were on site 12/14/20 and did a walkthrough with myself and Ryan Sullivan.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS:

NRECA Government Relations: Laura Vogel, Senior Advisor, Political Affairs for NRECA conducted a virtual meeting regarding NY congressional Delegation Outreach for 117th Congress on December 2nd. Representatives from the other 3 NY Cooperatives participated on the call as well. The meeting was in regards to reaching out to the new members of Congress to introduce ourselves in NY as well as provide information to them regarding who and what the rural electric cooperatives are and garner their support.

NYSRECA Government Relations Committee: NYSRECA met via teleconference on Friday, December 4, 2020. The call focuses primarily on government relations, with an emphasis on election results in the Senate and Assembly.

1. Senator Jen Metzger was the sponsor of our current legislation (Section 17 of the NYS Rural Electric Cooperative Law) in the Senate. As of yesterday, she has conceded the race to her opponent, Mike Martucci. Now that she has officially conceded we will have to work with a new sponsor. Bruce Geiger is currently working to secure support from other Senate representatives.
2. The student scholarship program was discussed briefly. Keith Pitman has taken the lead to develop the detailed proposal needed by the 2021 NYSRECA annual meeting. The general managers have privately discussed the possibility of naming the scholarship in honor of Dan and Carol Saulsgiver. That idea needs to be floated to all 4 boards of directors. The money that was saved on the Washington Legislative Rally amounts to approximately \$5,000.00 and Dan has indicated that he and his wife will match that. Please provide affirmation as to your desire to have Keith move forward with the proposal.

NYAPP:

1. Pamela Benson with NYAPP is gathering information for a collective NYAPP report on our individual 1 mill adder programs. With Ryan's help, we provided the requested information.
2. An email was sent out from Susan Stohr regarding the House Energy and Commerce Committee. NY has had 3 Congressman with seats on this very important committee. One of those, Rep. Eliot Engel lost his democratic primary and as such will have to vacate that seat. This is significant as he and his staff have in the past been generally supportive on issues specific to the NYAPP members. Paul Tonko is one of the remaining 2 on the committee.

3. There was another email from Susan Stohr regarding a recent lawsuit that was filed against Public Service Electric and Gas Long Island (PSEG-LI) by Long Island Power Authority (LIPA). The lawsuit alleges breaches of contract and gross negligence by the company related to failed response to Tropical Storm Isaias. The lawsuit is seeking \$70 million in damages and remedies. According to Susan “LIPA has contracted with PSEG-LI to run the utility system since it kicked National Grid to the curb after failures to restore service following Superstorm Sandy. The complaint reflects growing dissatisfaction with the company's performance and the potential for LIPA to chart a new course. The lawsuit points to the communications system's failure to notify residents about when power would be restored over the multi-day outage”.
4. The race between Anthony Brindisi and Claudia Tenney is still undecided and being challenged by each side in the courts.
5. Peter Oberacker has been elected to fill the seat being vacated by James Seward.

MEMBER SERVICES & PUBLIC RELATIONS:

The members that have been visiting the office have been very positive and complimentary regarding the new headquarters.

SAFETY REPORT:

Injury Report: No injuries or close calls to report this month.

Safety Committee Activity: No activity to report.

Red Flag Identify Theft Prevention and Response Training – December 15, 2020

Methods for Opening Accounts.

a. Prospective Member Appears in Person at Cooperative's Office: The Cooperative requires that prospective members who wish to receive utility service submit a membership application with the following information: (1) name and date of birth of the prospective member; (2) address location where service shall be provided; (3) billing address (4) home phone number (5) cell phone number if available (6) e-mail address if available (7) closest living relative and, at the prospective member's option, (8) Social Security Number or Tax Identification Number. If a member declines to provide their social security number they are not denied service but they are subject to the maximum deposit per the Cooperative's Deposits Policy. The applicant must also present to the Member Service Representative a valid Government issued photo identification as proof of identity.

b. Prospective Member Does Not Appear in Person at Cooperative's Office: The Cooperative requires that prospective members who wish to receive utility service submit a membership application with the following information: (1) name and date of birth of the prospective member; (2) address location where service shall be provided; (3) billing address (4) home phone number (5) cell phone number if available (6) e-mail address if available (7) closest living relative and, at the prospective member's option, (8) Social Security Number or Tax Identification Number. If a member declines to provide their social security number they are not denied service but they are subject to the maximum deposit per the Cooperative's Deposits Policy. See the previous paragraph for more details.

