NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held Tuesday, January 26, 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 December 22, 2020 [packet pages 2-6]
- B. New Memberships [packet page 7]
- C. Bad Debt Collection Report [packet pages 8-9]
- D. Director Compensation [packet pages 10-11]
- E. Corporate Calendar [packet page 12]

III. Monthly Financial Reports

- A. Income Statement [handout]
- B. Balance Sheet [handout]
- IV. General Manager's Report [packet pages 13-15]
- V. Sexual Harassment Training [Training presented by Jeff Clark]
- VI. CEO Search Committee Report [oral report by Committee Chair Oles]
- VII. Headquarters Project [Sullivan Oral Report]
- VIII. Cooperative COVID-19 Response Update [Faulkner, packet pages 16-18]
- IX. Student Scholarships in lieu of Legislative Conference [VanZandt, packet pages 19-20]
- X. Update & Review of Project Roundup [Faulkner Oral Report]
- XI. Stray Voltage Report [Sullivan, packet page 21]
- XII. Vegetation Management [Sullivan, oral report]
- XIII. Energy Efficiency Programs Report [Sullivan, handout]
- XIV. Possible additional allotment of Peaking Power Allocation [De Andrea, oral report and packet page 22]
- XV. EV Charging Station (Charge Point) [De Andrea/Faulkner, oral report]
- XVI. NRECA ACRE Contribution [Faulkner, oral report]
- XVII. DCEC Donation "Back To School" [Faulkner, oral report]
- XVIII. Faulkner Employment Agreement [Details to be discussed in Executive Session]

XIX. New Business:

- A. Report of Office Safety Meetings Schedule
- B. Corporate Calendar Review

XX. Future Business:

- A. Regular Board Meeting, Tuesday, 02/23/2021 @ 5:00 pm
- B. CoBank-facilitated Strategic Planning Discussion, date TBD, Delhi, NY
- C. COVID vaccine for employees if/when it becomes available.
- D. NEAEC Sponsored Director Training Report from Attendees (1/26 & 1/27)
- $E. \quad NYSRECA\ Business\ Meeting-Thursday,\ 1/28/2021\ at\ 9:30\ am,\ teleconference\ info\ to\ be\ mailed.$
- F. NYSRECA Business Meeting Report
- G. 2021 NRECA PowerXchange (NRECA Annual Meeting) and TechAdvantage Experience, 2/22/21 to 3/4/21 Online
- H. Review of Compass
- I. Review of 2021 Budget Changes Due to Personnel Changes (CEO)
- J. Appointment of Nominating Committee
- K. Report of Operations Visit from PREA (Maybe August?)
- L. Student Interviews for Scholarships or Legislative Conference
- M. NYS ACRE Donations

XXI. Executive Session

XXII. Adjournment

Cooperative Stakeholders

- Members
- Employees
- Community
- Business Partners
 - Suppliers
 - o RUS
 - o CFC
 - Federated
 - o Other
 - cooperatives
 - NYSERDAGovernment
- Regulators

Delaware County Electric Cooperative Board Meeting Minutes December 22, 2020

<u>I. Opening Business:</u> The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held December 22, 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 5:10 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 Interim CEO/General Manager Millie Faulkner, and DCEC's Operations Manager Ryan Sullivan, DCEC's CFO Mark Cannizzaro, DCEC's Engineering Manager Paul DeAndrea, Systems Coordinator Larry Soule, Billing Specialist Rosemary Alwine, and Line Foreman Mike Pietrantoni. The following were participating by phone DCEC's Administrative Assistant Alicia VanZandt and DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King.

<u>C. Adoption of Agenda:</u> President Oles stated that since there were no additions or amendments to the agenda, the agenda stands.

II. Consent Agenda: A motion was made by Secretary Pick to approve the consent agenda with the following amendments to the November board minutes; Page 6, item X. Budget Proposal, H. Request for November Approvals: CFO Mark Cannizzaro stated that the presented budget items on page 26 are based on trends and assumptions from previous years. Page 7, item 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 nothing and its 100% margin. The motion was seconded by Director Russell. The motion passed.

Interim CEO/General Manager Millie Faulkner handed out the revised Director Compensation.

III. Monthly Financial Reports:

A. <u>Income Statement:</u> CFO Mark Cannizzaro reported that there are no real noticeable changes and everything is within budget.

B. <u>Balance Sheet:</u> CFO Mark Cannizzaro stated the balance sheet is all within budget and there are no surprises.

IV. General Manager's Report: Interim CEO/General Manager Millie Faulkner reiterated that in regards to the current job openings for both Line Crew and Tree Crew, it was established that pole/tree climbing experience would be preferred more than a Class A CDL license requirement. Interim CEO/General Manager Millie Faulkner added, that is why the job descriptions were amended to incorporate this expectation.

