

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, June 22, 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 May 25, 2021 [*packet pages 2-5*]
- B. New Memberships [*packet page 6*]
- C. Bad Debt Collection Report [*packet page 7*]
- D. Director Compensation [*packet pages 8-9*]
- E. Corporate Calendar [*packet page 10*]

III. Proposed Bylaw Changes: [*discussion*]

IV. Policies:

- A. ROW Management [*packet pages 11-13*]
- B. Identity Theft Red Flag Prevention [*packet pages 14-22*]

V. Annual Meeting Guidance: [*packet page 23*]

VI. General Manager's Report: [*packet pages 24-29*]

VII. Monthly Financial Reports: [*handouts*]

VIII. Staff Reports:

- A. Form 990: [*handout*]

IX. COVID-19 Report/Update: [*packet pages 30-35*]

X. Scholarships to Delaware Academy Students by DCEC: [*packet page 36*]

XI. Power Cost Risk Update: [*packet pages 37-40*]

XII. Semi-Annual Review of Corporate Calendar: [*packet pages 41-43*]

XIII. Voting Delegates for NYSRECA Annual Meeting & RSVPs: [*discussion*]

XIV. 2021 Membership Survey: [*handout*]

XV. New Business:

XVI. Future Business:

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

XVII. Executive Session

XVIII. Adjournment

Cooperative Stakeholders

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

**Delaware County Electric Cooperative
Board Meeting Minutes
May 25, 2021**

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held May 25, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:04 p.m. by President Oles.

B. Roll Call - Determination of Quorum:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P
Kimberly Tosi	P
Steve Burnett	P
Jeffrey Russell	P

DCEC staff members that participated in-person were, DCEC's CEO/General Manager Christopher Evans, DCEC's CFO Mark Cannizzaro, DCEC's Operations Manager Ryan Sullivan and DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King.

C. Adoption of Agenda: The board added two items to New Business; A. Equalization Rates and Taxes and B. Director Tosi to Report on the Credentialed Cooperative Director (CCD) Training. Also, the board recommended that the following items be removed from Future Business; C. 80th Founder's Day, Thursday, 7/15/2021 and F. DCEC Family Fun Day, 8/6/21 at 5 pm, Delhi, NY. The board unanimously agreed to approve the agenda as amended.

II. Consent Agenda: A motion was made to approve the Consent Agenda by Secretary Pick. The motion was seconded by Director Burnett. The motion passed.

III. Monthly Financial Reports: CFO Cannizzaro reported on financials and noted any changes or differences from the budget and actual. He mentioned that the Payroll Protection Program (PPP) loan forgiveness will reduce notes payable and will be booked as a non-operating revenue per RUS guidance. He noted a timing in payroll cost for the month of April compared to budget therefore higher than budget. The status of CFC investments was noted. He also mentioned accounts payable is higher than prior year due to substation equipment purchased, REC accruals,

and the budget balance with NYPA. The final noted item was the line item of (53) Other Current and Accrued Liabilities higher than last year due to the energy efficiency fund balance increase.

IV. Formulary Rate Adjustment (FRA): Although previously approved at the April 26th Finance Committee Meeting for public record in the regular board, Treasurer Menke made a motion to reduce the Formulary Rate Adjustment (FRA) to zero for the remainder of 2021 commencing with the May billing cycle. The motion was seconded by Secretary Pick. The motion passed.

V. General Manager's Report: CEO/General Manager Christopher Evans reported that two non-members were disconnected due to not completing the membership process and officially becoming members, however, they have been receiving service without payment since 2020. Mr. Evans also reported that once the non-members were disconnected, they submitted all appropriate paperwork and set up payment arrangements to pay for the service they have been utilizing.

Mr. Evans reported that it seems that the Small Business Administration (SBA) forgave a portion of our Payroll Protection Program (PPP) loan application. A motion was made by Secretary Pick for CFO Cannizzaro to make a payment of that balance. The motion was seconded by Treasurer Menke. The motion passed.

CEO/General Manager Christopher Evans reiterated that a new complaint was submitted by the Delhi Senior Living Center about noise, transformer storage and the stormwater retention pond.

CEO/General Manager Chris Evans also reported that CoBank and CFC are both currently seeking nominations for Board Members. Mr. Evans also mentioned he discussed plans to improve KRTA data and developing more precise peer groups with CFC's Jim Meiers.

Mr. Evans also revealed that there was a member inquire on a large solar development as well.

VI. COVID-19 Report/Update: A revised report dated, 5/24/21 was handed out and reviewed by the Board.

VII. Family Fun Day Guidance: The board unanimously agreed to cancel the 2021 Family Fun Day event due to COVID-19 concerns.

VIII. Annual Meeting Guidance: Discussed.

IX. Bylaw Changes: The board discussed the immediate changes that are needed this year including explanation and proposed change to allow electronic and mail in ballots count towards

a valid quorum, language modification and revision about removal of a director at the Annual Meeting, and more capital credits flexibility. Proposed revisions to all three topics to be presented at the June Meeting.

X. 80th Founder's Day 7/15/2021 (Open House/Group Picture Day): The board unanimously agreed to cancel the 2021 Founder's Day event due to COVID-19. Recommendation of a possible virtual open house presented by the Architecture firm, SEI Design Group and perhaps Jessica Vecchione instead.

XI. Form 990: CFO Cannizzaro handed out a draft of form 990 for the Board to review. CFO confirmed that the final version of form 990 will be presented at the June Meeting.

XII. 2021 Membership Survey: The Board discussed numerous items including survey format, question limits, electronic format types/methods, potential incentives such as being entered to win a drawing. The Board requested that the Management Team investigate member response type surveys as well. The board unanimously agreed to table this topic.

XIII. Policies:

A. Incident Investigation: A motion was made to approve the policy as presented by Secretary Pick. The motion was seconded by Director Burnett. The motion passed.

B. Electronic Revenue Meter Testing: A motion was made to approve the policy as presented by Director Russell. The motion was seconded by Secretary Pick. The motion passed.

C. Operations Management: A motion was made to approve the policy as presented by Director Tosi. The motion was seconded by Treasurer Menke. The motion passed.

XIV: Report on NYSRECA Business Meeting, 5/23/21: See attached notes submitted by President Oles.

XV. Report on Albany Advocacy Day, 5/3/21 to 5/7/21: President Oles reported on the event and stated that DCEC was able to meet with the following Legislators Assemblyman Miller, Senator Martucci, Assemblyman Angelino, Assemblyman Tague, Senator Oberacker, and Senator Akshar. There was discussion about the difference between New York State and the State of Pennsylvania.

XVI. Report NEAEC Annual Meeting 5/20/21: CEO/General Manager Christopher Evans reported that Lee Ann Hoad from Steuben Rural Electric Cooperative is retiring in July. Mr.

Evans also reported that NEAEC still needs to find a replacement for Mrs. Hoad's duties with NEAEC. President Oles raised the question what direction this association is going in and what the future accomplishments will be.

XVII. Report from Operations Manager Sullivan about Potential Solution for Cat Hollow

Substation: Operations Manager Ryan Sullivan reported on the potential solution for the Cat Hollow Substation. The Board decided it is not worth spending the money right now and to hold off until more research and discussion can be presented on different strategies for 2021.

XVIII. New Business:

A. Equalization Rates and Taxes: The Board requested that the Management Team review taxes.

B. Director Tosi to Report on the Credentialed Cooperative Director (CCD) Training:
Director Tosi reported on training she has received and new Coop Leadership Orientation.

XIX. Future Business:

- A. Organization and Staffing Committee Meeting, Tuesday, 6/15/21 @ 5 pm
- B. Regular Board Meeting, Tuesday, 6/22/21 @ 5 pm
 - Semi-annual review of Corporate Calendar
 - Power Cost Risk Update
- C. Regular Board Meeting, Tuesday, 7/27/21 @ 5pm
 - Finance Committee Meeting, time TBD
 - Board Self-Evaluation Survey
 - Vegetation Management Update
- D. NYSRECA Annual Meeting, July 22, 2021, tentatively
- E. Otsego Electric Cooperative's 77th Annual Meeting, Wednesday, 8/18/21
- F. Report and update on RESAP from Operations after visit from PREA (August board meeting, 8/24/21)
- G. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD (*Dates subject to change*)
- H. DCEC's Annual Meeting, 9/10/21
- I. Oneida-Madison Electric Cooperative Annual Meeting, Friday, 10/1/21 tentatively
- J. Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds
- K. CFC Strategic Planning, week of October 18th, details need to be confirmed.
- L. CoBank facilitated Strategic Planning Discussion, date, TBD, Delhi, NY

XX. Adjournment: There being no further business on the agenda, President Oles adjourned the meeting at 8:37 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