Methods for Accessing Account Balance, Payment Information and Disconnect Notices. The Cooperative allows members and member-designated third parties¹ to access account balances, payment information, and disconnect notices using the following methods:

- (a) in person at the Cooperative's offices after providing their name and account number or their name and address;
- (b) over the telephone after providing the Cooperative's employees their name and account number or their name and address; or
- (c) over the Internet @ <https://dce.smarthub.coop/Login.html> or automated secure pay-by-phone @ 844-209-7162 using a secure password.

2. Methods for Accessing Member Information Other Than Account Balance, Payment Information, and Disconnect Notices. The Cooperative allows members to access member information other than account balance, payment information, and disconnect notices using the following methods:

¹ Members designate third parties by completing and submitting a Consent Form to Disclose Account Information or by working with a DCEC staff person over the recorded phone line to complete the Consent Form.

- (a) in person at the Cooperative's offices with a picture identification or after providing their name, address and social security number or after providing their name, address and birth date;
- (b) over the telephone after providing the Cooperative's employees with their name, address and social security number or after providing their name, address and birth date; or
- (c) over the Internet @ <https://dce.smarthub.coop/Login.html> or automated secure pay-by-phone @ 844-209-7162 using a secure password.

Things a member or person listed on a consent form can do without providing identity verification information:

- 1. get account balance
- 2. get payment information and make payments
- 3. get disconnect status

A person listed on a consent form cannot do anything other than get account balance, get payment information, and get disconnect status. These are the only three things that a person on a consent form can ever do.

Any one of the following methods may be used by an existing member to verify their identity:

- 1. provide their name, address, and last 4 digits of their social security number
- 2. provide their name, address, and birth date
- 3. provide a valid government-issued photo identification (in person)

The following are just examples of things that a member cannot do without providing identity verification information:

- 1. delete their phone number(s) on record
- 2. change their billing address
- 3. change their e-mail address on record
- 4. request that their service be disconnected

Reporting Problems: If you suspect a member's personal information or identity has been compromised, report your suspicions immediately to the Cooperative's red flag coordinator, CEO/General Manager.

Protecting Personal Identifying Information (PII) through Good Cyber Security

Maintaining good cyber security is fundamental to protecting the PII of our members and our employees. Please remember these steps you can take to assist the Cooperative with its cyber security:

- 1. Don't let anyone into the Cooperative's headquarters unless you know who they are, you expect them, you understand what they are there to do, and they will have appropriate supervision by a Cooperative employee. We've seen some great examples of this in action over the last year or so – making calls to a vendor to verify, checking identification badges, etc.

2. Be cautious of e-mails with attachments or links to websites. Don't click on them unless you expect to receive the information and can verify the authenticity of the source. This caution is necessary even if the e-mail is from someone you trust, like a co-worker. The bad guys can hijack or spoof someone's e-mail address to fool you. On many e-mail platforms, you can hover over a link to see where the link is really taking you before you click on it. If you are uncertain about the uncertainty of an attachment or a link, call the sender to confirm. If all else fails, delete the e-mail. If it's really important they'll call you or re-send it.
3. Participate in the cyber security training offered through NISC and KnowBe4. If you're not sure if it's really KnowBe4 training, verify that the training link is a "knowbe4.com" link. For example, the following link is a legitimate link to a training program:
<https://training.knowbe4.com/login?email=TWfuyay5TY2thuZWlkZXdJAZGNlcuLmNvxb3A%3D>.

Any concerns about attempts to compromise member or employee PII?

Any questions or concerns about present or future policies or practices related to protecting member or employee PII?