Interim CEO/General Manager Millie Faulkner indicated that based on numerous communications from RUS and NRECA there are several other Cooperatives experiencing the same postponements with the Small Business Administration (SBA) in regards to the Payroll Protection Program (PPP) loan approval.

V. Capital Credit Year-End Retirement:

- **A.** Report on \$460,000 General Year-End Retirement: CFO Mark Cannizzaro and Billing Specialist Rosemary Alwine presented the attached report and fielded any questions the board had.
- B. Report on Special Retirement Coincident with General Retirement to all Inactive Members with <\$100 Total Equity: CFO Mark Cannizzaro and Billing Specialist Rosemary Alwine presented the attached report and fielded any questions the board had.

VI. 2021 Budget Proposal:

- **A.** <u>Budget Assumptions and Results:</u> CFO Mark Cannizzaro provided a handout at the meeting and reported that the revised revenues are based on assumptions. CFO Cannizzaro mentioned that actually the budget amount has decreased slightly. CFO Cannizzaro reported that the budget assumptions and results take items like payroll benefit costs, depreciation, and updated insurance and tree doctor contracts into account.
- B. Work Plan Budget: Reviewed.
- C. Capital Budget: Reviewed.
- **D.** Outside Services Budget: Reviewed.
- E. Employee Training & Travel Budget: Reviewed.
- **F.** <u>Director Budget:</u> CFO Mark Cannizzaro reported that he did add the training cost of the NRECA's Credentialed Cooperative Director (CCD) program.
- G. 2021 Income Statement Budget: Reviewed.

Secretary Pick made a motion to approve the entire 2021 budget with the following recommendation, reallocate budgeted funds for the 2021 Northeast conference to purchase security cameras for the substations. The motion was seconded by Treasurer Menke. Motion passed.

<u>VII. CEO Search Committee Report:</u> President Oles stated that the CEO Search Committee met on the following dates: November 30, 2020, December 7, 2020, December 10, 2020, December 14, 2020, December 15, 2020, and December 17, 2020. President Oles added that the Committee continued interviews and a potential site visit will be considered.

VIII. Headquarters Project: Operations Manager Ryan Sullivan reported that he is working with Tom Howard of Howard Construction on a recently revised final punch list for the headquarters. Mr. Sullivan remarked that some of the items on the list were actually completed today. Mr. Sullivan also commented that the Village of Delhi water line significantly slowed down the project. Mr. Sullivan stated that Line Foreman Mike Pietrantoni recently experience a problem of where to put snow after a substantial snow storm. Operations Manager Sullivan mentioned that the employee's lockers and all offices are complete and available for use. Mr. Sullivan added that the security system is not completely operational and the employee badges also need to be programmed and distributed to staff. Secretary Pick stated that he really didn't have a punch list problem. Mr. Pick did mention that he was concerned about the yard and blacktop and is now pleased with the headway. Director Russell commented that he thinks the headquarters look nice. Director Russell remarked that there is still some functional organization that needs to be completed.

IX. Cooperative COVID-19 Response Update: Interim CEO/General Manager Millie Faulkner reported that currently one employee is quarantining at home for two weeks due to indirect expose to COVID-19. Interim CEO/General Manager Millie Faulkner remarked that the management team is actively practicing all CDC recommendations to help stop the spread of COVID-19.

X. Red Flags Rule Review: Interim CEO/General Manager Millie Faulkner reported that the staff is doing a good job making sure that all members' identities are being safe guarded. President Oles requested that Mrs. Faulkner present the official Red Flag Report at the January board meeting.

XI. PPP Loan Update: See General Manager's report.

XII. Strategic Plan Review: Interim CEO/General Manager Millie Faulkner stated that the Cooperative has done a good job completing the critical tasks backup training. Interim CEO/General Manager Millie Faulkner mentioned that the new CEO when hired will need to be trained as well for critical tasks backup as deemed suitable.

XIII. Preparedness of Substation(s) for DER (Distributed Energy Resources): Reviewed.

XIV: Possible additional allotment of Peaking Power Allocation: Engineering Manager Paul DeAndrea reported that he needs to seek clarification from New York Power Authority (NYPA)

before DCEC can commit to NYPA's proposal.

XV. Compass Presentation: Tabled.

XVI. RESAP Safety Improvement Plan Update: Systems Coordinator Larry Soule and Operations Manager Ryan Sullivan updated the board on the current RESAP Safety Improvement Plan. President Oles requested an update on the RESAP Safety Improvement Plan progress at the August board meeting from Operations after the site visit in July by Pennsylvania Rural Electric Association (PREA).

