

NOTICE OF BOARD MEETING

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The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, November 23, 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. Annual Sexual Harassment Training presented Jeffrey R. Clark from Livingston Associates, Inc. [presentation]

III. Consent Agenda:

- A. Minutes of October 26, 2021 [packet pages 2-6]
- B. New Memberships [packet page 7]
- C. Bad Debt Collection Report [packet pages 8-9]
- D. Director Compensation [packet pages 10-11]
- E. Corporate Calendar [packet page 12]

IV. Report from Finance Committee: [Report from Chair Menke]

V. Policy Review and Development:

- A. Review:
 - a. Safety, Job Training and Education [packet pages 13-14] – No Changes
 - b. Contractor Insurance [packet pages 15-16] – No Changes
 - c. Operations Management [packet page 17] – No Changes
 - d. Disposition of Scrap Materials [packet page 18] – No Changes
 - e. Donations [packet page 19] – No Changes
 - f. Financial Goals and Objectives [packet pages 20-21] -Committee
 - g. Management Benefits [packet pages 22-24] – 2nd Reading
 - h. Disconnect Policy – [packet pages 25-33] - Changes
- B. Development:
 - a. Employee Selection and Dismissal, Nepotism and Anti-Fraternization [discussion]
 - b. Idle Services [discussion]

VI. Operating Plan/Budget Presented: [handout]

VII. Year-End Financial Projection (Formulary Rate Planning): [discussion]

VIII. General Manager's Report: [packet pages 34-39]

IX. DCEC's 77th Annual Meeting:

- A. Review of 2021's Annual Meeting Minutes [packet pages 40-46]

X. Monthly Financial Reports: [handout]

XI. AIDEPP/COVID-19 Report/Update: [packet pages 47-52]

XII. Proposed 2022 Board Meeting Schedule: [packet page 53]

XIII. Legislative Conference and What DCEC should be advertising in January 2022: [handout]

XIV. Vegetation Management Update to Board: [oral report by Operations Manager Sullivan]

XV. Financial Resolutions:

- A. Accounting/Auditing Firm [handout]
- B. Special Return COVID Relief [handout]
- C. General Retirement [handout]
- D. Special Retirement (\$100 or less) [handout]
- E. PPP Forgiveness Non-Operating Margin to Permanent Equity [handout]

XVI. New Business:

XVII. Future Business:

- A. Regular Board Meeting, Tuesday, 12/28/21 @ 5pm
 - a. Operating Plan/Budget Presented
 - b. CEO Performance Review – kickoff & plan January O&S Committee Mtg
 - c. Semi-Annual review of Corporate Calendar
 - d. Strategic Plan Review
 - e. Power Cost Rick Update to Board
- B. DCEC's Christmas Party CANCELED
- C. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- D. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY - 2022

XVIII. Executive Session:

XIX. Adjournment:

The aim of Delaware County Electric Cooperative, Inc., is to make electric energy and related services available to members at the lowest cost consistent with sound economy and good management.

Cooperative Stakeholders

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

Delaware County Electric Cooperative
Board Meeting Minutes
October 26, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held October 26, 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 5:05 p.m. by President Pick.

B. Roll Call - Determination of Quorum:

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

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

C. Adoption of Agenda: A motion was made by Director Burnett to approve the agenda with the following additions to New Business A. Go Green Program, B. NISC Custom Programing, C. NYSEG Jefferson Substation Maintenance Rate, D. Operation Roundup, E. iPads for the Board, F. Update on Energy Efficiency Programs. The motion was seconded by Treasurer Menke. The motion passed.

II. Consent Agenda: A motion was made to approve the consent agenda as presented by Director Burnett. The motion was seconded Treasurer Menke. The motion passed.

III. Policy Review and Development:

A. Review:

- a. Deposits Policy: A motion was made to approve this policy by Vice President Russell with two amendments, remove item 4. A member who has had service terminated or has an unpaid utility bill returned by the ONLINE Utility Exchange will be required to pay the maximum deposit, which is 3x the

average residential monthly bill during the preceding 12 months and save as “revised” instead of “reviewed”. The motion was seconded by Director Tosi. The motion passed.

- b. Management: Tabled.
- c. Safety Committee and Incident Investigation: A motion was made to approve this policy with one amendment, save as “revised” instead of “reviewed” by Vice President Russell. The motion was seconded by Secretary Wehmeyer. The motion passed.
- d. Alcohol and Controlled Substances: A motion was made to approve as presented by Vice President Russell. The motion was seconded by Treasurer Menke. The motion passed.

B. Development:

- a. Resolution to Address Over Collection for Aid to Construction: No resolution was presented, instead an updated version of the Line Extensions for New Services policy was distributed (see attached) and a motion was made by President Pick to approve as presented. The motion was seconded by Director Burnett. The motion passed.
- b. Employee Selection and Dismissal, Nepotism and Anti-Fraternization: Tabled.
- c. Idle Services and Change of Hands: Idle Services policy is tabled. A motion was made by Director Burnett to approve the Change of Hands policy. The motion was seconded by Vice President Russell. The motion passed.

IV. Review of Employee Manual: Reviewed. The Board mutually agreed to all the suggested changes to the Employee Manual as presented.

V. General Manager’s Report: CEO/General Manager Christopher Evans reviewed a few items and answered any questions.

VI. DCEC’s 77th Annual Meeting:

- A. Clarification of Ballot Deadlines: Reviewed.
- B. Review of 2021’s Annual Meeting Minutes: Tabled.

VII. Monthly Financial Reports: CFO Mark Cannizzaro distributed the monthly financial reports (attached) to all present. CFO Cannizzaro reviewed Income Statement line 7, Balance Sheet line 13 and 48, Discussed Accounts Receivable balances and COVID effect, mentioned the Co-op still has open funds to draw from FFB (RUS) by the end of the year.

VIII. AIDEPP/COVID-19 Report/Update: Presented with no changes.

IX. Resolution to Re-instatement of Accounting/Audit Firm: Tabled.

X. Strategic Planning Session Outcome: The Board commented on how the session went and they reviewed the mission statement and discussed financials. CEO/General Manager Evans mentioned that the new Strategic Plan should be available and presented during the January Board Meeting in 2022.

XI. New 18 Month Editorial Calendar: Reviewed.

XII. Update Bank Signature Cards, Signatures Required from Appropriate Officers: This task was completed earlier in the month at the Strategic Planning Session.

XIII: Update CoBank's Incumbency Certificate, Signatures Required from all Officers: Reviewed.

XIV. Notice of NRECA Director Election: Reviewed. The Board mutually agreed to keep the same Voting Delegates, President Pick and Secretary Wehmeyer as Alternate.

XV. Insurance Levels Review: Reviewed.

XVI. Cat Hollow Metering Update: CEO/General Manager Evans updated the Board about different options that are currently available and an approximate timeline.

XVII. Holiday Items: Christmas Party/Food Drive/Toy Drive: The Board mutually agreed that active and retired employees and directors will be invited to the Christmas Party. The Board also instructed Management to survey all active employees to see how many are interested in attending.

XVIII. Accident/Incident Investigation Report & Review: Reviewed.

XIX: New Business:

A. Go Green Program: CEO/General Manager Evans discussed the rates that DCEC is accruing in RECs and how this is now in a different matter. CEO/General Manager Evans also stated that the 58 participants will be sent notices in the new year about the changes to the rates.

B. NISC Custom Programing: Preliminary discussions about different options and how to incorporate programming that would automatically switch the rates for Service Class 1 and Service Class 2 periodically.

C. NYSEG Jefferson Substation Maintenance Rate: CEO/General Manager Evans discussed the FERC and Public Service Commission (PSC) orders to increase the annual maintenance cost and how those costs would affect DCEC.

D. Operation Roundup: Tabled.

E. iPads for the Board: Tabled.

F. Update on Energy Efficiency Programs: CFO Cannizzaro discussed potential Energy Efficiency kits and different options that DCEC could offer the membership and he answered all questions presented.

XVII. Future Business:

- A. Regular Board Meeting, Tuesday, 12/28/21 @ 5pm
 - a. Operating Plan/Budget Presented
 - b. CEO Performance Review – kickoff & plan January O&S Committee Mtg
 - c. Semi-Annual review of Corporate Calendar
 - d. Strategic Plan Review
 - e. Power Cost Rick Update to Board
- B. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course
- C. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- D. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY - 2022

XVIII. Executive Session: A motion was made to go into executive session by Director Oles at 5:41 p.m. The motion was seconded Director Burnett. The motion passed. No staff were invited to stay for the executive session. A motion was made to come out of executive session by Director Burnett at 6:30 p.m. The motion was seconded by Treasurer Menke. The motion passed.