Clerical Critical and Time Sensitive Tasks/Backup Personnel/Training (updated 12/17/2020)

Employee/Title	Task	Backup	Training Needed	Training Schedule	Initial Training Complete
Alicia/Administrative Assistant	Website Administration	Tara	Yes	Completed Oct. 2017	Yes
	Legislative Conference Planning	Tara	No		
	Annual Meeting Planning	Tara	No		
	Board Meeting Preparation	Tara	No		
	Call Capture for Outage Notifications and ROW Clearing	Ryan	Yes	Completed 3/14/19	Yes
	Email Blast	Rosemary	Yes	Completed 6/25/19	Yes
	Smart Hub	Rosemary and Tara	Yes	Completed June 2018	Yes
	Newsletter	Tara	No		
	Advertise non-discrimination notices	Tara	No		
	18 month editorial calendar	New CEO?	Yes	As needed (when Alicia is updating)	Was previously covered by outgoing CEO/GM
	Office Purchase Orders (NISC, etc.)	Betty/Tara	No		
	Family Fun Day	New CEO?	Yes	2021	Was previously covered by outgoing CEO/GM
	Phone system management	Mark	No		

Tara/Billing Assistant	Pole Attachments Billing	Alicia	Yes	Unable to complete training due to Alicia being in quarantine.	Some training completed-more needed
	NYC Permit Fees Billing	Alicia/Ryan	Yes	March 9, 10 & 11, 2021	Some training completed-more needed
	Turning over UA to Collections	Rosemary	No		
	Board Resolutions for UA to Collections	Rosemary	No		

Rosemary/Billing Specialist	Monthly Member Billing	Tara	Yes	Completed June 2020	Yes
	Delinquents 1 & 2 (Cut-offs/DNPs)	Tara	No		
	Call Capture for Delinquents	Tara	Yes	Completed March 2019	Yes
	Preparation for Field DNPs	Tara	Yes	Completed March 2019	Yes
	Applying Penalties	Tara	No		
	Daily Balancing	Tara	No		
	Month-End Close	Tara	No		
	Final Bill Process	Tara	Yes	Completed 03/15/2018	Yes
	Retirement of Capital Credits	Tara	Yes	3/27/2019	Yes
	Allocating Capital Credits	Tara	Yes	Completed June 2019	Yes
	Capital Credit Estate Payout	Tara	Yes	Completed 4/1/2019	Yes
	Refund Inactive Accounts	Tara	No		
	Monthly Follow-Up Drawer & Board Info Preparation	Tara	Yes	Completed March 2019	Yes
	Setting Up New Services/Paperwork and Computer	Tara	No		

	Move Unclaimed Capital Credits to Abandoned	Tara	Yes	Documentation/Instructions complete and available on the	
	Year End Billing Process	Tara	Yes	12/29 & 30/2020	Training will be completed as staffing levels and time allows
	Payout of Distributed Generation Members	Tara	Yes	January 27, 28 & 29, 2021	Training will be completed as staffing levels and time allows
	Contact disconnected members prior to winter disconnect season	Tara	Yes	Completed 03/15/2018	Yes

Front Office Critical and Time Sensitive Tasks/Backup Personnel/Training

Employee/Title	Task	Backup	Training Needed	Training Schedule	Initial Training Complete
Tara/Ally/Rosemary	Change of hands	Tara/Ally/ Rosemary/ Mark/Millie/Ryan	No		
	Misc. Receivable Invoice		Yes	Completed Dec. 2017	Yes
	Cash Register Operations		No		
	Outage Management entry		No		
	Phone System		No		
	Bank/Post Office/Mail Batch		No		

Operations Critical and Time Sensitive Tasks/Backup Personnel/Training

Employee/Title	Task	Backup	Training Needed	Training Schedule	Initial Training Complete
Betty/Operations Clerk	Field DNPs	Linemen	No		
	Material Inventory	Ryan	No		
	Asset Management	Ryan	No		
	Fleet Management	Ryan	No		
	Material Ordering	Ryan	No		
	Year-End Inventory	Ryan	No		
	Operations purchase orders	Ryan/Ally	No		
	Bucket truck testing arrangements	Ryan	No		
	Rubber glove testing arrangements	Ryan	No		

Bucky/System Coordinator	Task	Backup	Training Needed	Training Schedule	Initial Training Complete
	Setup of Work Orders in iVue	Ryan	No		
	Field Staking	Linemen	Yes - Landowner Considerations	Completed June 2020	Yes
	Coordination of Electricians/Field	Ryan	No		
	Underground Cable Locating Requests	Ryan	Yes	Completed May 2020	Yes
	RESAP/Safety Coordinator	Ryan	No		
	Drawing up of ROW Easements	Ryan	No		
	New Service Letters	Ryan	Yes	Completed Febraury 2020	Yes
	Spill reporting	New CEO?	Yes	2021	Backup TBD