6

NEW MEMBERSHIPS – June 22, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18622-001	KO 2-42-1E	Charles	Santoro	128 Colony Ln.	Syosset, NY 11791	New Service
18633-001	WA 4-21-12A	William & Doris	Ross	3744 County Highway 21	Walton, NY 13856	Albert M. McNeil
18618-001	GI 2-18-5	Rosidae Farm, LLC		583 Shew Hollow Rd.	Stamford, NY 12167	Three Creek Farms, LLC
18636-001	GI 2-49-22	Luigi	Gaglia	168 Upper Rd.	Middletown, NY 10940	Anthony Gaglia
18632-001	HF 2-12-3	208-210 Zimmerman, LLC		141 Clermont Ave.	Brooklyn, NY 11205	Hannah Roe
18393-001	KO 2-62-11B	Rob	Orleski	429 John Rice Rd.	Bloomville, NY 13739	New Service
18623-001	JE 2-25-10	Camille	Berl	1000 Sedwick Dr.	Wilmington, DE 19803	New Service
18625-001	ME 1-85-1	Stephen	Pitman	1448 W Peakes Brook Rd.	Delhi, NY 13753	Michael Lamoly
18626-001	ME 1-65-4	Barbara	Matiatos	235 Houghtaling Hollow Rd.	East Meredith, NY 13757	Anna Katzenberger
18627-001	SI 3-4-3	William	Rose	3773 Parker Hollow Rd.	Unadilla, NY 13849	Betty Tamburro
18629-001	ME 1-85-2C	Patricia M.	Spickerman	1013 Coulter Brook Rd.	Bovina Center, NY 13740	Leigh A. Vencak
18624-001	HF 2-23-11B	Duncan	McLain	1365 County Highway 29	Jefferson, NY 12093	Patricia All
18643-001	JE 2-5-32	Brenda	Loya	167 Underhill Ave.	Brooklyn, NY 11238	James V. Kellogg
18644-001	HA 4-46-9	Edith G.	Vroman	4001 Basin Clove Rd.	Hamden, NY 13782	Willard J. Vroman
18630-001	DE 4-15-1	Dominick & Dorothy	Frabizio	1920 West Platner Brook Rd.	Delhi, NY 13753	Thomas Cole
18640-001	FR 4-12-17	Emily & Kevin	McKay	127 Hardwood Dr.	Tappan, NY 10983	Patricia Rosalbo
18638-001	CO 4-76-11D	Steve	Guaseamacchia	1954 Winding Brookway	Scotch Plains, NJ 07076	Sam Governale
18631-001	ST 2-83-2B	Melissa	Ragona	P.O. Box 81	Andes, NY 13731	S. Pitkin Marshall
18642-001	ME 1-67-9B	Utku	Kurtmer	1976 Monroe Rd.	Delhi, NY 13753	Leyla Kurtmer
18648-001	KO 2-42-40A	Rafael	Colon	32 Hillside Ave.	Warwick, NY 10990	Taiwan Ward
18619-001	AN 4-48-3A	August J.	Vergallito	10 Brookview Rd.	Denville, NJ 07834	New Service
18637-001	MA 3-14-22D	Kari	Ruff	2627 Parker Hollow Rd.	Unadilla, NY 13849	New Service

RESOLUTION**June 22, 2021**

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 5 N. Depot St., Delhi, NY 13753, do hereby authorize the transfer of \$1,546.95 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

<u>ACCOUNT</u>	<u>SER. ADD.</u>	<u>CUSTOMER</u>	<u>SEASONAL</u>	<u>RESIDENTIAL</u>
16852001	HF 2-14-9E	Debra A. Volpe	\$	\$ 1,095.34
11368001	GI 2-49-57	Romonel Roman	451.61	
			<u>\$ 451.61</u>	<u>\$ 1,095.34</u>

June 22, 2021

EDWARD G. PICK, JR., SECRETARY

Director Compensation Report

2021 Director Compensation Report				Report Date:		15-Jun-2021		
	<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	\$ 9.52	\$ 3,700.00	\$ 1,438.08
2	Menke	Yes	Yes	\$ 375	15	\$ 8.40	\$ 4,100.00	\$ 1,533.60
3	Oles	Yes	Yes	\$ 375	14	\$ 7.84	\$ 5,350.00	\$ 2,031.36
4	Pick	Yes	Yes	\$ 375	44	\$ 24.64	\$ 5,625.00	\$ 1,598.56
5	J. Russell	No	Yes	\$ 375	44	\$ 24.64	\$ 4,850.00	\$ 1,598.56
6	K. Tosi	No	No	\$ 300	20	\$ 11.20	\$ 7,300.00	\$ 3,344.80
7	Wehmeyer	No	Yes	\$ 350	52	\$ 29.12	\$ 7,000.00	\$ 1,816.48
	TOTAL:						\$ 37,925.00	\$ 13,361.44
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.....						\$0.560
		** 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

Last Updated 6/22/2021

May	
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
Prelim communication of Annual Meeting (w/ bylaw changes if any)	CEO/VanZandt
NEAEC Annual Meeting	CEO/Cannizzaro
Confirm Spring Crew Visits are Complete	Soule/CEO
Capital credits allocation - prior year	Alwine
Capital credits member notification via bills – prior year	Alwine
Strategic Plan Review	CEO/Board
Organization & Staffing Committee Meeting	CEO/Board
June	
Fuel Contract procurement Review (for next year)	CEO/Sullivan
Renew Purchase of TCCs with NYISO/NYPA	CEO
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Plan Membership Survey - 3-year interval, next 2021	CEO
RESAP Audit and Safety Improvement Plan	Soule/CEO
Confirm website prices and warranty information up to date (water heaters, etc.)	Sullivan/VanZandt
Power Cost Risk Update to Board	CEO
Send Double-Wood Letters to Responsible Parties	Sullivan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO



POLICY

SUBJECT: Right-Of-Way Management

DEFINITIONS

Danger Tree shall be defined as a tree outside the Cooperative's Right-Of-Way (ROW) that, in the judgement of a Cooperative staff member applying prudent utility judgement, presents an imminent threat to the Cooperative's primary distribution line due to the condition of the tree. Due to the presence of the Emerald Ash Borer (EAB) pest within the Cooperative's service territory, and due to the nearly 100% kill rate of all species of Ash trees by the EAB, Ash trees shall be treated as dead trees when evaluating their potential threat to the Cooperative's primary distribution system, even if the Ash tree has not yet been infected by the EAB.

Herbicide shall be defined as a chemical used to control, suppress, or kill plants, or to severely interrupt their normal growth process.

Neutral Conductor shall be defined as the current carrying conductor within the Cooperative's primary distribution system, the purpose of which is to return any current imbalance on the 3-phase distribution system to the source (substation transformer). The Neutral Conductor is always the lowest conductor among the Cooperative's electrical conductors on a distribution pole, regardless of the total number of conductors. Secondary electrical conductors, communication wires, or other low voltage conductors can be located below the Cooperative's Neutral Conductor.

Overhead Secondary Service shall be defined as the wires that extend from the Cooperative's transformer pole to the member's point of service demarcation, which is either a point of attachment on a house/building or a member-owned meter pole. Typically the Overhead Secondary Service for a residence consists of a bare neutral conductor twisted with 2 coated phase conductors, which are collectively called "triplex."

Right-Of-Way shall be defined as a 30-foot wide land area centered on the Cooperative's electric line, which shall be maintained in a manner consistent with this Policy.

Topped Tree shall be defined as a tree that has been trimmed such that its top is no closer than 8 feet below the Neutral Conductor of the Cooperative's primary electric distribution system.

POLICY

Primary:

It shall be the policy of the Delaware County Electric Cooperative, Inc. to maintain an 8-year cycle Right-of-Way (ROW) clearing program for all of the Cooperative's primary overhead distribution Rights-Of-Way. The 8-year cycle ROW clearing program shall include mechanical cutting, including topping, of undesirable species in year 1 of the cycle for a given section of ROW followed in year 2 by the application of appropriate herbicide treatments of undesirable species within the ROW, except where land owners have requested no spraying on their property.

The Cooperative shall minimize the number of topped trees within the Cooperative's ROW and shall limit the impact of Topped Trees on system reliability and safety by requiring best practices of the Cooperative's Tree Crew. Best practices shall include:



- remove rather than top trees whenever practical; topping trees is a last resort method of pruning
- create at least 8 feet of separation between a Topped Tree and the Cooperative's Neutral Conductor any time a tree is topped
- apply qualitative field judgement to consider the future growth of the tree in addition to the present condition of the tree
- consider the Neutral Conductor as if it were a hot conductor because damage to the Neutral Conductor creates a safety risk for DCEC workers as well as members of the public
- apply qualitative field judgement to consider the impact of snow and ice loading, which both have the effect of reducing separation distances between the Neutral Conductor and trees

Management and staff of the Cooperative shall research, adapt, and communicate to the membership best practices for the management of rights-of-way with the following goals:

- Educate land owners about the specific herbicide practices utilized by the Cooperative and the value of herbicide treatment to the cost-effectiveness, safety, and reliability of the electric distribution system.
- Engage members in the management of the vegetation within the ROW on their own property.
- Encourage pruning and mowing activities that prevent the advanced growth of undesirable species in the ROW.
- Encourage planting of desirable low-grow species within the ROW.
- Encourage planting of native species with the potential to create desirable habitat for threatened or endangered animal and insect species including certain species of bees and butterflies.
- Encourage the active management of exotic, invasive plant species, which threaten the plant species native to this area.