XIX. Adjournment: President Pick adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Laurie Wehmeyer
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 – November 23, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18774-001	HA 4-45-11	Lon & Andrea	Kivell	766 Launt Hollow Rd.	Hamden, NY 13782	Michael Breganti
18781-001	MA 3-42-6	Leslie	Ellis	7982 County Highway 20	Bainbridge, NY 13733	Terry Bush
18778-001	HF 2-23-19C	Joe	Michel	2070 Harper Rd.	Jefferson, NY 12093	Larry H. Peterson
18780-001	DA 1-27-20	Boudewijn	Stijne	3885 Charlotte Creek Rd.	Davenport, NY 13750	Samuel Lehv
18777-001	HF 2-24-11B	Eric	Godas	8 Burham Court	Smithtown, NY 11787	Scott Beim
18771-001	ME 1-85-24A	Vivian	Kurtz	109 Mowbroy Dr.	Kew Gardens, NY 11415	Michael Herr
18513-001	ME 1-77-8C	The Vito Di Spigna Irrevocable Trust	c/o Marianne Foglia	139 Jacksonville Rd.	Lincoln Park, NY 07035	Vito Di Spigna
18776-001	TO 3-36-6A	Donna	McGrath	20 Higley Rd.	Sidney Center, NY 13839	Kevin Mc Grath
18775-001	GI 2-39-4B	Tim	Szczepaniak	22 Edgewood Dr.	Burnt Hill, NY 12027	Matthew Langer
18767-001	KO 2-31-2A	Tyler	Gillette	229 Frisbee Rd.	East Meredith, NY 13757	Mary Beth Gillette
18711-001	BO 5-31-5D	Daniel	Leenas	23 Welch Rd.	Ringwood, NJ 07456	New Service
18694-001	KO 2-43-12A	Ryan	Hager	8856 Co Hwy 33	Bloomville, NY 13739	New Service
18755-001	DE 4-8-8	Vivian	Chechanover	144 Fair Harbor Dr.	Patchogue, NY 11772	Fred Graham
18765-001	TO 3-67-10	Roseann	Vecchione	75 Sloan Dr. N.	Valley Stream, NY 11580	Prisco Laudisio
18769-001	MA 3-23-1	Christopher	Eggleston	147 Foster Rd.	Masonville, NY 13804	Kathleen Ficarotta
18785-001	KO 2-42-45	Judy	Wright	1074 North Rd.	Bloomville, NY 13739	Don Sulas

RESOLUTION**November 23, 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 \$5,955.54 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>
15582001	GI 2-48-23	Suzanne Worden	\$ 817.24	\$
7547007	KO 2-32-7C	Keith A. Storey	183.12	
12202001	ME 1-56-14A	Charles W. Staiger, Jr.	708.92	
17912001	JE 2-37-6B	Thomas L. Kershaw	660.39	
18472001	JE 2-16-9A	Flagstar Bank	517.85	
12105001	DA 1-29-7Q	David Sellevold		48.67
17274001	CO 4-77-1	Michael Rapp		1,212.98
15510002	HF 2-14-41	Jerry Nettleton		1,405.27
16233001	DA 1-47-2	Margaret Smith		401.10
			<u>\$ 2,887.52</u>	<u>\$ 3,068.02</u>

November 23, 2021

SECRETARY

November 23, 2021

BAD DEBT COLLECTION

*** PLEASE NOTE:** The amounts below were recovered through capital credit retirements,
Southern Tier Credit Center & DCEC through October 2021.

Original Amount Turned Over For Collections	Name	**Amount Collected CC to UA	Amount Collected from So. Tier	Amount Collected from DCEC	Commission Paid this Month *	Balance Due
\$ 1,101.42	Tammy Scholze	\$ 25.39	\$	\$	\$	\$ 1,076.03
141.61	Heather Dougherty	19.84				121.77
165.23	Dominick Sebastian	165.23				- 0 -

* Commission is 30% of the total amount collected last month. 50% if legal services are required. If payment is made directly to us, the commission will be the following month.

** Under \$30.00 does not get reported to Southern Tier Credit Center.

*** Billing department did a small balance write off for the balance due amount.

**** Capital credits are applied on a discounted basis towards outstanding debt per the Capital Credits Applied to Bad Debt Policy.

2021 Director Compensation Report				Report Date:		17-Nov-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	\$ 6,500.00	\$ 1,438.08
2	Menke	Yes	Yes	\$ 375	15	\$ 8.40	\$ 7,475.00	\$ 1,533.60
3	Oles	No	Yes	\$ 350	14	\$ 7.84	\$ 8,600.00	\$ 1,431.36
4	Pick	Yes	Yes	\$ 375	44	\$ 24.64	\$ 10,325.00	\$ 1,598.56
5	J. Russell	Yes	Yes	\$ 375	44	\$ 24.64	\$ 8,900.00	\$ 1,598.56
6	K. Tosi	No	Yes	\$ 350	20	\$ 11.20	\$ 10,500.00	\$ 1,444.80
7	Wehmeyer	Yes	Yes	\$ 375	52	\$ 29.12	\$ 9,925.00	\$ 1,616.48
	TOTAL:						\$ 62,225.00	\$ 10,661.44
	NOTES:							
	1) Board policy identifies \$300 per diem compensation + \$25 for officers + \$50 for CCD directors.							
	* 2) Mileage to/from regular meetings @ IRS per mile rates of.....							\$0.560
	** 3) Compensation YTD reflects total taxable amount earned (excludes reimburseable expenses such as mileage)							
	4) Compensation for co-op-related "Short Activities" @ \$100 per meeting (per Jan2013 Board Resolution)							

DCEC Corporate Calendar Review

Last Updated 6/22/2021

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



POLICY

SUBJECT: Safety, Job Training and Education

POLICY: It shall be the policy of the Cooperative to require all employees to participate in safety and job-related training programs consistent with prudent utility industry practice and state, federal and local law. In addition, the Cooperative shall offer to all employees an education program in the fundamentals of electricity, first aid, CPR/AED and other professional development training.

The Cooperative encourages employees to further their education and professional development. To assist employees interested in continuing education, the Cooperative may provide reimbursement of tuition and fees, subject to the following conditions:

- All courses and programs taken by an employee must be relevant to the employee's job classification.
- All courses and programs in which an employee is interested in enrolling and seeking support must be first approved by the General Manager and the Board of Directors for tuition assistance.
- Employees must successfully complete the course with a grade of "C" or better (or equivalent) to be eligible for assistance.
- Upon presentation of evidence of successful course completion, the employee shall be issued the approved assistance.
- If an employee voluntarily leaves the employment of the Cooperative within one year of receiving tuition reimbursement, then the employee shall pay back to the Cooperative, on terms acceptable to the Cooperative, the amount of tuition reimbursement payments that have been received within one year prior to the Last Day Worked. The date of tuition reimbursement shall be defined as the date printed on the reimbursement check or the date of the ACH payment. The Last Day Worked is defined in the Cooperative's Last Day Worked policy.

PROCEDURE: As outlined in the Policy.

RESPONSIBILITY: General Manager and Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 14, 1961
Reviewed by Board of Directors	Jun 16, 1971
Revised to include Policy 4A	Aug 25, 1987
Reviewed by Board of Directors	Feb 28, 1995
Revised by Board of Directors	Jan 22, 2008



Reviewed by Board of Directors	Aug 25, 2009
Revised by Board of Directors	Mar 25, 2014
Revised by Board of Directors	Jan 26, 2016
Reviewed by Board of Directors	Jun 26, 2018



POLICY

SUBJECT: Contractor Insurance Requirements

POLICY: It shall be the policy of the Cooperative to require consultants, contractors or other third-parties that the Cooperative may retain for any purpose, to provide proof of required insurance in an amount and under terms acceptable to the Cooperative. The Cooperative shall include the requirements of such insurance in the purchase order issued to contractors.

For projects financed or guaranteed, in whole or in part, by the U.S. Department of Agriculture (USDA) Rural Utilities Service¹ (RUS), contracts with contractors shall contain the following provisions, which satisfy or exceed 7 CFR Part 1788, Subpart B:

- A. Contractors shall be required to take out and maintain throughout the period of the agreement insurance of the following minimum types and amounts:
 - 1. Worker's compensation and employer's liability insurance as required by law;
 - 2. Public liability insurance with limits of not less than \$1 million each occurrence and \$1 million aggregate.
 - 3. Automobile liability insurance on a motor vehicle used in connection with the agreement, with limits of not less than \$1 million per person and \$1 million each occurrence, and property damage of \$1 million for each occurrence.
- B. The policies of insurance shall be in such form and issued by such insurer as shall be satisfactory to the Cooperative. The contractor shall furnish the Cooperative a certificate evidencing compliance with the foregoing requirements and shall provide not less than 30 days prior written notice to the Cooperative of any cancellation or material change in the insurance. The Cooperative shall be named as an additional insured on all policies required above.

¹ Projects financed or guaranteed by the RUS are those projects included on a duly completed and approved RUS Form 219, Inventory of Work Orders, which makes the projects subject to RUS-administered loan draw-down.



- C. Agreements with attorneys, architects and engineers shall have Errors and Omissions (Professional Liability) Insurance in an amount at least as large as the value of the services being provided, but in no case less than \$1,000,000.

When the goods or services provided to the Cooperative by consultants, contractors or other third-parties is not financed or guaranteed, in whole or in part, by the USDA RUS, the amounts and terms of required insurance shall reflect the size and complexity of the project, and the attendant risks. However, in no case shall the amount of liability insurance be less than the value of the services being provided, or \$500,000, whichever is more.

The Cooperative, with the assistance of the Cooperative's attorney, shall periodically review the type and amount of insurance that the Cooperative requires for contracts and shall revise such terms and conditions accordingly.

PROCEDURE: The CEO/General Manager and the Cooperative attorney shall periodically review the Cooperative's required insurance coverages for contractors and advise the Board of any recommended changes. The CEO/General Manager shall ensure that such insurance requirements are included in purchase orders issued to contractors.

RESPONSIBILITY: The Board of Directors, Attorney and CEO/General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 30, 1961
Reviewed by Board of Directors	Jul 21, 1971
Reviewed by Board of Directors	Oct 24, 1989
Revised by Board of Directors	Aug 22, 1995
Revised by Board of Directors	Jun 26, 2012
Reviewed by Board of Directors	Jun 23, 2015
Reviewed by Board of Directors	Jul 25, 2017
Revised by Board of Directors	Nov 27, 2018



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



POLICY

- SUBJECT:** Disposition of Scrap Material (other than Retired Electric Poles)
- POLICY:** All materials that are classified as scrap or junk shall be kept in segregated places and, when in the opinion of the General Manager, a sufficient quantity has accumulated, it shall be sold and the proceeds deposited in the General Funds Account.
- PROCEDURE:** All scrap materials sold by one of the following means:
1. A retail purchaser may pay by check made out to the Delaware County Electric Cooperative, Inc.
 2. A retail purchaser may pay by cash if the purchaser receives an itemized invoice from Cooperative office personnel, the amount of cash paid directly to Cooperative office personnel equals the amount due on the miscellaneous receivable invoice, and the purchaser is provided a payment receipt by Cooperative office personnel.
 3. A wholesale purchaser (a "junkman") may pay by check if the junkman provides an itemized accounting of the quantities, types, qualities, and market rates for each category of scrap material to be purchased. An example of how this itemization could be achieved is by providing copies of itemized receipts from the scrap wholesale yard to whom the junkman sells the scrap material. Any junkman purchasing scrap material from the Cooperative shall maintain insurance coverage in accordance with the Cooperative's Contractor Insurance Requirements policy.
- For all forms of scrap material sales described in numbered items 1 through 3 above, the purchase price must reflect current market rates for scrap material of the quantity and quality to be sold. A published price from a wholesale scrap metal purchaser within 25 miles of the Cooperative's headquarters shall be used to establish the market price.

