

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, April 26, 2022, at 5:00 pm**
Location is room 109 at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

AGENDA

- I. Opening Business:
 - a. Call to Order
 - b. Roll Call - Determination of Quorum
 - c. Adoption of Agenda [packet page 1]
- II. Consent Agenda:
 - a. Minutes of March 22, 2022 Regular Meeting [packet pages 2-5]
 - b. New Memberships [packet page 6]
 - c. Bad Debt Collection Report [packet pages 7]
 - d. Director Compensation [individual 8-9]
 - e. Corporate Calendar [packet page 10]
- III. Auditor's Report by Stanley "Mike" Roseberry, CPA of Fiore Fedeli Snyder Carothers, LLP
- IV. Policy Discussion and Review:
 - a. Discussion:
 - i. COVID-19 Update [packet pages 11-21]
 - ii. Line Extension [hand out/ presentation by Operations Manager Sullivan]
 - b. Review:
 - i. Personal Communication Devices [packet pages 22-27]
 - ii. Capital Credit Allocation Method [packet pages 28-30]
 - iii. Form 990 Review [packet page 31]
 - iv. Memberships in other Organizations [packet page 32]
 - v. Emergency Assistance to other Cooperatives [packet page 33]
- V. CEO/ General Manager's Report: [packet pages 34-36]
- VI. CFO's Monthly Report:
 - a. Monthly Financials (March 2022) [hand out/ presentation by Mr. Cannizzaro]
- VII. Operations Manager's Monthly Report:
 - a. Quarterly Line Department Report [presentation by Mr. Sullivan]
- VIII. Director/Staff Association Reports:
 - a. NRECA [report from attendees]
 - b. NEAEC [report from attendees]
 - c. NYSRECA [report from attendees]
 - d. NYAPP [report from attendees]
 - e. UUS [packet pages 37-69]
- IX. Annual Meeting Discussion
- X. Scholarship Discussion
- XI. New Business:
- XII. Future Business:
 - a. Finance Committee Meeting 04/28/22 @ 5pm
 - b. NYS ACRE Donations (proposed collection at 04/28/22 FC Meeting)
 - c. 2022 Legislative Conference, 05/1/22 - 05/4/22, virtual
 - d. NYRECA Advocacy Day, 05/09/22 - 05/10/22, Albany, NY
 - e. NYAPP Monthly Meeting 05/15/22 @ 11am, virtual
 - f. NEAEC Annual Meeting, 05/18/22 virtual
 - g. Regular Board Meeting, Tuesday, 05/24/22 @ 5pm
 - i. Quarterly Tree Crew Department Update to Board
 - ii. Line Extension Policy Discussions
 - iii. Procurement Policy Discussions (Tentatively: Feb, Mar, Apr)
 - iv. Strategic Plan Review
 - h. NYSRECA Annual Meeting (hosted by DCEC) 07/28/22 @ Legion
 - i. NEAEC Director & Staff Education & Team Building Conference, 6/14/22-6/16/22, Essex, VT
 - j. Cost of Service Study (COSS) – Summer, Fall of 2022
- XIII. Executive Session:
- XIV. 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
March 22, 2022**

I. Opening Business:

The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held March 22, 2022, at the Co-op's office, 5 North Depot Street, Delhi, New York.

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

B. Roll Call - Determination of Quorum:

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

DCEC staff members that participated in-person were CEO/General Manager Christopher Evans, CFO Mark Cannizzaro and Operations Manager Ryan Sullivan. Attorney Clark was present via TEAMS audio.

C. Adoption of Agenda: A motion was made by Vice President Russell to approve the agenda as presented. The motion was seconded by Secretary Wehmeyer. The motion passed.

II. Youth Scholarship Interview:

Mr. Tyler Branigan, a Junior at Delaware Academy, presented himself for consideration of the annual Youth Scholarship. Required documents were distributed and an interview was conducted with questions and commentary from the Board, Staff and Mr. Branigan.

After the interview, a motion was made by Director Oles to award the scholarship and related items to Mr. Branigan. The motion was seconded by Secretary Wehmeyer. The motion passed.

III. Consent Agenda:

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

IV. NRECA Annual Meeting Report by Attendees:

President Pick and Director Oles reported. President Pick reported on some technical issues with the online format and reviewed Resolutions. Director Oles highlighted discussions and strategies for dealing with the varied characteristics in a multi-generational and post-pandemic workforce including old concepts of employee spotlights in newsletters which should be implemented and newish ideas of

individual/group/team/company goal setting which has already implemented. Director Oles also reported on the NRECA Consortium approach to obtaining federal grant money for projects.

V. NYSRECA Report by Attendees:

President Pick and CEO Evans reported highlights of the meeting and discussed paralleled concerns with NYAPP with recently passed legislation, the continued implications of the aggressive NYS Climate Action related goals and the interest and effort of the cooperatives to team up with NYAPP for NYSERDA grant writers for future NYSERDA funding. NRECA Consortium opportunities continue to be monitored. President Pick distributed an article outlining some of the changes to homebuilding and upgrades that will be experienced by homeowners, code enforcement and the trades. The question was raised, and discussion was had as to what extent DCEC should be involved in a grassroots approach to disseminating this information to members.

VI. NYAPP Report by Attendees:

President Pick and CEO Evans reported highlights of the meeting and discussed paralleled concerns with NYSRECA with recently passed legislation, the continued implications of the aggressive NYS Climate Action related goals and the interest and effort of the cooperatives to team up with NYSRECA for NYSERDA grant writers for future NYSERDA funding. CEO Evans briefly discussed how the climate milestones would impact the Long-Range Plan (LRP FY2023-FY2043) and next Construction Work Plan (CWP FY2023-FY2027) both presently in production.

