

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, May 25, 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 April 27, 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. Monthly Financial Reports: [handouts]

IV. Formulary Rate Adjustment (FRA): [handout]

V. General Manager's Report: [packet pages 11-15]

VI. COVID-19 Report/Update: [packet pages 16-20]

VII. Family Fun Day Guidance: [packet pages 21-28]

VIII. Annual Meeting Guidance: [packet page 29]

IX. Bylaw Changes: [packet pages 30-34]

X. 80th Founder's Day 7/15/2021 (Open House/Group Picture Day): [discussion lead by CEO Evans]

XI. Form 990 [presentation by CFO Cannizzaro]

XII. 2021 Membership Survey: [packet pages 35-43]

XIII. Policies

- A. Incident Investigation [packet pages 44-46]
- B. Electronic Revenue Meter Testing [packet pages 47-55]
- C. Operations Management [packet page 56]

XIV. Report on NYSRECA Business Meeting, 5/3/21 [from those that attended]

XV. Report on Albany Advocacy Day, 5/3/21 to 5/7/21 [from those that attended]

XVI. Report NEAEC Annual Meeting 5/20/21 [from those that attended]

XVII. Report from Operations Manager Sullivan about Potential Solution for Cat Hollow Substation: [discussion lead by Sullivan]

XVIII. New Business:

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. 80th Founder's Day, Thursday, 7/15/2021
- D. Regular Board Meeting, Tuesday, 7/27/21 @ 5pm
 - Finance Committee Meeting, time TBD
 - Board Self-Evaluation Survey
 - Vegetation Management Update
- E. NYSRECA Annual Meeting, July 22, 2021, tentatively
- F. DCEC Family Fun Day, 8/6/21 at 5 pm, Delhi, NY
- G. Otsego Electric Cooperative's 77th Annual Meeting, Wednesday, 8/18/21
- H. Report and update on RESAP from Operations after visit from PREA (August board meeting, 8/24/21)
- I. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD (Dates subject to change)
- J. DCEC's Annual Meeting, 9/10/21
- K. Oneida-Madison Electric Cooperative Annual Meeting, Friday, 10/1/21 tentatively
- L. Steuben Rural Electric Cooperative Annual Meeting, Saturday, 10/16/21 @ Steuben County Fairgrounds
- M. CFC Strategic Planning, week of October 18th, details need to be confirmed.
- N. CoBank facilitated Strategic Planning Discussion, date, TBD, Delhi, NY

XX. Executive Session

XXI. Adjournment

Cooperative Stakeholders

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

**Delaware County Electric Cooperative
Board Meeting Minutes
April 27, 2021**

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held April 27, 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 5:15 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, DCEC's Nominating Committee Chairman Mark Rossley, DCEC's auditor Stanley "Mike" Roseberry, CPA from Fiore Fedeli Snyder Carothers, LLP. DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King participated via phone conference.

C. Adoption of Agenda: The board agreed to remove agenda item 13. A motion was made by Secretary Pick, to adopt the agenda as amended. The motion was seconded by Director Wehmeyer.

II. Consent Agenda: Director Russell commented that there is a typo on page 3, item A. should read, **A. 2020 YE Financials:** CFO Mark Cannizzaro reported that the Paycheck Protection Program (PPP) loan has had no impact on the final numbers. CFO Mark Cannizzaro discussed various lines of the income statement including line item 28 Extraordinary Items which exhibits the gain on the sale of 39 Elm Street. A motion was made to approve the Consent Agenda as amended by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

III. Monthly Financial Reports: CFO Mark Cannizzaro reviewed financials reports comparing

this year line items to last year. CFO Cannizzaro remarked that there were higher revenues due to usage impact from COVID-19 and member relocations.

IV. Report from Stanley “Mike” Roseberry, CPA at Fiore Fedeli Snyder Carothers: Mr.

Roseberry reviewed the opinion and discussed certain items such as plant, CFC investments, the unbilled revenue noting it was higher this year than prior years. He also reported the impact of paying off high interest debt with the cushion of credit. Mr. Roseberry reviewed the PPP loan and its impact on financials. Mr. Roseberry also reviewed the footnotes including the PPP loan. A motion was made to approve the auditor’s report by Secretary Pick. The motion was seconded Director Burnett. The motion passed. CFO Cannizzaro and Mr. Roseberry did mention that the form 990 is still in need of review and would be ready soon.

V. Finance Committee Report: Treasurer Menke discussed the budget adjustments from the Finance Committee Meeting. As Finance Committee Chairman, Treasurer Menke motioned approval of the revised budget presented at the Finance Committee Meeting. Motion adopted. Another motion by Treasurer Menke was to remove item number 4 from Financial Goals and Objectives. Motion adopted.

VI. General Manager’s Report: CEO/General Manager Chris Evans reported about the April 20, 2021 outage. There was an in-depth discussion about the Coop’s credit card issues and CFC interest payments. Operations Manager Ryan Sullivan reported that the virtual visit with Scott from Federated was related to headquarter items.

VII. Resolutions from CoBank: A motion was made by Secretary Pick to accept and approve the required resolutions from CoBank as presented. The motion was seconded by Director Wehmeyer. The motion passed.

VIII. Resolution from RUS: A motion was made by Secretary Pick to accept and approve the required resolutions from RUS as presented. The motion was seconded by Director Wehmeyer. The motion passed.

IX. NRECA Legislative Conference Meeting Report: There was a discussion about the interruption by the outage on the 20th and how CEO/General Manager Bryant Dillon from Steuben Rural Electric Cooperative helped host the meetings during this time. CEO/General Manager Chris Evans reported that NRECA was lobbying for the refinancing of Co-op loans with RUS to help support rural communities and Co-op access to tax incentives to promote renewables. It was also mentioned that CEO/General manager Tim Johnson of Otsego Electric Cooperative testified on broadband before the House Agriculture Committee on the morning of the 20th and he did an exceptional job.

X. Virtual April NYAPP Meeting Report: See attached notes and agenda submitted by President Oles.

XI. COVID-19 Report/Update: Reviewed. CEO/General Manager Chris Evans mentioned that DCEC's procedure has not changed, however, he did edit the Employee Plan in Response to COVID-19 Virus document to match the current recommendations and guidelines from the Centers for Disease Control and Prevention (CDC).

XII. Update from Operations – Visit from Federated: Operations Manager Ryan Sullivan reported that on March 30th Federated crews visited and had no concerning observations. Federated mentioned that DCEC field crews were working safely.

XIII: Strategic Plan Review & Revision: The board agreed to extend the current Strategic Plan for one year and noted that the dates on the document should be edited as years to 2017 to 2021. The board also agreed to remove the following items: #2 – Operating Cost Efficiencies, #4 – Employee Cross Training, and #5 Facilities Planning. A motion was made by Director Wehmeyer to approve the Strategic Plan with the above-mentioned revisions. The motion was seconded by Director Burnett. The motion passed.

XIV. Policies:

A. Directors Qualifications and Responsibilities, 2nd reading: A motion was made to approve the policy as presented by Director Russell. The motion was seconded by Treasurer Menke. The motion passed.

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

XV. Northeast Association of Electric Cooperative, Virtual Meeting, Thursday, May 20, 2021 from 10 am to noon: A motion was made by President Oles for Secretary Pick to be the voting delegate and for Director Wehmeyer to be the alternate voting delegate during the Northeast Association of Electric Cooperative virtual meeting to be held on May 20th. The motion was seconded by Vice President Russell. The motion passed.

XVI. Approval of Clean Version of Minutes of Special Meeting on March 16, 2021 and Resolution attached to Minutes: A motion was made by Vice President Russell to approve the minutes and resolution as presented. The motion was seconded by Director Wehmeyer. The motion passed. Director Tosi abstained from voting because she was no present at the March 16, 2021 special meeting.

XVII. Vegetation Management: See attached report submitted by Operations Manager Ryan Sullivan. Secretary Pick stated that a member in his region reached out to him and gave a compliment and wanted to voice their appreciation for a job well done by DCEC's Tree Crew.

XVIII. Annual Meeting Kick-off Planning including consideration of Bylaw changes: The board would like to consider a revision to Article IV., Sections 4-6 about how a member-created director vacancy should be dealt with, with the bylaws to be amended to include a process by which members are permitted to nominate, vet and vote on a new director.

XIX. New Business: Operations Manager Ryan Sullivan gave a quick update on a potential solution for the previously reported change that Landis + Gyr will no longer host servers for TSI Metering as of June 2021. Mr. Sullivan announced that a budget revision and a more in-depth report will be presented at the May Board Meeting. President Oles requested additional details about the scope of work and needs for a full metering system in the near future. President Oles also requested a prioritized list of potential plant items for grants and funding.

XX. Future Business:

- A. NYS ACRE Donations – Collected at April 27th meeting, suggested amount \$125
- B. Regular Board Meeting, Tuesday, 5/25/21 @ 5 pm
- C. NYSRECA Virtual Business Meeting, May 3, 2021 9:30 am to 11:30 am & Albany Virtual Advocacy Day, May 4-7, 2021. Details emailed by Ally on 4/19/21. Rsvp needed
- D. NEAEC Annual Meeting, May 20th, 10:00 am – 12:00 pm, virtual meeting, details emailed by Ally on 3/29/21. Rsvp needed
- E. NYSRECA Annual Meeting, July TBD
- F. DCEC Family Fun Day, 8/6/21 at 5 pm, Delhi, NY
- G. Report and update on RESAP from Operations after visit from PREA (August board meeting, 8/24/21)
- H. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD (*Dates subject to change*)
- I. DCEC's Annual Meeting, 9/10/21
- J. CFC Strategic Planning, week of October 18th, details need to be confirmed.
- K. CoBank facilitated Strategic Planning Discussion, date, TBD, Delhi, NY

XXI. Executive Session: A motion was made to go into executive session at 7:49 p.m. by Secretary Pick. The board invited CEO/General Manager Christopher Evans to join executive session. The motion was seconded by Director Burnett. The motion passed. A motion was made to come out of executive session at 8:05 p.m. by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.

XXII. Adjournment: There being no further business on the agenda, President Oles adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Edward “Rusty” Pick, Jr.,
Secretary

Delaware County Electric Cooperative, Inc.