RESPONSIBILITY: General Manager, Office Personnel

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Jul 6, 2004
Reviewed by Board of Directors	Mar 25, 2014
Revised by Board of Directors	May 24, 2016
Revised by Board of Directors	July 24, 2018



POLICY

SUBJECT: Donations

POLICY: The Cooperative shall generally consider making charitable contributions and donations under certain circumstances. Such contributions shall be consistent with the overall mission, culture and charter of the Cooperative, including consideration to community and member relations.

PROCEDURE: As a member of the local community, the Cooperative shall consider making contributions and donations to worthy and responsible organizations and causes. Decisions based on whether to contribute shall be made considering whether the purposes of the receiving organization, function and/or cause are consistent with the overall objectives and intent of the Cooperative.

The Cooperative shall, on an annual basis, establish a budget for charitable contributions and donations for that year. The financial condition of the Cooperative should be considered when establishing the annual charitable donations budget. Contributions in an amount less than or equal to \$100 shall be made at the discretion and prior approval of the General Manager so long as the sum total of all donations for the year stays within the budgeted amount. For contribution >\$100, the request shall be brought to the attention of the Board of Directors for discussion and decision on whether to make the donation.

RESPONSIBILITY: General Manager, Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 17, 1965
Revised by Board of Directors	Mar 19, 1975
Revised by the Board of Directors	Jun 23, 1981
Revised by the Board of Directors	Apr 24, 1990
Renumbered – was No. 81	Apr 25, 1990
Revised by the Board of Directors	Apr 24, 2001
Revised by the Board of Directors	Jul 24, 2001
Revised by the Board of Directors	Jul 6, 2004
Revised by the Board of Directors	Feb 25, 2014
Revised by the Board of Directors	Apr 26, 2016
Reviewed by the Board of Directors	Dec 18, 2018

Financial Goals and Objectives

1. Maintain compliance with all loan covenants and bylaws every year; current requirement are:
 - a. TIER > 1.25
 - b. OTIER > 1.10
 - c. DSC > 1.25
 - d. ODSC > 1.10
 - e. MDSC > 1.35
 - f. Per Bylaws, Equity Ratio > 30%
2. Use formulary rate design to maintain competitive rates, by
 - a. conducting a full cost of service study as warranted by market conditions, but with the time period between full cost of service studies not to exceed 5 years.
 - b. considering all Cooperative financial goals and objectives; and
 - c. engaging the board of directors in the rate setting process.
3. ~~Pursue 42.0%~~ Maintain an Equity Ratio range of 35% - 40%. ~~by 12/31/2024~~
4. ~~Develop a \$500k capital facilities cash reserve fund by 12/31/2020. Reduce the cash reserve as appropriate to cover current costs of the capital facilities project.~~
5. Annual capital credit retirement:
 - a. Not to exceed 30-year Capital Rotation such that the Capital Rotation Cycle does not exceed the average life of utility plant assets.
6. Manage cash responsibly
 - a. To the extent practical, keep sufficient liquid cash on hand to handle the expected cash expenditures for 30 days. As used within this financial goal/objective number 6(a), the term “on hand” shall mean available for withdrawal without penalty and without risk of loss of principal.
 - b. When additional cash is available, invest cash in a safe manner that balances the opportunity to earn interest against the desire to have timely access to the funds.



DELAWARE COUNTY ELECTRIC COPERATIVE, INC

Adopted by Board of Directors	October 25, 2016
Revised by Board of Directors	December 18, 2018
Reviewed by Board of Directors	November 23, 2021



POLICY

SUBJECT: Contract Development and Benefits for Management Employees

BACKGROUND:

Management employee benefits are similar to those enjoyed by union represented employees. However, management employee benefits are not collectively negotiated. They are generally mutually agreed terms of individual contracts with some potential variation(s) compared to non-exempt employees except when prohibited by law, policy, procedure or standard.

PROCEDURE:

In the case of the CEO/General Manager contract, the Organization & Staffing Committee shall negotiate the terms of the contract. In the cases of CFO, Division Managers and other "non-hourly" personnel contracts, the CEO shall negotiate the terms of the contract(s).

Contract terms shall be no longer than 24 months and no shorter than 3 months such that renewals have an effective date of 1 January.

Outlined benefits in this policy are subject to change based upon cooperative and employee needs and/or terms and rates set by provider.

INSURANCE BENEFITS:

Management employee benefits shall consist of the following:

Medical/Rx:	Coverage begins 90 days after employment. Employee pays 20% of current year premium of plan selected Last \$82 of deductible is responsibility of employee (single). Last \$385 of deductible is responsibility of employee (other than single).
Retiree Medical:	Consistent with benefits provided to other employees with the option to purchase medical insurance coverage for himself/herself and their dependents upon retirement from the Cooperative, if they retire with 10 years or more of service, based on the following schedule: 10-15 Years of Service: 100% of applicable Group Premium 15+ Years of Service: 50% of applicable Group Premium
Dental:	NRECA Dental Benefits Plan Coverage begins 90 days after employment. Employee pays 20% of current year premium of plan selected
Vision:	Employees and dependents each eligible for reimbursement for cost of annual eye exam, frames and lenses or contact lenses, and Lasik surgery up to a maximum of \$500 per year or reimbursed up to \$500 for private vision insurance premium in a VSP or equivalent plan
Section 125 Plan:	Employees may contribute to insurance premium-share, and to a Flexible Spending Account, on a pre-tax basis.
Insurance Buy-out:	Option to opt-out of Medical/Rx and/or Dental insurance benefit and receive payments per the following table.



Opt-Out Option	Payment
Medical/Rx Opt-Out	No less than \$1,820 per year paid weekly pro-rata
Dental Opt-Out	No less than \$180 per year paid weekly pro-rata

Life Insurance:	Employee covered @ 2x base salary Dependents covered @ \$10k per dependent Additional employee dependent life insurance available at employee expense
Accidental Death And Dismemberment	Max \$1 million NRECA insurance provided for employee at no cost to employee
Disability Insurance:	Guardian Short Term Disability Insurance (26-week benefit) provided at no cost to Employee NRECA Long Term Disability Insurance (26-week waiting period) provided at no cost to Employee.
Business Travel Insurance:	Provided at no cost to Employee.

RETIREMENT & PTO BENEFITS:

Retirement:	401k Savings Program offered through NRECA. Employer contribution 7.0% and up to an additional 3.0% matching contribution dependent upon employee contribution. Employee may participate in an NRECA-managed Roth 401k investment plan (no employer contribution).
Vacation:	As specified in employment contract or offer letter.
Holidays:	10 scheduled paid Holidays + 3 Floating Holidays + 2 Personal Days
Sick Days:	As specified in employment contract or offer letter.

FRINGE BENEFITS

Management employee negotiated benefits in addition to insurances, retirement and PTO (which may be included as part of the contract) can include but is not limited to the following:

Deferred Compensation:
Signing Bonus:
Relocation Assistance:
Company Vehicle:

RESPONSIBILITY: CEO/General Manager and CFO



DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	August 27, 2013
Revised by Board of Directors	September 22, 2015
Revised by Board of Directors	March 28, 2017
Revised by Board of Directors	July 24, 2018
Revised by Board of Directors	September 3, 2020
<u>Reviewed by Board of Directors</u>	<u>November 23, 2021</u>



POLICY

SUBJECT: Disconnect Policy

POLICY: DCEC DISCONNECT PROCEDURE
Failure to Make Payment

1. DCEC Billing Procedures:

The Cooperative has developed procedures to comply with Part 459 of the New York Power Authority's Rules and Regulations. Members are billed between the 17th and 20th of each month¹ for service during the previous billing cycle. Payments for this service are due upon receipt and become subject to late penalties on the 12th day of the following month. Payments not received by the 12th will accrue late charges of 1.5% per month or \$5.00 per month, whichever is greater.

Each member who still has a past due amount of \$125 or more when the next month's bill is calculated (on or about the 17th) will receive a FRIENDLY REMINDER NOTICE on their printed or electronic bill, the content of which will be similar to the following:

- FRIENDLY REMINDER. Your account is 30 days past due. Additional charges will apply if the Past Due Balance is not paid by the next business day. Please contact our office if you'd like to discuss payment arrangements for a hardship. If your payment has been sent, we thank you!

Those same members may also receive a FRIENDLY REMINDER NOTICE by means of an automated phone call, the content of which will be similar to the following:

- "This is Delaware County Electric Cooperative with a friendly reminder that your account is currently past due. If you would like to make a payment by phone, please call our automated system at 844-209-7162. You may also pay at the Cooperative's website, www.dce.coop. Thank you and we wish you a good evening".

This FRIENDLY REMINDER NOTICE will be sent via automated phone call whenever practical, as determined at the sole discretion of the staff of the Cooperative. In cases where the member has an e-mail address on file at the Cooperative, the FRIENDLY REMINDER NOTICE may also be sent via e-mail.

Each member with a past due balance greater than \$125 on or about the 20th of the month will receive a FINAL DISCONNECT NOTICE, which shall:

¹ Dates referring to actions by Cooperative personnel will occur on or about the dates listed in this policy or on the next business day.