VII. General Manager Report: CEO Evans highlighted topics and fielded questions and comments regarding the report. Director Oles inquired if the proposed HVDC line from Fraser to Rainey Point would follow existing path and if there was any information on the Meredith solar project and opportunities therein. Due to the size of the project, DCEC would not have a direct connection. Director Burnett asked about the new General Clerk

VIII. AIDEPP/COVID-19 Report/Update: CEO Evans reported slight changes to tables within the document which reflected guidance changes applicable to healthcare and educational facilities only.

IX. Monthly Financial Reports:

CFO Cannizzaro presented February 2022 monthly financial report. Discussion was had on changes in the budget due to power cost and sales.

X. Quarterly Fleet Management Report:

Operations Manager Sullivan reported two budgeted trucks are on order, a tree trimming bucket was out of service and two trailers would be auctioned soon via an auction company friendly to sellers.

XI. Quarterly Power Cost Report:

CEO Evans presented the NYISO Dashboard to the group in conjunction with explaining incremental power costs which has driven the high PCA the prior two months as well as shared the PCA method and the NYPA power bill. CEO Evans reported that, despite the PCA to members (2.2 cents/kwh), it was still lower

than the PCA he had at home with NYSEG (3.4 cents/kwh) and especially so for the DCEC headquarters (5.4 cents/kwh) through Energy Cooperative of America, an ESCO (third party supplier) and NYSEG distribution. Director Oles suggested a future presentation on capacity and other power concepts either by the CEO or outside presenters.

XII. Policy Discussion & Review:

A. Discussion

CEO Evans gave a brief reminder about the need to approach the Line Extension and Procurement Policies in a different manner to ensure quality documents to promoted reduced time in revision and development.

B. Review:

- a. Procurement: After extensive analysis and questions after a presentation by CFO Cannizzaro, a motion was made to Secretary Wehmeyer to approve the policy as revised with the addition of defining language and more explanation for “regular bills” and “regular business of the Cooperative” to the satisfaction of Attorney Clark as well as language for submitting receipts. The motion was seconded by Treasurer Menke. The motion passed.
- b. Line Extension: After extensive analysis and questions after a presentation by Operations Manager Sullivan, the revision was tabled pending further refinements. In particular, Director Russell was concerned with language of discretionary adjustments and application of policy, Director Oles questioned overall implications of CIAC for reporting, borrowing and capitalization and Director Pick had concern with prices and contracting certain services. Despite these, staff was applauded for price and class streamlining and standardizing efforts

XIII. Bylaws Discussion and Review:

CEO Evans reminded the group that any changes to bylaws needed to be done quickly due to various time requirements for notices, etc. as per bylaws. As follow up to previous Board and Finance Committee discussions on Capital Credit/ Patronage Management, CEO Evans presented “Article VII Non-Profit Operation and Capital” in its entirety as well as an alternative sample from another cooperative.

Director Burnett stated there was not enough time to properly develop changes in time for the 2022 Annual Meeting due to the complexity of the changes. As such part of the development was handed off to the Finance Committee for a 2023 target date. Director Russell asked for more detailed modelling of alternative allocations at the next Finance Committee meeting (which was then scheduled for 28 April at 5:00PM) as this is a crucial topic. Director Oles expressed the need to present any proposed changes to Member Advocacy Groups ahead of the regular attendees at the Annual Meeting.

The crux of language change is to afford distinction to and flexibility in allocation of various margins (operating, non-operating) and sources (electric sales, non-electric sales, patron v. member, subsidiary/ non-regulated services, other services, investments, patronage in other organizations, etc.) as well as methodology/strategy (hybrid, FIFO) and possibly discounting all early retirements.

The topic moved to using the flexibility to improve member engagement and how lack of discounting and other considerations impact present rate structure.

XVII. New Business:

None.

XVII. Future Business:

- A. NYSRECA Govt Committee 4/1/22 @ 1:30 pm
- B. NYAPP April Conference, 4/19/22-4/21/22, Saratoga, NY
- C. Regular Board Meeting, Tuesday, 04/26/22 @ 5pm
 - a. Operations Department Update to Board
 - b. Line Extension Policy Discussions (Tentatively: Feb, Mar, Apr)
 - c. Procurement Policy Discussions (Tentatively: Feb, Mar, Apr)
 - d. Strategic Plan Review
- D. Finance Committee Meeting, 4/28/22
- E. NYSRECA (April TBD, 7/28/22 (Annual Hosted by DCEC), 11/17/22)
- F. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- G. NYRECA Advocacy Day, 5/09/22-05/10/22, Albany, NY or virtual TBD
- H. NEAEC Director & Staff Education & Team Building Conference, 6/14/22-6/16/22, Essex, VT
- I. Cost of Service Study (COSS) – Spring, Summer, Fall of 2022

XVIII. Executive Session:

A motion was made by Director Oles to enter Executive Session at 9:47 pm. The motion was seconded by Director Burnett. The motion passed and CEO Evans, CFO Cannizzaro and Operations Sullivan were excused. At 10:03 pm, CEO Evans was invited to join the session. A motion was made by Director Oles to come out of Executive Session at 10:16 pm. The motion was seconded by Director Tosi. The motion passed

XIX. Adjournment:

President Pick adjourned the meeting at 10:19 pm

Respectfully submitted,

Laurie Wehmeyer
Secretary

Delaware County Electric Cooperative, Inc.