Secondary:

The Cooperative shall respond to vegetation threats to safe and reliable operation of secondary service wires discovered by a Cooperative employee or contractor in a timely fashion. In addition, the Cooperative shall respond to member requests for Overhead Secondary Service tree clearing in a timely fashion. The Cooperative shall, upon member request, clear an area with a 3-foot diameter (1.5-foot radius) around the member's Overhead Secondary Service wire. If a member requests additional trimming of Overhead Secondary Service wires, the Cooperative shall either perform the requested trimming or offer to temporarily remove the member's Overhead Secondary Service wire to allow the member or the member's contractor to safely perform tree trimming or tree removal. The decision to perform the requested trimming or to temporarily remove the member's Overhead Secondary Service wire shall be made solely by the staff of the Cooperative with the goal of minimizing costs and maximizing operational efficiency for the Cooperative.

Other:

The Cooperative shall remove or cause to be removed any Danger Tree in a timely fashion after the Danger Tree is reported by a land owner or discovered by a Cooperative employee or contractor. When practical, land owners shall be notified prior to removal of Danger Trees. In the event of interference with Danger Tree removal by a land owner or others, the Cooperative should attempt to reason with the land owner and should take reasonable and customary legal measures to enforce the Cooperative's right to remove Danger Trees, but in no case shall the Cooperative risk physical confrontation with any person in the performance of Danger Tree removal.

Reasonable effort should be made by the Cooperative's Tree Crew to address members' concerns and consider the aesthetic impacts of tree cutting. However, no member of the Cooperative's staff, employee



or contractor, is authorized to operate outside this policy even if requested to do so by a land owner or member.

RESPONSIBILITY: Tree Crew Foreman and General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	August 25, 2015
Revised by Board of Directors	October 25, 2016
Revised by Board of Directors	November 28, 2017
<u>Reviewed by Board of Directors</u>	<u>June 22, 2021</u>



POLICY

SUBJECT: Identity Theft Red Flag Prevention

POLICY: It shall be the policy of the Cooperative to take all reasonable steps to identify, detect, and prevent the theft of its members' personal information – commonly known as "Identity Theft". In order to carry out that policy, the Cooperative hereby adopts the following policy for identifying or detecting Red Flags that should raise concerns for the Cooperative that a member's information is potentially being misused or stolen.

PROCEDURE:

I. DEFINITIONS

The term "Red Flag" means a pattern, practice or specific activity that indicates the possible existence of Identity Theft.

The term "Identity Theft" means a fraud committed or attempted using the identifying information of another person without authority.

The term "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, Social Security Number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number or address.

II. POLICY RATIONALE

Under federal law and regulations, the Cooperative is required to adopt an Identity Theft Red Flag Prevention policy under the Federal Trade Commission ("FTC") regulations at 16 C.F.R. § 681.2 *et seq.*

III. IDENTIFICATION OF ACCOUNTS SUBJECT TO THE POLICY

The Cooperative maintains accounts for its members that allow the members to pay for service after it has been rendered. Bills are sent and payments are due on a monthly basis. These accounts are covered by this Red Flag policy.

IV. IDENTIFICATION AND DETECTION OF POTENTIAL RED FLAGS



A. Risk Factors. In identifying potential Red Flags associated with the accounts that the Cooperative maintains, the Cooperative considers the following Identity Theft risk factors:

1. Types of Covered Accounts. The Cooperative is an electric Cooperative serving rural New York State, providing its members with electric utility service. The Cooperative serves approximately 5400 members. Turnover in members is low, as is the number of address change requests received from members. Payments from members for services rendered are due by the 12th day of the month following the billing date. The Cooperative does not provide credit to its members beyond this revolving, monthly account for utility service. Such service is rendered at a fixed physical location known to the Cooperative.
2. 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 (8) at the prospective member's option, 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 (8) at the prospective member's option, 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 and they are required to appear in person at the Cooperative's office and provide a government issued photo ID. See the previous paragraph for more details.

3. Methods for Accessing Account Balance, Payment Information and Disconnect Notices. The Cooperative allows members and third parties designated by members in writing to access their 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 using a secure password.
4. Methods for Accessing Member Information Other Than Account Balance, Payment Information, and Disconnect Notices. The Cooperative allows members to access their information other than account balance, payment information, and disconnect notices using the following methods:
 - (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 using a secure password.
5. Previous Experience with Identity Theft. The Cooperative is not aware of any security breach of or unauthorized access to its systems that are used to store members' personal identifying information. Given the limited amount and types of services and credit provided to its members, the small size of the population it serves, and the relatively low rate of change in membership, coupled with the Cooperative's policies for securing members' personal information,



the Cooperative believes the risk of its members being the subject of Identity Theft through the information collected by the Cooperative to be low.

B. Sources of Red Flags. In identifying potential Red Flags associated with the accounts that the Cooperative maintains, the following sources of Red Flags for Identity Theft have been identified:

1. Past Incidents of Identity Theft. The Cooperative is not aware of any security breach of or unauthorized access to its systems that are used to store members' personal identifying information collected by the utility. In the event of incidents of Identity Theft in the future, such incidents shall be used to identify additional Red Flags and added to this policy.
2. Identified Changes in Identity Theft Risk. As provided in Section VI below, the Cooperative will review this policy from time to time, the utility's operations, and the utility's experience with Identity Theft for changes in Identity Theft risk.
3. Applicable Supervisory Guidance. In addition to considering the guidelines initially published with the FTC's Red Flag regulations, the Cooperative will review additional regulatory guidance from the FTC and other consumer protection authorities.

C. Categories of Red Flags. In identifying potential Red Flags associated with its accounts, the Cooperative has considered the following categories of Red Flags for Identity Theft:

1. Alerts, Notifications, and Warnings. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services can be Red Flags for Identity Theft.

Required Response. If a staff member receives an alert, notification, or other warning from a consumer reporting agency, the staff member shall immediately notify the General Manager. In some cases when the identity of a prospective member is in doubt, services may be denied until the discrepancy can be resolved.



2. Suspicious Documents. The presentation of suspicious documents can be a Red Flag for Identity Theft. Suspicious documents include:

- (a) Documents provided for identification that appear to have been altered or forged.
- (b) The photograph or physical description on the identification is not consistent with the appearance of the applicant or member presenting the identification.
- (c) Other information on the identification is not consistent with information provided by the person opening a new account or member presenting the identification.
- (d) Other information on the identification is not consistent with readily accessible information that is on file with the Cooperative, such as a membership application.
- (e) An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Required Response. Member Service Representatives and other personnel of the Cooperative shall report to the General Manager when it appears that account documents have been altered or forged when compared to other documents in a member's file. It shall also be brought to the General Manager's attention immediately if any member presents an invalid identification, or identification that appears forged for the purpose of obtaining access to account information.

3. Suspicious Personal Identifying Information. The presentation of suspicious personal identifying information, such as a suspicious address change, can be a Red Flag for Identity Theft. Presentation of suspicious information occurs when:

- (a) Personal identifying information provided is inconsistent when compared against external information sources used by the Cooperative. For example:
 - (1) The address does not match any address in the consumer report; or



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- (2) The Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File.
 - (b) Personal identifying information provided by the member is not consistent with other personal identifying information provided by the member. For example, there is a lack of correlation between the Social Security Number range and date of birth.
 - (c) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the Cooperative, for example:
 - (1) The address on an application is the same as the address provided on a fraudulent application; or
 - (2) The phone number on an application is the same as the number provided on a fraudulent application.
 - (d) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the Cooperative. For example:
 - (1) The address on an application is fictitious, a mail drop, or a prison; or
 - (2) The phone number is invalid, or is associated with a pager or answering service.
 - (e) The Social Security Number provided is the same as that submitted by other persons opening an account or other members.
 - (f) The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other persons opening accounts or other members.
 - (g) The member fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.



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- (h) Personal identifying information provided is not consistent with personal identifying information that is on file with the Cooperative.

Required Response. Representatives shall be trained to make note in a member's file when there is a lack of correlation between information provided by a member and information contained in a file for the purposes of gaining access to account information. The Cooperative is not to provide account information without first clearing any discrepancies in the information provided.

4. Notices. Notice from members, victims of Identity Theft, law enforcement authorities, or other persons regarding possible Identity Theft in connection with member accounts can also be a Red Flag for Identity Theft.