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

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NEW MEMBERSHIPS – May 25, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
12991-001	DA 1-37-7	Steven	Clement	10 Alcott Lane	Davenport, NY 13750	Rose Doroski
18617-001	ST 2-83-1B	Kimberly	Grace	41 Bank Street	Bennington, VT 05201	Gary D. Rockefeller
18613-001	JE 2-37-8	Edward	Walker	84 Engert Ave. Apt 1B	Brooklyn, NY 11222	Amy Giacalone
18615-001	KO 2-43-5E	Stephen	Smith	11 Audubon St.	Nesconset, NY 11767	Martin Schwartz
12288-002	DE 4-27-14E	Carmelo W.	Meli	1729 Huska Rd.	DeLancey, NY 13752	Brian Vandermark
18611-001	KO 2-62-3F	Jerzy	Nowicki	1326 Pine Grove Ave.	Westfield, NJ 07090	Silvestro Giambo
18590-001	BO 5-3-6	Solveig	Harden	921 S. Main St.	Madison, GA 30650	Donald Harden
18605-001	JE 2-5-19A	Andrea	Ford	26 Mountain Ct.	Bedminster, NJ 07921	Charles K. Zimlinghaus
18614-001	ME 1-47-4E	Steve	Moxham	205 P.O. Box	Delhi, NY 13753	Daniel S. Roe
18608-001	DA 1-29-7S	Brenda	Lane	235 Pine Ridge Lane, Lot 13	Davenport, NY 13750	Amanda J. Mace
18600-001	HA 4-25-12	Sophia	Richter	2165 Hamden Hill Rd.	Hamden, NY 13782	Amber Kerwin
18603-001	FR 1-94-1A	Brahim	Ardolic	7 Hathaway Dr.	New Providence, NJ 07974	Isuf Ardolic
18610-001	GI 2-49-57	Ray	Glass	78 Lowell Ave.	W. Orange, NJ 07052	Romonel Roman
18575-001	AN 4-49-15	Veronica	Gallea	5304 Wolf Hollow Rd.	Andes, NY 13731	Salvatore Lobrutto
18445-001	GI 2-47-4A	Carolyn	Piano	328 Madison Ave.	West Hempstead, NY 11552	New Service
18597-001	KO 1-48-4	Angela	Migues	391 County Highway 12	East Meredith, NY 13757	Sarah Waid
18602-001	GI 2-48-43	Deidra	Hill	129 Cape Horn Rd.	Stamford, NY 12167	Guy R. Oakley
18599-001	MA 3-14-18	Christopher	Buonamia	3145 Parker Hollow Rd.	Unadilla, NY 13849	Walter Saja



RESOLUTION

May 25, 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 \$1,213.55 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>
18246001	KO 2-22-25	Saddie Sanderson	\$	\$ 1,213.55
			\$	\$ 1,213.55

May 25, 2021

EDWARD G. PICK, JR., SECRETARY

Director Compensation Report

2021 Director Compensation Report				Report Date:		19-May-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	\$ 3,350.00	\$ 1,078.56
2	Menke	Yes	Yes	\$ 375	15	\$ 8.40	\$ 3,725.00	\$ 1,150.20
3	Oles	Yes	Yes	\$ 375	14	\$ 7.84	\$ 4,975.00	\$ 1,648.52
4	Pick	Yes	Yes	\$ 375	44	\$ 24.64	\$ 5,250.00	\$ 1,198.92
5	J. Russell	No	Yes	\$ 375	44	\$ 24.64	\$ 4,475.00	\$ 1,198.92
6	K. Tosi	No	No	\$ 300	20	\$ 11.20	\$ 4,900.00	\$ 933.60
7	Wehmeyer	No	Yes	\$ 350	52	\$ 29.12	\$ 6,650.00	\$ 1,437.36
	TOTAL:						\$ 33,325.00	\$ 8,646.08
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 4/20/2021

March	
Financial Audit - Report to Board	Cannizzaro/Evans
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial (Form 7) Report / Submission by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/Evans
Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)	Evans/VanZandt/Board
Legislative Youth Tour Interviews/Selection	Evans/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)	Evans/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	Evans/VanZandt
Power Cost Risk Update to Board	Evans
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/Evans/Board
Vegetation Management Update to Board	Evans/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)	Evans/VanZandt
NEAEC Annual Meeting	Evans/Cannizzaro
Confirm Spring Crew Visits are Complete	Soule/Evans
Capital credits allocation - prior year	Alwine
Capital credits member notification via bills – prior year	Alwine
Strategic Plan Review	Evans/Board
Organization & Staffing Committee Meeting	Evans/Board

**DCEC BOARD MEETING
CEO/GM REPORT
23 APRIL 2021 – 19 MAY 2021**

Safety Report:

Injury Report: 6 minor injuries were reported to the HR department this month.

COVID

No exposures reported.

Safety Committee Activity:

Safe Work Practices review continues with next meeting planned for 5/26

Employee Safety Meetings:

Mark's staff's safety meeting held on 4/29 and Ryan's staff's safety meeting held on 5/4

Engineering:

EIA completed.

WO Inspection for October through March completed.

SPCC and inventory of devices updated.

Greene Lumber calculations completed.

Approached about possible 50-acre solar site 13 miles from our nearest station. Suggested they approach NYSSEG due to potential size, required DCEC construction and that NYSEG transmission is closer.

Phone installed in Dryden station.

Operations:

Notable Outages and Occurrences: A windstorm on 4/30/21 caused small but persistent outages on the DCEC system our on-call crew worked all day to restore power. The largest was a tree on three phase near the Dryden Substation. Insulator failure on NYSEG's 511 line that feeds the Jefferson Station caused blinks early in the morning on 5/10/21 around 7:15 am DCEC experience a planned outage to repair the insulator that was failing. DCEC was off for 1 hour and 28 minutes.

NYSEG: Discussion about better notice of planned outages. DCEC Delhi returned to normal feed on 5/3 after the 4/20 incident.

Disconnections: Two non-members have been served and finally returned appropriate membership paperwork. They have committed to paying for usage dating back to early 2020 when they became responsible for the service.

PREA Training: Climbing school for the Apprentices.

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

New Services / Disconnections: The two transfer accounts have been resolved and are under payment arrangements.

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 nearly 350 poles and done line inspections during that time.

Right of Way Crew: Crew Cleared 13 miles of line since the last report.

Headquarters: Fence signs posted. Lancaster paving did topcoat of rear paving work on 5/6-5/7. Stormwater features are mostly complete and corrected per DEP and Ed McCarthy's punch list. Discussions with vendor on generator upgrade options. Battery backups for server/radio room still on backorder

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

Kortright Control House: Tentative arrival date of 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.

RUS: Form 300 (O&M survey) completed and working on scheduling future site visit by out Field Representative.

POWER SUPPLY

NYISO:

I signed contract extending our traditional seven (7) Historic Fixed Price Transmission Congestion Contracts (HFTCC or "TCC") for 1 November 2021 through 31 October 2022.

NYPA: NYPA advises no anticipation of reduction in firm hydro energy sales for 1 June 2021 through 30 June 2021. Present estimates show no shortages for July through November as well. However, should generation become insufficient, substitute energy will be purchased for customers with signed agreement for substitute energy. With invoice for April, there is an increase to ZEC kwh charges.

FINANCE, ACCOUNTING & HR

- 2020 Audit: The auditors of Fiore Fedeli Snyder Carothers, LLP completed the 2020 audit and have delivered the draft financial statements. As of Thursday, April 22nd, the draft 990 is still in progress but is expected to be presented along with the financials during the board meeting.
 - When we receive a copy of the 990, directors are encouraged to carefully review Part VII which pertains to director time commitments and compensation for 2020.
- 2020 Workers Comp Audit: The workers comp audit was completed virtually and performed by a third party of Federated. The audit process was quite smooth, and the conclusion was an overall positive outcome for the Cooperative, resulting in a refund from prior premium charges.
- 2020 NRECA Audit: The NRECA audit is being performed by Mike Roseberry with Fiore Fedeli Snyder Carothers, LLP beginning on April 27th, 2021.
- 2020 Form 7: The completion of Form 7 is underway and expected to be submitted by the end of April. DCEC received an extension to submit Form 7 due to timing, transition, and access for certification.
- Co-op Credit Card: The Co-op's Mastercard was compromised from charges occurring on April 15th and the card was terminated on April 16th. This put the Co-op in a tough position of operating, only the Visa remained with a limit of \$500. In an effort to still perform business functions as usual, Mark requested an increase to \$10,000 on the Visa for the time being. As of 4/21/2021, the new Mastercard cards are in hand. The limit of the Visa will most likely stay increased until this cycle is over.
 - Mark had been inquiring credit card options for the Co-op as the credit card program utilized has been in place for quite some time. This event exposed the Co-op, having 98% of available credit to one card number could leave the Co-op with a deficiency. Management is planning to review the Procurement Policy and potentially reconfigure the Co-op's credit card structure to provide better oversight of charges, less potential exposure, and more efficiency.
- Small Business Administration (SBA) Payroll Protection Program (PPP) Loan Forgiveness Application: We have not had any further communication from Dee Hillis from The Delaware National Bank since previously reported which was March 2021.
- Staffing: After reasonable time for internal applicants, advertisement for line and tree positions posted in media.
- COVID Arrears: Payment arrangements made with two accounts.
- Frontier: Bankruptcy ongoing but we did receive check for annual pole attachment rental.

MEMBER SERVICES & PUBLIC RELATIONS

Open House: TBD – Format, protocols
Family Fun Day: 8/6/21 - Format, protocols
Annual Meeting: 9/10/21 - Format, protocols

Report of scammers

Call to member indicating DCEC was purchased by NYC company and wanted to transfer information.

Communication regarding unemployment with employee

DELHI SENIOR LIVING

There was a new complaint about noise, transformer storage and stormwater retention pond.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

DCEC

4th Nominating Committee meeting on 5/20.

NYAPP

I reviewed emails on PSC and NYSERDA Tier 2 REC Implementation Plan Proposal.

COVID

Although CDC guidance changed for fully vaccinated persons on 5/12 and NYS guidance changed on 5/19, DCEC is holding to present in-force policy.

Again, CDC is continuing confusion with wordplay as the update is, "...fully vaccinated people can ditch masks and social distancing indoors and outdoors (except under certain circumstances) ... Americans -- vaccinated or not -- need to follow federal, state, local and tribal rules and regulations, including local business and workplace guidance".

On 5/19, COVID-19 restrictions on businesses have been loosened by the Governor's Office in accordance with the Centers for Disease Control and Prevention (CDC) guidance:

- Businesses (retail, food service, offices, gyms and fitness centers, amusement and family entertainment, hair salons, barber shops and other personal care services, among others) that do not allow gathering of 250 people indoors or 500 outdoors, vaccinated individuals do not need to wear masks or be socially distanced, but unvaccinated individuals must continue to wear masks and be socially distanced. Business capacity is only limited by the space available for patrons or parties of patrons to maintain the required social distance.
- Businesses may elect to require employees and patrons to wear masks and social distance. Any mask requirements that businesses choose to implement must adhere to all applicable federal and state laws and regulations (e.g., Americans with Disabilities Act)
- It is recommended that mask wearing and social distance be observed in indoor settings where vaccination status of individuals is unknown.

NRECA

Legislative conferences were held with US Senators, Congresspersons and/or their staffs

NYAPP

I reviewed emails on PSC and NYSERDA Tier 2 REC Implementation Plan Proposal.

NEAEC

I attended NEAEC CEO meeting on 5/18 and virtual annual meeting on 5/20

NYSRECA

The four CEOs expressing concerns about ZEC increase to power bills starting for April's invoice.

Advocacy conferences were held with NYS Senators, Assemblypersons and/or their staffs.

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.

CoBank

CoBank inquiring if a Director wishes to seek nomination for East Region against incumbent Benjamin Freund and Matthew Beaton.

CFC

CFC is looking for a Director Nominee from a Board in our region to run against Thomas Bailey of Vermont.

I had a nice lengthy discussion with Jim Meiers about our plans for October and the status of getting a cost-of-service COSS completed. He informed me that CFC had more staff working on COSS but DCEC was down on the list.

We also talked about plans to improve KRTA data as far as developing more accurate 'peer' groups and that, presently, ratio comparisons should be done cautiously as Form 7 data for some utilities is actually consolidated as opposed to 'electric only'.

ACRE

Continuing to use old spreadsheets and addresses until new PAC software fully deployed and debugged.

IBEW:

I had a meet/greet with Local #10 Business Manager Bonker on 5/5.

BWGI:

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:

- S.6190 for remote meeting capability
- 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)
- S.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

BSK

Preliminary information on NY HERO Act which includes legislation regulating Safety Committee activity and requirements as well as introducing businesses to have an "Airborne Infectious Disease Plan".

Federated:

Continuing to develop updates to and get pricing on policy to better reflect present facilities and other insurable assets.

Strategic Plan:

Plan being update to reflect through 2021 and other changed addressed previously.

System Planning:

PSE submitted quotes for new Long Range (LRP) and Construction Work (CWP) Plans. After consideration, will most likely be bidding out.