XVII Human Resources Audit Update: Interim CEO/General Manager Millie Faulkner reiterated that a termination letter needs to be generated and implemented along with a punch list whenever an employee resigns or retires. Interim CEO/General Manager Millie Faulkner also remarked that the records retention policy will need to be modified to include employee's personnel files.

XVIII. Vegetation Management: Tabled.

XIX: New Business:

<u>A. DCEC Negotiation Committee:</u> The board unanimously appointed Secretary Pick as the Chair for the Negotiation Committee.

B. Corporate Calendar Review: Interim CEO/General Manager Millie Faulkner handed out and clarified that this is actually the proposed board meeting schedule for 2021 and not the Corporate Calendar review. A motion was made by Director Wehmeyer to approve as presented. The motion was seconded by Secretary Pick. The motion passed.

C. NYSRECA Business Meeting – Thursday, 1/28/2021: The board unanimously appointed Secretary Pick as the voting delegate and Director Wehmeyer as the alternate voting delegate during the NYSRECA Business Meeting on January 28, 2021.

D. 2021 NRECA PowerXchange (NRECA Annual Meeting) and TechAdvantage Experience, 2/22/21 to 3/4/21 Online: The board unanimously appointed Secretary Pick as the voting delegate and Director Wehmeyer as the alternate voting delegate during the 2021 NRECA PowerXchange meeting. It was further added, unanimously by the board that Secretary Pick be appointed as the resolutions representative.

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.

XIII. Executive Session: A motion was made to go into executive session at 10:04 pm by Secretary Pick. The board invited the three Managers; DCEC's Interim CEO/General Manager Millie Faulkner, DCEC's CFO Mark Cannizzaro, and DCEC's Operation Manager Ryan Sullivan to join the executive session. The motion was seconded by Director Russell. The motion passed. A motion was made to come out of executive session at 10:58 p.m. by President Oles. The motion was seconded by Vice President Russell. The motion passed.

XIV. Adjournment: There being no further business on the agenda, President Oles adjourned the meeting at 10:59 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

NEW MEMBERSHIPS – January 26, 2021

ACCT#	LOCATION	FIRST NAME	LAST NAME	LAST NAME ADDRESS C		FORMER/
						RENTING/
						NEW SERVICE
18502-001	JE 2-16-15	Stacy	Montabone	P.O. Box 175	Jefferson, NY 12093	William B. Rickett
18500-001	HF 2-34-5	Raymond K.	Schmid Jr.	1299 Hornbeck Rd.	Harpersfield, NY 13786	Wanda Callagy
18514-001	DE 4-8-8	Fred	Graham	144 Fairharbor Dr.	Patchogue, NY 11772	Gary Caso
18464-001	CO 4-77-14B	Jeffrey P.	Winser	132 Flintridge Dr.	Holbrook, NY 11741	Norman Russell
18511-001	JE 2-27-46	Christopher	Keach	35 Tern Ct.	Bayshore, NY 11706	Darrylin Dart
12952-002	AN 7-6-10	J. Thomas	Bradley Jr.	2200 N. Ocean Blvd.,	Fort Lauderdale, FL 33305	John T. Bradley
				Unit 51901		
18481-001	BO 5-1-4C	Bradley	Bodwell	145 Nassau St., #5E	New York City, NY 10038	New Service
18457-001	BO 5-2-26B	Eduardo de la	Herran Gascon	180 South 3 rd St. Apt. C2	Brooklyn, NY 11211	New Service
18516-001	AN 4-38-7	Anicia	Zander	800 Lighthouse Rd.	Southold, NY 11971	David Bartlem
18491-001	JE 2-15-8A	Valerie	Doescher	92 Jefferson St., Apt. 2R	Brooklyn, NY 11206	Sandra Lenzi
18497-001	MA 3-23-12B	Amato	Laucella	3334 Bunker Ave.	Wantagh, NY 11793	Vincenzo Laucella
18515-001	JE 2-37-81	Jennifer	Vetter	61 Springmeadow Dr.	Holbrook, NY 11741	Hani Khalil
18512-001	DA 1-29-14	Daniel	Hitt	9545 SW 9 th Terrace	Ocala, FL 34476	Gail M. White
18509-001	HA 4-4-7	Lauren	Spiegel	1457 Stoodley Hollow Rd.	Delhi, NY 13753	Matthew Marchese
18530-001	ST 2-82-6	Paul	Deysenroth, IV	75 Rich Rd.	Bloomville, NY 13739	Paul & Leslie K.
						Deysenroth, IV
18526-001	WA 3-27-9	Maria	Antonacci	1784 Teed Rd.	Walton, NY 13856	Umberto Antonacci
18533-001	HF 2-14-46	James	Socci	61 Fusco Dr.	Jefferson, NY 12093	Anna McCombs
18518-001	HA 4-24-40B	Andrew	Coffman	208 Prospect Park W,	Brooklyn, NY 11215	Ronald Cooper
10720 001	DO 5 2 2D	4.1		Apt. 4C	D ' C . NV 10740	D: M:
18529-001	BO 5-2-2D	Alan	Scarpa	2404 E. Bramley Mountain Rd.	Bovina Center, NY 13740	Eric Misner
18534-001	GI 2-38-13G	Tiffany	Juvier	119-40 6 th Ave.	College Point, NY 11356	John L. Barnard
		Eduardo	Pan			
18503-001	JE 2-37-35	E.	Walden	123 Beaver Dam Rd.	Stamford, NY 12167	Irwin Strool
18522-001	DE 4-15-20	Grace	Tuthill	938 Co. Hwy. 16	Delhi, NY 13753	John E. Tuthill
18505-001	BO 5-1-7	Gerardo	Cueva	5823 69 th Ave.	Ridgewood, NY 11385	Bernard P. Leonard
18519-001	AN 5-82-10F	Robert	Fox	55 Chipmunk Ln.	Andes, NY 13731	Christopher J. Haniuk
18507-001	WA 3-37-2F	Richard & Verna	Anders	603 Mountain Rd.	Port Jervis, NY 12771	Jack Fairchild, Jr.
18571-001	ME 1-85-24C	A Smith	Design Build, LLC	5700 Peakes Brook Rd.	Delhi, NY 13753	Ben VanDusen
18520-001	ME 1-68-2C	Francisco	Grandos	6270 Elk Creek Rd.	Delhi, NY 13753	Sylvia Jorrin