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- Be sent to the member by US mail with ActivTrace² tracking enabled fifteen (15) days prior to disconnection.
 - Contain the following language on the front of the bill: FINAL DISCONNECT NOTICE. SERVICE WILL BE TERMINATED IF \$XXX.XX IS NOT PAID IN FULL BY XX/XX/XXXX. SEE BACK FOR MORE INFORMATION.
 - Contain the following information on the back of the bill: CONTACT DCEC'S BILLING DEPARTMENT IMMEDIATELY TO MAKE PAYMENT ARRANGEMENTS. FAILURE TO PAY THE ENTIRE PAST DUE AMOUNT IN FULL OR FAILURE TO CONTACT DCEC'S BILLING OFFICE WILL RESULT IN DISCONNECTION OF THE SERVICE. BRING THIS BILL TO THE ATTENTION OF THE UTILITY WHEN PAYING. IF YOU ARE EXPERIENCING AN ACCUTE HARDSHIP YOU MAY CONTACT OUR OFFICE REGARDING PAYMENT ARRANGEMENTS.
 - Inform the member of the date that service will be terminated, such date not to be fewer than 35 days after the last due date, and not fewer than 15 days after the mailing date of the FINAL DISCONNECT NOTICE, unless full payment on arrears is received, or an alternative agreement with DCEC is reached, prior to that date;
 - Inform the member of the total amount due, where and how payment may be made, and procedures for disputing the bill (including DCEC contact information);
 - Advise the member that they should contact the DCEC immediately if any acute hardship, such as death in the family, recent unemployment, serious illness or infirmity or other grave condition exists, or if they are a recipient of financial assistance from a local social services department or other Energy Assistance Payment (EAP), so that DCEC may determine whether any temporary arrangement should be made.

For each member who receives a FINAL DISCONNECT NOTICE, the Cooperative will also attempt an automated phone call to provide notification of the member's account status. The automated phone message will include the fact that the member is subject to disconnect for non-payment, the scheduled disconnect date, and a phone number to call the Cooperative's office and the Cooperative's 24-hour pay-by-phone number.

Example of "summer" discontinuance procedure:

- Member is billed on August 17 for previous 30 days of kWh.
- Payment is considered past due at the close of business on September 12th and late payment charge is assessed on the 13th.
- Member is billed September 17 for previous 30 days of kWh. Any member with a past due amount greater than \$125 at the time of billing receives a FRIENDLY REMINDER MESSAGE within the monthly bill, which is mailed by "regular" mail.
- Also on or about September 17, any member with a past due amount greater than \$125 receives a FRIENDLY REMINDER MESSAGE by means of an automated phone call to the member's phone number of record.

² ActivTrace is NISC's mail tracking and reporting software, which enables tracking when mail is shipped, where mail is located, and when it is delivered. ActivTrace works in conjunction with features offered by the USPS.



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- Also, on or about September 17, any member with a past due amount greater than \$125 and with an e-mail address on file at the Cooperative will receive a FRIENDLY REMINDER MESSAGE via e-mail.
 - If member has a past due A/R balance greater than \$125 on September 20, a FINAL DISCONNECT NOTICE is issued with a disconnect date 15 days after FINAL DISCONNECT NOTICE was printed, and at least 35 days after August 17 bill was due. This FINAL DISCONNECT NOTICE is mailed via USPS first class mail with ActivTrace enabled. Also, on or about September 20, any member with a past due amount greater than \$125 receives a FINAL DISCONNECT NOTICE by means of an automated phone call to the member's phone number of record and an e-mail message to the member's e-mail address of record.
 - If member has a past due A/R balance greater than \$125 on October 8, the member's service is disconnected.

2. Third Party Notification:

Every member shall be permitted to designate, in writing, a third party to receive a copy of every notice of discontinuance, provided that every such party indicates in writing their willingness to receive such notice.

3. Additional Procedures for Service Locations with Single Family Rental Units:

For service locations where a single rental unit is located on its own meter, and the service is in the name of the member-landlord, not the tenant, DCEC shall employ the following additional procedures:

- If DCEC personnel become aware that a tenant's electric service is subject to disconnection due to a landlord's failure to pay, notwithstanding any other Cooperative policy related to the protection of members' private information, DCEC personnel may notify the renter of the amount due to avoid disconnection and provide the renter with the opportunity to pay that amount to avoid disconnection of the service. ~~The member shall remain liable to the Cooperative for the past due amount.~~

4. Additional Procedures for Service Locations with Two or More Dwelling Units:

For service locations where two or more dwelling units are located, and where service is not separately metered, DCEC shall employ the following additional procedures:

- A copy of the notice of discontinuance shall be personally served AND sent, via USPS first class mail with ActivTrace enabled, to the owner of the dwelling or to the agent thereof to whom the most recent service bill has been sent, and the superintendent, if any, 15 days prior to discontinuance.
- A copy of such notice shall be delivered to each occupant 15 days prior to discontinuance.
- A copy of such notice shall be posted, where possible, in a conspicuous place within the dwelling 15 days prior to discontinuance.



- For multiple unit dwellings (3 or more dwelling units), a copy of such notice shall be mailed to the local health officer and commissioner of the social services district for the political subdivision in which the dwelling is located 15 days prior to discontinuance; and
- The notice shall indicate that any occupant can avoid discontinuance of service by applying for service in his/her own name, or by making payments in accordance with DCEC procedures, and that such payments may be set off against rent in accordance with NYS Real Property Law § 235.

DCEC shall not discontinue service to a multiple unit dwelling as long as the occupants continue making timely payments of current electric charges for service.

Where the obligations owed to DCEC have been satisfied, all occupants shall be notified in the same manner that it no longer intends to discontinue service.

5. Disconnect Procedures:

Summer Disconnects	Winter Disconnects
April 16 – October 31	November 1 - April 15
Disconnect at least 35 days after payment due date AND written notice served via USPS first class mail with ActivTrace enabled 15 days before disconnect	
The Disconnect Report is created prior to the planned disconnection date. The report process confirms: <ul style="list-style-type: none"> • Accounts receivable still includes past due balance \geq \$125 • No payment arrangements have been made • The service is not on the medical necessity list. 	
	Winter Procedure Only: At least 72 hrs. prior to disconnect must document attempt to contact by phone at least one attempt during business hours and one attempt outside business hours (outside business hours = weekdays 6-9PM and weekends/holidays 9AM-5PM)
Must be no impairment to human health <ul style="list-style-type: none"> • If impairment contact DSS and wait for DSS input to Cooperative • If contact cannot be made - disconnect only after it is confirmed that there will be no impairment issues; personal visit required for this analysis • impairments include <ul style="list-style-type: none"> ○ Acute illness ○ Disability and others ○ Winter Only: the presence of young children (<14 years of age) • Dwellings where ALL residents are over 62 OR handicapped, OR under the age of 18 are handled as winter disconnects regardless of time of year. See Winter Disconnects procedure above. 	
To avoid disconnect the member must pay their past due amount along with the applicable trip charge to DCEC personnel upon arrival at the service location. Field personnel are not authorized to negotiate payment arrangements with members. Requests for payment arrangements must be directed to the Billing Department.	



Disconnect on Monday – Thursday during regular business hours 7:30 AM – 4:00 PM except when the office will be closed on the following day. Documented site visit required by DCEC personnel.	Disconnect on Monday – Thursday during regular business hours 7:30 AM – 4:00 PM Documented site visit required by DCEC personnel. Winter Only: If no contact is made with resident, service cannot be disconnected, but Trip Fee still applies and a door knocker envelope is left.
Upon disconnection, the members account is marked as disconnected, accounts receivable is updated to include kWh charges through the time of the disconnection and all applicable disconnect fees.	
Disconnect remotely as long as above criteria has been met including: <ul style="list-style-type: none"> • No impairment to human health • Site visit performed by DCEC personnel 	

6. Additional Guidelines for Field Disconnect Personnel

- Upon arrival at a member's location to perform a disconnection, always confirm the member's meter number and get a meter reading.
- When talking to persons at the member's location, confirm that you are speaking to the member before sharing any confidential information. If the member is not present at the time of the disconnection, any information left for the member should be left in a sealed door-knocker envelope. If an adult person other than the member is present at the time of the site visit, request the name of that individual and make a note of it.
- If the member is present upon your arrival to perform a disconnection, provide a copy of the "What Happens if My Service Is Disconnected" informational pamphlet and draw their attention to the financial implications of being disconnected. Encourage the member to speak to the Billing Department regarding payments and payment arrangements before resorting to disconnection.

7. Re-Connect Procedures

Subject to requirements for payment arrangements found below in this policy, member is required to pay total amount due including past due amounts, current balance, any applicable disconnect/reconnect fees, and applicable deposit prior to re-connection.
DCEC must reconnect within 24 hours, or within 1 business day, of payment, whichever is later, subject to Limitations on Reconnections as described in numbered paragraph 9 below.
Field reconnection only upon confirmation that a resident is in the dwelling or reconnection waiver has been submitted by member. If agreed by DCEC Billing and Operations departments, a remote disconnect-capable meter will be installed during field reconnection.
<ul style="list-style-type: none"> • Reconnect remotely only upon phone confirmation with member while member is in attendance at home site OR • Member has the option of signing a release form for DCEC to remotely reconnect with the member not being present at the location (see attachment)



8. Limitations on Disconnections:

Between September 1 and November 1 of each year, review all disconnections during the past 12 months where service has not been restored, and contact the member/property owner to determine if continued lack of service may expose the member to serious impairment to human health or property damage. If such determination is made, refer the account to the local social services commissioner.

The above winter disconnect procedures shall be observed throughout the year where DCEC knows, or reasonably should know, that ALL occupants are elderly OR handicapped OR 18 years or younger.

DCEC shall not discontinue service where a medical doctor or local board of health has certified in writing that discontinuance will aggravate an existing medical emergency.

If DCEC personnel become aware that disconnection of a service may create inhumane conditions for animals and due to factors such as the species, number, or location of said animals, those inhumane conditions may not be practically resolved in a timely manner following disconnection of the service, DCEC personnel, at their discretion, may refer the situation to the Cooperative's General Manager. The General Manager shall make a determination as to whether to disconnect after discussions with DCEC personnel, and/or discussions with the member, and/or discussions with law enforcement personnel.