System Performance:

Description	Power Supply	Major Event	Planned	All Other	Total
2017 - TMED: 109.24082					
Number of Outages	8	24	161	243	436
Number of Consumers Affected	5035	2567	5240	17053	29895
Consumer Hours	7300.2	23634.8	7925.3	35185.5	74045.8
Consumer Minutes	438010.4	1418089.5	475519.8	2111129.9	4442749.7
Average Number of Consumers	5364	5364	5364	5364	5364
SAIDI	81.7	264.4	88.7	393.6	828.3
2018 - TMED: 95.49684					
Number of Outages	7	2	229	321	559
Number of Consumers Affected	1548	931	3544	14773	20796
Consumer Hours	4210.7	10195.6	1552.1	38553.4	54511.8
Consumer Minutes	252642.2	611738.0	93127.7	2313201.3	3270709.2
Average Number of Consumers	5387	5387	5387	5387	5387
SAIDI	46.9	113.6	17.3	429.4	607.1
2019 - TMED: 100.25904					
Number of Outages	7	27	127	449	610
Number of Consumers Affected	5191	4256	6258	17251	32956
Consumer Hours	12265.4	27111.1	8807.7	52143.7	100328.0
Consumer Minutes	735926.3	1626668.9	528462.8	3128619.2	6019677.2
Average Number of Consumers	5404	5404	5404	5404	5404
SAIDI	136.2	301.0	97.8	578.9	1113.9
2020 - TMED: 115.41935					
Number of Outages	3	15	90	634	742
Number of Consumers Affected	1850	1500	4966	13193	21509
Consumer Hours	8112.2	27249.5	9181.2	42949.3	87492.1
Consumer Minutes	486731.4	1634970.0	550871.3	2576955.6	5249528.2
Average Number of Consumers	5434	5434	5434	5434	5434
SAIDI	89.6	300.9	101.4	474.2	966.1
2021 YTD 12 May 2021 - TMED: 135.75716					
Number of Outages	5	4	26	233	268
Number of Consumers Affected	939	1694	1001	4135	7769
Consumer Hours	1427.0	16112.1	617.4	13744.1	31900.7
Consumer Minutes	85621.9	966727.7	37046.0	824645.7	1914041.3
Average Number of Consumers	5467	5467	5467	5467	5467
SAIDI	15.7	176.8	6.8	150.8	350.1
Five Year Period Averages					
Number of Outages	6.0	14.4	126.6	376.0	523.0
Number of Consumers Affected	2912.6	2189.6	4201.8	13281.0	22585.0
Consumer Hours	6662.8	20860.2	5616.4	36514.8	69654.0
Consumer Minutes	399786.0	1251638.4	337005.0	2190909.8	4179339.0
Average Number of Consumers	5411.2	5411.2	5411.2	5411.2	5411.2
SAIDI	73.9	231.3	62.3	404.9	772.3



Employee Plan in Response to COVID-19 Virus
Last updated 04/20/2021

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.

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

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) **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 14 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.



Family Fun Day Guidance

DCEC's Family Fun Day
 Friday, August 6, 2021 @ 5 PM
 Courthouse Square in Delhi, NY

DCEC's Family Fun Day offers activities and games for children of all ages and is available for families, clubs, organizations, and members of our community. This event is open to families with kids of all ages, this a free event and a great way to get out of the house and get outside. This awesome event will be chock full of family engagement activities like LIVE music from the Blues Maneuver, bounce houses, lawn games, a puppet show, face painting, food, safety displays and much more!

Below is a list of past/current organizations/people that will be invited to attend again this year:

The Blues Maneuver Band
 Catskill Puppet Theater, Inc.
 Cornell Cooperative Extension of Delaware County
 Delaware County Broadband Initiative (DCBI)
 Usborne Books & More
 Delaware Opportunities
 DCEC's Safety Squad
 DCEC's Energy Efficiency Display
 Four County Library System
 Fork in the Road Food Truck
 Dig Safe NY
 Face Painters
 Delaware County Sheriff's Department
 Heart of the Catskills Humane Society
 Delaware County Dairy Princess
 DCEC's Scholarship Winner
 Additional food TBD

Additional attendees will be Volunteers/Staff/Directors.

This event has had attendance of 300+ in the past.

If not otherwise instructed I will continue planning this event as outlined above. Attached is guidance from the Delhi Village and the Delaware County Health Department.

Alicia VanZandt

From: Mandy Walsh <mandy.walsh@co.delaware.ny.us>
Sent: Wednesday, May 19, 2021 4:09 PM
To: Alicia VanZandt
Subject: DCEC Family Fun Day August 2021

Hi Alicia,

Below is a link to the NYS Fair and Festival Guidance

<https://www.governor.ny.gov/sites/default/files/2021-05/FairsAndFestivalsAdvisory.pdf>

Mandy

Amanda Walsh, MPH

Public Health Director

Delaware County Public Health Services

99 Main Street, Delhi, NY 13753

Ph: 607.832.5200

www.delawarecountypublichealth.com



ADVISORY FOR COUNTY FAIRS AND LOCAL FESTIVALS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

As of May 18, 2021

Advisory

This Advisory for County Fairs and Local Festivals during the COVID-19 Public Health Emergency ("Interim COVID-19 Advisory for Fairs and Festivals") was created to provide owners/operators of local fairs and/or festivals and their employees, event staff, vendors, contractors, patrons/attendees, as well as local governments, with precautions to help protect against the spread of COVID-19.

Effective May 19, 2021, this advisory shall apply to any publicly and/or privately operated fair or festival held indoors or outdoors, including but not limited to: community fairs and festivals, craft fairs, food and beverage festivals, harvest/crop/agricultural festivals, community garage sales and swap meets, and community parades.

The guidelines described in this document are minimum requirements only and any fair or festival is free to provide additional precautions or increased restrictions. New York State Department of Health (DOH) industry-specific guidance must be followed for the applicable activities and operations present at any fair or festival (e.g., amusement and family entertainment, food and beverage service, performing arts and entertainment), as detailed below. Applicable Centers for Disease Control and Prevention (CDC) applicable guidance (e.g., "[Guidance for Organizing Large Events and Gatherings](#)") should also be consulted, as appropriate. Fair and festival organizers/operators are accountable for adhering to all local, state, and federal requirements relative to the fair and festival activities, staying current with any updates to these requirements, and incorporating the same into any fair, festival, and/or any event safety plan.

Fair and Festival Notice and Approval

Any fair or festival that plans to accommodate attendees above the social gathering limit must notify the appropriate government or health authorities as a part of the event permitting process, as outlined below. (As of May 19, 2021, the State's social gathering limit is 250 people indoors and 500 people outdoors). Local governments should incorporate the State's COVID-19 health and safety guidance as a part of any existing event permitting review/approval.

- **Events of Fewer than 5,000 Attendees:** For fairs or festivals that plan to accommodate fewer than 5,000 attendees, exclusive of employees, event staff, vendors, and contractors, the owner/operator of the event must notify the respective local government agency that is issuing the permit or, if no such permitting agency is involved, the respective county health department or local public authority, at least 7 days in advance of the event date. The event notice shall contain event details including a list of activities taking place at the fair and/or festival and specific details on the measures in place to meet the standards listed in this advisory and any relevant guidance, including but not limited to the (1) organizer/operator contact information, (2) event name, (3) event address, (4) event date and time, (5) estimated event duration (including loading and unloading times), (6) expected number of patrons/attendees, (7) expected number of employees/event staff, inclusive of vendors and contractors, and (8) location on premises (e.g., indoor, outdoor) indicated by description and/or an event layout.
- **Events of Greater than 5,000 Attendees:** For fairs or festivals that plan to accommodate greater than 5,000 attendees, exclusive of employees, event staff, vendors, and contractors, the owner/operator of the event must – in addition to any county or local event permitting process – notify the New York

State Department of Health, at least 7 days in advance of the event date. The event notice shall contain event details including a list of activities taking place at the fair and/or festival and specific details on the measures in place to meet the standards listed in this advisory and any relevant guidance, including but not limited to the (1) organizer/operator contact information, (2) event name, (3) event address, (4) event date and time, (5) estimated event duration (including loading and unloading times), (6) expected number of patrons/attendees, (7) expected number of employees/event staff, inclusive of vendors and contractors, and (8) location on premises (e.g., indoor, outdoor) indicated by description and/or an event layout.

Events may be subject to inspection by health authorities to ensure compliance with all provisions of this advisory and any applicable State guidance.

- For the purposes of this advisory, "outdoor" is defined as an open-air event space used to accommodate the fair or festival, which may have a temporary or fixed cover (e.g., awning, roof) so long as such cover has at least two sides open for airflow. For a side to be open for airflow, at least 50% of the area of such side must be open whenever attendees/patrons are on the premises. (Fixed doors that open and close to access the outdoor space do not count as area that is open for airflow.) If separate, adjacent covers have open sides that face one another, such covers must be spaced at least six feet apart.

Capacity Limitations

Fairs and festivals must ensure that the total number of attendees is limited such that at least six feet of distance can be maintained between individuals who are not members of the same party/household/family (i.e., approximately 100 square feet per attendee or 250 square feet per group of 4 attendees) within the space available for the fair or festival, except as provided below.

- This event-specific capacity limit based on social distancing for fairs and festivals is intended to allow employees and event staff to enforce, and vendors and attendees/patrons to comply with, the requirements of the State's guidance.
- Fairs and festivals may eliminate the 6 feet of required social distancing, and therefore increase capacity, if all attendees within the event space -- or a separate designated area in the event space -- present proof of full vaccination status. Proof of full vaccination status -- as defined as having completed the COVID-19 vaccination series at least 14 days prior to the date of the event -- can be provided by attendees through paper form, digital application, or the State's Excelsior Pass.

For designated gathering spaces at the event (e.g., food courts, picnic areas, seating to view live entertainment), such spaces shall be limited to the State's social gathering limit, which is 250 indoors or 500 outdoors as of May 19, 2021. Gathering spaces in excess of the social gathering limits may occur if individuals present proof of full vaccination status or recent negative COVID-19 test result, as required by the applicable State's guidance for congregate activities.

Attendee Contact Information

Fairs and festivals should encourage all attendees to be ticketholders, in order to appropriately manage capacity limitations, plan and control for the movement of attendees through the event space, and prevent unnecessary congregations that may violate social distancing.

Fairs and festivals should encourage at least one attendee from each party signs-in during ticketing, or before or immediately upon entering the event space, providing their name, address, and phone number for use in potential contact tracing efforts.

- The sign-in process may be conducted through any means that the fair or festival organizer/operator establishes to collect the above contact information, including but not limited to a digital application and/or paper form.

- Responsible Parties must maintain a record of the aforementioned sign-in data for a minimum period of 28 days and make such data available to state and local health departments upon request.

Health Screening

Fairs and festivals must implement health screening for all on-site individuals, including employees, event staff, vendors, contractors, and patrons/attendees. Health screenings may be performed via signage, at ticket purchase, by e-mail/website, by telephone, or by electronic survey before individuals enter the festival or fair.

- Health screenings should include questions on COVID-19 symptoms, close contacts, recent positive COVID-19 test result, and compliance with State's travel advisory, prior to, or immediately upon, arrival to the fair and/or festival grounds.

Social Distancing Requirements

Unless all attendees are fully vaccinated, fairs and festivals must ensure that any attractions, whether indoors or outdoors, maintain the social distancing requirements and, if there is greater public interest in such attraction, a socially distanced line is formed for those waiting for the attraction.