Required Response: Upon notice from a member, law enforcement authority, or other persons that one of its members may be a victim of Identity Theft, the Cooperative shall contact the member directly in order to determine what steps may be necessary to protect any member information in the possession of the Cooperative. Such steps may include, but not be limited to, setting up a new account for the member with additional identifying information that may be identified only by the member, in order to protect the integrity of the member's account.

5. Suspicious Account Activity. Marked changes in usage or deviation from expected usage patterns such as may be evident to a staff member in the normal course of reviewing billing exception reports or transformer loading reports.

Required Response: Cooperative staff members shall be trained to recognize suspicious usage patterns such as extremely high usage. Upon discovery of suspicious usage patterns, the member shall be notified of the suspicious usage pattern.

V. PREVENTING AND MITIGATING IDENTIFY THEFT

- A. If the Cooperative discovers that any of its members have become a victim of Identity Theft through personal information used by the utility in opening or maintaining a member's account, management shall take appropriate steps that it deems necessary to mitigate the impacts of such Identity Theft. These steps may include, but are not limited to:

1. Monitoring an account for evidence of Identity Theft;



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2. Contacting the member;
 3. Changing any passwords, security codes, or other security devices that permit access to an account;
 4. Reopening an account with a new account number;
 5. Closing an existing account;
 6. Not attempting to collect on an account;
 7. Notifying law enforcement; or
 8. Determining that no response is warranted under the particular circumstances.
- B. The Cooperative has a business relationship with National Information Solutions Cooperative (NISC), a third-party application service provider (ASP) for the Cooperative's consumer information system (CIS) database. Under this business relationship, NISC has access to member information covered under this Policy. The General Manager shall ensure that NISC's work for the Cooperative is consistent with this policy by (a) amending the contract to incorporate these requirements; or (b) by determining that NISC has reasonable alternative safeguards that provide the same or a greater level of protection for member information as provided by the Cooperative.
- C. The Cooperative has a business relationship with On-Line Utility Exchange, a third-party credit risk service provider. Under this business relationship, On-Line Utility Exchange has access to member information covered under this Policy. The General Manager shall ensure that On-Line Utility Exchange's work for the Cooperative is consistent with this policy by (a) amending the contract to incorporate these requirements; or (b) by determining that On-Line Utility Exchange has reasonable alternative safeguards that provide the same or a greater level of protection for member information as provided by the Cooperative.

VI. Updating and Administering the Policy

- A. The Cooperative shall consider updating this policy to determine whether it has experienced any Identity Theft of its members' accounts, whether changes in the methods of Identity Theft require updating to this Policy, or whether changes are necessary to detect, prevent, and mitigate Identity Theft.



Management will continue to monitor changes in methods of Identity Theft, and re-evaluate this Policy in light of those changes.

B. Administration of the Policy shall be as follows:

1. The Board of Directors has adopted this Policy and will have ultimate oversight of this Policy, but the Policy shall be managed by General Manager of the Cooperative. The General Manager shall have authority to delegate oversight and compliance to other individuals at the senior level management level.
2. Potential changes to the Policy shall be reviewed at least annually by the General Manager. The General Manager shall bring proposed changes to the Policy to the Board of Directors, who have the sole authority to modify the Policy.
3. Reports.
 - (a) The General Manager shall prepare a report, at least annually, regarding the implementation and progress of the utility's Policy for review by the Board of Directors.
 - (b) The above-described report shall include a discussion of: the progress of implementing and the effectiveness of the Policy; ongoing risk level of Identity Theft of member information; potential changes to the Policy and other operation practices of the utility to further the goal of protecting member's personal information; and, identification and discussion of instances of Identity Theft of the utility's members.
 - (c) The General Manager shall keep records of meetings regarding this Policy showing the dates and topics discussed. The General Manager shall also cause to be maintained a file with copies of the most recent annual reports prepared under the Policy.

RESPONSIBILITY: The General Manager and the Board of Directors.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Oct 26, 2010
Revised by Board of Directors	December 18, 2013
Revised by the Board of Directors	February 25, 2014
Revised by the Board of Directors	December 22, 2015
Revised by the Board of Directors	December 19, 2017
Reviewed by the Board of Directors	June 22, 2021



Annual Meeting Guidance

I still need confirmation about what the Cooperative is going to do during the Annual Meeting.

Logistics:

- Serve Brooks BBQ chicken...sit down dinner or take out only?
- Indoors or outside? Legion has been secured for this event. But, I need to know will this event be inside or outside?
- Guidance for ALL that attend mask or no mask. Proof of vaccination?

Absentee Ballots

Should we offer the same incentive for absentee ballots (\$10 bill credit) or just roll out the ballots without any incentive?

**DCEC BOARD MEETING
CEO/GM REPORT
19 MAY 2021 – 14 JUNE 2021**

Safety Report:

Injury Report: One incident reported to the HR department this report period.

COVID

No exposures reported.

Safety Committee Activity:

Committee did not meet this month.

Employee Safety Meetings:

Mark's staff's safety meeting held on 5/27 and Ryan's staff's safety meeting held on 6/1.

Engineering:**Power Quality Investigations:**

BOCES:

Overly sensitive equipment report "high voltage". Suspect higher voltage from NYSEG 46kV capacitors. Taking DCEC capacitors out of service as first step in resolution.

Amphenol:

Some equipment damage from transients. Suspect issue from transmission outage but they report fluctuations which most likely stem from their PV being twice their usage.

Greene Lumber:

Continuing to monitor potential ferro resonance and other operational issues.

Jeffrey Arnold near GL expressing interest in a large solar farm project

Operations:

Notable Outages and Occurrences: We conducted a planned outage at the Jefferson Sub for ~2 hours on 5/27/21 while working NYSEG noted some issues on a pole just outside our sub related to a repair they made on 5/10/21 which kept the substation off an additional 50 minutes. The main focus of the Cooperative's work was Arrestor replacements and addressing some broken insulators on the three phase.

Disconnections: None currently.

Pole Inspections / Line Inspections / Stray Voltage Testing: No stray voltage testing has been completed at this time. Pole and Line inspections have resumed, DCEC's contractor Bob Coager has tested around 400 poles and completed line inspections during that time.

Right of Way Crew: Crew Cleared 11.88 miles of line since the last report.

Headquarters: Waiting on DEP signoff for final CWC payment of \$34872.34 for stormwater features. Tom Howard reports front parking lot paving will take place sometime in the next few weeks. Rack battery backup for radio and phone systems installed on 6/11

PREA Training: Apprentices completed basic climbing school..

Emergency Response Plan (ERP): Management team met on 5/18 to review as last update was 7/25/17.

Dryden Substation Spare Transformer: Waiting to install bushings and nitrogen prior to energized test.

Kortright Control House: arrived 6/10.

Jefferson Fiber: To be scheduled.

Fiber to Repeaters: Estimating mid-June for Dryden and considering similar for Andes.

NYPA: Coordination/planning for July project where NYPA running fiber cable along their transmission requiring us to cover up lines.

POWER SUPPLY

NYPA:

NYPA advises no anticipation of reduction in firm hydro energy sales for 1 July 2021 through 31 July 2021. Present estimates show no shortages for August through January 2022 as well. However, should generation become insufficient, substitute energy will be purchased for customers with signed agreement for substitute energy.

On June 7, 2021, I had discussions with Darryl Jacobs about the solar/storage project being cancelled due to unfavorable market conditions. I also requested details on calculation for spot market purchases from hydro curtailment caused by ice at Niagara in February which will add \$3097.86 to the next power bill.

Still waiting for details to prove out the increase to ZEC kwh charges that started last month.

NYISO:

NYISO considering study to determine reallocation of costs for running the ISO between suppliers and loads. Historically, the allocation has slowly added more to suppliers injecting power into system. Since we are a load, it would appear good news but I suspect we would pay more to suppliers through tax, rate and/or credit strategies through NYSEDA.

FINANCE, ACCOUNTING & HR

Small Business Administration (SBA) Payroll Protection Program (PPP) Loan Forgiveness Application: Dee Hillis had confirmed forgiveness occurred leaving the \$62k remaining.

Health Insurance Review: C-Level Meeting with Bryon Morse on 5/27 to review projections for increases to medical insurances in 2022 and 2023 with preliminary outlook of 3% and 10% respectively.

CFC Commercial Paper Investment: One of the investments (900) had a term expiration and the initial investment amount was reinvested for another short term period.

Staffing: Interviews continue for line and tree crews. Not very much local interest in DCEC.

Candidate (1 of 3) interviewed) for tree crew selected and offer letter from CEO going out soon.

First round of line crew interviews from applications on file resulted in one interview of former employee. Continuing interview process.

Bucky announced his revised retirement plans for early January 2022.

MEMBER SERVICES & PUBLIC RELATIONS

Open House: Postponed indefinitely – Format, protocols

Family Fun Day: Postponed indefinitely - Format, protocols

Annual Meeting: 9/10/21 - Format, protocols

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

I am following legislation around the country that effectively prohibits new construction being anything but all-electric. Large cities and some states have pushed the initiative which will impact the natural gas market by approximately 13% which would drive gas-fired generation prices even lower.