9. Limitations on Reconnections:

- Except in cases that in the judgement of the CEO/General Manager are emergencies, Cooperative personnel shall not be called out to perform reconnections after 9 6:00 pm.
- If DCEC personnel are onsite and notice a member with a generator running prior to reconnect they will ask the member to shut it down prior to any reconnection taking place.
- If a remote reconnection is taking place the office staff at DCEC will need to notify the member that if they have a generator running it will need to be shut down prior to the reconnect. If the member cannot or will not shut down the generator, then the meter shall not be reconnected and an additional trip charge will be applied.
- A landlord must pay the entire accounts receivable balance for a given service location before a service can be connected at that service location in the name of a tenant.

10. Fees Associated with the Disconnect/Reconnect Process

Activity	Associated Fee	Tax
Trip Charge (even if payment is made to DCEC employee at service location to prevent disconnection)	\$80	\$6.40
On-site Disconnect Fee (<u>At meter</u>)		
Remote Disconnect Fee (procedure still requires DCEC employee to make trip to service location)		



On-site Reconnect Fee During Regular Business Hours (7:30 AM – 4:00 PM)	\$80	\$6.40
On-site Reconnect Fee Outside Regular Business Hours (After 4:00 PM) (4:00 PM – 6:30 PM)	\$175	\$14.00
Remote Reconnect Fee During Regular Business Hours (7:30 AM – 4:00 PM)	\$25	\$2.00
Remote Reconnect Fee Outside Regular Business Hours (After 4:00 PM) (4:00 PM – 6:30 PM)	\$90	\$7.20
Disconnection/Reconnection at Transformer (2- Man <u>Person</u> <u>Line Crew</u>) During Regular Business Hours (7:30 AM – 4:00 PM)	\$400	\$32.00
Disconnection/Reconnection at Transformer (2- Man <u>Person</u> <u>Line Crew</u>) Outside Regular Business Hours (After 4:00 PM) -or- On-site Reconnect Fee Outside Regular Business Hours (After 6:30 PM)	\$600	\$48.00

11. Methods of Payments:

- Payments can be made by the following methods to avoid disconnection of service:
 - **VISA, MasterCard, or Discover** payments may be made through the following methods:
 - Contacting the DCEC office personnel to take payment by phone
 - Online through SmartHub
 - 24 hours per day through the Cooperative's automated pay-by-phone system
 - **Payments by check** may be made through the following methods:
 - Contacting the DCEC office personnel to take payment by phone
 - Bringing check into DCEC office or Night-Drop Deposit Box
 - Online through SmartHub
 - 24 hours per day through the Cooperative's automated pay-by-phone system
 - Any form of courier service
 - **Please note:**
 - If a check that has been paid to avoid disconnection is returned due to insufficient funds, the member will immediately be disconnected and charged all additional appropriate fees, subject to applicable disconnect procedures.
 - If member has two returned checks within one year, DCEC will not accept a check as payment in order for a service to be reconnected.
 - **Cash, Money Order or Certified Checks**
 - Bringing checks to the DCEC office or Night-Drop Deposit Box
 - Any form of courier service



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- If DCEC personnel are onsite to disconnect a member's service payment can be collected in the form of cash, check, money order or certified check.

12. Payment Arrangement Procedure:

- Each payment under any arrangement must include current charges and a portion of arrears, including interest.
- Except as noted below, the Cooperative cannot require any payment arrangement made to avoid disconnection or made in relation to a re-connection to include a down payment greater than one-half of the amount due or three months average billing, whichever is less. The amount due may include accounts receivable, fees, and a deposit, if applicable. In cases where the member has a history of reconnecting his own service or not honoring previous agreements the Cooperative may require that the member make full payment of all amounts due before service is restored.
- Social Service or any other Energy Assistance Payments (EAP) will hold the account from disconnect for a benefit period of 30 days per benefit guarantee.
- Each time a payment arrangement is made with a member, the member shall be notified in writing that, "This is a binding payment agreement. If you fail to meet your obligation to pay the specified amounts on the specified days per this agreement, you will become subject to disconnection without any further notice." For purposes of Payment Arrangement notification described herein, e-mail notification shall be considered equivalent to notification "in writing."

13. Deposit:

- Deposits will be assessed in accordance with DCEC's Deposit Policy.

14. DCEC Meter Tampering and Theft of Service Procedure:

- When meter tampering or theft of services are suspected:
 - DCEC will investigate through the use of an AMR program and determine if a site visit is necessary. When deemed necessary, DCEC will perform a site visit and will take pictures to verify.
 - DCEC will schedule with either the NYS Police or the appropriate County Sheriff's Department a meeting at the service address for the service in question.
 - After a careful investigation of the service by DCEC and law enforcement personnel, DCEC will follow the proper law enforcement procedures to process the violation, or will determine no violation occurred.
 - If a violation is found to have occurred, DCEC will file charges against the member.
 - DCEC will disconnect the service immediately subject to winter disconnect procedures, in such a manner, that the service cannot be reconnected except by line personnel.



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- DCEC will calculate the total amount due to DCEC, including meter tampering fees as defined in DCEC's service rules and regulations, and disclose this information to the law enforcement agency.
 - The DCEC attorney will be contacted to continue the case and prosecute the member to the fullest extent of the law.
 - The account will remain disconnected until all amounts due are paid to the court or DCEC.
 - DCEC reserves the right to monitor usage electronically and by on-site physical inspection of affected services in cases where theft of service has occurred.

15. Electronic Meter Requirement:

- DCEC reserves the right to utilize whatever metering technology we deem necessary to conduct Cooperative business. If the member refuses to allow DCEC to utilize the technology, they are in essence refusing service and will be disconnected except as noted in the Cooperative's Service Rules and Regulations, Section 26, Smart Meter Opt Out.

RESPONSIBILITY: General Manager, Operations Manager, Billing Specialist, and Billing Assistant

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	July 24, 2012
Revised by Board of Directors	August, 28, 2012
Revised by Board of Directors	May 27, 2014
Revised by Board of Directors	March 22, 2016
Revised by Board of Directors	June 28, 2016
Revised by Board of Directors	November 22, 2016
Revised by Board of Directors	May 29, 2018
Revised by Board of Directors	July 24, 2018
<u>Reviewed by Board of Directors</u>	<u>November 23, 2021</u>

CEO/GM REPORT
19 OCTOBER 2021– 16 NOVEMBER 2021

SAFETY/COMPLIANCE

Safety Committee Activity:

Met 21 October to prepare transition to new committee and review incident reports.

The New Safety Committee was formed at the 2 November All-Employee Meeting. To make the mandated percentages of Management and Hourly, the following were elected to serve: Management (rotatable by CEO) – Ryan (co-chair), Mark, Paul. Hourly (1-year terms)– Jim (co-chair, line), Mike D. (line), Mitchell (fleet), Alicia (front), Betty (eng/ops), DJ (tree).

COVID/AIDEPP:

Updated to reflect review dates only. AIDEPP activation extended to 15 December.

Injury/Illness/Exposure Report:

None reported incidents this report period.

Accident Investigation:

None

Property Damage/ Public Liability Investigation:

Damage to Dr. Bergman property during outage... stone fence, embankment, hay road and driveway

Employee Safety Meetings:

Joint staff's safety meeting was held at all-employee meeting on 2 November "frostbite and winter car-preparedness kit list" as topic. The newly updated employee manual and several policies were reviewed as well as mandatory sexual harassment training.

Pole Inspections / Line Inspections / Stray Voltage Testing:

No work this period. Bidding.

ENGINEERING & TECHNOLOGY:

Metering:

Replaced CT on Delhi so signal and phasing is more accurate.

Quotes for short-term Cat Hollow solution

Sectionalizing Device Maintenance:

Working to schedule refurbishment of Dryden, Delhi and Kortright devices.

Special Projects:

Investigating Sensus as a vendor for potential solution of Cat Hollow and/or system-wide solution.

Looking to order materials to keep Cat Hollow functioning whilst searching for longer-term solutions.

Ordered specialty replacement transformers for Friesland Campina

Power Quality Investigations:

No new PQ complaints this period. BOCES issues seem to have subsided after station regulator changes

Kortright Control House:

Working on finalizing communication, conduit and apparatus plans in preparation for relocated NYPA metering planned for April 2022. This project is back to active/scheduled as NYPA has paid for materials.

Station/Repeater Fiber:

Jefferson to be scheduled and Kortright scheduled in conjunction with NYPA project in April.

Miscellaneous

Pilot program of software to send/receive fax directly to PC workstations testing continues.

MEMBER SERVICES & PUBLIC RELATIONS

Open House: Postponed.

Family Fun Day: Postponed indefinitely. Look into a booth or sponsoring day at fair as more appropriate/cost responsible option.

Annual Meeting: 9/9/22 – TBD... discussions on agenda and format changes with electronic access and voting.

Idle Services: Coordinating with Engineering and Operations, presently 217 identified.

Website/Web Services:

Executed agreement to upgrade the website to the new platform and reconfigure current structure. The new site is currently being built offline until everything is reviewed and approved for the live environment.

100%GoGreen

I met with Energy Cooperative of America on 4 November to explore purchasing RECs for years 2019 and 2020 as well as trying to get insight of costs going forward. The issues are that our REC count is so low, it is difficult to acquire. My earnest recommendation is to sunset the program. 2021 price auctions begin in February 2022.

Member Concerns:

I had conversation with Ben Tarpey of Friesland Campina on 9 November. He is a new procurement manager and he had questions and concerns of how bills were calculated and what rates were doing 2022.

Documentation:

Working with ISD to test using DocuSign® to streamline member applications and change-of-hands transactions.

FINANCE, ACCOUNTING & HR

Staffing:

Preparing for four departures whilst hiring a temporary clerk for 11/29-3/25 and possibly moving Ally from AA to BA. Look to run advertisements for staking and front office in November. Tara (11/22) Larry (12/3), Scott (1/3), Paul (1/31)

Insurance/Benefits:

All employees were updated on benefits and procedures at the all-employee meeting on 2 November.

Miscellaneous:

Continuing to work with entities for correct address on tax and title documents.

Budgets:

Continuing to review and prepare models and forecasts for Q4 and preparing for next year's budgets. The Co-op has taken a great effort in improving business solutions and will be looking to continue that strategy into 2022. Reviewing upgrades for IT related items

CFC Commercial Paper:

Continuing to roll over investments as the operating cash level is remaining consistent.