- Unless all attendees are fully vaccinated, where applicable, fairs and festivals must ensure that a distance of at least six feet is maintained among individuals at all times (e.g., waiting in line, while on rides), unless safety or the core activity being performed by employees, event staff, vendors, and contractors require a shorter distance (e.g., operating cash registers, moving and lifting equipment), with the exception of individuals who are members of the same party/household/family.
 - In areas where employee-attendee interactions frequently occur and six feet of distance is not possible between employees and attendees, fairs and festivals may consider enacting physical barriers between employees and attendees (e.g., cash registers, ticket kiosks, concessions, and ticket-taker stations), and indicate distances of at least six feet for attendees who may form lines.
 - Where applicable, fairs and festivals must ensure that a distance of at least twelve feet is maintained, or that an appropriate physical barrier is installed, between performers on stage (e.g., singers, talent, demonstrators) and any attendees in the audience, particularly if involved individuals are unvaccinated or their vaccination status is unknown.

Face Covering Requirements

Fairs and festivals may require masks for all on-site individuals, including employees, event staff, vendors, contractors, and patrons/attendees. Consistent with CDC guidance, fully vaccinated individuals do not have to wear masks in most settings, however, the fair or festival operator may require mask wearing for all individuals. Unvaccinated individuals must continue to wear masks. For indoor settings and settings where vaccination status of attendees is unknown, DOH strongly recommends mask wearing for all individuals.

- Mask requirements by businesses must adhere to all applicable federal and state laws and regulations and shall only be required for individuals over the age of two who are able to medically tolerate a face covering.
- While indoors, individuals may temporarily remove their face covering when eating or drinking while seated at in a designated area to eat or drink.
- Outdoor fair and/or festival areas do not have to require attendees to wear face coverings if individuals can maintain the appropriate social distance.
- Where applicable, face coverings must not be worn on water rides or in aquatic settings (e.g., pool).
- Where applicable, performers on stage (e.g., singers, talent, exhibitors, demonstrators) may temporarily remove their face covering during performances, rehearsals, and other on-stage

interactions, or when it may interfere with a core activity, such as hair, makeup, or wardrobe, consistent with the State's guidance.

Controlled Movement

- Fairs and festivals should put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., common areas, restrooms, entrances and exits, ticket stations, clock in/out stations, health screening stations).
 - Where possible, place markers or barriers to encourage one directional traffic.
 - Mark areas for six feet apart at commonly congested areas (e.g., common seating areas in lobbies, restrooms).
- Fairs and festivals should monitor and control the flow of patrons/attendees into, and within, the fair and/or festival areas to adhere to maximum capacity and social distancing requirements by maintaining sufficient employee, event staff, or security presence.
- In accordance with DOH's COVID-19 health guidance for congregate commercial and social events, fair and festival organizers/operators must control access to defined event areas to ensure capacity limits based on applicable social distancing. Specifically, this provision would apply to defined, clearly designated event areas in excess of the social gathering limits that include fixed or flexible seating for patrons/attendees to sit and eat/drink or enjoy live performing arts or entertainment.

Hand Hygiene

- Fairs and festivals provide hand hygiene stations, such as hand washing (e.g., soap, running warm water, disposable paper towels) and hand sanitizing (e.g., alcohol-based sanitizer with 60% or more alcohol) for common areas and areas where handwashing facilities may not be available or practical.
 - Place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
 - Provide hand sanitizer throughout common areas at the fair or festival (e.g., entrances, exits, security/reception desks, games or attractions that involve handling shared equipment).

Cleaning and Disinfection

- Fairs and festivals must regularly clean and disinfect, focusing on high-traffic areas (e.g., restrooms) and frequently touched surfaces (e.g., service counters, seats).
- Fairs and festivals must ensure equipment or objects that are shared between patrons who are not members of the same party/family/house and/or employees (e.g., attractions, throwing rings, gaming machines) are cleaned and disinfected between every user or, at least, every two hours during operations, if not more frequently.

Communication

- Fairs and festivals must post signage informing patrons/attendees of health precautions (e.g., face coverings, social distancing, hand hygiene) and distance markers indicating six-foot spaces in areas where lines form or people congregate.

Potential Activities and Industry Specific Guidance to Consider

Performing Arts and Entertainment (e.g., concerts, plays, performances, talent shows)

- [Interim Guidance for Large Scale Performing Arts and Entertainment During the COVID-19 Public Health Emergency](#)
- [Interim Guidance for Small and Medium Performing Arts and Entertainment During the COVID-19 Public Health Emergency](#)

Incidental, non-ticketed performances that are passive in nature, meaning that they are not the primary draw of patrons to the venue or establishment (e.g., exhibits, dining with musical accompaniment) are generally subject to separate guidance (e.g., low-risk outdoor arts and entertainment, food services) but should abide by the above guidance where applicable to their activities and operations. All other incidental, non-ticketed performances that are active in nature, meaning that they draw patrons to a defined area at a set start and end time presenting the risk of audience crowding without appropriate social distancing and/or congregating in excess of the social gathering limit (e.g., solo singers, bands, or other performers performing in public locations) are subject to the above guidance.

Amusement and Water Parks (e.g., outdoor rides, games, attractions)

- [Interim Guidance for Amusement and Water Parks During the COVID-19 Public Health Emergency](#)

Indoor Amusement and Family Entertainment (e.g., indoor arcades, games, attractions)

- [Interim Guidance for Indoor Amusement and Family Entertainment During the COVID-19 Public Health Emergency](#)

Food and Beverage Service (e.g., food stands, trucks, restaurants)

- [Interim Guidance for Indoor and Outdoor Food Services During the COVID-19 Public Health Emergency](#)
- [Interim Guidance for New York City Indoor Food Services During the COVID-19 Public Health Emergency](#)

Retail and Market Service

- [Interim Guidance for Essential & Phase II Retail Business Activities During the COVID-19 Public Health Emergency](#)
- [Interim Guidance for the Operation of Farmers' Markets](#)

Low-Risk, Passive Arts, Entertainment, and Agritourism (e.g., exhibits, galleries, zoos)

- [Interim Guidance for Low-Risk Indoor Arts and Entertainment During the COVID-19 Public Health Emergency](#)
- [Interim Guidance for Low-Risk Outdoor Arts and Entertainment in New York City During the COVID-19 Public Health Emergency](#)

Agricultural Demonstrations and Exhibitions (e.g., animal demonstrations, exhibitions)

- [Interim Guidance for Non-Food Related Agriculture Activities During the COVID-19 Public Health Emergency](#)

Sports and Recreational Activities (e.g., toss/bowl games)

- [Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency](#)

**** This is a non-exhaustive list of potential activities and industry-specific guidance. Depending on activities organized, other New York State guidance may apply. Responsible Parties are accountable for staying up to date with the [New York Forward website](#) and [DOH COVID-19 website](#). ****

Notes:

- Fair and festival organizers/operators must consult the appropriate guidance documents set forth by the State and DOH, as applicable to any activities on-site. State guidance is subject to frequent revision as the State continues its measured and phased re-opening through New York Forward.

Additional health and safety information and resources are available at:

New York Forward Industry Reopening Guidance

<https://forward.ny.gov/>

New York State Department of Health Novel Coronavirus (COVID-19) Website

<https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19) Website

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Centers for Disease Control and Prevention Guidance for Organizing Large Events and Gatherings

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Occupational Safety and Health Administration COVID-19 Website

<https://www.osha.gov/SLTC/covid-19/>



Annual Meeting Guidance

Some guidance is required for Mrs. VanZandt to continue to plan and executive the Annual Meeting this year. I know that we are operating week by week it seems with new guidance from the CDC and the local government, but, any feedback is appreciated. The bold items are especially important and need solid answers as soon as possible for planning purposes.

Venue:

Delaware Academy Central School is still currently reviewing the concept of opening their doors to outside organizations. They are not able to guarantee the use of the school currently. They are tentatively holding September 10th for our Annual Meeting. Additional venue options are available and can be explored. Consideration of an outdoor venue maybe the safest route but come with additional challenges like weather and displays of PowerPoints/microphones.

Entertainment/Meeting Logistics:

Should the business be conducted and nothing else? Or should we host the usual traditional Annual Meeting including:

- **The Nelson Brothers Band?**
- Give out door prizes?
- Give out a goody bag with gifts/ballots?
- Give out Employee Service Awards?
- Invite special guests such as CEO/GMs from the other NYS Coops, the press, our dispatchers, Congressional leaders, Assemblymen, etc. ?
- **Serve Brooks BBQ chicken...sit down or take out only?**
- **Have the Invocation?**
- **Have a Keynote speaker?**
- **Dairy Princess speech?**
- **Scholarship winner speech?**

Absentee Ballots

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



Bylaw Changes

Recommendations from Attorney Jeffrey Clark:

“The sections of the bylaws (Article IV, sections 4, 5 and 6) raise an issue with which I have some discomfort. When the board removes a director (section 5), the process for filling that vacancy is set forth in section 6, with a specific reference to director qualifications set out in section 2. When members remove a director (section 4), there is no similar reference to the section 6 qualifications, and no process set forth for nominating, discussing, and voting on the replacement director. I suggest a discussion among the directors as to how a member-created director vacancy should be dealt with, with the bylaws to be amended to include a process by which members are permitted to nominate, vet and vote on a new director.”

2. Reading of the notice of the meeting and proof of the due publication or mailing thereof, or the waiver or waivers of notice of the meeting, as the case may be.
3. Reading of unapproved minutes of previous meetings of the members, or the waiver or waivers of notice of reading, as the case may be, and the taking of necessary action thereof.
4. Presentation and consideration of reports of officers, directors and committees.
5. Election of directors.
6. Unfinished business.
7. New business.
8. Adjournment.

ARTICLE IV

Directors

Section 1. *General Powers.* The business and affairs of the Cooperative shall be managed by a board of seven directors selected from the Northern, Central and Southern Regions of the Cooperative (as hereinafter described), which shall exercise all of the powers of the Cooperative except such as are by law, the articles of incorporation or these bylaws conferred upon or reserved to the members.

Section 2. *Qualification, Election and Tenure.* Two directors represent the Northern Region, three directors represent the Central Region and two directors represent the Southern Region.

At each annual meeting, a number of directors, equal to the number of directors whose terms expire at the time of such meeting, shall be elected to hold office for a 3-year term.

In order to achieve a balanced rotation of Central Region directors with one Central Region director elected each year, a one-time exception to the 3-year director term shall take place for directors elected at the 2019 Annual Meeting of the Members, at which two Central Region directors shall be elected in accordance with this Article. The Central Region director candidate receiving the most votes at the 2019 Annual Meeting of the Members shall serve a term of 3 years. The Central Region director candidate receiving the second most votes at the 2019 Annual Meeting of the Members shall serve a term of 2 years.

Directors shall be elected by a plurality vote of members. No person shall be eligible to become or remain a director, or to hold any position of trust in the Cooperative, who:

- (a) is not a member; or

- (b) is in any way employed by, or was a former employee of within thirty-six (36) months, or materially financially interested in, a competing enterprise of a business primarily engaged in selling electric energy to the members of the Cooperative; or
- (c) is a close relative of another director or active employee of the Cooperative (as defined as being within the third degree of consanguinity or affinity); or
- (d) was a former employee of the Cooperative within thirty-six (36) months prior to the vote; or
- (e) has been convicted of a felony crime; or
- (f) who currently has amounts owed to the Cooperative for more than 90 days in arrears; or
- (g) is not a natural person (excludes entities such as firms, associations, corporations, business trusts, estates, partnerships, federal agencies, state or political subdivisions or agencies thereof or any body politic).

When a membership is held jointly by a married couple, either one, but not both, may be elected a director, provided, however, that neither one shall be eligible to become or remain a director or to hold a position of trust in the Cooperative, unless both shall meet the qualifications hereinabove set forth.