Management Critical and Time Sensitive Tasks/Backup Personnel/Training

Employee/Title	Task	Backup	Training Needed	Training Schedule	
Ryan/Operations Manager	Closing of Work Orders	New CEO?	Yes	*Completed 3/18/2019	***Yes
	ORPS	New CEO?	Yes	Completed 3/28/2019	***Yes
	Pesticide Annual Reporting	New CEO?/Randy	Yes	February 2021	
	Pesticide Permit Applications	New CEO?/Randy	Yes	Completed 4/15/2019	***Yes
	Annual DEC Hazardous Waste Report	New CEO?	Yes	February 2021	
	Daily time sheet approvals	Ryan/Mark	No		
	OMS/Command Center (2x daily)	Bucky/Betty	No		
	DOT Unified RegistrationSystem (URS)				
	Bi-Annual Update Odd Years	New CEO?	Yes	2021	
	Renew DOT Unified Carrier Registration (UCR) Annual Update	New CEO?	Yes	2021	
	Tri-annual DEC pesticide business agency registration	New CEO?	?	2021	***Backup TBD
Mark/Finance Manager	Payroll	Ryan/New CEO?	Yes	Winter/Spring of 2018	Yes
	Accounts Payable	Ryan/New CEO?	Yes	Winter/Spring of 2019	Yes
	Deposit Management	New CEO?	?	2021	***Backup TBD
	Daily Maintenance of Cash Sheets	Ryan/New CEO?	Yes	February through April 2019	Yes
	Daily Maintenance of Ebill Deposits	Ryan/New CEO?	Yes	February through April 2019	Yes-Periodic Review Needed
	General Ledger Entries	M M & S w/New CEO?	Yes	June 2019	Yes
	Benefits Administration	New CEO?	?	2021	***Backup TBD
	Human Resources Administration	New CEO?	?	2021	***Backup TBD
	Form 7	New CEO?	?	2021	***Backup TBD
	Annual Audit	New CEO?	?	2021	***Backup TBD
	Form 990	New CEO?	?	2021	***Backup TBD
	NRECA Reporting W-2s	New CEO?	?	2021	***Backup TBD
	NRECA Reporting Salaries	New CEO?	?	2021	Backup TBD
	W2s and 1099s	M M & S w/New CEO?	Yes	Janaury 2019	***Yes
	Tax Returns (Sales, 941, 940, NYS 45, HUT)	M M & S w/New CEO?	Yes	April 2019	***Yes
	Closing Misc. Receivables Module	Ryan/New CEO?	Yes	April 2020	Yes
	Closing Payroll Module	Ryan/New CEO?	Yes	May 2021	Yes
	Financial reports to MM&S	New CEO?	Yes	Winter/Spring 2018	***Yes
	Annual OSHA 300A Report	Bucky	No		
	Annual OSHA 500 report	Bucky	No		
	Annual contractual pay increases	New CEO?	?	2021	***Backup TBD
	Jan 1 PTO adjustments, benefits adjustments, deduction changes, 50-life calculations	New CEO?	?	2021	***Backup TBD

Management Continued...

Employee/Title	Task	Backup	Training Needed	Training Schedule	
Millie/CEO/General Manager	iVue Administration/Security	Board/Millie	No		
	NYPA Contract	Board contact Dave Leathers	No		
	Check Signing	Ryan w/ Board Authorization	No		
	Purchase Order Approval	Ryan w/ Board Authorization	No		
	Weekly time sheet approvals	Ryan/Mark	No		
	Weekly/Monthly internal controls	Ryan	Yes	Scheduled for Completion 5/31/2021	
	Monthly PCA calculation	Millie	No		
	Submission audited financial statements to RUS	Millie	No		
	Economic Development Power Responses	Paul	Yes	July 2021	
	Year end financial forecasts	Millie	No		
	Renew Transmission Congestion Contracts	Millie	Notify NYPA to get communications		
Paul/Engineering Manager	Load shedding limits	Ryan	No		
	SCADA/AMI communication restorations	Ryan	Yes	Ongoing-July and August 2021	

***Was completed by previous CEO/GM.

Critical and time sensitive tasks are those tasks that are typically performed by an individual, not a group such as the Line Crew or the Board of Directors. Critical tasks are important to the Cooperative's ability to meet its obligations to its members or honor fiduciary or regulatory responsibilities. Time sensitive tasks must be performed in a short and well-defined time window. There are many critical tasks that are not very time sensitive and are therefore not on this list.