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

NEW MEMBERSHIPS – April 26, 2022

ACCT #	LOCATION	NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18903-001	KO 1-49-5A	JAUSLIN J WOOD	2704 KELSO RD	EAST MEREDITH NY 13757	ALLISON TOWNSEND
18874-001	DE 4-26-11	DELHI SEWAGE WORKS CORPORATION	ONE COURTHOUSE SQ SUITE 4	DELHI NY 13753	DELAWARE COUNTY IDA
11463-001	DA 1-29-8	JAMIE GARRISON AND JEFFREY GARRISON	1585 TURNER HILL RD	DAVENPORT NY 13750-8364	KEVIN BEDIENT
18901-001	FR 4-11-10C	BETH O'BRIEN	P.O. BOX 235	WALTON NY 13856	ANDY I'S MOUNTAIN SIDE RETREAT
18855-001	MA 3-34-13A	SAMUEL RIVERA	511 STATE HWY 7	UNADILLA NY 13849	22251124
18761-001	TO 3-46-4	LAVONNE BARNES	1047 WINDFALL RD	WALTON NY 13856	DONALD BARNES
18896-001	AN 5-51-20	BRYAN KOTWICKI AND BARBARA KOTWICKI	930 JEFFERSON ST APT 4C	HOBOKEN NJ 07030	GREGORY PALAZZO
18893-001	DA 1-29-22	MELISSA STEIGER	199 TURNER HILL RD	DAVENPORT NY 13750	THOMAS & CHERYL SHIMP
18894-001	KO 2-22-39B	MELISSA SACCO	225 WATERMAN RD	DELHI NY 13753	GLENN CORDING
18886-001	GI 2-48-6	DYLAN LENDO	485 SOUTH GILBOA RD	STAMFORD NY 12167	DAN & MELISSA THOMPSON
18892-001	DE 4-37-11B	DANIEL NEWBERG	4992 COUNTY HWY 2	DELANCEY NY 13752	JANICE ELWELL
18888-001	HA 4-13-6	MATTHEW FIGLIOLA	84 MOUNTAIN RD	IRVINGTON NY 10533	MARC MAYER
18891-001	SI 3-17-22	EDITH PIGFORD	2464 ROAD 13	UNADILLA NY 13849	R PIGFORD
18890-001	SI 3-14-13	BRYAN HUTCHINSON AND JENNIFER HUTCHINSON	215 GREENWAY BLVD	CHURCHVILLE NY 14428	R PIGFORD
18880-001	DA 1-47-2C	KATHY RAMSEY	1175 PUMPKIN HOLLOW RD	ONEONTA NY 13820	CRISPEN KOREN
18905-001	FR 4-3-19	EVE KEPKE	70 S BAYLES AVE	PORT WASHINGTON NY 11050	WARREN & JOAN BROWER
18140-001	DA 1-29-14C	KRYSTLE CLARK	608 E 3RD ST	PORT ANGELES WA 98362	2225925
18832-001	HF 2-14-34	BRIGITTA ZELASNY	8451 SOUTHWIND BAY CIRCLE	FORT MYERS FL 33908	ZANA MARGRETTA
18902-001	DA 1-19-13	EARL KING	26 WESTBROOK AVE	WARE MA 01082	BRIAN MADDEN
18908-001	AN 4-68-4B	TOBIAS MAENDEL	1000 BERGEN ST	BROOKLYN NY 11216	KRISTINA SCHVEJDA
18909-001	KO 2-62-11	WILLIAM KENTON AND ROBIN KENTON	444 JOHN RICE RD	BLOOMVILLE NY 13739	ROBIN SIDDALL
18877-001	GI 2-48-25	RYAN DARRAN AND ERIN DARRAN	231 CAPE HORN RD	STAMFORD NY 12167-2605	JAMES SCARRY



April 26, 2022

BAD DEBT COLLECTION

* **PLEASE NOTE:** The amounts below were recovered through capital credit retirements,
Southern Tier Credit Center & DCEC through March 2022.
Total recovered: \$93.19.

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
\$ 121.71	Heather Dougherty		83.13	0.00	24.94	-0-
\$ 1,296.35	Antonio Triarsi		50.00	0.00	15.00	1,109.37

* 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.

DIV	ACTIVITY	A	M	J	J	A	S	O	N	D	J	F	M
BOARD	Nominating (Director Search) Committee Meeting												1
BOARD	Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)												1
BOARD	Legislative Youth Tour Interviews/Selection												1
BOARD	Board decision/approval of proposed bylaw changes (for Annual Meeting)												1
BOARD	NYSRECA Legislative Conference (tbd)												1
BOARD	Finance Committee Meeting	1			1			1					
BOARD	Organization & Staffing Committee Meeting		1			1					1		
BOARD	NEAEC Annual Meeting		1										
BOARD	Board Self-Evaluation Survey (odd years only, next 2023)				1								
BOARD	NYSRECA Annual Meeting				1								
BOARD	OEC Annual Meeting					1							
BOARD	CEO Goals & Objectives Mid-Year Review					1							
BOARD	NRECA Survey - Directors, Attorneys, Auditors						1						
BOARD	Cooperative Officers Job Descriptions Review						1						
BOARD	Organizational Meeting of Board (incl. Committee appointments)						1						
BOARD	NRECA Region 1 Annual Meeting						1						
BOARD	Kick-off Budgeting Process (prelim capital budget)							1					
BOARD	Annual Sexual Harassment Training							1					
BOARD	Capital Credit retirement - decision by Board							1					
BOARD	Re-instatement of Accounting/Audit Firm (resolution)							1					
BOARD	Oneida-Madison EC Annual Meeting							1					
BOARD	Steuben REC Annual Meeting							1					
BOARD	CEO Performance Review – kick off & plan Jan O&S Committee Mtg							1					
BOARD	Approve Holiday Gift for Board/Staff/Employees									1			
BOARD	NRECA Annual Meeting											1	
BOARD	Board appoints Nominating Committee (Directors identify members)											1	
BOARD	Consider GM contract renewal/update										1		
MGMT	Line Extension Policy Rate Review	1											
MGMT	DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)	1											
MGMT	Update Standard Costs	1											
MGMT	NYS ORPS Equalization & Assessment report (4/15)	1											
MGMT	Strategic Plan Review		1				1			1		1	
MGMT	ROW & Line-Inspection contracting Bid		1										
MGMT	Semi-annual review of Corporate Calendar			1						1			
MGMT	Renew Purchase of TCCs with NYISO/NYPA			1									
MGMT	CFC Annual Forum				1								
MGMT	ROW & Line-Inspection contracting Awards/ Contract Bid Report to Board for Budget					1							
MGMT	Self-Eval to Board					1							
MGMT	DCEC Annual Meeting						1						
MGMT	Year-End Financial Projection (Capital Credit Retirement Assessment)							1					
MGMT	Review DPS Data for Annual Member Deposit Rate Effective 1/1							1					
MGMT	All-Employee Meeting (last week October)							1					
MGMT	Order Holiday Gift Cards for Board/Staff/Employees							1					
MGMT	Year-end Financial Projection (Formulary Rate Planning)								1				
MGMT	Operating Plan/Budget Presented								1				
MGMT	Capital Credit Retirement (if applicable)								1				
MGMT	Employee Performance Reviews – prep									1			
MGMT	Operating Plan/Budget Approved									1			
MGMT	Christmas Party									1			
MGMT	Update PPAC “System Loss Factor” based on prior year analysis										1		
MGMT	Exempt Employee Salary Action										1		
MGMT	Employee Performance Reviews										1		
MGMT	NYSRECA Meeting										1		
MGMT	Year-End Accomplishments Review / Goals & Objectives Approval										1		
MGMT	Legislative Youth Delegate kick-off (interviews/selection by late March)										1		