Nothing contained in this section shall, or shall be construed to, affect in any manner whatsoever the validity of any action taken at any meeting of the board of directors.

Section 3. *Nominations.* It shall be the duty of the board of directors to appoint, not less than ninety (90) days nor more than two hundred (200) days before the date of a meeting of the members at which directors are to be elected, a committee on nominations consisting of not less than five nor more than eleven members who shall be selected from different sections of the project area so as to insure equitable representation. No member of the board of directors may serve on such committee.

The committee, keeping in mind the principle of geographical representation, shall prepare and post at the principal office of the Cooperative at least sixty (60) days before the meeting a list of nominations for directors, comprised of at least two nominees per vacancy from each region or area of the Cooperative having one or more vacancies on the board. Any fifteen or more members acting together may make other nominations by petition not less than forty-five (45) days prior to the meeting and the Secretary shall post such nominations at the same place the list of nominations made by the committee is posted. The Secretary shall mail with the notice of the meeting or separately, but at least seven days before the date of the meeting, a statement of the number of directors to be elected and the names and addresses of the candidates, specifying separately the nominations made by the committee on nominations and also the nominations made by petition, if any. Additional nominations made by petition shall be for the respective region having vacancies on the board to be filled at the annual election. At the meeting, members shall each cast one vote for every vacancy in each region. If, for example, there are two vacancies in the Northern Region, each member may cast one vote for each of two nominees on the list, for a total of two votes. The

nominee, or in the case of multiple vacancies, nominees, in each region receiving the most votes cast shall be deemed elected to the board of directors. In the multiple vacancy example, that would mean that the nominee receiving the most, and the nominee receiving the second most votes would become directors. Notwithstanding anything contained in this section, failure to comply with any of the provisions of this section shall not affect in any manner whatsoever the validity of any election of directors.

Such regions and the area of each such region are numbered and defined as follows:

1. Northern Region

Schoharie County – Towns of Gilboa, Jefferson and Summit

Delaware County – Towns of Davenport, Harpersfield and Stamford

Otsego County – Town of Maryland

2. Central Region

Delaware County – Towns of Bovina, Delhi, Franklin, Hamden, Kortright and Meredith

3. Southern Region

Delaware County – Towns of Andes, Colchester, Masonville, Middletown, Sidney, Tompkins and Walton.

Chenango County – Town of Bainbridge

Section 4. *Removal of Directors by Members.* Any member may bring charges against a director by filing such charges in writing with the Secretary, together with a petition signed by at least ten per centum of the members and request the removal of such director by reason thereof. The director against whom such charges have been brought shall be informed in writing of the charges at least five days prior to the meeting at which the charges are to be considered and shall have an opportunity at the meeting to be heard in person or by counsel and to present evidence in respect to the charges; and the person or persons bringing the charges against him or her shall have the same opportunity. The question of the removal of such director shall be considered and voted upon at the next regular or special meeting of the members and any vacancy created by such removal may be filled by vote of the members at such meeting without compliance with the foregoing provisions with respect to nominations.

Section 5. *Removal of Directors by the Board of Directors.* The majority of the board of directors, acting pursuant to a duly made and seconded motion at a duly noticed regular or special meeting of the board of directors, may remove a director from the board if that director has failed to meet an objective qualification or requirement prescribed by these bylaws. The director against whom such charges have been brought shall be informed in writing of the charges at least five days prior to the meeting at which the charges are to be considered and shall have an opportunity at the meeting to be heard in person or by counsel and to present evidence in respect to the charges.

The question of the removal of such director shall be considered and voted upon at the next regular or special meeting of the board of directors and any vacancy created by such removal may be filled in accordance with Section 6 of these bylaws.

Section 6. *Vacancies.* Subject to the provisions of these bylaws with respect to the filling of vacancies caused by the removal of directors by the members, a vacancy occurring in the board of directors may be filled by the affirmative vote of a majority of the remaining directors. The director appointed in accordance with this paragraph must meet the director qualifications as set out in Article IV, Section 2. The appointed director may serve for a term ending no later than the next annual meeting of the members. In cases where the term of the vacated seat would have extended beyond the next annual meeting of the members, a special election shall be held at the next annual meeting of the members to fulfill the unexpired portion of the term of the director in respect of whom the vacancy occurs.

Section 7. *Compensation.* Directors as such shall not receive any salary for their services. However, by resolution a fixed sum may be paid for each day or portion thereof spent on Cooperative business such as attendance at meetings, conferences, and training programs or performing committee assignments as authorized by the board. If authorized by the board, directors may also be reimbursed for expenses actually and necessarily incurred in carrying out such Cooperative business or granted a reasonable per diem allowance by the board in lieu of detailed accounting for some of their expense. No director shall receive compensation for serving the Cooperative in any other capacity nor shall any close relative of a director receive compensation for serving the Cooperative unless the payment of compensation shall be specifically authorized by a vote of the members or the service by such directors or close relative have been certified by the board as an emergency measure.

Section 8. *Employment of Former Directors by the Cooperative.* Former directors shall not be employed by the Cooperative for at least thirty-six (36) months after completing their service as a director.

ARTICLE V

Meetings of Directors

Section 1. *Regular Meetings.* A regular meeting of the board of directors shall be held without notice other than this bylaw, immediately after, and at the same place as, the annual meeting of the members. A regular meeting of the board of directors shall also be held monthly at such time and place in Delhi, Delaware County, New York State, or where desirable, in another township in which the Cooperative conducts business as the board of directors may provide by resolution. Such regular monthly meetings may be held without notice other than such resolution fixing the time and place thereof.

Section 2. *Special Meetings.* Special meetings of the board of directors may be called by the President or by any three directors, and it shall thereupon be the duty of the Secretary to cause notice of such meeting to be given as hereinafter provided. The President or the directors calling the meeting shall fix the time and place for the holding of the meeting.

DELAWARE COUNTY ELECTRIC COOPERATIVE
ANNUAL MEMBER SURVEY

Thank you for your participation and voice in your cooperative.

TO PROMOTE THIS SURVEY IDEA AND GET MORE PARTICIPATION... GAMBLING(LOTTORY) & CHARITY COMPONENT?
By completing this survey, you will be entered into a drawing at the Annual Meeting with a prize value established at a rate of \$1.00 per valid entry with a matching amount of \$1.00 added to the DCEC Operation Round-Up Scholarship Fund. A brief presentation of responses and planned action items will be presented at the Annual Meeting

Rules:

One survey per membership certificate with an active account as of _____

Incomplete survey is not eligible for prize.

Comments and feedback is important. Please include details in the comments section

Survey must be received by _____

MEMBERSHIP ACCOUNT # (found on certificate **or bill**) _____

1 How would you rate us?

1 = least favorable, 10 = very favorable

General Comments:

DCEC provides a good value to the co-op members.

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC membership is important to me

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC is a good steward of the environment.

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC is well positioned for the future

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC provides reliable electric service.

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC graded as an 'ideal' utility?

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC is my utility of choice if I could pick a provider

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC Smart Hub is easy to use/navigate

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

DCEC power outages (over 5 minutes) are infrequent

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Professionalism, appearance, demeanor, courtesy, dependability, ethics, knowledge and general trust in:

Board Members

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

CEO/General Manager

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Management Team

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Office Staff

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

~~Construction Staff~~ Line Crew Staff

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

~~Maintenance Staff~~ Tree Crew Staff

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Answering Service

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Contractors ~~Construction Crews~~

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

~~Contract Maintenance Crews~~

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Outages/information

Availability of information and "transparency"

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Are you being notified of planned outages

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Arrival time for planned or unplanned

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Restoration time for planned or unplanned

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

System performance and improvements

Are easements and rights-of-way clear?

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Overall appearance of rights-of-way

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Overall condition/appearance of transformers

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Overall condition/appearance of substations

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Overall condition/appearance of poles/wires

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Overall condition/appearance of fleet/office

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Unplanned Outages/Blinks per day

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

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Unplanned Outages/Blinks per week
 # Unplanned Outages/Blinks per month
 Are UNPLANNED outages decreasing?
 Are planned outages decreasing?

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 YES NO
 YES NO

2 Number of accounts under membership ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ○ _____

3 For your primary account, please indicate electric schedule rate
 RES-1 RES-2 gen public sm comm lg comm ind

4A Water Heaters
 Type: Electric Gas Wood Solar Geothermal Other
 Size (gallons) Tank-less 5-30 35-55 60-80 85-110 115+
 On-demand

Do you have a Marathon™ electric water heater? YES NO
 Do you participate in the DCEC load control program? YES NO
 Should DCEC control your water heater? YES NO

4B Air Conditioning
 Number of portable and window units? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 If you have a central HVAC unit(s), approx. total tons? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 If offered, should DCEC control your heating/cooling? YES NO

4C Electric Vehicles
 Do you own an EV? YES NO
 Do you plan on owning or purchasing before 2030? YES NO
 How many EV would you own/operate by 2030? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Charge level of station ① ② ③ ④ N/A
 Who do you want controlling your charging habits?
 Government agency or department direct control? YES NO
 Private third party/manufacture direct control? YES NO
 DCEC direct control? YES NO
 I'll plan around a DCEC Time of Use (TOU) rate YES NO
 I'll charge or whatever; whenever I want. YES NO

5 Residential Account Demographics
 Number of full-time occupants? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Under age 7 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 7-17 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 18-24 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 25-45 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 46-66 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 67+ ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Students ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Retired ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Work at home ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 Work outside Home ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

6 Payment Options (indicate yes or no if you do and indicate "interested" if you would be interested
 Has your method for payment changed during the pandemic? YES NO
 Do you think your method will change post-pandemic? YES NO
 In a non-pandemic year, where and how often do you make payments by?

Online –other 0 1 2 3 4 5 6 7 8 9 10 11 12
 Online-Smart Hub 0 1 2 3 4 5 6 7 8 9 10 11 12
 By phone 0 1 2 3 4 5 6 7 8 9 10 11 12
 In-person 0 1 2 3 4 5 6 7 8 9 10 11 12
 By mail 0 1 2 3 4 5 6 7 8 9 10 11 12

In a non-pandemic year, what method of payment do you use and which methods interest you

Prepaid plan if offered		NO	INTERESTED
Leveled or Budget Billing	YES	NO	INTERESTED
ACH/BankAuto draft	YES	NO	INTERESTED
Personal/ business Check	YES	NO	INTERESTED
Credit/Debit Card	YES	NO	INTERESTED
Money Order/ Cashier Check	YES	NO	INTERESTED
Cash	YES	NO	INTERESTED

7 Communication

How many times per month on average have you...?

Visited DCEC website 0 1 2 3 4 5 6 7 8 9 10
 Visited DCEC Facebook 0 1 2 3 4 5 6 7 8 9 10
 Visited office 0 1 2 3 4 5 6 7 8 9 10
 Called office 0 1 2 3 4 5 6 7 8 9 10
 Emailed office 0 1 2 3 4 5 6 7 8 9 10

How do you rate our newsletter?

1 2 3 4 5 6 7 8 9 10

How many of ~~last 10 Family Fun Days-Community Days~~ attended?

1 2 3 4 5 6 7 8 9 10

How many of last 10 Annual Meetings attended?

1 2 3 4 5 6 7 8 9 10

~~Did you attend the virtual Annual meeting in 2020?~~ YES NO

How do you prefer receiving important information of general interest (circle all that apply)?

Bill Insert	Newsletter	Phone	Text	Email	Gossip
Website	Newspaper	TV/Radio	Social Media	Leave me alone!	