12/15/2020

P. De Andrea

DCEC DER ("Distributed Energy Resource") Preparation Planning**1. Developments nameplate rated at less than or equal to 15 kW.**

These developments, being limited to no more than 15 kW at the interconnection point, do not require any significant substation planning work or development related substation equipment changes to affect successful interconnections.

DCEC's current procedure for interconnecting DER nameplate rated at no more than 15 kW is described on the DCEC website under Products & Programs\Member-Owned Distributed Generation.

This procedure provides guidelines and requirements to developers and Members in specifying DER interconnections that may be approved for interconnection with the DCEC distribution system.

Since 2009, the DCEC Membership has interconnected 35 DER projects with the DCEC distribution system, all nameplate rated at 15 kW or less. Of these 35, 33 projects are inverter based, solar PV systems. The balance of the interconnections is wind turbine generator based inverter interconnections. The average nameplate capacity of the interconnected DER solar based PV systems is approximately 7.4 kW. The nameplate average capacity of the wind based DER is approximately 6.5 kW.

None of these projects required any significant planning work related to DCEC's substation infrastructure. Only one solar based PV interconnection required a distribution infrastructure change based on a developer reported operational limit. This operating limit was confirmed by the DCEC planning study and resulted in a minor alteration to the DCEC distribution system.

Preliminary planning work for DCEC's substations required the development of the system impedance information for each substation. The impedance information is used in the planning process to properly apply system protection devices. Additionally, this information is required to model expected system load flows for significantly larger capacity nameplate rated interconnections or for judging the efficacy of the DCEC system to support quality delivery service via DCEC's distribution system for loads that may develop. This information was used extensively in planning for the interconnection with NYSEG for service to Greene Lumber due to the magnitude of the load and the circuit distance from substation to the interconnection point.

2. Developments nameplate rated at greater than 15 kW.

These developments are reviewed on a case by case basis by DCEC for interconnection planning purposes. The scope of this review includes the affected substation as well as the distribution system infrastructure where the interconnection will be made.

Interconnection inquiries for systems rated at greater than 15 kW have been limited thus far to inverter based solar PV systems rated in the 1 to 2 MW range. Preliminary planning studies that have been completed thus far in response to these inquiries have generally revealed voltage quality and system protection concerns for the DCEC system attributable to these proposed development at the point where the development would be interconnected.

The issues revealed in the planning process in response to these inquiries include but are not limited to the following:

- circuit distance from the substation to the desired point of interconnection resulting in voltage control issues
- the operating voltage of the DCEC system
- selective coordination of system protection devices
- the lack of three phase distribution infrastructure at the desired point of interconnection
- control of reactive power flows for voltage control.

An example of DER interconnection planning for a larger (“utility scale”) rated DER is that planning work that has been completed for the NYPA/EDF/SUNY/DCEC PV project development. This project is planned for construction along Arbor Hill road adjacent to DCEC’s Delhi substation. The interconnection will be made at the 12.47/7.2 kV bus at the Delhi substation.

The scope of the planning items covered for this development included:

- review of the operating capabilities of the substation equipment
- calculation of system impedances
- review of system protection elements for selective operation
- development of load flow cases to determine:
 - real and reactive power flows and voltage levels
 - the magnitude of expected fast voltage fluctuations (“flicker”)
 - capability to manage voltage control caused by bi-directional power flows
- scoping of metering equipment needed to account for power and energy flows
- review of the developer’s proposed inverting equipment and electrical system topology to ensure operating compatibility with the DCEC system
- limiting overvoltages by ensuring adequate system grounding.



2020-2021 SAFETY IMPROVEMENT PLAN

Three-year Goals:

1. Strengthen safety leadership culture.
2. Enhance safety support systems and training.
3. Internalize safety mission and guiding principles throughout the organization.

Annual Objectives:

1. Improve Cooperative-wide documentation to facilitate annual and other periodic safety activities.
2. Improve general housekeeping procedures at Depot Street.
3. Improve vehicle safety through better signage, tool storage, and spares availability.
4. Improve clarity of safety expectations with respect to common work practices.