COVID

New York State updated the NY Forward Guidance for several industries, including office-based and food services employers on 8 June 2021, with changes that many people feel are overdue. The DCEC employee plan will be updated and employees briefed on 6/15/21.

For the purposes of this guidance, people are considered **fully vaccinated** for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)⁴; there is currently no post-vaccination time limit on **fully vaccinated** status. Unvaccinated people refers to individuals of all ages, including children, that have not completed a vaccination series or received a single-dose vaccine.

In addition to incorporating updated mask, physical distancing, and capacity rules that have been in place since New York adopted the Centers for Disease Control and Prevention (CDC) guidance for **fully vaccinated** individuals on May 19, 2021, the most significant modification to the NY Forward Guidance update is the change in screening questions. The guidance no longer requires employers to ask about symptoms, close contact, or COVID-19 infections that occurred in the last 14 days. Instead, the new daily health screening questions properly reflect the most current CDC and New York State Department of Health isolation and quarantine guidelines for COVID-19.

The following three screening questions are required:

1. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
2. Have you had close contact (being within six feet for at least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
3. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

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

NYAPP

I reviewed emails on PSC and NYSEDA Tier 2 REC Implementation Plan Proposal. Member meetings moving to Zoom format instead of traditional conference call starting 6/18/21.

NYSRECA

The four CEOs expressing concerns about ZEC increase to power bills starting for April's invoice and plan to hold in-person managers' meeting on 6/17/21. Government Relations Committee had a conference call on 6/4/21 where trend of telecom accusing electric utilities from hindering their restoration efforts were discussed (RESMA) as well as CLCPA and carbon tax was discussed. The RECL remote meeting legislation passed. Expansion of PSC by two commissioners was discussed.

DWGP

I reviewed FERC carbon pricing bulletin where FERC was being challenged by wind/solar developers with rulings that transmission operators could charge for improvements through rates.

BWGI:

CO2 allowances sold in 52nd RGGI auction.

Renewed effort for act requiring the public service commission to study the feasibility and the costs of burying all or most of the electrical, telephone and internet transmission lines in New York state and to publish and deliver a report of its findings to the governor and the legislature, and requiring new electrical, telephone and internet transmission lines to be buried underground.

I reviewed NYS Senate and Assembly Bills in the queue. Notable items are:

- A.3360 requiring utilities to compensate residential customers for prolonged outages (\$25 for 24 hours and \$250 minimum for food/medicine spoilage after 48 hours)
- SB 6193 requiring utilities under penalty of fines to allow customers to use preferred names and pronouns.

- 928-A requiring electric companies to provide alternative measures to ensure documented medical needs customers can maintain their health and well-being during power outages
- AB 3427 Prohibits telephone, cable and utility companies from charging a fee to customers who request copies of previous bill statements or statements verifying that they are a customer.
- AB 3876 Establishes an electric vehicle charging commercial tariff.
- AB 4302 Provides that one hundred percent of in-state sales of new passenger cars and trucks shall be zero-emissions by two thousand thirty-five.
- SB 391 Relates to requiring local building and planning regulations to accommodate the use of certain renewable and alternative energy sources.
- SB 1199 Requires that at least one commissioner of the public service commission have experience in utility consumer advocacy.
- SB 1556 Relates to utility membership dues used for lobbying activities.
- SB 2997 Relates to the installation or use of solar power systems within a homeowners' association.
- SB 6190 Allows meetings of members of a rural electric cooperative to be held partially or solely by means of electronic communication.

BSK

Preliminary review of latest EEOC guidance for Covid matters such as employer incentive and/or mandatory vaccination perils.

System Performance:

Description	Power Supply	Major Event	Planned	All Other	Total
2017 - TMED: 109.24082					
Number of Outages	8	24	161	243	436
Number of Consumers Affected	5035	2567	5240	17053	29895
Consumer Hours	7300.2	23634.8	7925.3	35185.5	74045.8
Consumer Minutes	438010.4	1418089.5	475519.8	2111129.9	4442749.7
Average Number of Consumers	5364	5364	5364	5364	5364
SAIDI	81.7	264.4	88.7	393.6	828.3
2018 - TMED: 95.49684					
Number of Outages	7	2	229	321	559
Number of Consumers Affected	1548	931	3544	14773	20796
Consumer Hours	4210.7	10195.6	1552.1	38553.4	54511.8
Consumer Minutes	252642.2	611738.0	93127.7	2313201.3	3270709.2
Average Number of Consumers	5387	5387	5387	5387	5387
SAIDI	46.9	113.6	17.3	429.4	607.1
2019 - TMED: 100.25904					
Number of Outages	7	27	127	449	610
Number of Consumers Affected	5191	4256	6258	17251	32956
Consumer Hours	12265.4	27111.1	8807.7	52143.7	100328.0
Consumer Minutes	735926.3	1626668.9	528462.8	3128619.2	6019677.2
Average Number of Consumers	5404	5404	5404	5404	5404
SAIDI	136.2	301.0	97.8	578.9	1113.9
2020 - TMED: 115.41935					
Number of Outages	3	15	90	634	742
Number of Consumers Affected	1850	1500	4966	13193	21509
Consumer Hours	8112.2	27249.5	9181.2	42949.3	87492.1
Consumer Minutes	486731.4	1634970.0	550871.3	2576955.6	5249528.2
Average Number of Consumers	5434	5434	5434	5434	5434
SAIDI	89.6	300.9	101.4	474.2	966.1
2021 – 06/13/21 YTD TMED: 135.75716					
Number of Outages	6	4	29	358	397
Number of Consumers Affected	1842	1694	2228	5076	10840
Consumer Hours	2188.8	16112.1	2528.2	16660.9	37490.0
Consumer Minutes	131328.7	966727.7	151692.4	999651.6	2249400.4
Average Number of Consumers	5469	5469	5469	5469	5469
SAIDI	24.0	176.8	27.7	182.8	411.3
Five Year Period Averages					
Number of Outages	6.2	14.4	127.2	401.0	548.0
Number of Consumers Affected	3093.2	2189.6	4447.2	13469.2	23199.0
Consumer Hours	6815.0	20860.2	5998.6	37098.0	70771.0
Consumer Minutes	408927.4	1251638.4	359934.2	2225911.0	4246411.0
Average Number of Consumers	5411.6	5411.6	5411.6	5411.6	5411.6
SAIDI	75.6	231.3	66.5	411.3	784.7

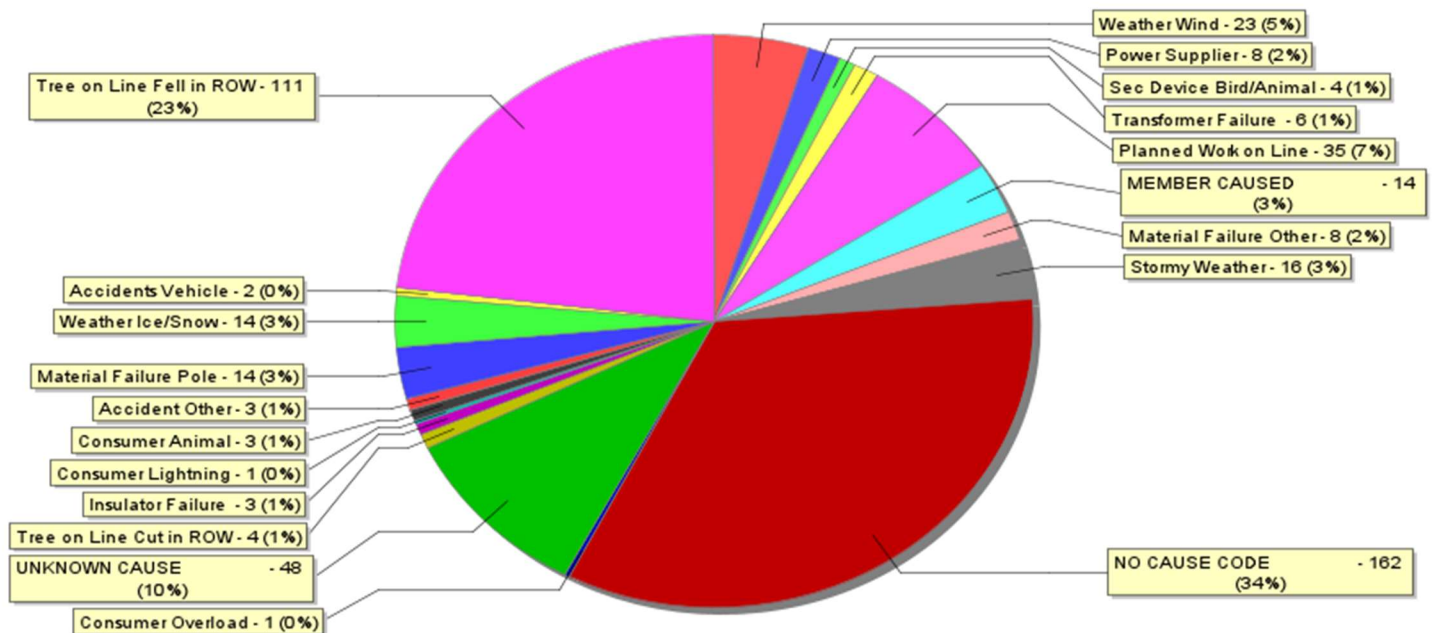
NOTE: Substation outages are not included in the Power Supply category