8 Power Supply

Should DCEC increase its renewables closer to 100%?	YES	NO	
Time of Use (TOU) rates to incentivize reducing system peak	YES	NO	INTERESTED

9A Should DCEC offer on-bill financing to members for:

Purchasing energy efficient appliances and HVAC?	YES	NO
Purchasing solar/ wind energy project components?	YES	NO
Purchasing generators and related appurtenances?	YES	NO
Line extensions to new/upgraded metered accounts?	YES	NO

9B Where do you think DCEC should maintain or strive to be terms of equity in percent?

15-32%	33-42%	43-57%	58-66%	67-75%	76-99%	Debt Free
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9C Do you know what patronage capital is and what DCEC does with it?

YES NO

9D How long in many years should DCEC plan to hold patronage capital (capital credits) before refunding to the member?

0 years	1-7 years	8-15 years	16-25 years	26-35 years	36-45 years	46-55 years
56-75 years	76-100 years	Forever				

10 Looking at neighboring utilities:

How do you think DCEC electric rates compare?	HIGHER	AVERAGE	LOWER
How do you think DCEC reliability rates compare?	HIGHER	AVERAGE	LOWER
How do you think DCEC safety rates compare?	HIGHER	AVERAGE	LOWER

11A How much do you consider yourself a DCEC customer?

1 2 3 4 5 6 7 8 9 10

- 11B How much do you consider yourself a DCEC member? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
- 11C How much do you consider yourself a DCEC owner? ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
- 12 Service
- Provides reliable service ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - Handles calls promptly ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - Gives good advice on energy matters ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - Communicates about important issues ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - Helps you manage energy usage ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
- 13 Image
- DCEC is a company you can trust ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC improves the quality of life ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC is good value for the money ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC is committed to renewable energy ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC looks out for your best interests ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC strives to keep costs and rates low ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
- 14 Community
- DCEC helps prepare and respond to disasters ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC supports local emergency services ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC provides support to local education ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC works to attract and retain local jobs ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
 - DCEC advocates national energy issues ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩
- 20 Comments... your voice, your power:
Please provide your thoughts, ideas, questions and comments and reference question number(s)
- What is DCEC doing right? What is DECEC doing wrong? Where can DCEC do better?
- Are there programs/offerings DCEC should explore? Would like informational pamphlets/info on?
- Are there programs/offerings DCEC should discontinue? Someone call me about...
- General comments or specific details

1.) Which of the following categories includes your age?

Under 30 31 – 45 46 – 65 Over 65

2.) Please rate your overall satisfaction with the service you receive from DCEC. Using the 1 to 5 scale, 1 being poor, 5 being excellent.

1 2 3 4 5

3.) DCEC is responsive to members' needs/concerns and conducts itself in a professional matter. Using the 1 to 5 scale, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

4.) DCEC provides a good value to the co-op members. Using the 1 to 5 scale, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

5.) DCEC is a good steward of the environment. Using the 1 to 5 scale, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

6.) DCEC provides reliable electric service. Using the 1 to 5 scale, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

7.) Which of the following is your preferred method of payment?

Mail Online Automated Bank Draft Credit/Debit Card/Check by Phone

8.) Your experience with SmartHub online application to access information about your account including payments and usage has been?

A Poor Experience A Fair Experience A Good Experience An Excellent Experience I Have Not Used It

9.) Lengthy DCEC power outages (more than 5 minutes) are infrequent. Using the 1 to 5 scale, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

10.) Compared to neighboring utilities, would you say your electric rates are higher, about the same or lower than other utilities?

Higher About the Same Lower than Other Utilities

11.) How well do you think DCEC compares with the ideal utility company? On a scale of 1 - 5, 1 not very close to the ideal and 5 being very close to the ideal.

1 2 3 4 5

12.) If you could choose from more than one electric company or organization how likely is it that it would be DCEC? On a scale of 1 to 5, 1 means not likely and 5 means very likely.

1 2 3 4 5

13.) If you have had contact with DCEC's office personnel in the past 3 months, how would you rate your experience? On a scale of 1 to 5, 1 being poor, 5 being excellent.

1 2 3 4 5

14.) If applicable please tell us about your experience with DCEC's office staff

Please note that this survey is continued on the reverse side...



15.) If you have had contact with DCEC's field personnel in the past 3 months, how would you rate your experience, using a scale of 1 to 5, 1 is poor and 5 is excellent?

1 2 3 4 5

16.) If applicable please tell us about your experience with DCEC's field personnel _____

17.) How confident are you that DCEC's Board is well prepared to address future utility challenges? On a scale of 1 to 5, 1 not at all confident, 5 very confident.

1 2 3 4 5

18.) If you read the Catskill Hi-Line, DCEC's newsletter, what is your opinion of it?

Don't Read It No Opinion Needs Improvement Somewhat Like It I Like It

19.) If you do not read DCEC's newsletter please give a reason why.

No Interest No Time Other _____

20.) Which of the following is your preferred method for DCEC to communicate important co-op business to you?

Newsletter Bill Inserts Email Newspaper DCEC Website Social Media (i.e. facebook, twitter, etc.)

21.) How do you rate DCEC on informing and communicating with you as a member? On a scale of 1 - 5, 1 being poor and 5 being excellent.

1 2 3 4 5

22.) Being a member of a co-op that is owned by its members is important to me. On a scale of 1-5, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

23.) DCEC takes an active role in the community. On a scale of 1-5, 1 strongly disagree, 5 strongly agree.

1 2 3 4 5

24.) If DCEC offered on-bill financing with low interest rates how likely would you be to take advantage of on-bill financing to purchase energy efficient appliances such as hot water heaters, solar electric energy panels, geothermal heating/cooling, or energy efficiency improvements to your home? On a scale of 1-5, 1 means not likely and 5 means very likely.

1 2 3 4 5

25.) If DCEC offered 20% reduced rates during off-peak hours, 10:00 p.m. – 6:00 a.m., as an incentive to lower your on peak energy usage, how likely are you to participate in a program by shifting energy usage to be during the off-peak hours? *Please note that the program will require a higher daytime energy rate.* On a scale of 1-5, 1 means not likely and 5 means very likely.

1 2 3 4 5

26.) If DCEC's current sources of electricity are 90% renewable, how important is it to you for DCEC to increase its renewable energy purchases from 90% of the total closer to 100% of the total? On a scale of 1-5, 1 means not important and 5 means very important.

1 2 3 4 5

27.) If DCEC had the opportunity to buy local renewable energy (i.e. solar, wind), how much more would you be willing to pay for that energy compared to what DCEC normally pays in the wholesale energy market?

None Up to 5% More 10% More 20% More 30% More

28.) Your most preferred way of reducing DCECs impact on our natural environment?

- ☐ Increase efficiency of energy use within my own service location
- ☐ Renewable energy production (i.e. solar, wind) at my own service location
- ☐ Renewable energy production (i.e. solar, wind) operated by DCEC not at my service location
- ☐ I don't have a preferred method

Questions on a scale of 1-5, 1 being poor or not likely, 5 being excellent or very likely

	1	2	3	4	5	Total
2.) Please rate your overall satisfaction with the service you receive from DCEC.	3	3	21	120	281	428
3.) DCEC is responsive to members' needs/concerns and conducts itself in a professional matter.	4	6	29	119	268	426
4.) DCEC provides a good value to the co-op members.	5	6	63	107	246	427
5.) DCEC is a good steward of the environment.	4	7	69	133	213	426
6.) DCEC provides reliable electric service.	3	4	35	133	251	426
9.) Lengthy DCEC power outages (more than 5 minutes) are infrequent.	12	19	85	124	184	424
11.) How well do you think DCEC compares with the ideal utility company?	4	10	73	176	161	424
12.) If you could choose from more than one electric company or organization how likely is it that it would be DCEC?	7	7	48	99	264	425
13.) If you have had contact with DCEC's office personnel in the past 3 months, how would you rate your experience?	3	4	75	83	243	408
15.) If you have had contact with DCEC's field personnel in the past 3 months, how would you rate your experience, using a scale of 1 to 5, 1 is poor and 5 is excellent?	7	1	106	79	179	372
17.) How confident are you that DCEC's Board is well prepared to address future utility challenges?	4	11	87	174	149	425
21.) How do you rate DCEC on informing and communicating with you as a member?	5	7	66	170	178	426
22.) Being a member of a co-op that is owned by its members is important to me.	6	4	55	94	267	426
23.) DCEC takes an active role in the community.	4	4	82	153	172	415
24.) If DCEC offered on-bill financing with low interest rates how likely would you be to take advantage of on-bill financing to purchase energy efficient appliances such as hot water heaters, solar electric energy panels, geothermal heating/cooling, or energy efficiency improvements to your home?	98	32	93	93	104	420
25.) If DCEC offered 20% reduced rates during off-peak hours, 10:00 p.m. – 6:00 a.m., as an incentive to lower your on peak energy usage, how likely are you to participate in a program by shifting energy usage to be during the off-peak hours? Please note that the program will require a higher daytime energy rate.	133	44	80	60	105	422
26.) If DCEC's current sources of electricity are 90% renewable, how important is it to you for DCEC to increase its renewable energy purchases from 90% of the total closer to 100% of the total?	42	19	109	120	126	416

1.) Which of the following categories includes your age?	Responses	Total
Under 30	5	
31 - 45	53	
46 - 65	227	
Over 65	144	429
7.) Which of the following is your preferred method of payment?	Responses	
Mail	125	
Online	160	
Automated Bank Draft (EFT)	88	
Credit/Debit Card/Check by Phone	51	424
8.) Your experience with SmartHub online application to access information about your account including payments and usage has been	Responses	
A Poor Experience	6	
A Fair Experience	33	
A Good Experience	141	
An Excellent Experience	66	
I Have Not Used It	175	421
10.) Compared to neighboring utilities, would you say your electric rates are higher, about the same or lower than other utilities?	Responses	
Higher	37	
About the Same	165	
Lower than Other Utilities	222	424
18.) If you read the Catskill Hi-Line, DCEC's newsletter, what is your opinion of it?	Responses	
Don't Read It	0	
No Opinion	54	
Needs Improvement	0	
Somewhat Like It	118	
I Like It	189	361
19.) If you do not read DCEC's newsletter please give a reason why.	Responses	
No Interest	14	
No Opinion	1	
No Time	32	
Other	34	81
20.) Which of the following is your preferred method for DCEC to communicate important co-op business to you?	Responses	
Newsletter	126	
Bill Inserts	60	
Email	212	
Newspaper	3	
DCEC Website	19	
Social Media (i.e. facebook, twitter, etc.)	5	425
27.) If DCEC had the opportunity to buy local renewable energy (i.e. solar, wind), how much more would you be willing to pay for that energy compared to what DCEC normally pays in the wholesale energy market?	Responses	
None	208	
Up to 5% More	91	

10% More	75	
20% More	21	
30% More	15	410
28.) Your most preferred way of reducing DCECs impact on our natural environment?	Responses	
Increase efficiency of energy use within my own service location	60	
Renewable energy production (i.e. solar, wind) at my own service location	86	
Renewable energy production (i.e. solar, wind) operated by DCEC not at my service location	54	
I don't have a preferred method	216	416



Recommendations from Attorney Jeffrey Clark

"The Incident Investigation policy identifies the Incident Investigation Team as a "three member group consisting of the System Coordinator and 2 other members of the Safety Committee." Thereafter, under RESPONSIBILITIES, The System Coordinator is named as the chair of the Safety Committee with the responsibility to appoint "a team of three persons, each of whom shall be a member of the Cooperative's Safety Committee . . ." To me, that reads as an inconsistency between a Safety Committee consisting of the System Coordinator a "2 others", and one populated by the Coordinator and "a team of three persons." Does the latter reference (three persons) include the Safety Coordinator, or is it the Coordinator plus three (so 4 total)?"