Planned Initiative	Owner	Time Frame	Notes
A. Add Loading / Capacit Labels on all new shelving units.	Operations Clerk Betty Ives	1st Quarter 2021	Clearly mark and label for staff
B. Mark out stay clear areas on floor for all electric panels.	System Coordinator Bucky Soule	1st Quarter 2021	
C. Mark parking lines and forklift travel paths on floor in shop and near pallet racking	Line Foremen & Tree Crew Foreman	2nd Quarter 2021	
D. Repair floor grate in old shop.	Operations Manager Ryan Sullivan	2nd Quarter 2021	Utilize contractor (Delaware Pipe Fitters and Welders)
E. Ensure that fuel tanks are clearly marked with appropriate signage.	System Coordinator Bucky Soule	1st Quarter 2021	
F. Update new perimeter fence at new HQ with correct warning signs.	Operations Manager Ryan Sullivan	2nd Quarter 2021	
G. Label offices and hang emergency exit placards	Operations Manager Ryan Sullivan	3rd Quarter 2021	
I. Update monthly safety meeting checklists with new extinguishers, first aid kit.	Operations Manager Ryan Sullivan	3rd Quarter 2021	

To Do List From HR Audit**As of 12/17/2020**

Person Responsible	Urgent Due By June 30, 2019.	Completed (X)
Millie	1) Post Temporary Office Position in Walton Reporter with the NYS & Federal EEO Statements.	X
Mark	2) Job Applications - Job Descriptions - Essential Functions.	X
Mark	3) Review job descriptions and have employees sign off on most critical surrounding essential functions. Need to be sure that the Operations Manager has Payroll, Supervisory & Progressive Discipline added to his.	Yes - essential functions included and employees signing off at their reviews.
Millie	4) Use B S & K's guidance doc on reference questions. Document detailed notes and save them. Millie to keep file on HR drive to use for calling references.	X
Millie	5) Need NYS compliant background check authorization form.	X
All Mgmt Involved	6) Use B S & K's guidance doc on interview questions. Document and reserve detailed notes. Millie to keep file on HR drive to use for interview questions.	X
Mark	7) Update offer letter per B S & K's recommendations.	X
All Mgmt Involved	8) All employee reviews must be in writing & signed. There must be an area for employee feedback. Also, update employees' personal info and document training that they attended/received during the previous year. Mark to take the lead on signature format.	X
Millie	9) Separate the I-9 forms and medical information from employee files.	X
Millie	10) Move WC information that is downstairs into locked file cabinets.	X
Millie/Ryan	11) Find landscaper to replace Penny.	X

Person Responsible**Not Urgent- Will do 3-4 items each quarter so all tasks are complete by 12/31/2019**

TBD	1)	New Employment Application with State EEO language. It will also include the ADA language.	Yes - document created and sent to Ms. Rusnak for review.
TBD	2)	For Fall 2019 All Employee Meeting: New training materials for workplace violence, sexual harassment and harassment other than sexual harassment. Training to be done by outside agency separate for supervisors and non-supervisors.	X
TBD	3)	Conduct exit interviews when possible and termination letters for <u>all</u> departing employees.	Has been done a few times. Needs to be done on a regular basis (would like to review with new CEO/GM)
TBD	4)	Employee Handbooks: Need NYS categories for EEO and also a Bone Marrow Donation and PFLA policy. Need to clarify exempt employee meal periods. Need to clarify break periods, use of internet and social media and director campaigning.	X
TBD	5)	Drug and Alcohol policies to be divided into DOT and Non-DOT employees and update both - see appendices of audit report.	Policy revised in September 2020 with no divisions (all employees).
TBD	6)	Need to separate Workers Compensation info from employee files.	X
TBD	7)	Retention policy needs to be updated specific to personnel files.	January 2021 Policy Review (would like to do with new CEO/GM)
TBD	8)	Mark to do confidentiality agreements for Management - What about union employees?	Yes - document created and sent to management employees for review/signature.
TBD	9)	Develop Driver Qualification files for all CDL drivers. How much is superseded by newer processes such as LENS reporting?	Yes - all files now kept electronically except evidence of completion of DOT-mandated drug & alcohol training (paper file)