Service Reliability

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

Year	Quarter	SAIFI	SAIDI	CAIDI	ASAI	Nbr Customers Interrupted	Consumer Hours	Avg Nbr Consumers Served
2017	1st	2.0017	190.3	95.1	0.99853	10703	16963	5347
	2nd	1.1069	391.7	353.9	0.99701	5921	34920	5349
	3rd	0.8542	108.6	127.1	0.99918	4589	9721	5372
	4th	1.6117	138.5	86.0	0.99895	8682	12439	5387
2018	1st	0.7796	116.1	148.9	0.99910	4195	10412	5381
	2nd	1.0626	219.2	206.3	0.99833	5719	19665	5382
	3rd	0.3688	35.8	97.0	0.99973	1989	3216	5393
	4th	1.6490	236.0	143.1	0.99822	8893	21216	5393
2019	1st	0.3973	76.3	192.1	0.99941	2144	6864	5396
	2nd	1.3454	208.0	154.6	0.99841	7269	18731	5403
	3rd	2.7174	538.9	198.3	0.99593	14693	48562	5407
	4th	1.6359	290.2	177.4	0.99781	8850	26168	5410
2020	1st	0.5081	80.7	158.8	0.99938	2748	7274	5408
	2nd	0.9841	184.1	187.1	0.99859	5336	16640	5422
	3rd	1.3955	217.2	155.7	0.99836	7597	19711	5444
	4th	1.0668	481.8	451.6	0.99636	5828	43866	5463
2021	1st	0.5235	111.1	212.3	0.99914	2861	10122	5465
	2nd	1.4464	299.9	207.4	0.99771	7916	27357	5473
Year	Month	SAIFI	SAIDI	CAIDI	ASAI	Nbr Customers Interrupted	Consumer Hours	Avg Nbr Consumers Served
2021	January	0.0609	9.3	153.0	0.99979	333	849	5466
	February	0.0944	10.6	112.7	0.99974	516	969	5464
	March	0.3682	91.2	247.6	0.99796	2012	8303	5465
	April	0.7223	223.2	309.0	0.99483	3949	20339	5467
	May	0.6661	67.8	101.7	0.99848	3648	6186	5477
	June	0.0583	9.1	156.3	0.99979	319	831	5476

YTD Outage Cause





Employee Plan in Response to COVID-19 Virus

Last updated **06/11/2021**

Purpose of the Employee Plans

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

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been developed based on Governor Cuomo's executive orders and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws, and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

This plan allows us to continue to serve the most critical needs of members, including answering the phone and responding to outages. Also, critical office functions like payroll processing will be maintained under this plan.

This plan also outlines procedures in the event that employees have extended time away from the office due to a COVID related illness.

Furlough

There is no plan to utilize employee furlough based on the current region's ranking put forth by the Governor's office. If there is a new executive order or state of emergency, then employee furlough will be reconsidered. Individual Furlough (Quarantine), is considered in the event that an employee may have been exposed to the virus. In such cases, employees may be entitled to paid leave.

Maintaining Social Distance

Social distancing is absolutely required to limit possible exposure and subsequent contamination, in the event another employee may be a-symptomatic and be positive for the virus.

Required Precautions

Before Work:

The June 8, 2021 guidance no longer requires employers to ask about symptoms, close contact, or COVID-19 infections that occurred in the last 14 days. Instead, the new daily health screening questions properly reflect the most current CDC and New York State Department of Health isolation and quarantine guidelines for COVID-19.

The following three screening questions are required:

- 1. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**



2. Have you had close contact (being within six feet for at least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?

3. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days? Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

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

While at work, the following precautions shall be taken by all employees:

- 1) Attempt to maintain a distance of 6 feet between employees whenever practical.
- 2) If practical, utilize your badge rather than your finger/thumb print to punch in and out with the time clock.
- 3) Whenever practical, clean and disinfect shared surfaces by utilizing disinfect wipes and cleaners provided by the Cooperative. Shared surfaces include time clocks, bathroom fixtures, door handles, steering wheels of shared vehicles, gas pumps, etc.
- 4) Wash hands thoroughly as often as possible and after contact with surfaces that may not be sanitized. Avoid touching your face with your hands.
- 5) Utilize hand sanitizer when unable to wash hands after touching surfaces that may not be disinfected. The Cooperative has provided sanitizers in all areas of the office, and disposable sanitizing wipes and liquid are available for all trucks and offices.
- 6) Sanitize all trucks before and after using.
- 7) When vehicles are shared, employees **not fully vaccinated** within the shared vehicle must wear face coverings

Face Masks

We are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees. For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. ~~All employees must deny access to Cooperative property to anyone that refuses to wear a mask and will be denied from the Cooperative or use of its property if they themselves do not wear a mask.~~

On July 6, 2021, the CEO and management will review for any changes to June 8, 2021 guidance. The rationale for the brief postponement is to look for more stability to avoid repeated and potentially confusing guidance changes as has happened several times during this event.



“Effective June 8, 2021, NYS has adopted Forward Guidance for several industries, including office-based and food services employers on 8 June 2021, with changes that many people feel are overdue.

For the purposes of this guidance, people are considered **fully vaccinated** for **COVID-19** ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)[±]; there is currently no post-vaccination time limit on **fully vaccinated** status.

“Unvaccinated people” refer to individuals of all ages, including children, that have not completed a vaccination series or received a single-dose vaccine.

In addition to incorporating updated mask, physical distancing, and capacity rules that have been in place since New York adopted the Centers for Disease Control and Prevention (CDC) guidance for fully vaccinated individuals on May 19, 2021, the most significant modification to the NY Forward Guidance update is the change in screening questions.

To ensure our collective health and safety, employees that desire to operate under June 2021 fully vaccinated guidelines must complete an affidavit by presenting their vaccination card showing at least 14 days since receiving their final dose or show at least 90 days since being cleared to return to work by a doctor to two managers and obtain their signatures on a form which will be placed in the employee’s HR file. By completing this form, you may elect to be mask-less throughout the DCEC building.

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

Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and/or CEO/GM if they suspect or are notified that there was a possible exposure to the virus. In some cases, the possible exposure to the virus may be remote, but it still needs to be reported as soon as you have knowledge of the possible exposure.

Possible Outcomes per CDC Guidelines and NYS Department of Health (DOH) at this time:

- 1) FOR INDIVIDUALS EXPOSED TO COVID-19 WHO ARE NOT FULLY VACCINATED OR HAVE NOT RECOVERED FROM COVID-19 IN THE PREVIOUS 3 MONTHS. Individuals who have been exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 10 days after exposure. Testing is not required to end quarantine if no symptoms have been reported during the quarantine period. However, a test should be sought immediately if any symptoms develop during the 10 days after exposure.
- 2) FOR VACCINATED INDIVIDUALS EXPOSED TO COVID-19. Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. Fully vaccinated individuals exposed to COVID-19 who



are experiencing related symptoms must isolate themselves, be clinically evaluated for COVID-19, and tested for COVID-19 if indicated. This guidance applies to all fully vaccinated people. However, individuals should be encouraged to consult with their healthcare provider if they have any questions about their individual situation, such as immunocompromising conditions or other concerns.

- 3) **FOR PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19.**
Asymptomatic individuals exposed to COVID-19 who have been previously diagnosed with laboratory confirmed COVID-19, and have since recovered, are not required to retest and quarantine provided the new exposure is within 3 months after the date of symptom onset from the initial COVID-19 infection or date of first positive diagnostic test if asymptomatic during illness.
- 4) As of April 1, 2021, asymptomatic domestic travelers, including healthcare providers, arriving in New York State from other U.S. states and territories are not required to test or quarantine. Domestic travelers do not need to quarantine if they are fully vaccinated or have recovered from laboratory confirmed COVID-19 within the previous 3 months. However, while not required, quarantine, consistent with the CDC recommendations for international travel, is still recommended for all other asymptomatic domestic travelers for either 7 days with a test 3-5 days after travel or 10 days without a test.

COVID-19 Infection Procedure

All employees are required to notify their immediate supervisor and/or CEO/GM if they exhibit symptoms of having contracted the COVID-19 virus after a known exposure.