RESOLUTION

January 26, 2021

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 39 Elm Street, Delhi, NY 13753, do hereby authorize the transfer of \$240.90 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

ACCOUNT	SER. ADD.	CUSTOMER	SEAS	SONAL	RESIDEN	NTIAL
16062001	FR 4-2-7	Stephen Scanlan-Yerly	\$		\$	31.14
15002001	JE 2-15-22	Lori Faillace		209.76		
		_	\$	209.76	\$	31.14

January 26, 2021

EDWARD G. PICK, JR., SECRETARY



January 26, 2021

BAD DEBT COLLECTION

* PLEASE NOTE: The amounts below were recovered through capital credit retirements, Southern Tier Credit Center & DCEC through December 2020.

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
\$ 470.49	Rebecca Myers	\$.91	\$	\$	\$	\$ 469.58
373.65	Ashley Ford	48.31				325.34
109.88	Montana & Danielle	78.38				31.50
	Masback					
210.29	Kevin Meade			197.13	59.14	- 0 -

^{*} 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.

)21	Director Co	mpensation F	<u>Report</u>			Repo	rt Da	ate:		20)-Jan-2021			
	<u>Director</u>	<u>Officer</u>	<u>CCD</u>	<u>Per</u>	<u>Diem</u>	Pers	s Mi	<u>leage*</u>		<u>Co</u>	mp YTD**	Balai	nce Due (YTD)	
1	Burnett	No	Yes	\$	350	17	\$	9.52		\$	350.00	\$	359.52	
2	Menke	Yes	Yes	\$	375	15	\$	8.40		\$	375.00	\$	383.40	
3	Oles	Yes	Yes	\$	375	14	\$	7.84		\$	375.00	\$	382.84	
4	Pick	Yes	Yes	\$	375	44	\$	24.64		\$	375.00	\$	399.64	
5	J. Russell	No	Yes	\$	375	44	\$	24.64		\$	375.00	\$	399.64	
6	K. Tosi	No	No	\$	300	20	\$	11.20		\$	300.00	\$	311.20	
7	Wehmeyer	No	Yes	\$	350	52	\$	29.12		\$	350.00	\$	379.12	
	TOTAL:									\$	2,150.00	\$	2,255.84	
	NOTES:										+ \$50 for CC			
		* 2) Mileage to											•	
		** 3) Compens	ation YTD re	flects t	otal taxab	le amo	unt e	arned (ex	clud	es re	imburseable e	expense	es such as mileage)	
		4) Compensa	ation for co-c	p-relat	ed "Shor	Activiti	es" (@ \$100 ре	r m	eeting	g (per Jan201	3 Board	Resolution)	