Policies/Procedures:

Continuing to work through the procurement policy for revisions of process and a reboot of our company credit card program.

FFB Loan Funds:

The remaining funds are available to draw down when necessary. The 30-year interest rate has been floating around 2%. We will need to draw down the funds before the end of the year as our work plan is set to expire.

OPERATIONS:**Notable Outages and Occurrences:**

Members on Andes Substation experienced an outage on 10/26 for almost 3 hours tree fell just outside of the substation on the 3-phase line. Members on the Jefferson substation experienced an outage on 10/27/21 this outage was also tree related although it was on NYSEGS distribution line that feeds our substation.

Disconnections:

Seven scheduled disconnections prior to winter moratorium. Transitioned into winter disconnect procedures, Ives, Alwine, Cannizzaro, Evans and Sullivan met to review before trip to make sure procedures are followed and member and public safety are preserved.

Right of Way Crew:

Crew is wrapping up in Jefferson and headed towards Delhi / Meredith. While also preparing contractor work for 2022. Preparing for 2022 bids. Detailed report to be presented at next VM Board Report.

CWP Projects:

Contract: Open. One pole remains to be set by DCEC... looking to DEC and NYC to relocate pole.

Dryden Substation Spare Transformer:

Looking to schedule outage prior to energized test of new unit later this year.

Budgeting

Departments preparing lists for possible budget inclusion.

Headquarters

Holding for additional quotes on insulation project.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS**VACCINE MANDATES UPDATE:**

The NY COVID-19 mandate for healthcare employers remains in effect, and per a recent Second Circuit decision, the law did not have to change to allow employers to consider religious accommodations. The EEOC, however, released Guidance stating that all employers must consider religious accommodations in order to be following Title VII.

The OSHA mandate for employers with 100+ employees remains effective in NY, but has been stopped by other federal courts. I am sure we will see more information this week.

The federal contractor mandate is in effect as is the CMS Medicare/Medicaid mandate remains in effect.

There has still been no response to inquiries by NRECA to the Labor Secretary et al if projects with federal dollars such as workplans make cooperative employees and contractors definable as 'federal contractors'

USA

A US intelligence report has revealed that a drone was used in an attempt to disable an electrical substation in Pennsylvania last year, in the first known attack of its kind.

With the new infrastructure bill passed, there are new federal powers to build out transmission — powers that may become the bane of states' existence. Transmission expansion is necessary to allow renewable energy to be more easily connected to consumers in urban locations where demand is heaviest. But transmission is notoriously difficult to build with a tangled web of state and local authorizations as well as ever-present nimbyism in local communities. The bill gives the Department of Energy authority to deem a power line in the public interest and lay out "National Interest Electric Transmission Corridors." It also expands FERC authority to overrule states that might oppose a new line through a national interest corridor — opposition from states has stalled many long-distance transmission projects. It's now up to DOE and FERC to decide how aggressively to implement their new powers, which could be politically tricky with state and local authorities feeling their feet are being trampled. "As written now, it's kind of a 'site it or else' statute,"

NY

Governor Hochul signed bill A.3359 prohibiting utilities from ‘harassing’ customers when negotiating unpaid bill arrangements.

The NY Department of Health has extended the designation of COVID-19 as a communicable airborne infectious disease through December 15, 2021, meaning that all NY HERO Act Plans are active through that date.

NY Department of Labor has released guidance on cannabis in the workplace; particularly useful is the information regarding the prohibition of testing for the presence of marijuana except in certain circumstances such as CDL drivers.

As of 1/1/2022, employees working 6 or 7 days per week will be able to receive 72 and 84 days of intermittent Paid Family Leave (PFL). The previous cap on total intermittent days for these groups of people was 60 days.

As of 1/1/2023, “siblings” are added to the definition of “family member” under PFL.

NY has made substantial changes to its Whistleblower Law, which significantly expands liability for employers and is effective 1/26/2022. Employers must post notice of the expanded rights for employees under the law by the effective date.

New York has changed its guidance to affirmatively state that booster vaccinations are included in the vaccine pay law, and that employees must be paid up to 4 hours to receive a booster vaccination through the of 2022 (which is when the law expires). As a reminder, this time cannot be taken from existing PSL/PTO banks.

The New York Assembly is also one step closer to an accelerated version of rhetoric to be law that all new buildings constructed in the state beginning in 2024 will be all-electric.

One last bit of news in terms of NY related... dire words from Con Ed:

Con Edison reminds customers they can save money for their households and businesses by conserving natural gas and electricity this winter as the cost of energy rises. The average residential gas-heating bill from November 2021 through March 2022 will be about \$341 per month, up about 24 percent from last winter’s average monthly bill of \$275, according to the company’s projections. That estimate is based on average monthly usage of 162 therms and assumes normal winter weather. The increase is mostly due to supply costs – meaning the cost of the natural gas itself – but the projected bill also reflects increases in the delivery charges. Con Edison does not set supply costs and does not make a profit on the supply. The company uses a variety of buying methods and hedges, including short-term and long-term contracts, to get the best prices for its customers and offset increases in the cost of supply. The cost of natural gas has increased as the demand for the commodity has increased, exports have increased, and severe weather has hindered production in the Gulf area. These and other factors have caused a decline in the amount of gas in storage in the United States.

DCEC

CFC strategic planning session on 20 October. Templates, documents and summary received on 29 October and Management will begin preparing action plans in December and January

IBEW

Meeting on 1 November to hear concerns of unfair treatment and discussion of the probationary/proficiency period for clerical contract.

Meeting on 5 and 12 November to discuss topics that arose from all-employee meeting and to address concerns on OSHA COVID mandates.

Meeting on 17 November with new business manager, Danny Addy, as meet and greet and to discuss new job description concerns.

NRECA

On September 9, President Biden issued an executive order (EO) requiring some parties that contract with the federal government to provide COVID-19 safeguards to their workers performing on or in connection with particular federal government contracts. NRECA is currently evaluating this order and believe it is unlikely that either FEMA grants or RUS loans will be subject to the EO.

NRTC

Needing some entertainment this month, I attended a meeting on 4 November where NRTC was suggesting a private cellular LTE network for cooperatives. This was an absolute flashback to the late 90's/ early 00's when they suggested cooperatives buy up the 220MHz radio spectrum for scada, radio, demand response, metering and for-profit leases to trucking companies, etc. This iteration suggested metering, scada, smart grid, demand response, and other utility functionality could be done with cellular data. Of course it can... truly viable cellular options have been around 20 years if you have signal and can afford the data rates.

PSC:

On 15 November, Tim Johnson and I had conversation with PSC in regard to NYSEG outages, restorations and communications. I expressed DCEC's concerns and positions in terms of frequency duration, response, information and follow up on the now 17 supplier outages contributing to 43020 member outage hours. The next steps are to forward outage data for each substation and PSC is to assist setting up a meeting in the near future with NYSEG key personnel.

Policies/Procedures:

Continuing to work on amendments and changes to reflect CEO and Operations-requested adjustments and possible changes to line extension focusing upon rates, demarcations, standards and design elements.

Continuing to work on amendments and changes to reflect CEO and CFO-requested adjustments and possible changes to procurement focusing on corporate credit cards, purchase order requisitioning, dollar limits and account disclosures.

Continuing to refine several other policies and procedures

NYSRECA:

On 22 October, the four managers and the Saulsgiver's met to discuss the statewide and national scholarship opportunities for youth tour participants

NYAPP:

NYAPP held fall conference via zoom on 27-28 October. NYPA continues to propose NYAPP members join "Iron Net" and "Iron Dome" which are cyber-threat detection software and analytics that is supposed to work in parallel with existing software and hardware security. I am quite skeptical given the manner the program and pricing were presented as well as motivations to NYPA's 'generous' offer to include the NYAPP members. For background, the program does have some vulnerability detection and other benefits for low-tier users. The 'company' and structure is an extension of DHS and NSA.

NYSEG:

I have not had a response since the 16 September request to consider having quarterly meetings. Tim Johnson and I are pursuing another course of action.

NYISO:

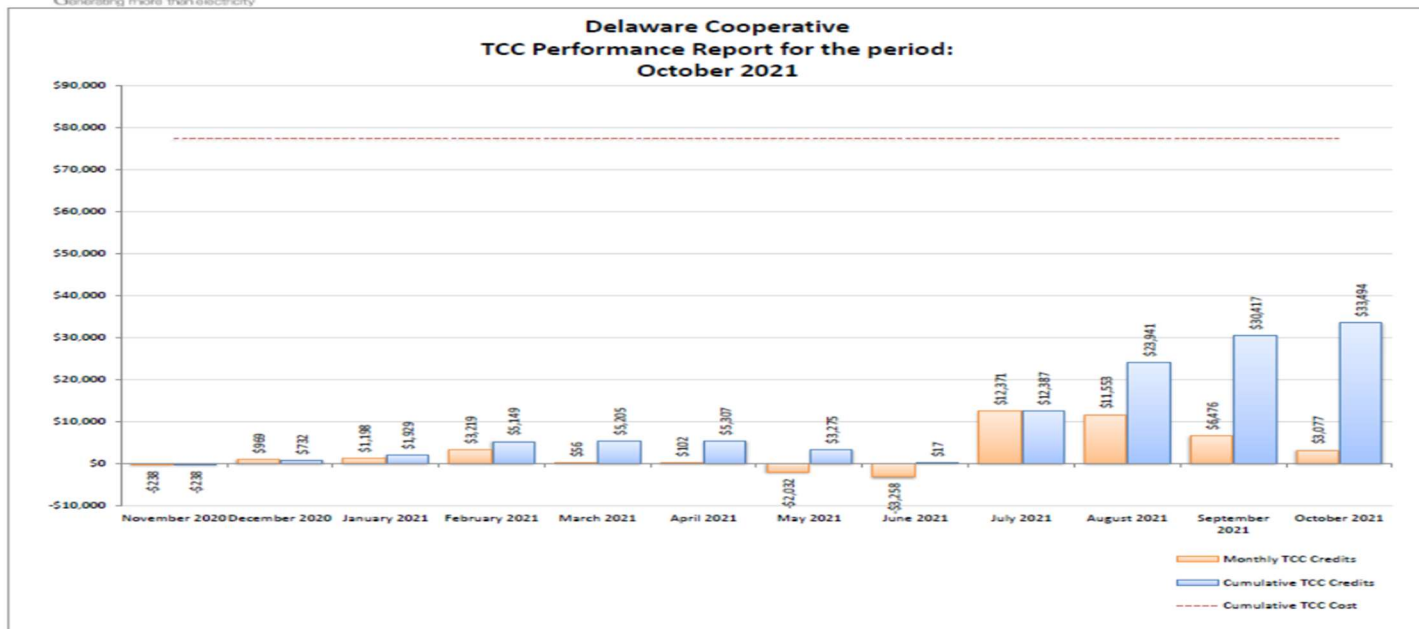
19 proposals being evaluated to address the Long Island Off Shore Wind Public Policy Transmission Need project.