POLICY

SUBJECT: Incident Investigation

POLICY: The Delaware County Electric Cooperative, Inc. (the Cooperative) shall investigate all incidents that adversely impact the safe operations of the Cooperative. Incident investigations shall be conducted in the spirit of the Cooperative's overall safety improvement program. Investigations are intended to lead to safety improvement and will only result in disciplinary action in the event of willful or repeated safety violations on the part of employees or managers. The purpose of an incident investigation is to determine the root causes of each incident and to provide solutions that reduce the likelihood of similar events.

DEFINITIONS

Incident shall be defined as any event that adversely impacts the safe operations of the Cooperative, its employees and members. Categories of incidents include work-related injuries, occupational illnesses, property damage (Cooperative or other), spills, fires, and near-miss events.

Incident Investigation Team shall be defined as a three member group consisting of the System Coordinator and 2 other members of the Safety Committee. When the System Coordinator is unable to lead an Incident Investigation in a timely manner, the Safety Coordinator or the General Manager may appoint another employee or manager to lead the Incident Investigation Team. If a substitute is appointed for the System Coordinator for a particular Incident Investigation, then the substitute shall assume all of the System Coordinator's responsibility for that Incident Investigation.

Incident Report shall be defined as a document utilizing the standard report form in use by the Safety Committee at the time of the Incident. The Incident Report shall include analyses of all potentially causal elements including task, materials, environment, personnel, equipment, training and management. The Incident Report shall make recommendations to prevent recurrences of similar Incidents.

Incident Investigation shall be defined as a deliberate set of actions taken by an Incident Investigation Team, the purpose of which is to identify root causes of Incidents and make recommendations to prevent recurrences of similar Incidents. It shall include interviews, document and procedure review, data collection, site visits and any other activity consistent with this purpose.

TIMELINE



The Incident Investigation shall begin as soon as practical after an Incident, but never longer than 3 business days after the Incident. The field portion of an Incident Investigation, including interviews, site visits, and data collection shall be completed within 15 business days of the Incident unless impractical due to the nature of the Incident Investigation. For example, if a police report is required by the Incident Investigation Team and that police report is unavailable for 20 days, then the Incident Investigation timeline would need to be extended. Unavailability of staff due to conflicting operational priorities shall not justify failure to complete an Investigation within 15 days. A draft version of the Incident Report shall be completed within 20 business days of the Incident unless impractical due to the nature of the Incident Investigation. The General Manager shall review the draft Incident Report within 5 days of receiving it. The General Manager may approve and sign off on the Incident Report or refer it back to the Incident Investigation Team with specific recommendations to resolve insufficiencies of the draft report.

DISCIPLINARY ACTION

In cases of willful or repeated disregard for safety, employees shall be subject to progressive discipline up to and including discharge, subject to the requirements of the current applicable collective bargaining agreement.

RESPONSIBILITIES

All employees of the Cooperative are responsible to report or cause to be reported each Incident they witness. Incidents may be reported to a supervisor or to any manager of the Cooperative.

The System Coordinator, as the ex-officio chair of the Cooperative's Safety Committee, shall have responsibility to lead or designate the leader of each Incident Investigation. The System Coordinator shall appoint a team of 3 persons, each of whom shall be a member of the Cooperative's Safety Committee, to investigate each Incident.

Each member of the Incident Investigation Team shall participate in site visits, interviews, picture taking, sketching, mapping, and gathering of artifacts as appropriate to the circumstances.

The System Coordinator is responsible for collecting the materials and creating an Incident Report, which is complete, accurate, and legible.

Each member of the Incident Investigation Team shall be given the opportunity to annotate the report to point out disagreements regarding facts, causes, or solutions related to the Incident.

The System Coordinator is responsible for delivering the draft Incident Report to the General Manager. The report may be submitted electronically or in hard copy.

The General Manager is responsible for reviewing the draft Incident Report and approving it or referring it back to the Incident Investigation Team for further work. The General Manager may refer the draft Incident Report to the Cooperative's attorney or other appropriate advisors for additional review and comment. The General Manager is also responsible for assigning tasks consistent with the recommendations in the Incident Report. Each task assignment shall have a due date and a clearly indicated responsible individual for completing the task. The General Manager is also responsible for following up on task completion until all assigned tasks are complete.

The General Manager shall provide a copy of each approved Incident Report to the Board of Directors at the next regularly scheduled meeting of the Board or as soon as practical thereafter.



The System Coordinator is responsible for providing an oral summary of the Incident Report at a regular safety meeting within 3 months of report submission to the General Manager.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	April 23, 2013
Revised by Board of Directors	July 28, 2015
Revised by Board of Directors	September 25, 2017
<u>Reviewed by Board of Directors</u>	<u>May 25, 2021</u>

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POLICY

SUBJECT: Electronic Revenue Meter Testing

POLICY: DCEC shall maintain and comply with a meter testing plan, which serves to ensure that members' revenue meters report accurate readings for billing purposes. The meter testing plan shall be based on the NYS Department of Public Service Part 92 Operating Manual (March 14, 2003).

PROCEDURE: See attached meter testing plan.

RESPONSIBILITY: Operations Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors	December 20, 2012
Meter Test Plan for DCEC Updated	March 26, 2013
Reviewed by Board of Directors	October 27, 2015
Revised by Board of Directors	October 24, 2017
<u>Reviewed by Board of Directors</u>	<u>May 25, 2021</u>



Meter Testing Plan for DCEC

Adapted from NYSDPS Part 92 Operating Manual (March 14, 2003 version)

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1. TEST INSTRUMENT CALIBRATION

Watt hour standard instrument or portable meter testing instrument

- Calibrated at regular intervals as recommended by instrument's manufacturer; calibration interval not to exceed one (1) year. Calibration to be traceable to NIST.
- DCEC shall maintain records for each test instrument having calibrations traceable to NIST
- Calibration records must include a calibration history of the instrument, including dates of calibrations, entity performing the calibration, instruments used in the calibration, and the results of the calibration.
- Calibration records must be maintained continuously for two years past the last date of use of the instrument.
- Any repairs to the instrument must be documented and included in the calibration records.
- Each instrument must carry a calibration sticker with the calibration date and the date that the instrument is next due for calibration clearly marked.

2. TEST METHODS

This section defines the test methods that may be used either in the field, shop or laboratory.

Multistator Energy Meters (multistator watt-hour meters)

- All multistator watt-hour meters installed on members' premises shall be removed from service and sent out for testing at least once every 8 years.

Energy Meters (all watt-hour meters)

- At least one test must be made at each load, and if they fail to agree with ANSI specifications, up to four tests shall be made until agreement within 1% is obtained on two consecutive tests.
- If such agreement is not obtained the meter registration shall be reported as "Indeterminate."
- As-left tests shall be made on meters that are to be re-installed or which are to remain in service after replacement of any internal component or adjustment.
- Meter locations should be checked for the presence of vibration and other environmental concerns at the meter location. Steps must be taken to mitigate any problem that may affect the accuracy of the meter.
- Meter wiring connections should be checked for correctness. When conducting a meter test, the voltage of two-wire circuits and the voltages from each line conductor to neutral on three-wire circuits should be noted. Also, the phase sequence of the meter should be noted.
- Current and potential transformers shall be checked for physical and electrical damage.



3. DETERMINATION OF WATT-HOUR METER PERFORMANCE.

- A meter shall be reported as "Not Registering" if for any reason it is found not registering at both the light load and heavy load test points, unless it is damaged.
- The final average percentage registration of a watt-hour meter, also known as final average accuracy, shall be determined by multiplying the average of the test results at heavy load by four, adding the average of the test results at light load and dividing the total by five:
Final Average Accuracy (FAA) = (4 HL+ LL)/5
- When the error of a current or potential transformer, or a combination of such transformers, affects the final average percentage registration of a watt-hour meter by more than +/-0.5%, a correction for such error shall be applied at each test load in the determination of the final average percentage registration of the watt-hour meter.
- A watt-hour meter which integrates the computed iron and copper losses of power transformers and feeder cables together with the customer's use of service shall be adjusted, if necessary, in consideration of the power transformer and line losses.

4. TEST LOADS

All watt-hour meters shall be tested at approximately rated voltage or the manufacturers' recommended voltage and 1.0 power factor at two load points as specified below:

- Heavy load.
 Self-contained meters with an "ampere rating" on the nameplate, shall be tested with a load of between 60% and 110% of the "ampere rating"
 Self contained Class 60, Class 100, Class 200, Class 320, and Class 400 meters with a "test amperes" rating on the nameplate shall be tested with a load of between 80% and 120% of the "test amperes"

Transformer rated meters shall be tested at approximately 100% of the secondary rating of the current transformers or "test amperes".

- Light load.
 Self-contained meters shall be tested with a load of between 5% and 10% of the "ampere rating" or "test amperes"



Transformer rated meters shall be tested with a load of approximately 10% of the secondary rating of the current transformers or 10% of the “test amperes”.

Electronic watt-hour meters may be tested using a single load point if the following conditions are met:

- The meter uses a technology that does not provide separate adjustments for heavy and light load registration.
- The meter registration curve is linear
- The meter has been tested for linearity and correct registration at multiple points during an evaluation test
- The meter has been approved for test using a single test point as part of the approval process described in 16 NYCRR Part 93

5. WATT-HOUR METER ADJUSTMENT LIMITS.

- When a test of a watt-hour meter indicates that its registration is below 99.2% or above 100.8% at either heavy load or light load at 1.0 power factor, the percentage registration of the meter shall be adjusted to within these limits, as closely as practicable to the condition of zero error. When the errors of the instrument transformers used in conjunction with the meter affect the final average percentage registration of the meter by more than 0.5%, the above limits apply to the meter installation as a whole.
- Some electronic meters do not have adjustments for registration that are available outside of manufacturer’s facilities.

6. RECORDS OF TESTS

- A test record of the most recent test of each watt-hour meter shall be retained for a period of at least 6 years, and the test records of any prior tests shall be retained for a period of at least 2 years.

7. ACCEPTANCE TESTING

- No new watt-hour meter shall be placed in service unless test results indicate a registration between 99.2% and 100.8%.¹
- Performance will be based on the registration of the energy-measuring portion of the meter.
- Each new watt-hour meter shall be subject to a test program prior to installation. The test program must conform as follows:
- Complete testing of a shipment received from the manufacturer.

¹ Landis and Gyr Focus residential class meters are tested by the manufacturer to ensure accuracy no less than +/- 0.5%.



-
- Where manufacturer's data is to be accepted, the following conditions must be met:
 - The meter must have been received in a box sealed by the manufacturer of the meter.
 - The meter must be accompanied by a copy of the manufacturer's test report with traceability to NIST, and indicate the results of the final test.
 - Electronic Demand Measuring devices such as electronic recorders, electronic totalizing devices, and electronic registers will not be subject to incoming accuracy tests, but will be subject to checks to insure that no modifications have taken place that might affect performance.
 - Demand performance is one of the parameters used in determination of type approval of a device. That approval is considered sufficient for acceptance of devices unless a change has been made to the device that affects the calculation of demand.

8. IN-SERVICE TESTING

In-service testing is used to ensure that the population of meters continues to perform within standards while monitoring member loads.

Test Requirements – The following requirements define the level of testing that must be performed for each of the specified types:

Single Phase - This category contains all residential and small commercial self-contained meters. (Three phase and CT rated meters are not included in this category). This population may be covered by the following test program:

Selective

The minimum number of meters of this type to be tested in each ensuing calendar year (required rate of test) shall be based on the performance of meters of this type during a 12-month period which shall have terminated not more than 4 months prior to the start of the calendar year according to the selective testing plan rate table included as Appendix A (Test Rates Under Selective Testing Plan).