DCEC Corporate Calendar Review

Last Updated 10/8/2020

January	
Calculate Usage and Revenue for Dec 15-31 time frame	Alwine
Year-End Process in Billing Follow Through	Alwine
Year-End Inventory	Ives
Financial year-End "soft close"	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Year-End Accomplishments Review / Goals & Objectives Approval	CEO/Board
Employee Performance Reviews	CEO
Organization & Staffing Committee Meeting – inc. CEO evaluation	CEO/Board
Exempt Employee Salary Action	CEO
Stray Voltage Annual Report to Board	Sullivan
Update PPAC "System Loss Factor" based on prior year analysis	CEO
Hazardous Waste Disposal Annual Report (kept in-house)	Sullivan
Hazardous Waste Disposal Annual Document Log (kept in-house)	Sullivan
Submit DEP/NYC annual pesticide permit application (secure by April)	Sullivan
Legislative Youth Delegate kick-off (interviews/selection by late March)	CEO/VanZandt
NYSRECA Meeting	CEO/Board
DEC pesticide annual reporting – due 2/1	Sullivan
Review & Update SPCC Plan on even years	Soule/DeAndrea
Consider GM contract renewal/update	CEO/Board
Member-owned DG usage/generation calculation/add to historical data	Alwine
Member-owned DG end net metering for 10-year grandfathered members	Alwine
Vegetation Management Update to Board	CEO/Sullivan
Schedule Substation Herbicide Vegetation Contractor	Ives
Complete/Post OSHA 300A	Cannizzaro/Soule
February	
Preparation of Form 7 Report / Submit by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Payroll submission to NRECA (W2 for 401k calc) – due mid Feb	Cannizzaro
DEC Hazardous Waste Annual Report (>2,200 lbs.) due 3/1	Sullivan
Confirm pesticide labels are up to date	Sullivan
Provide annual notice of Herbicide Treatment in Newsletter	Sullivan/VanZandt
NRECA Annual Meeting	CEO/Board
Substation Infrared Inspections	Sullivan
Strategic Plan Review	CEO/Board
Board appoints Nominating Committee (Directors identify members)	Board
Update Standard Costs	Sullivan
Member-owned DG checks to members based on prior year power costs	Alwine/Cannizzaro
Billing complete for NYC permit fees	Rifenbark
March	
Financial Audit - Report to Board	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial (Form 7) Report / Submission by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)	CEO/VanZandt/Board
Legislative Youth Tour Interviews/Selection	CEO/Board
Update Truck Maps - printed	Sullivan
Phase Balance Study completed	Sullivan/DeAndrea
NRECA Reliability Survey	Sullivan/DeAndrea
Dept of Energy EIA Survey	Sullivan
NYSRECA Legislative Conference (tbd)	CEO/VanZandt
Board decision/approval of proposed bylaw changes (for Annual Meeting)	Board
Update System Dispatch Book for Dispatchers & Office	Sullivan/DeAndrea
Nominating (Director Search) Committee Meeting	CEO/VanZandt
Power Cost Risk Update to Board	CEO

DCEC BOARD MEETING GENERAL MANAGER'S REPORT December 16, 2020 – January 19, 2021

ENGINEERING & OPERATIONS

Notable Outages & Occurrences: Christmas Eve – Christmas Day Flooding / Wind Event. On call crew worked off and on all day 12/24, called for additional crews and took some time off to rest during storm. All available line staff worked and Bucky dispatched early on Christmas day. One broken pole and one member was restored on Saturday 12/26/20. All told 291 members were out for some portions of Christmas Eve, Christmas Day and the 12/26/20.

<u>Disconnections:</u> 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.

<u>Pole Inspections / Line Inspections / Stray Voltage Testing:</u> Bob Coager will once again be performing pole inspections and line inspections in 2021. A contract for his services is being edited with the 2021 details and should be signed in the near future. Stray voltage testing is ongoing as time and staffing allow.

FINANCE & ACOUNTING & HUMAN RESOURCES:

Small Business Administration (SBA) Payroll Protection Program (PPP) Loan Forgiveness Application: The latest communication from The Delaware National Bank was on January 9, 2021 via an email. Dee Hillis did not indicate any further correspondence and/or news regarding the loan forgiveness application. Ms. Hillis sent the email to inform us that the Federal Government had announced a second round of PPP and she attached the applications for those interested. CFO Cannizzaro and I discussed the current situation and are recommending that the Cooperative not pursue a second loan at this time. Based on various correspondences that I have seen from NRECA and RUS, there are a number of Cooperatives that are still experiencing the same delays with the SBA.

Operations Staffing Update: Since revising the job descriptions to amend the CDL license requirement, staff went back through previously received resumes to reevaluate applicants. The job opening was again posted internally with the CDL license revisions. The ads were rerun in the local newspapers and on the website. All totaled there were 33 applicants for the line crew, 13 for the Right-of-Way crew and 3 for both. Out of the total 49 applicants 9 were interviewed for the Line position and none of have yet been interviewed for the Right-of-Way position. Out of the 9 interviewed for the line position, there were approximately 5 that were identified as potential candidates. The list was narrowed down to 2 and after Ryan, Mike Pietrantoni and myself consulted, an offer was made to one of the applicants. The applicant has given a verbal acceptance and the plan is to have him start on Monday, January 25th, pending all necessary paperwork being completed, background check coming back clear and negative pre-employment drug screening test.