NYISO is proposing an annual study like an Effective Load Carrying Capability (ELCC) method used by PJM and in CA. The NYISO proposes to use the marginal value of each resource type when it evaluates Capacity Suppliers, rather than the average value.

The PSC wants the average method, as used by the CA PUC, which sets resource adequacy requirements for utilities. Obviously, the average method also sends more money to renewable developers; call it an incentive in the Buyer Side Mitigation (BSM) rules. . The Capacity Accreditation process determines the reliability value of different resource types. A wind resource may have nameplate rating of 100 MW, but the Capacity Accreditation process may only provide it with 50 MW. The "Marginal v. Average" refers to whether a resource gets a reliability value based on its marginal contribution to the system or whether it is valued as the average of all the resources in its class. The Average method results in more money to the storage and solar resources, which is a way of encouraging the policy goal of 70% renewables by 2030. The PSC, NYC, renewable developers and the environmental parties want the average method, as it was approved by FERC for PJM. The NYISO is firm that the marginal approach be used, with support of the incumbent generators (since they want to keep the market as long as possible), and quiet support from the transmission owners, with multiple intervenors and Utility Intervention Unit trying to figure it out.

NYPA:

NYPA anticipates there will be no reduction in firm hydro energy sales to hydropower customers for the period of December 1 through 31, 2021. The forecasted November 2021 generation is projected to be sufficient to meet our firm hydropower customers' needs. However, if that generation is not sufficient, Substitute Energy will be purchased on our behalf with our signed Substitute Energy agreements.



ANNUAL MEETING MINUTESSeptember 10, 2021

The 77th Annual Meeting of the membership of the Delaware County Electric Cooperative, Inc. was held at the American Legion located at 41 Page Ave. in Delhi N.Y. on September 10, 2021.

The meeting was called to order at 5:30 pm by Steve Oles, President, who acted as Chairman. Edward Pick acted as Secretary of the meeting and Paul Menke acted as Treasurer.

Member Debra Fleming gave the invocation.

The National Anthem was sang by member Mark Edwards and his family, as known as Grace's Touch.

The membership recited the Pledge of Allegiance with President Oles.

President Oles gave some introductory comments and his President's Report. Highlights of President Oles report:

The Board of Directors recognize the need to revise the By-laws to allow for different options for presentation and participation in the Annual Meeting including virtual and alternatives to in-person voting.

Mr. Oles remarked that the Cooperative's office staff moved from the old headquarters at 39 Elm Street to the new consolidated headquarters facility at 5 North Depot Street during the weekend of September 25th through 28th 2020 and opened for business at 5 North Depot Street on Tuesday, September 29th, 2020.

He also mentioned that the Cooperative will post information about an Open House on our social media pages, our website, and in local papers as soon as conditions allow for a safe, healthy environment that doesn't put members and Coop staff at risk or expose them to COVID.

President Oles gave a quick update about the Delaware County Broadband Initiative project and that the broadband infrastructure throughout the DCEC service territory is completed.

Lastly, President Oles stated that because the annual Legislative Youth Tour was canceled due to COVID the Cooperative decided to award a scholarship to a selected student instead. Mr. Oles remarked that the Board of Directors selected Ms. Alexis Rockefeller of South Kortright Central School and Ms. Rockefeller was awarded a \$1,000 scholarship.

Attorney Jeffrey Clark introduced himself to the membership and announced that members Gerald Stoner and Lorna Pearce volunteered to be the official tellers for ballot collection and tallying.

Next, Secretary Edward Pick was called to the podium to confirm that a quorum was present. Secretary Pick confirmed that an in-person quorum of 63 voting members were present. Secretary Pick also mentioned that the notice of the 77th Annual Meeting was

posted in the August Special Edition of the Catskill Hi-Line, DCEC's official newsletter and that a postcard with meeting information was mailed to all active members. Secretary Pick entertained a motion from the floor to dispense with the reading of the 2020 Annual Meeting minutes and approve as written. A motion was made by a member and seconded by another member and passed by the membership.

Secretary Pick turned the podium over to Treasurer Paul Menke. Treasurer Menke entertained a motion from the floor to dispense with the reading of the 2020 Financial Statement. A motion was made by a member and seconded by another member. It passed by the membership.

Treasurer Menke then invited the CEO/General Manager, Christopher Evans, to provide the CEO/General Manager's Report. CEO Evans outlined the following items:

Despite being another year of a pandemic, DCEC is striving to maintain and improve the level of service. In true cooperative spirit, DCEC staff has risen to the task. Implementing new safety protocols and procedures into our culture of safety, leveraging technologies to become more efficient and now applying more financial controls has allowed us to keep rates steady during the last couple years.

Unfortunately, due to the pandemic everyone in every industry will be seeing a couple higher inflationary years ahead, 5-6% this year and 3-4% next year. Mr. Evans stated to keep in mind it is cumulative and the other lever, if you will, is consumer pricing which, depending on the particular commodity, tracks slower but longer in response.

In 2022, DCEC will conduct a cost-of-service study. The timing will help DCEC appropriately determine rates and prepare courses of action in the near terms of planned projects amidst COVID-related arrearages, potential material price gouging or actual shortages and other inflationary indicators.

Although DCEC is in a long-term power contract with NYPA, this does not completely insulate from market volatility and other Generation and Transmission issues... DCEC will still face power cost adjustments and how other state organizations, rising energy costs and other variable costs from added regulatory burdens and improvements will affect DCEC.

DCEC has had four departures and four new arrivals. By the next Annual Meeting, we are preparing similarly for potentially three more retirements and replacements. In all cases, the plan is to bridge the gaps whereby knowledge, experience, continuity, etc. is managed to promote smoothest and most efficient transitions practicable.

The energy efficiency component of your bill is part of the purchase power contract. The intention is that bulk power costs may remain low by reducing load or using electricity more efficiently. The Cooperative has contractually committed to continue a significant investment in energy efficiency programs throughout the life of the contract. You may have noticed announcements in our newsletter, website, and Facebook page encouraging you to take advantage of energy efficiency programs that will save you energy and money. The Cooperative is promoting water heaters and the replacement of old, inefficient, or broken appliances with new Energy Star appliances by offering member rebates on those Energy Star appliances. \$15,638.81 in rebates have been given since last annual meeting. DCEC is also planning to upgrade lighting services from older HPS and MV types to LED.

Vegetation Management – continuing strides on maintaining average of 100 miles trimmed each year. DCEC has trimmed 500 miles in the last 5 years. Maintenance – continuing upgrades and refurbishments of line protection equipment and regulators.

Operations – brought power to 35 new services, have replaced 140 poles and constructed 2 miles of line.

Engineering - completed several studies in preparation for a new long-range plan and a 2/4-year construction work plan.

The solar/storage project planned for Delhi was cancelled by NYPA in June citing the project was cost prohibitive.

Member Services – working to upgrade website and improve social media and phone connectivity during outage events.

Storm and Outage events – when describing reliability, the last 12 months have been challenging but DCEC continues to make strides towards reliability and working on less interruptions from our transmission provider.

If any members are experiencing financial difficulties, please contact the office to learn our DCEC can help and what additional programs. Mr. Evans added that despite the extensions and good intentions, the moratorium cannot go on forever.

CEO Evans called DCEC's Nominating Committee Chairman Mark Rossley to the podium to begin the director elections. Mr. Rossley stated that the notice of director elections was distributed in the official meeting notice postcard, the Catskill Hi-Line newsletter, and on the DCEC website. Mr. Rossley added that consistent with the Cooperative's bylaws, directors are elected to serve a 3-year term. Mr. Rossley confirmed that this year the directors up for election represent the following regions:

Northern Region, which consists of Gilboa, Jefferson, Summit, Davenport, Harpersfield, Stamford, and Maryland.

Central Region towns of Bovina, Delhi, Franklin, Hamden, Kortright, and Meredith.

and lastly the Southern Region including the townships of Andes, Colchester, Masonville, Middletown, Sidney, Tompkins, Walton, and Bainbridge.

Mr. Rossley notified the membership that according to the bylaws, a director-candidate may be nominated in either of two ways. First, a candidate can be nominated through a Nominating Committee appointed by the Board. Second, a member can become a candidate by submitting a petition signed by 15 or more members not less than 45 days prior to an annual meeting.

Mr. Rossley reported that the 2021 Nominating Committee kicked off their work on April 8th and posted official nominations on July 12th. Mr. Rossley thanked the DCEC members that served with him on the committee this year – they include:

- Central Region | John J. Lynch Jr.
- Central Region | Rachel Polens

- Northern Region | Joseph Carroll
- Southern Region | Robert Cairns

Mr. Rossley stated that the Committee nominated the following candidates for the Northern Region:

- Phoebe Schreiner
- Laurie Wehmeyer

For the Central Region Candidates are:

- Kathleen Schaaf
- Steve Oles

and for the Southern Region Candidates are:

- Jeffrey Russell
- Dana Scuderi-Hunter

Mr. Rossley offered the podium to any of the candidates who would like to make a brief statement to the membership regarding their candidacy. Mr. Rossley announced that we'll start with Mr. Oles and continue with the candidates in alphabetical order. All candidates took approximately 3-5 minutes to speak.