Employee Plan in Response to COVID-19 Virus

Last updated **04/11/2022**

On **11 April 2022**, the CEO reviewed for any changes to **14 March 2022** guidance to identify any modifications for compliance. **No changes on the NYS or CDC guidance were identified although NYS strongly recommends first and second booster doses.**

March 1, 2022 is the latest guidance from NYSDOH which supersedes the February 8, 2022 guidance noted as, “A minor clarification was made regarding activities after isolation ends, and the section for schools and childcare programs has been substantially updated”.

On February 10, 2022, The DOL weighed in stating **employees will wear appropriate face coverings in accordance with guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable.** Consistent with the guidance from the State Department of Health, if indoor areas do not have a mask or vaccine requirement as a condition of entry, **appropriate face coverings are recommended, but not required.** It is also **recommended that face coverings be worn by unvaccinated individuals, including those with medical exemptions, in accordance with federal CDC guidance.** Further, the State’s masking requirements continue to be in effect for pre-K to grade 12 schools, public transit, homeless shelters, domestic violence shelters, prisons, nursing homes, health care, childcare, group homes, and other sensitive settings in accordance with CDC guidelines. New York State and the State Department of Health continue to strongly recommend face coverings in all public indoor settings as an added layer of protection, even when not required.



People with Known Exposure to COVID-19 Who Do Not Have Symptoms¹

	Under age 2 years or unable to wear a well-fitting mask	Age 2 – 4 years	Age 5 - 11 years		Age 12 years - Adult				All ages
			Up-to-Date Fully Vaccinated	Not yet Fully Vaccinated	Up-to-Date Fully Vaccinated and Boosted	Up-to-Date Fully Vaccinated, not yet eligible for booster	Fully Vaccinated, eligible for booster but not yet boosted	Not yet Fully Vaccinated	
Quarantine, Duration	Yes, 10 days (masks not recommended for children under age 2)	Yes, 5 days	No	Yes, 5 days	No	No	Yes, 5 days	Yes, 5 days	No
Attend/ work at school and eligible child care programs, (includes transportation)	N/A	Yes, if undergoing recommended testing.	Yes	Yes, if undergoing recommended testing.	Yes	Yes	Yes, if undergoing recommended testing.	Yes, if undergoing recommended testing.	Yes
Testing	Test on whichever comes first: at least 5 days after last exposure (testing recommended but optional if unable to test) or if Symptoms develop If positive, isolate for at least 5 days from symptom onset or (if no symptoms) date test was collected								No test needed. Test if Symptoms develop.

1. See specific guidance for individuals in congregate settings and for furlough for healthcare workers.

March 1, 2022

Isolation for the General Public²

“Isolation” is for people who have a positive COVID-19 test or who have symptoms and are waiting for the results of a COVID-19 test.

Isolation is the same for everyone, regardless of whether they are unvaccinated, vaccinated, or boosted.

	Symptoms, Waiting for Test Result	No Symptoms, Positive Test	Symptoms, Positive Test	Hospitalized for COVID-19 or Immunocompromised
Duration of Isolation	Until test result is received or 5 days, whichever is first. If test result is negative, isolation can end. If test result is positive, see “Symptoms, Positive Test” column.	5 days (day 0 is the day the test was collected; isolation ends <u>after</u> day 5). 10 days if unable to wear a well-fitting mask If symptoms develop after testing positive, start 5-day count again with day 0 being the day symptoms started.	Minimum of 5 days (day 0 is the day symptoms start; isolation ends <u>after</u> day 5). <u>and</u> when fever-free for 24 hours without fever-reducing medication <u>and</u> symptoms have improved 10 days if unable to wear a well-fitting mask	10 - 20 days, consult healthcare provider
Antigen Test Timing at the End of Isolation	N/A	Optional. If testing is done, it should be on at least day 5 of isolation. If positive, isolate through day 10. If negative, isolation can end but continue to wear a mask through day 10.	Optional. If testing is done, it should be on at least day 5 of isolation (when fever free for 24 hours and symptoms have improved). If positive, isolate through day 10. If negative, isolation can end but continue to wear a mask through day 10.	Consult healthcare provider

2. See specific guidance for individuals in congregate settings and for furlough for healthcare workers.

March 1, 2022

The revised guidance in full written (non-tabular) form can be found at https://coronavirus.health.ny.gov/system/files/documents/2022/03/quarantine-and-isolation-guidance_03.01.22.pdf

Self-attestation forms, can be found here: <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

As of February 11, 2022, an employee is limited receiving NY COVID-19 up to 40 hours.