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

CEO Transition:

My ongoing tasks have been largely making sure that the appropriate personnel are involved with any and all concerns and/or situations that arise from either staff or members. I have been adamant in insisting that the affected personnel be involved with the process of resolving these cases so as to facilitate a smoother transition to a new CEO/General Manager. I believe that this is beneficial in that first and foremost it improves morale as it makes the employee feel respected and valued but also those employees will be crucial to bringing the new CEO up to date with ongoing situations. The Cooperative employees continue to be supportive and patient. They understand that the current search for a permanent CEO is well underway and some ongoing situations will spill over to the new CEO.

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 employees enjoyed a delicious Brooks Bar-B-Q lunch on January 5th. Unfortunately 1 employee's lunch was inadvertently left out when the order was picked up and another employee was absent. I had Alicia purchase 2 \$25.00 Brooks's gift cards for those 2 employees. Since this entire cost fell well under the \$1,000.00, I would like to see another lunch planned in the future. Perhaps it would be appropriate to have one with the new CEO.

<u>Late Christmas Office Luncheon</u>: On Friday, January 8th, the entire staff (outside, inside and management) got together to have a late holiday lunch. Employees chipped in for a whole rack of prime rib. Mark picked it up and put a rub on it to marinate overnight. Steve Little and others cooked it on a bar-b-q grill in the back of the high bay (properly ventilated of course). Everyone else provided sides and desserts. We all enjoyed a very delicious (and filling) lunch while being COVID safe. It was an absolute pleasure seeing everyone together and enjoying a great lunch and the camaraderie of their fellow employees all under one roof.

POWER SUPPLY / PROJECT INITIATIVES:

<u>Headquarters Project:</u> All structures are complete with very minor details still pending. Minor punch list items remain. Final walkthrough with trades and Ryan Sullivan was scheduled for 1/12/21. Key staff were present for the walkthrough and demonstrations. Storm water features are complete and invoices have been sent to CWC for work done in 2020. Additional invoices will be passed along for 2021.

Board will be informed of fencing required around retention basin. Ryan Sullivan will discuss at January board meeting.

Directors Pick and Russell were on site 12/14/20 and did a walkthrough with myself and Ryan Sullivan. At that time, Director Pick pointed out some issues with the bathrooms in the original part of the headquarters. As of this date, both bathroom floors have been repainted and the sheetrock/drywall patch in the women's bathroom has been repaired. It just needs to be repainted. Per ADA regulations, the sinks will have to remain as is, with the pipes exposed, to allow for wheelchair access.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS:

NRECA Government Relations: I have not received any updated information from NRECA since my last Manager's Report.

<u>NYSRECA Government Relations Committee:</u> NYSRECA met via teleconference on Friday, January 15, 2021. The call focuses primarily on government relations, with an emphasis on proposed bills in the Senate and Assembly and Governor Cuomo's State of the State address.

- 1. Governor Cuomo delivered his State of the State address in 4 parts starting on January 11th. The most relevant part was delivered on the 3rd day as it related to the energy industry. Governor Cuomo has made proposals for large scale renewable energy projects. He has included proposals for manufacturing plants for solar panels and wind turbines. He has also sent out RFPs for various underground transmission projects with the most significant one being for underground transmission to an offshore wind project.
- 2. Assemblyperson Marianne Buttenschon has introduced our current legislation (amendment to Section 17 of the NYS Rural Electric Cooperative Law) in the New York Assembly but the bill appears to be buried under hundreds of other bills that were introduced at the beginning of the year. Bruce Geiger has recently received acknowledgement from Senator Rachel May that she has received and intends to review the bill. As of today, it has not been introduced in the Senate.
- 3. Senator Kevin Parker, who is currently the New York State Senate Energy Chair, announced his candidacy for the New York City Comptroller position.
- 4. The CLCPA is very active with all committees meeting. They have established carbon emissions limits that were introduced by the NYS DEC. They have also established a CO2 allowance auction program

- introduced by NYSERDA.
- 5. Bryant Dillon reported that the RUS Forgiveness Funding did not make it into the last stimulus package passed in December, however, it is being proposed to be included in the next stimulus package under Biden's presidency.
- 6. Keith Pitman was not available to do an update on RESMA. Dan Saulsgiver reported that the NRECA ACRE contributions have ceased due to the current events in Washington and at the Capitol. ACRE is still accepting donations.