Mr. Rossley asked Attorney Jeffrey Clark to once again take the podium to begin the voting process. Mr. Clark instructed the membership that it is now time to cast your ballots for the director candidates. And asked the voting members to use their green ballots to cast their vote for a director candidate. Informing each voting member that every member is allowed to vote for up to 1 candidate in the Northern, Central, and Southern Regions and that you are not limited to voting only within your own region. Attorney Clark also mentioned that the green ballots list the local charities and organizations nominated to receive a total of \$2,000 donated by DCEC and CoBank. Mr. Clark announced that now voters will select one local charity/organization to be their preferred recipient of the CoBank/DCEC Shared Success Grant. Mr. Clark adding that the following charitable organizations were nominated by members of the Cooperative:

- Cornell Cooperative Extension of Delaware County
- Ronald McDonald House
- SEVA Foundation

Mr. Clark mentioned that also, on the green ballots two proposed Bylaw changes will need to be voted on. Mr. Clark stated that the Bylaw changes that are proposed for member vote tonight include:

- Article III regarding Meetings of Members including Member Meeting Format, Quorum, and Voting.

And

- Article IV regarding Directors including Director Vacancies.

Mr. Clark added that additional information about these Bylaw changes were provided in your member packets, in the Catskill Hi-Line, and on the DCEC website.

CEO Evans returned to the podium and asked if any member had any unfinished or new

business to bring before the assembled membership. There was no unfinished or new business.

CEO Evans opened the floor to member questions/comments.

Member Marie Corbo had the following questions:

- 1.) What were the causes of the outages this year for my home? CEO Evans stated he doesn't not have access at this time to each outage that would have affected Mrs. Corbo's home this year. However, when he is back in the office, he would be happy to look up this information and get back to Mrs. Corbo. Mr. Evans offered to add a detailed questions and answer portion on the website and in the next newsletter to answer any questions that he is not able to answer at this time.
- 2.) Why does the staff answering outage calls not have any information whenever it's a NYSEG (Power Supplier) outage? Mr. Evans again stated that without access to each outage and the cause he is unable to answer this question.
- 3.) How are you going to correct the breakdown of communication between the members and the staff during an outage? Members want answers during outages. Mr. Evans again stated that without access to each outage and the cause he is unable to answer this question.
- 4.) Why is your staff telling me that the software for my meter will be expiring? Mr. Evans stated that he is unaware of this incident...when, why, whom. Mr. Evans stated that he would have to look further into this before he can answer this question but again mentioned that a Q & A page on the website and included in the newsletter.

Member Christine Hauser had the following questions:

- 1.) Confusion when CEO Evans discussed reliability would like to know what percentage of the outages are caused by our power supplier? CEO Evans stated he doesn't not have access at this time to each outage and the cause. However, when he is back in the office, he would be happy to look up this information and get back to Ms. Hauser. Mr. Evans offered to include this information in the questions and answer portion on the website and in the next newsletter.
- 2.) What does inflation mean to the members of the Cooperative? Do you anticipate that the cost of service will increase? If so, when and by how much? CEO Evans stated that the last rate increase was April 2019. The \$0.50 increases to the monthly base charge for that were already approved for starting April 2020 and April 2021 were postponed by the Board in response to the COVID emergency. Despite additional inflationary pressures, DCEC rates will remain constant for 2021 and 2022 except for any incremental changes in supplier pass-through charges in the power cost adjustment (PCA) and seasonal formulary rate adjustment (FRA). In 2022, a Cost-of-Service Study will be performed for guidance in setting rates for years 2023 through 2028.

Member Steve Cropper had the following questions:

- 1.) Who are our advocates in Albany and DC? Do you have people that lobby for us? Who are they...what do they do? Through our affiliates and trade organizations, DCEC does perform much legislative work on behalf of the interests of the Members. Mr. Evans added for a more in-depth answer please review the 77th

Annual Meeting Q & A page on our website and our next newsletter that will be created shortly.

- 2.) Will DCEC be receiving any of the trillions of dollars for the rebuild of infrastructure plan? Mr. Evans announced that this information will be on the website and in the next newsletter under 77th Annual Meeting Q & A.

Member Mark Rossley proposed the following question to the membership:

- 1.) Should there be term limits for Board Members? Mr. Rossley added that the Nominating Committee encountered many potential candidates that would be interested in running but would not run against the current board members. This question was not discussed any further.

President Oles presented service awards to the following employees and directors:

Rosemary Alwine	20 years
James Green	20 years
David Schmidt	20 years
Mike Dianich	15 years
Tara Rifenbark	15 years
Mike Schafer	15 years
Edward Pick Jr.	10 years
Steve Burnett	5 years

Attorney Jeffrey Clark announced the results of the director and charitable donation voting. Final election results as follows:

<u>Northern Region:</u>	<u>Preliminary Result</u>	<u>Official Result</u>
Phoebe Schreiner	47	48
Laurie Wehmeyer	98	95
<u>Central Region:</u>		
Kathleen Schaaf	28	27
Stephen Oles	120	118
<u>Southern Region:</u>		
Jeffrey Russell	96	99
Dana Scuderi-Hunter	46	45
<u>Charitable Organization Donation:</u>		
Cornell Cooperative Extension of Delaware Cty	76	86
Ronald McDonald House	51	52
SEVA Foundation	8	7
<u>For the Selection of Bylaw Changes</u>		
Bylaw Change #1		
Yes	87	126
No	22	19

Bylaw Change #2

Yes	85	117
No	25	27

Attorney Jeffrey Clark announced that the official results will be verified the following week at the DCEC office and will be posted online once available

There being no further business to come before the Membership, the President accepted a motion to adjourn. The motion was seconded and approved. President Oles adjourned the 77th Annual Meeting at 7:21 p.m.

Respectfully Submitted,

Edward Pick
Secretary



Employee Plan in Response to COVID-19 Virus
Last updated 10/29/2021

Purpose of the Employee Plans

These plans will be reviewed again on November 29, 2021, or sooner as warranted.

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 updated as part of the AIDEPP and order of Governor Hochul on 9/6/21 and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

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

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

Furlough

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

Maintaining Social Distance

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

Required Precautions

Before Work:

Effective September 10, all employees must perform screening prior to start of any shift.

The following three screening questions are required daily:

- 1. Are you presently running a fever (99.7° F)?**
- 2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**
- 3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?**
- 4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?**

Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a



preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

Updated forward guidance no longer makes exceptions for vaccination or recovery status regarding close contact and exposure. Exposure is defined as 15 cumulative minutes of mask-less close proximity (less than 6' proper social distancing) to an individual during a rolling 24-hour period.

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

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

Face Masks

We are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees while indoors (indoors defined as under roof).

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 and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.

On October 29, 2021, the CEO reviewed for any changes to **October 8, 2021** guidance. There were no changes.

Effective July 27, 2021 and August 2, 2021, CDC has updated Forward Guidance for several industries, including office-based and energy

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



The CDC added a new online daily tracker to highlight COVID hot spots by county amid a surge in the more contagious Delta variant to coordinate indoor mask wearing regardless of vaccination level. The mask guidance separates COVID transmission risks into four color-coded categories: **low, moderate, substantial and high (blue, yellow, orange and red)**. Indoor mask-wearing in public is recommended by the CDC in counties with substantial or high COVID transmission or test positivity rates. That means counties with at least 50 new COVID-19 cases per 100,000 population over the past seven days, or a COVID test positivity rate of 8% and above.

At least daily, during normal work hours (M-F), the status for each county within the DCEC service footprint will be posted by the time clock and other locations throughout the property.

The CDC updates the county status daily at 2000 hours (8:00PM ET) to:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

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

The following three screening questions are required daily:

1. Are you presently running a fever (99.7 F)?
2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
3. Have you had close contact (being within six feet for at least **15** minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

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

For small groups of employees including a mix of vaccination levels, **fully vaccinated** employees may go mask less while keeping physical distance ~~on days categorized as low or moderate per the CDC daily tracker~~ or ~~must wear a regular face covering on days categorized as substantial or high per the CDC daily tracker~~



Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and departmental manager 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 09/11/21 CDC Guidelines and NYS Department of Health (DOH):

- 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 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 14 days after exposure. Testing is not required to end quarantine after 10 days provided no symptoms have been reported during the last 10 days of the quarantine period with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. However, tests should be sought immediately if any symptoms develop during the 10 days after exposure. Regardless, recommendations are to be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart.
- 2) **FOR FULLY VACCINATED AND PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19.** The key factor remains that the individual remains asymptomatic. 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.
 - Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. However, the CDC now recommends that the individual get tested 3-5 days after the exposure and wear a mask indoors and around others for 14 days or until a negative test is received.
 - Fully vaccinated individuals exposed to COVID-19 who are experiencing related symptoms must isolate themselves for at least 10 days from onset of symptoms with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. Alternatively, be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart. This guidance applies to all persons regardless of vaccination status.
 - Recovered individuals are encouraged to get vaccinated
- 3) **FOR DOMESTIC TRAVEL.** 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 department manager 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 if 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.

REVISION DATES:

01/20/21, 03/17/21, 04/20/21, 05/24/21, 06/11/21, 07/06/21, 08/04/21 09/06/21, 10/08/21, 10/29/21



Proposed Board Meeting Schedule for 2022

Board Meeting Month	Proposed Date
January Board Meeting	Tuesday, 1/25/2022
February Board Meeting	Tuesday, 2/22/2022
March Board Meeting	Tuesday, 3/22/2022
April Board Meeting	Tuesday, 4/26/2022
May Board Meeting	Tuesday, 5/24/2022
June Board Meeting	Tuesday, 6/28/2022
July Board Meeting	Tuesday, 7/26/2022
August Board Meeting	Tuesday, 8/23/2022
September Board Meeting	Tuesday, 9/27/2022
October Board Meeting	Tuesday, 10/25/2022
November Board Meeting	Tuesday, 11/22/2022
December Board Meeting	Tuesday, 12/27/2022