Purpose of the Employee Plans

These plans will be reviewed again on April 7, 2022, 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. 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 (100.4 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?**

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

Facemasks are recommended in certain situations as outlined in the tables on page 2 of this document.

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 need FR masks or any other PPE.

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.

Who does Not Have to Quarantine After Close Contact with Someone With COVID-19?

- Anyone who is up to date on their COVID-19 vaccinations:
 - o Anyone ages 12 or older and who has received all CDC recommended COVID19 vaccine doses, including boosters if eligible and additional primary shots for some immunocompromised people.
 - o Anyone ages 5-11 years old who has completed the primary series of COVID19 vaccines, including additional primary shots for some immunocompromised people.
- Anyone who has had confirmed COVID-19 within the last 90 days (tested positive using a viral test, e.g. antigen or PCR).

What To Do if Not Subject to Quarantine:

- Wear a well-fitting mask around others for 10 days from the date of last close contact with someone with COVID-19 (the date of last close contact is considered day 0).
- Get tested at least 5 days after the date of last close contact with someone with COVID 19. If test is positive or COVID-19 symptoms develop, isolate from other people and follow recommendations in the Isolation section of this guidance document.
- Anyone who had COVID-19 within the last 90 days and has since recovered and remained symptom free, does not need to get tested after close contact with someone with COVID-19.
- If an exposed person who does not have to quarantine cannot separate from one or more individuals with COVID-19 who are in isolation (e.g., because the exposed person lives in the same household with a sick individual who needs care), then the exposed person will have ongoing exposure until the infected person is no longer contagious. See detailed testing and mask recommendations in the “Ongoing COVID-19 Exposure FAQs” section of CDC's quarantine and isolation page.
- If an exposed person who does not have to quarantine travels during the 10 days after last close contact, the person should wear a well-fitting mask when around others for the entire duration of travel during the 10 days. Anyone unable to wear a mask should not travel during the 10 days. Travelers should get tested at least 5 days after the date of the last close contact, receive a negative test result before travel or further travel, and be

symptom free.

Who Must Quarantine After Close Contact with Someone with COVID-19?

- Anyone who is not up to date on their COVID-19 vaccinations.
 - o Anyone who is not vaccinated or has not completed a primary vaccine series.
- See exceptions for school and childcare below.
- o Anyone ages 12 or older who has completed the primary series of recommended vaccine, and is eligible for a CDC recommended booster shot, but has not received it.
- See exceptions for school and childcare below.

How to Quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after the date of the last contact with a person who has COVID-19. The date of contact (exposure) is considered day 0.
- Wear a well-fitting mask when around others at home, if possible.
- For 10 days after the date of the last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other COVID-19 symptoms
- If symptoms develop, get tested immediately and isolate until test results arrive. If test result is positive, follow recommendations in the Isolation section of this guidance document.
- If symptoms do not develop, get tested at least 5 days after the date of last close contact with someone with COVID-19.
 - o If test results are negative, quarantine can end, but continue to wear a well-fitting mask when around others at home and in public until 10 days after the date of the last close contact with someone with COVID-19.
 - o If test results are positive, isolate for at least 5 days from the date of the positive test (date of test, not date results received).
 - o Quarantined individuals should make every effort to get tested at least 5 days after exposure, even if asymptomatic. If it is not possible to get a test 5 days after the last close contact with someone with COVID-19, quarantine can end after day 5 if there have been NO COVID-19 symptoms throughout the 5-day period. Continue to wear a well-fitting mask when around others at home and in public until 10 days after the date of the last close contact with someone with COVID19.
 - o Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people in the home, especially people who are at higher risk for getting very sick from COVID-19, as well as others outside the home throughout the full 10 days after the date of the last close contact with someone with COVID-19.
- If a quarantined person cannot separate from one or more individuals with COVID-19 who are in isolation (e.g., because the quarantined person lives in the same household with a sick individual who needs care), then the quarantined person will have ongoing exposure until the infected person is no longer contagious. In this situation, quarantine for the uninfected person continues throughout the isolation period of the individual(s) with COVID-19 and 5 days beyond the last day the infected individual(s) are on isolation. See detailed recommendations in the “Ongoing COVID-19 Exposure FAQs” section of CDC's quarantine and isolation page.
- All children under the age of 2 years, who are not recommended to wear masks, as well as others who cannot wear a well-fitting mask for any reason should continue to quarantine for 10

days. During this time, avoid people who are immunocompromised or at high risk for severe disease, or living in nursing homes and other high-risk settings.

- Do not travel during the 5-day quarantine period. Before resuming travel, get tested at least 5 days after the date of the last close contact with someone with COVID-19, receive a negative test result, and be symptom free for all 5 days of quarantine. If it is not possible to get a test, delay travel until 10 days after the date of the last close contact with a person with COVID-19. It is best to avoid travel for 10 days after last date of close contact. If travel must occur before the 10 days are completed, continue to wear a well-fitting mask when around others for the entire duration of travel during the 10 days. Anyone unable to wear a mask should not travel during the 10 days.
- Do not go to places where activities prevent mask-wearing, such as restaurants, and avoid eating around others at home and at work until after 10 days after the date of the last close contact with someone with COVID-19. After Quarantine
- Watch for symptoms until 10 days after the date of the last close contact with someone with COVID-19. • If symptoms develop, isolate immediately and get tested.

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.

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19.

Who Has to Isolate?