NYAPP:

- 1. Susan Stohr has reported that President-Elect Jospeh Biden has released framework of a \$1.9 trillion COVID relief bill. Relative to our industry is the proposed \$5 billion earmarked for home energy and water costs and arrears through programs such as HEAP. The package also includes proposal to expand requirement to allow workers to take time off from work to get COVID-19 vaccinations. This proposal would reimburse state and local governments for the cost of this leave.
- 2. I have not yet received any updates regarding the House Energy and Commerce Committee. Last I knew, NY has had 3 Congressman with seats on this committee and 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 has 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. The race between Anthony Brindisi and Claudia Tenney is still undecided and being challenged by each side in the courts.

MEMBER SERVICES & PUBLIC RELATIONS:

<u>Open House</u>: The Open House for the new headquarters building will have to be put on hold until COVID-19 restrictions are lifted and we can be assured of a safe celebration.

Red Flags Annual Update:

- 1) The Red Flags Policy was reviewed with staff on December 15th, 2020. Discussions were productive in determining that our current procedures and policy compliance have resulted in zero instances of member identity theft. The member services staff remains diligent and extremely protective in regards to all aspects of confidential member information.
- 2) The entire staff also remains very cautious of any emails that are even slightly suspicious. All such emails are turned over to our IT contractor, ISD, for their review and subsequent blocking. I myself unfortunately recently let my guard down and responded to an email that I thought was related to my phone voice mailbox. ISD very quickly established a remote connection to my computer, scanned for possible problems and eliminated any potential threats. They also had me change all of my passwords and we have not had any issues resulting from my error.

SAFETY REPORT:

<u>Injury Report:</u> No injuries or close calls to report this month.

Safety Committee Activity: No activity to report.

Employee Plan in Response to COVID-19 Virus Last updated 01/14/2021

Purpose of the Employee Plans

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 also follows 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.

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

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) When vehicles are shared, employees within the shared vehicle must wear face coverings. Sanitize all trucks before and after using.

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.

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) Quarantine can end after Day 10 without testing if no symptoms have been reported during daily monitoring, as long as the following criteria are met:
 - Individuals must continue daily symptom monitoring through Day 14;
 - Individuals must be counseled to continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through Day 14.
 - Individuals must be advised that if any symptoms develop, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change in clinical status and determine if they should seek testing.

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) The Cooperative may require a document from the employer's county health department clearing them from having to quarantine.

The Cooperative is considered an 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 either scenario.

Collective Bargaining Agreements

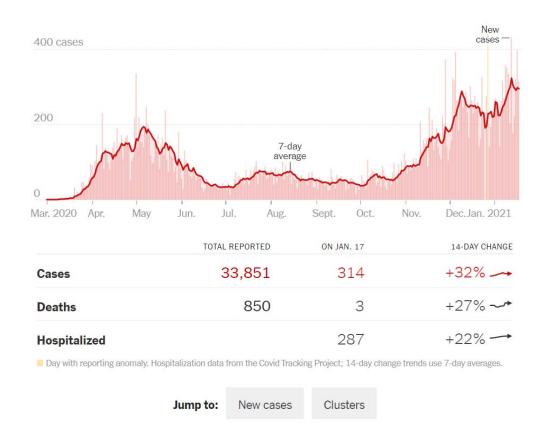
It is not the intention of the Cooperative's management to violate any collective bargaining agreement in implementing these emergency measures. If an issue arises with respect to contractual terms or conditions of employment, management is committed to sitting down with union representatives as soon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



Washington, D.C. Coronavirus Map and Case Count

Updated January 18, 2021, 7:56 A.M. E.T.



At least 3 new coronavirus deaths and 314 new cases were reported in Washington, D.C. on Jan. 17. Over the past week, there has been an average of 294 cases per day, an increase of 32 percent from the average two weeks earlier.

As of Monday morning, there have been at least 33,851 cases and 850 deaths in Washington, D.C. since the beginning of the pandemic, according to a New York Times database.



Delaware County NY COVID-19 Update

Date	Lab reports received Today	New Positive Cases Today	Active Positive Cases Today	Hospitalized Cases Today	Number In Mandatory Quarantine Today
01/17/2021	218	10	154	16	242

Date	Total Lab	Total Positive	Cases Discharged/	COVID-19 Related
	Reports	Cases	Recovered	Deaths
01/17/2021	43932	993	819	20

I would highly recommend that DCEC not participant in the 2021 Legislative Conference and instead award a scholarship to the selected Student Delegate. I also recommend that all 2021 student interviews be conducted via Zoom.

Recommended scholarships based on budgets in the past:

- \$6,000 to 2020 Student Delegate, Jillian Hungerford
- \$6,000 to 2021 Student Delegate



Stray Voltage Testing & Inspection Program 2020 Annual Report

In compliance with NYSRECA Stray Voltage Testing and Inspection Program Section VI, it states "A comprehensive report will be given to the Board of Directors at the January Board meeting." The report for January 2021 is as follows:

- 1. Testing was done on poles containing security lights, transformers, service boxes, switches and underground vaults.
- 2. A portable hand held voltage detector was used to record voltages from 0 to 600 volts. Any voltage over 3 volts was confirmed with the use of an indicating voltmeter.
- 3. We tested in three categories: under 3 volts, 3-6 volts, and over 6 volts, with the latter requiring follow up for investigations and corrections.
- 4. Visual inspections are done as well, with any results recorded and the actions taken whether future or immediately, depending on the amount of voltage detected.