Possible Outcomes per CDC Guidelines and NYS Department of Health (DOH) at this time:

- 1) If an employee has symptoms and has received a positive test result, they can return to work after the following conditions are met:
 - a) 10 days since symptoms first appeared **and**
 - b) 24 hours with no fever without the use of fever-reducing medications **and**
 - c) Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

- 2) If an employee tested positive but has no symptoms, they can return to work after 10 days of having received the positive result if they are still not exhibiting symptoms.
- 3) If an employee is subject to an Order of Quarantine by a state agency or health department, or has a positive COVID-19 test, the Cooperative will pay the employee for up to 10 days of leave, consisting of the ten 10 days beginning on the date of the start of the Order of Quarantine or the date of the positive test.
- 4) If an employee has met the 10 day requirement and/or has reached the end of a county or state mandated quarantine, but still cannot report to work due to illness, the employee will be required to use sick time or other appropriate forms of PTO for



continued leave. If the sick time is longer than 3 days, the employee will be required to obtain and submit a directive from a medical professional verifying the need for leave and setting forth a return to work date. The Cooperative may also require that a medical professional and/or the employee submit documentation that deems the employee safe and able to return to work.

In addition, an employee who has been out of work pursuant to an order of quarantine or isolation and who tests positive a second time for COVID-19, must submit verification of the positive test result to their immediate supervisor. In such cases, the Cooperative the employee may receive an additional 5 days of paid leave, and would also be eligible for 5 days of PFL / DBL. Employees wishing to apply for PFL/DBL should contact Human Resources or Guardian insurance as soon as possible to receive appropriate forms. This same procedure and leave would apply in the event that the same individual tests positive for COVID-19 a third time.

The employee is not entitled to leave more than three times, and any subsequent leave must comply with the Cooperative's existing leave policies.. Employees can also apply for NYS DBL/PFLA through our insurance carrier, Guardian, for an additional 5 days paid by the insurance carrier per positive test.

For example:

Exposure or Positive Test	Employer paid up to 10 days	
2 nd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days
3 rd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days

- 5) If an employee does not have or exhausts all sick time, they may utilize the sick leave donation program outlined in the union contract, if eligible.
- 6) If the employee is still unable to return to work after having exhausted all PTO and sick time, the employee will be transitioned to short term disability for a maximum of 26 weeks. If the employee cannot return to work after 26 weeks being on short term disability and is still unable to return to work, the employee will be transitioned to long term disability.
- 7) Employees that are in their probationary period and therefore, do not have any PTO, are eligible to apply for NYS statutory short term disability but not the enhanced short term disability benefits provided by the Cooperative. Any days beyond the NYS statutory short term disability, will be taken as unpaid leave.

Please note: All "days" refer to calendar days and not workdays. Also, all Department of Health mandated quarantine days will be paid by the employer and not subject to employee's PTO. Employees that need to care for a family member are eligible to apply for Family Care through Paid Family Leave, and should see Human Resources or Guardian Insurance for the appropriate forms.



The Cooperative is considered to employ essential employees, and as such, reserves the right to evaluate and consult with each individual employee on a case by case basis to arrive at a mutual course of action for each scenario.

Collective Bargaining Agreements

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

This plan is being sent to IBEW Local 10 for their informational purposes. Management will be open to discuss any issues that may be identified by the Union. In the meantime, the plan will be implemented out of concern for our employees and members of the public.

2021 REVISION DATES:

1/20/21

3/17/21

4/20/21

5/24/21

6/11/21



It is DCEC's tradition to donate two \$100 scholarships to two Seniors from Delaware Academy as a token of our appreciation for letting us use the school for our Annual Meeting.

This year the scholarships were awarded to:

Diego Aguirre
17 Park Place
Delhi, NY 13753

Diego Aguirre is attending Cornell University in the fall and studying Engineering.

Aiden Paoli
434 Waterman Road
Delhi, NY 13753

Aiden Paoli will be studying at Clarkson University and majoring in Engineering.



Power Cost Risk Strategy Report

PRESENTED TO: DCEC BOARD OF DIRECTORS

PRESENTED BY: Chris Evans, CEO/GM

DATE: 22 June 2021

Starting in the fall of 2014, the Cooperative's Board of Directors began periodically reviewing power cost risk management mechanisms and deciding whether to engage in additional power cost risk management activities. In December of 2015, the Board passed a resolution instructing the Cooperative's management to engage in regular reviews of power cost risk, including the impacts of total monthly power costs and its impact on cash flows, incremental (non-hydro) energy costs, and cost of marginal losses (transmission losses purchased as market-based incremental energy). The Board instructed Management to provide a power cost risk management strategy that will likely achieve the following goals:

- Limit monthly power costs to be less than or equal to \$250,000 above the budgeted monthly power cost.
- Limit the Power Cost Adjustment (PCA) billed to members to be less than or equal to 40% of the base residential energy price.
- Limit the total annual power costs to a level that permits the Cooperative to stay within its loan covenants with its lenders.

Due to the very conservative philosophies the board applied to the issue of power cost risk hedging; it will be normal for the Cooperative to take very few power cost risk hedging actions beyond the following traditional hedges in the short term. Mid-term and long-term may require more work as, although NYISO and NYPA are in a better position than ERCOT, natural disaster is not a concern as much as 'nickel and diming' through rate adjustment mechanisms as the energy markets and transmission become more complicated with renewables and storage:

- The Cooperative's overall energy supply is approximately 90.5% hydro power, sold by NYPA to the Cooperative at cost-based rates. This percentage was based on 2018 totals. NYPA's cost-based rates protect the Cooperative from energy market volatility on the majority of our energy commodity purchases. An extension of the NYPA hydro contract through 2040 was approved by the NYPA Board of Trustees. The largest remaining risks are losses and congestion associated with moving energy from NYPA's Niagara Project to our local zone of the NYISO, which leads to our 2nd existing hedge. With the May 2021 billing, the ZEC component increased (.00383 to .004280433). The overall increase to the monthly power bill was 2.5%. Based on FY2020 loading, this subsidy component increase adds approximately \$58,000.00 to our power cost and is handled through our PCA mechanism.
- The Cooperative has access to Historic Fixed Price Transmission Congestion Contracts, which are a means to fix the cost of congestion on a set number of MW of power transmission from Niagara to Delhi at a predetermined price. With a recent NYISO re-packaging of the HFPTCC product, our price went from \$75,877 per year to \$75,534.48 for 2021 to secure 7 MW of transmission rights between Niagara and Delhi. This lower price is due to a more dynamic market-based price for the product.



Each year, the price for the following year's HFPTCC will be based on this year's open market auction price for congestion contracts. With 2021, there was verbiage that not participating in HFPTCC would result in no future participation or participation at a significantly higher calculation.

DCEC declined to take on additional hedges for the past six winters. Hedges were available in the market through such companies as NextEra Energy, a non-regulated subsidiary of Florida Power and Light. Backward looking analyses comparing our existing power supply portfolio to a portfolio using additional available hedging instruments showed that those hedges would have resulted in minor losses in the winters of 2014-2015, 2016-2017, 2017-2018, 2018-2019 and 2019-2020 and major losses in 2015-2016.

One can view these losses as far too expensive given the Board's clearly articulated goals and parameters in the December 2015 Power Cost Risk Resolution.

Since the fall of 2014, when the Cooperative began the practice of analyzing power cost risks, market factors and our own power supply position point even more strongly toward a weak wholesale energy market with very tolerable risk to the Cooperative. Factors that have changed since 2014 include the following:

- The Cooperative's hydro allocation has increased by 1,839 kW since November of 2014 due to the Industrial Economic Development Program (IEDP). DCEC remains the top allocation in the state (~11%) and we continue to support almost 1/3 of tThe NYPA Board has decided to leave IEDP as-is for 2021 but there are strong indications that rate and allocator changes are coming in the short term.
- The Cooperative's load factor, which is a measure of our average power demand compared to our peak power demand, has increased since 2014 due to the ramping up of commercial/industrial load but decreased in 2020 due to additional residential loading. These factors increase the Cooperative's ability to purchase hydro power at stable prices, thus reducing our dependence on market-based energy.
- The natural gas supply has outpaced the demand for natural gas, which has suppressed wholesale natural gas prices. Wholesale electricity prices are tightly coupled with natural gas prices due to the fact that natural gas tends to be the fuel of marginal production in the NY electricity market. It should be noted that natural gas pricing has dropped from \$34/MWD to \$20/MWD and may go less with increasing legislation requiring all-electric for new buildings and vehicles by 2025 and 2035. Large cities and a couple states have already adopted such requirements and industry estimate indicated a 13% drop in consumption. This would seem attractive for our generation rates but any savings in a cheaper commodity may well be negated or more by carbon tax.
- There have been some improvements to the natural gas transmission system that moves natural gas into the NY metropolitan area. This had the impact of decreasing short term gas price spikes during periods in the winter of 2018-2019.