People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a positive viral test (e.g. antigen or PCR) for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

How to Isolate

- Stay home, in a separate room from other household members, if possible, for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive test for asymptomatic persons).
- Use a separate bathroom if available.
- Wear a well-fitting mask when it is not possible to be separate from others in the home.
- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Take steps to improve ventilation at home, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.

Ending Isolation

For people who had symptoms but were not hospitalized for COVID-19

- Isolation ends after 5 full days if the individual is fever-free for 24 hours without the use

of fever-reducing medication and other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

- Continue to wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of the 5-day isolation period.
- All children under the age of 2 years, who are not recommended to wear masks, as well as others who cannot wear a well-fitting mask for any reason, must isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If fever continues or other symptoms have not improved after 5 days of isolation, continue to isolate until there is no fever for 24 hours without the use of fever-reducing medication and other symptoms have improved. Continue to wear a well-fitting mask when around others in the home. Consider contacting a healthcare provider.
- Do not travel during the 10 days after the first day of symptoms.
- Do not go to places where wear a mask cannot be worn, such as restaurants, and avoid eating around others at home and at work until after 10 days after the date of the last close contact with someone with COVID-19.

Testing to end isolation is not required. If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period if fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

If test result is positive, continue to isolate until day 10.

If test result is negative, isolation can end, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described above.

For people who did not have symptoms

- Isolate for at least 5 days. Day 0 is the day of the positive test and day 1 is the first full day after the specimen was collected for your positive test.
- Isolation ends after 5 full days if no symptoms develop.
- Continue to wear a well-fitting mask around others at home and in public until day 10 (day 6 through day 10).
- All children under the age of 2 years, who are not recommended to wear masks, as well as others who cannot wear a well-fitting mask for any reason, must isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- If symptoms develop after testing positive, the 5-day isolation period should start over. Day 0 is the first day of symptoms. Follow the recommendations above for ending isolation for people who had COVID-19 and had symptoms.
- Do not travel during the 10 days after the positive test.
- Do not go to places where activities prevent mask-wear, such as restaurants, and avoid eating around others at home and at work until after 10 days after the date of the last close contact with someone with COVID-19.

Testing to end isolation is not required. If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period. If test result is positive, continue to isolate until day 10. If test result is negative, isolation can end, but continue to wear a well-fitting mask around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described above.

For people who are hospitalized for COVID-19 or are immunocompromised

People who are hospitalized for COVID-19 and people with compromised immune systems might need to isolate longer. They may also require testing with a viral test (e.g. antigen or PCR) to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. Consult with a healthcare provider about ending isolation.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing a well-fitting mask, staying 6 feet apart from others they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people – including household members – should also be encouraged to receive all recommended COVID-19 vaccine doses to help protect these people.

As a utility, DCEC is classified as essential services. The original 12/23/21 CDC and 12/24/21 NYSDOH guidance has also been modified as of 1/21/22 CDC new guidance for dealing with varying degrees of labor shortage.

Work Restrictions for HCP With SARS-CoV-2 Infection and Exposures

"Up to Date" with all recommended COVID-19 vaccine doses is defined in [Stay Up to Date with Your Vaccines | CDC](#)

For more details, including recommendations for healthcare personnel who are immunocompromised, have severe to critical illness, or are within 90 days of prior infection, refer to [Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2](#) (conventional standards) and [Strategies to Mitigate Healthcare Personnel Staffing Shortages](#) (contingency and crisis standards).

Work Restrictions for HCP With SARS-CoV-2 Infection

Vaccination Status	Conventional	Contingency	Crisis
Up to Date and Not Up to Date	10 days OR 7 days with negative test [†] , if asymptomatic or mild to moderate illness (with improving symptoms)	5 days with/without negative test, if asymptomatic or mild to moderate illness (with improving symptoms)	No work restriction, with prioritization considerations (e.g., types of patients they care for)

Work Restrictions for Asymptomatic HCP with SARS-CoV-2 Exposures

Vaccination Status	Conventional	Contingency	Crisis
Up to Date	No work restrictions, with negative test on days 1 [‡] and 5–7	No work restriction	No work restriction
Not Up to Date	10 days OR 7 days with negative test [†]	No work restriction with negative tests on days 1 [‡] , 2, 3, & 5–7 (if shortage of tests prioritize Day 1 to 2 and 5-7)	No work restrictions (test if possible)

[†]Negative test result within 48 hours before returning to work

[‡]For calculating day of test: 1) for those with infection consider day of symptom onset (or first positive test if asymptomatic) as day 0; 2) for those with exposure consider day of exposure as day 0



COVID-19 | 01/07/2022

cdc.gov/coronavirus



Employers may allow a person to return to work after day 5 of their isolation period (where day zero is defined as either date of symptom onset if symptomatic, or date of collection of first positive test if asymptomatic) if they meet all the following criteria:

- The individual is a healthcare worker or other critical workforce member
- The individual is fully vaccinated at least 2 weeks before the day they become symptomatic or, if asymptomatic, the day of collection of the first positive specimen).
- The individual is asymptomatic, or, if they had mild symptoms, when they return to work they must:

Not have a fever for at least 72 hours without fever-reducing medication

Have resolution of symptoms or, if still with residual symptoms, then all are improving

Not have rhinorrhea (runny nose)

Have no more than minimal, non-productive cough (i.e., not disruptive to work and does not stop the person from wearing their mask continuously, not coughing up phlegm)

- The individual is able to wear a well-fitting face mask consistently and correctly, a higher-level mask such as a KN95, or a fit-tested N95 respirator while at work. The mask should fit with no air gaps around the edges.

In other settings, face masks should be well-fitting, disposable, non-woven masks.

Other face coverings including cloth masks are not allowed except as part of double masking with a disposable mask underneath

Individuals who are moderately to severely immunocompromised are not eligible to return to work under this guidance.

Individuals working under this policy must continue to stay at home, take precautions to avoid household transmission, and observe other required elements of isolation while not at work until the end of the 10-day period.