During the year following the installation of a group of new meters of the same type which have been acceptance tested, such meters shall be tested at the rate of 12.5% of the number of that type in service or 200, whichever is less.

Polyphase Meters - This category contains all three phase and CT rated meters. Meters in this category are frequently used for measuring the consumption of large



commercial or industrial members (demand measuring devices that use electronic methods will not be subject to in-service testing). This population may be covered by the following test program:

Periodic

For those meters covered under this periodic testing category, all watt-hour meters installed on member's premises shall be tested at least once every 8 years.

9. RECORDING REQUIREMENTS

All records of In-Service Tests are to include the number of meters tested, the number of meters found outside of limits, and the size of the total population. Where appropriate, the reports should break down the population of meters by type and be accompanied by appropriate performance parameters for that type.

A record for each individual tested meter is to include the test date, meter serial number, reading at the time of the test, low load performance as found, full load performance as found, low load performance after any adjustment, and full load performance after any adjustment.

10. COMPLAINT TESTING

After the member makes a request for a complaint meter test, it is the responsibility of DCEC to contact the member within 1 business day. DCEC will coordinate a site visit and schedule a date to replace the questionable meter with a known good meter and bring the questionable meter back to the shop for testing. DCEC will report the meter test results to the member within 30 days.

DCEC will coordinate with the member to remove any physical hazards that may restrict ready access to the meter prior to its removal for the complaint test. It is the responsibility of DCEC to contact the member and inform them of the meter removal date

It is also the responsibility of DCEC to determine the following information prior to the test:

- meter location address
- meter serial number
- premise access instructions
- name and telephone number of person(s) to be contacted for test coordination



-
- location of meter and main disconnect at the customer's premise
 - service voltage and current ratings
 - desired meter removal date, and time
 - date and result of last meter test

If a meter passes a member requested meter test, the member shall pay a Trip Charge as defined in DCEC's Disconnect Policy in effect at the time the member requested the meter test. The pass/fail criteria are described in numbered paragraph 5 of this Meter Test Plan.



Appendix A

TEST RATES UNDER SELECTIVE TESTING PLAN

Percentage of Meters outside the range of 98.0-102.0% - Final Average Registration (Y)	Percentage of Meters above 102% Final Average Registration (X)												
	0.0	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0	1.1	1.2
0.0	0.0												
0.1	0.0	0.2											
0.2	0.0	0.2	0.7										
0.3	0.1	0.2	0.8	1.6									
0.4	0.1	0.3	0.8	1.7	2.9								
0.5	0.2	0.4	0.9	1.8	3.0	4.6							
0.6	0.3	0.4	1.0	1.8	3.1	4.6	6.5						
0.7	0.3	0.5	1.0	1.9	3.1	4.7	6.6	10.0					
0.8	0.4	0.6	1.1	2.0	3.2	4.8	6.7	10.1	11.7				
0.9	0.6	0.7	1.3	2.1	3.4	4.9	6.9	10.2	11.8	12.5			
1.0	0.7	0.9	1.4	2.3	3.5	5.1	7.0	10.4	11.9	12.6	13.0		
1.1	0.8	1.0	1.5	2.4	3.6	5.2	7.2	10.5	12.1	12.8	13.1	13.3	
1.2	1.0	1.2	1.7	2.6	3.8	5.4	7.3	10.7	12.2	12.9	13.3	13.4	13.5
1.3	1.2	1.4	1.9	2.8	4.0	5.6	7.5	10.8	12.4	13.1	13.4	13.6	13.7
1.4	1.4	1.5	2.1	2.9	4.2	5.7	7.7	11.0	12.6	13.3	13.6	13.8	13.9
1.5	1.6	1.8	2.3	3.2	4.4	6.0	7.9	11.2	12.8	13.5	13.8	14.0	14.1
1.6	1.8	2.0	2.5	3.4	4.6	6.2	8.1	11.4	13.0	13.7	14.0	14.2	14.3
1.7	2.0	2.2	2.7	3.6	4.8	6.4	8.3	11.7	13.2	13.9	14.3	14.4	14.5
1.8	2.3	2.4	3.0	3.8	5.1	6.6	8.6	11.9	13.5	14.2	14.5	14.7	14.8
1.9	2.5	2.7	3.2	4.1	5.3	6.9	8.8	12.2	13.7	14.5	14.8	14.9	15.0
2.0	2.8	3.0	3.5	4.4	5.6	7.2	9.1	12.5	14.0	14.7	15.1	15.2	15.3
2.1	3.1	3.3	3.8	4.7	5.9	7.5	9.4	12.7	14.3	15.0	15.3	15.5	15.6
2.2	3.4	3.6	4.1	5.0	6.2	7.8	9.7	13.0	14.6	15.3	15.7	15.8	15.9
2.3	3.7	3.9	4.4	5.3	6.5	8.1	10.0	13.4	14.9	15.6	16.0	16.1	16.2
2.4	4.0	4.2	4.7	5.6	6.8	8.4	10.3	13.7	15.2	16.0	16.3	16.4	16.5
2.5	4.4	4.6	5.1	6.0	7.2	8.8	10.7	14.0	15.6	16.3	16.6	16.8	16.9
2.6	4.7	4.9	5.4	6.3	7.5	9.1	11.0	14.4	15.9	16.7	17.0	17.1	17.2
2.7	5.1	5.3	5.8	6.7	7.9	9.5	11.4	14.8	16.3	17.0	17.4	17.5	17.6
2.8	5.5	5.7	6.2	7.1	8.3	9.9	11.8	15.1	16.7	17.4	17.7	17.9	18.0
2.9	5.9	6.1	6.6	7.5	8.7	10.3	12.2	15.5	17.1	17.8	18.1	18.3	18.4
3.0	6.3	6.5	7.0	7.9	9.1	10.7	12.6	16.0	17.5	18.2	18.6	18.7	18.8
3.1	7.2	7.4	7.9	8.8	10.0	11.6	13.5	16.8	18.4	19.1	19.5	19.6	19.7
3.2	8.0	8.1	8.7	9.5	10.8	12.3	14.3	17.6	19.2	19.9	20.2	20.4	20.5
3.3	8.6	8.8	9.3	10.2	11.4	13.0	14.9	18.3	19.8	20.5	20.9	21.0	21.1
3.4	9.2	9.3	9.9	10.8	12.0	13.6	15.5	18.8	20.4	21.1	21.4	21.6	21.7
3.5	9.7	9.8	10.4	11.2	12.5	14.0	16.0	19.3	20.9	21.6	21.9	22.1	22.1
3.6	10.1	10.2	10.8	11.6	12.9	14.4	16.4	19.7	21.3	22.0	22.3	22.5	22.6
3.7	10.4	10.6	11.1	12.0	13.2	14.8	16.7	20.1	21.6	22.4	22.7	22.8	22.9
3.8	10.7	10.9	11.4	12.3	13.5	15.1	17.0	20.4	21.9	22.7	23.0	23.1	23.2
3.9	11.0	11.2	11.7	12.6	13.8	15.4	17.3	20.6	22.2	22.9	23.2	23.4	23.5
4.0	11.2	11.4	11.9	12.8	14.0	15.6	17.5	20.9	22.4	23.1	23.5	23.6	23.7
4.1	11.4	11.6	12.1	13.0	14.2	15.8	17.7	21.1	22.6	23.3	23.7	23.8	23.9
4.2	11.6	11.7	12.3	13.1	14.4	15.9	17.9	21.2	22.8	23.5	23.8	24.0	24.1
4.3	11.7	11.9	12.4	13.3	14.5	16.1	18.0	21.4	22.9	23.6	24.0	24.1	24.2
4.4	11.8	12.0	12.5	13.4	14.6	16.2	18.1	21.5	23.0	23.8	24.1	24.2	24.3
4.5	11.9	12.1	12.6	13.5	14.7	16.3	18.2	21.6	23.1	23.9	24.2	24.3	24.4
4.6	12.0	12.2	12.7	13.6	14.8	16.4	18.3	21.7	23.2	23.9	24.3	24.4	24.5
4.7	12.1	12.3	12.8	13.7	14.9	16.5	18.4	21.7	23.3	24.0	24.4	24.5	24.6
4.8	12.2	12.3	12.9	13.7	15.0	16.5	18.5	21.8	23.4	24.1	24.4	24.6	24.6
4.9	12.2	12.4	12.9	13.8	15.0	16.6	18.5	21.9	23.4	24.1	24.5	24.6	24.7
5.0	12.3	12.4	13.0	13.8	15.1	16.6	18.6	21.9	23.5	24.2	24.5	24.7	24.8
5.1	12.3	12.5	13.0	13.9	15.1	16.7	18.6	22.0	23.5	24.2	24.6	24.7	24.8
5.2	12.3	12.5	13.0	13.9	15.1	16.7	18.6	22.0	23.5	24.3	24.6	24.8	24.8
5.3	12.4	12.5	13.1	13.9	15.2	16.7	18.7	22.0	23.6	24.3	24.6	24.8	24.9
5.4	12.4	12.6	13.1	14.0	15.2	16.8	18.7	22.0	23.6	24.3	24.7	24.8	24.9
5.5	12.4	12.6	13.1	14.0	15.2	16.8	18.7	22.1	23.6	24.3	24.7	24.8	24.9
5.6	12.4	12.6	13.1	14.0	15.2	16.8	18.7	22.1	23.6	24.4	24.7	24.8	24.9
5.7	12.5	12.6	13.1	14.0	15.3	16.8	18.8	22.1	23.7	24.4	24.7	24.9	24.9
5.8	12.5	12.6	13.2	14.0	15.3	16.8	18.8	22.1	23.7	24.4	24.7	24.9	25.0
5.9	12.5	12.7	13.2	14.1	15.3	16.9	18.8	22.1	23.7	24.4	24.7	24.9	25.0
6.0	12.5	12.7	13.2	14.1	15.3	16.9	18.8	22.1	23.7	24.4	24.8	24.9	25.0
and above													and above

Note: When the required test rate is less than 12 ½%, and the number of meters to be tested is less than 200, the minimum number of meters to be tested shall be either 200 or 12 ½% of the number in service, whichever is less.



POLICY

SUBJECT: Operations Management

POLICY:

It shall be the responsibility of the General Manager to ensure that the Cooperative develops, implements, documents, and oversees appropriate practices to manage the operations of the Cooperative.

Material Control

Appropriate practices shall ensure that materials (inventory) are counted, tracked, and recorded in a manner that

1. accurately reflects the value of material in the Cooperative's accounting records
2. includes a complete physical inventory taken at least once every twelve months
3. associates materials with the correct work orders and property records
4. accounts for materials returned from the field back into inventory
5. accounts for materials as they are received from vendors of the Cooperative
6. thwarts loss, theft, and misappropriation of materials.

Work Orders

Appropriate Work Order practices shall ensure that work, both construction and retirement, done to the Cooperative's physical plant is accurately documented. The Cooperative shall maintain at all times an accounting of construction work in progress. Documentation on completed work orders shall include the total project cost and the as-built description of the work product.

Maintenance of Buildings, Equipment, and Vehicles

The Cooperative shall take reasonable care to keep buildings, equipment, and vehicles in good working order.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors December 18, 2013

This policy combines the former policies called "Material Control," "Work Orders," and "Maintenance of Buildings, Equipment, and Vehicles."

Reviewed by Board of Directors October 27, 2015

Reviewed by Board of Directors November 28, 2017

Reviewed by Board of Directors May 25, 2021