Based on the combined influence of all the factors listed above, it is very likely that wholesale electricity prices will be generally low throughout the remainder of 2021 and throughout the winter of 2021-2022 but will generally creep upwards to support troubled existing REC Tier 2's, new renewable/storage, general emission/carbon reduction activities and increased demand from EV and other expansion of electrical load. Also, it is unlikely that temporary price spikes due to ephemeral gas pipeline conditions will



result in any sustained price hikes, i.e., longer than a couple days as more gas equipment is also being replaced with other fuel sources.

Based on these analyses as well as expert opinions from state-wide, regional, and national power marketing professionals, I recommend the following power cost risk management strategy for the remainder of 2021:

- Continue to rely exclusively on the inherent risk mitigation within our existing full-requirements power supply contracts from NYPA and the HFPTCC product.
- Do not purchase additional hedging instruments from third parties.
- Continue to review this strategy quarterly and monitor market changes.

FORWARD LOOKING STATEMENTS:

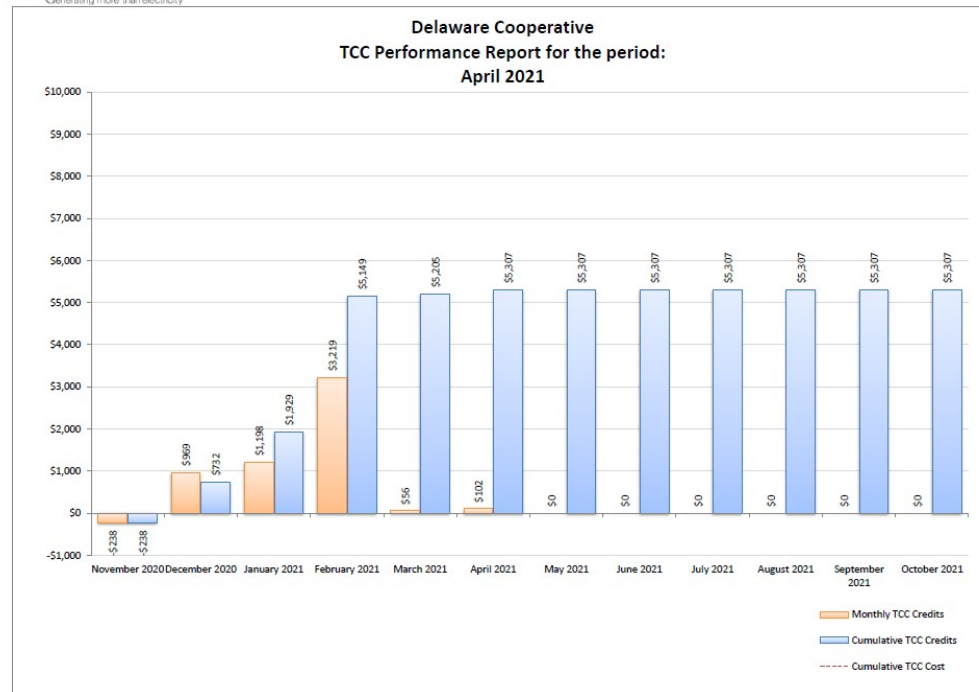
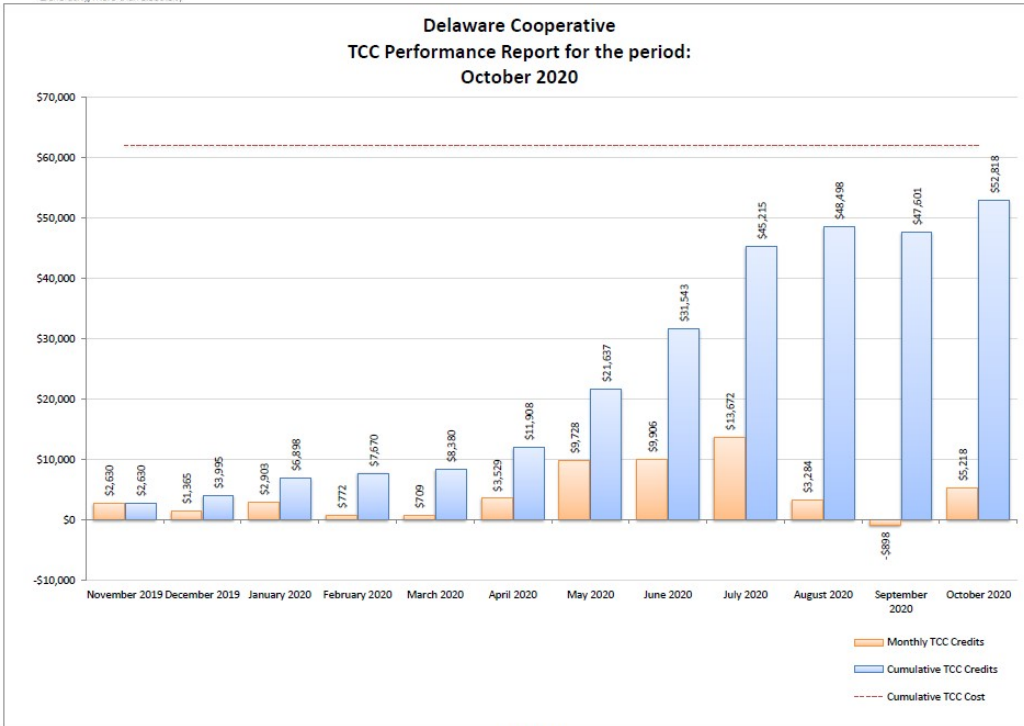
2022-2035

Impact of all-electric building and vehicle requirements in general and saturation levels within DCEC system for tracking trends toward mandated 2035 zero-emission language. Just 2000 EVs simultaneously charging at L2 could add 3.5 MW.

6000 acres of solar farms between Rochester and Otsego County and plans for 9GW of wind changing power flow at Long Island coupled with debate over developer or transmission companies constructing upgrades and how the expense is built into rates will result in a perfect storm of power quality (over/under voltage over/under frequency) and power cost (REC, ZEC, schedule tiers and other “nickel/dime”) issues.

Storage and renewables of any large scale will create challenges. Electrically, a generator is a load to another generator and infrastructure could reasonably deal with few interconnects such as NYISO to PJM. As an industry, we are going into another technology gap to deal with massive swings from faults and simple cloud cover.

General interest or push to visit ‘green hydrogen’ and ‘small form’ nuclear generation. Nuclear and chemical are popular words. Green hydrogen is effectively large-scale load cells and is not completely green as it requires methane, propane or natural gas in part of the process so would possibly be susceptible to carbon. Hydrogen pipelines are few and generally along the Gulf coast so any hydrogen for our benefit would have to be created on-site or trucked to the facility. There are some ‘experimental’ blended hydrogen-natural gas power producers in IL, OH, VA, UT, NJ, FL, LA and TX. Nuclear still has negative connotation.



DCEC Corporate Calendar Review

Last Updated 6/22/2021

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

April	
NYS ORPS Equalization & Assessment report (4/15)	Cannizzaro/Sullivan
Submission of Audited Financials to RUS - due 4/30	Cannizzaro
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)	Sullivan
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO/Board
Vegetation Management Update to Board	CEO/Sullivan
Shop Fence Walk-Thru and Repairs	Sullivan/Fisher
Schedule Bucket Truck Testing	Ives/Sullivan
Confined Spaces Gas Tester Calibration	Sullivan
May	
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
Prelim communication of Annual Meeting (w/ bylaw changes if any)	CEO/VanZandt
NEAEC Annual Meeting	CEO/Cannizzaro
Confirm Spring Crew Visits are Complete	Soule/CEO
Capital credits allocation - prior year	Alwine
Capital credits member notification via bills – prior year	Alwine
Strategic Plan Review	CEO/Board
Organization & Staffing Committee Meeting	CEO/Board
June	
Fuel Contract procurement Review (for next year)	CEO/Sullivan
Renew Purchase of TCCs with NYISO/NYPA	CEO
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Plan Membership Survey - 3-year interval, next 2021	CEO
RESAP Audit and Safety Improvement Plan	Soule/CEO
Confirm website prices and warranty information up to date (water heaters, etc.)	Sullivan/VanZandt
Power Cost Risk Update to Board	CEO
Send Double-Wood Letters to Responsible Parties	Sullivan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO
August	
NYS ORPS Significant Inventory Report - due 8/15	CEO/Sullivan
Union Contract Year-End – Payroll Increases	Cannizzaro
OEC Annual Meeting	CEO
Vacation Roll-Over Request Forms	CEO
Review Pole Attachment Rates	CEO/Sullivan
CEO Goals & Objectives Mid-Year Review	CEO/Board
Organization & Staffing Committee Meeting (Jan/Aug)	CEO/Board
Substation Herbicide Vegetation Treatment	Ives
Family Fun Event	VanZandt
September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board
Organizational Meeting of Board (incl. Committee appointments)	CEO/Board

NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDI, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO
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
Change lead filter in coffee water supply	CEO
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