Testing is not required.

Workers participating in this program should be instructed that:

- They should practice social distancing from coworkers at all times except when job duties do not permit such distancing.

- If they must remove their respirator or well-fitting facemask, for example, in order to eat or drink, they should separate themselves from others.

They should self-monitor for symptoms and seek re-evaluation from occupational health or their personal healthcare provider if symptoms recur or worsen.

Contingency Designation:

Infected:

All employees who are fully vaccinated, regardless of booster status, may follow the NYSDOH Shortened Isolation protocol described in the “General Population” section (five days of isolation, may return after day five if asymptomatic/mildly symptomatic, and wear a well-fitting mask for another five days when around others).

All employees who are not fully vaccinated must follow the CDC Conventional Guidelines for Quarantine (10 days, or seven days with a negative test).

Exposed:



Employees who are fully vaccinated and fully boosted have no work restrictions after an exposure.

Employees who are fully vaccinated but not boosted, or are not fully vaccinated, also have no work restrictions after an exposure, but must test on days one, two, three and between days five and seven.

Crisis Designation:

Infected:

Facilities which designate a crisis strategy plan must contact the NYSDOH and follow the CDC Crisis Strategies, which allow infected healthcare workers to still return to work during their quarantine period dependent on a variety of factors, as a last resort.

Exposed:

Employees who are fully vaccinated and fully boosted have no work restrictions after an exposure.

Employees who are fully vaccinated but not fully boosted, or employees who are not fully vaccinated also do not have any work restrictions, but are expected to test whenever possible, and follow all other standard protocols such as mask wearing and reporting any symptoms prior to starting work. If a healthcare entity who is in crisis designation is unable to test this group of employees, it must report such to the NYSDOH.

Leave Program:

Employees will receive up to an additional 40 hours of paid leave during 2022 with portions thereof applied to restore sick/PTO hours taken between symptom onset and positive test results. Unused COVID hours are not paid out at year-end nor are they donatable or carry over into future years.

To qualify for additional COVID time, an employee must submit verification of a laboratory-tested positive result to their department manager (Ryan or Mark)

Employees must comply with the Cooperative's existing leave policies.

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.

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 subsequent times.

Employees can also apply for NYS DBL/PFLA through our insurance carrier, Guardian, for an additional paid leave by the insurance carrier per positive test.

If the employee is still unable to return to work after having exhausted all sick time then other PTO, 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.



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.

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, 11/29/21, 12/10/21, 01/03/22, 01/18/22, 02/09/22, 02/10/22, 02/11/22, 03/14/22, 4/11/22

POLICY

SUBJECT: Use of Personal Communications Tools and Entertainment Devices While at Work
SUBJECT: Use and Monitoring of Corporate and Personal Electronic Devices While at Work

POLICY:

It is the policy of the Delaware County Electric Cooperative, Inc. (the Cooperative) that during the Work Day, overtime work, or other times when an employee or director is otherwise representing the Cooperative, employees and directors of the Cooperative shall use Personal Communications Tools and Entertainment Devices only in circumstances where doing so does not represent a safety risk and where doing so does not interfere with one's ability to serve the members of the Cooperative. Throughout this policy, the terms "employee" and "director" may be used interchangeably and to mean either or both. On Nov. 8, 2021, Gov. Hochul signed into law an amendment to the New York Civil Rights Law, that requires any private individual or entity with a place of business in the state to provide notice to and receive acknowledgement from employees for certain types of electronic monitoring. The law goes into effect on May 7, 2022.

DEFINITIONS

Entertainment Device – any hardware device (e.g. iPOD) or software program (e.g. YouTube, Pandora, or news websites) intended primarily to entertain.

Personal Communications Tool – any hardware device (e.g., cell phone) or software program (e.g. personal gmail account) intended primarily to facilitate communications between the employee and that employee's friends, family, and other individuals not affiliated with the Cooperative.

Urgent Matter – a scenario in which, due to an Urgent Matter, an employee's communications with friends or family cannot wait until the employee's next scheduled break time or until the end of the employee's scheduled work day. Urgent Matters would include matters of life and safety, emotional upheaval, or risk of financial loss. Examples include the following:

- Determining if a child arrived home safely.
- Finding out that a friend was just taken to the hospital emergency room.
- Being notified that your electricity is about to be disconnected if you don't pay your utility bill.

Urgent Matters do not include the following:

- Finding out what time you are meeting your friends for dinner tonight.
- Being given the list of items to be picked up at the store on your way home.
- Hearing about how your spouse's morning is going so far.

Motor Vehicle Operation – the act of controlling or contributing to the control of a motor vehicle, whether the vehicle is on or off the road and moving or stationary. Motor Vehicle



Operation includes sitting behind the wheel of a vehicle stopped at a stop sign or traffic light, and providing assistance to another employee while that employee backs up a vehicle. Motor Vehicle Operation excludes sitting in a stopped vehicle off the road in a safe location such as where a crew would eat lunch. Motor Vehicle Operation excludes being a passive passenger in a vehicle being driven by another employee. Notwithstanding any other statements within this policy, Motor Vehicle Operation is a special case Safety Critical Job Function and the use of Personal Communications Tools is prohibited at all times while engaged in Motor Vehicle Operation.

Safety Critical Job Functions – any work-related task requiring an employee’s undivided attention. Safety Critical Job Functions include Motor Vehicle Operation, fueling of vehicles, working at heights, assisting another employee while working at heights, operating a boom or hoist, assisting another employee while operating a boom or hoist, working on or near energized conductors, assisting another employee while working on or near energized conductors, operating power equipment such as chain saws, working on or near a roadway, and any other activity of similar risk.

Service Critical Job Functions – any work-related task putting an employee or director in face-to-face contact or phone contact with a member. Service Critical Job Functions include any function being performed when and where a member can see or hear you.