The following are the results of the testing done in 2020.

Beginning in January of 2020, 487 inspections were done with the following results.

Under 3 volts - 486

3-6 volts - 1

over 6 volts - 0

Inspections were done in the Dryden and focus mainly on Jefferson Substation areas and documented by line number, pole number and more exact device and test location in a description column.

In the case of the one 3.2 volt measurement Paul DeAndrea visited the site looked for and issues found none.

Beginning in 2011, we used a digital voltmeter equipped to measure out two places from the decimal point, and the highest reading obtained was 3.2 volts. Overall we did fewer inspections than what we anticipated this year, about 487 inspections below the average of 665 anticipated for each year.

Submitted by: Ryan Sullivan

January 19, 2021

DCEC Supplemental Peaking Power Summary 1/19/2021

Summary (Manual Entry from Calculator)

Variable Supplemental Peaking Power and Variable Average Incremental

		100 kW	500 kW	1000 kW	1500 kW	2188 kW
	0 kW Supp.	Supp.	Supp.	Supp.	Supp.	Supp.
	Peaking	Peaking	Peaking	Peaking	Peaking	Peaking
Ave.	Power	Power	Power	Power	Power	Power
Incremental	Total Cost					
Price \$/kWh	\$	\$	\$	\$	\$	\$
\$0.020	\$1,096,748	\$1,101,085	\$1,118,432	\$1,140,115	\$1,161,799	\$1,191,636
\$0.025	\$1,142,898	\$1,146,963	\$1,163,224	\$1,183,551	\$1,203,877	\$1,231,846
\$0.030	\$1,189,049	\$1,192,842	\$1,208,017	\$1,226,986	\$1,245,955	\$1,272,056
\$0.035	\$1,235,199	\$1,238,721	\$1,252,810	\$1,270,421	\$1,288,032	\$1,312,265
\$0.040	\$1,281,349	\$1,284,600	\$1,297,603	\$1,313,857	\$1,330,110	\$1,352,475
\$0.045	\$1,327,500	\$1,330,479	\$1,342,396	\$1,357,292	\$1,372,188	\$1,392,685
\$0.050	\$1,373,650	\$1,376,358	\$1,387,189	\$1,400,727	\$1,414,266	\$1,432,895
\$0.055	\$1,419,800	\$1,422,236	\$1,431,981	\$1,444,163	\$1,456,344	\$1,473,105
\$0.060	\$1,465,951	\$1,468,115	\$1,476,774	\$1,487,598	\$1,498,422	\$1,513,315
\$0.065	\$1,512,101	\$1,513,994	\$1,521,567	\$1,531,033	\$1,540,499	\$1,553,525
\$0.070	\$1,558,251	\$1,559,873	\$1,566,360	\$1,574,469	\$1,582,577	\$1,593,735
\$0.075	\$1,604,401	\$1,605,752	\$1,611,153	\$1,617,904	\$1,624,655	\$1,633,945
\$0.080	\$1,650,552	\$1,651,631	\$1,655,946	\$1,661,339	\$1,666,733	\$1,674,155
\$0.085	\$1,696,702	\$1,697,509	\$1,700,738	\$1,704,775	\$1,708,811	\$1,714,365
\$0.090	\$1,742,852	\$1,743,388	\$1,745,531	\$1,748,210	\$1,750,889	\$1,754,574
\$0.095	\$1,789,003	\$1,789,267	\$1,790,325	\$1,791,645	\$1,792,966	\$1,794,784
\$0.100	\$1,835,153	\$1,835,146	\$1,835,117	\$1,835,081	\$1,835,044	\$1,834,994
\$0.105	\$1,881,303	\$1,881,025	\$1,879,910	\$1,878,516	\$1,877,122	\$1,875,204
\$0.110	\$1,927,454	\$1,926,904	\$1,924,702	\$1,921,951	\$1,919,200	\$1,915,414

^{*}Note: Nearly equivalent at \$0.10/kWh average incremental cost for all values of Supplemental Peaking Power from 0 kW to 2,188 kW

Historical Incremental Average

Year	\$/kWh
2020	\$0.0160
2019	\$0.0281
2018	\$0.0440
2017	\$0.0308
2016	\$0.0173
2015	\$0.0394
2014	\$0.0700
2013	\$0.0361
2012	\$0.0304
Ave.	\$0.0347