Work Day – that portion of the day when an employee is responsible to be at work performing his or her duties as an employee. Within the context of this policy, the Work Day excludes scheduled break times and meal times.

Network Data and Devices – includes but not limited to telephonic conversations or transmissions, electronic mail or transmissions, or internet access or usage of or by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio, or electromagnetic, photoelectronic or photo-optical systems whereby the data is transmitted through corporate networks and devices.

RULES OF CONDUCT:

Employees’ personal use of Cooperative-provided cell phones or other communications devices (e.g., tablets) shall be limited to Urgent Matters and durations of calls shall be kept to the shortest time necessary to resolve the Urgent Matter.

While performing Safety Critical Job Functions or Service Critical Job Functions, employees shall not utilize any Personal Communications Devices or Entertainment Devices with the exception of quiet background music, not requiring frequent manipulation by the employee. Use of Personal Communications Devices is prohibited at all times in any form while engaged in Motor Vehicle Operation. Holding a Personal Communications Tool in your hand driving, regardless of how or why the device is being used, is chargeable under the NYS Vehicle and Traffic Law (sec. 1225).



While performing other job duties, employees still must work efficiently in service of the members of the Cooperative. Therefore, employees should only use Personal Communications Tools to handle Urgent Matters. If an employee does not have a way to screen communications for urgency without actually reading or listening to those communications, then the employee must find an alternative means of communicating emergencies. For example, an employee could give the general office phone number for use in emergencies. Then the office staff can reach the affected employee immediately by radio or through face-to-face contact.

If an employee is a passive passenger in a vehicle, he is not performing a Safety Critical job function, but he should still only use Personal Communications Tools for Urgent Matters.

Also to preserve an efficient and productive work environment, employees should only use Entertainment Devices if they can be used in a passive and non-distracting manner. For example, a radio playing quietly may be allowable if:

1. It is not considered distracting by any employees in the work area.
2. It does not require frequent interaction from an employee throughout the Work Day such as tuning, volume adjustment, etc.

Other forms of entertainment are not allowable if they distract one or more employees or if they require frequent manipulation by an employee. Examples of disallowed Entertainment Devices and related reasoning can be found in the table below.

Disallowed Entertainment Device	Reasoning
Non-work related use of YouTube and other providers of video entertainment	Videos take the attention of the employee away from her work and should only be viewed outside the defined Work Day
Musical Entertainment that requires the employee to frequently select or adjust the entertainment	Frequent selection or adjustment of the Entertainment Device is distracting and costs time to perform the selection/adjustment as well as the inefficiency created by frequent task switching.

While at work or otherwise “on the clock,” under no circumstances may an employee use a Personal Communications Tool or Entertainment Device to access websites or otherwise use the device to view, listen to, or distribute material that is offensive, such as sexual, discriminatory, lewd or violent images or content.

Employees are prohibited from using Cooperative-provided communications devices, whether on or off the clock, to view, listen to, or distribute material that is offensive, such as sexual, discriminatory, lewd or violent images or content. Other than in the performance of an employee’s official duties, employees are prohibited from using Cooperative-provided communications devices to view, listen to, or distribute material of a political, self-promoting, or critical nature. Data transmission via company infrastructure may be subject to monitoring at any and all times and by any lawful means.



Prohibitions described in the rules of conduct are not intended to restrict or suppress an employee's free speech rights, which employees may exercise with their own Personal Communication Devices while off the clock.

DISCIPLINARY ACTION: Employees who violate this policy shall be subject to progressive discipline up to and including discharge.

RESPONSIBILITY: General Manager and all employees in supervisory roles.



DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	August 27, 2013
Revised by Board of Directors	August 25, 2015
Revised by Board of Directors	May 30, 2017
Revised by Board of Directors	September 22, 2020
<u>Revised by Board of Directors</u>	<u>April 26, 2022</u>



ACKNOWLEDGMENT

I acknowledge that I have received a copy of and/or have been provided electronic access to the policy named "Use and Monitoring of Corporate and Personal Electronic Devices While at Work" dated 04/26/2022, which dictates guidelines and gives a disclosure of monitoring data transmitted on DCEC networks and devices.

I am aware that if, at any time, I have questions regarding the Cooperative's company policies I should direct them to my supervisor, the Human Resources Department or the General Manager. I know that Delaware County Electric Cooperative, Inc. policies and other related documents do not form a contract of employment and are not a guarantee by the Cooperative of the conditions and benefits that are described within them. Nevertheless, the provisions of such Cooperative policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Delaware County Electric Cooperative, Inc., at any time, may change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

POLICY

SUBJECT: Capital Credits Allocation Method

DEFINITIONS:

Member: As used within this policy, “Member” shall mean (1) a member in accordance with the Cooperative’s Bylaws; or (2) a non-member purchasing electric energy, having completed a membership application, agreed to comply with and be bound by the Articles of Incorporation and Bylaws of the Cooperative and any policies, rules and regulations adopted by the board of directors, and awaiting acceptance of his or her membership by the board of directors. Member, as defined herein, only includes members in accordance with the Bylaws and those with pending membership applications in accordance with the Bylaws.

Patronage: As used within this policy, “Patronage” shall mean the amount paid, in dollars, for electric service purchased by Members during the fiscal year and used by the Cooperative for allocating Patronage Capital Credits in a proportionate manner to each Member.

Patronage Capital Credits: As used within this policy, “Patronage Capital Credits” shall mean the amounts allocated to and contributed by the Member to the Cooperative as capital.

POLICY: In accordance with Article VII of the Cooperative’s Bylaws, the Cooperative shall operate on a non-profit basis for the mutual benefit of its members. Through their patronage, members of the Cooperative shall furnish capital to the Cooperative. The Cooperative shall account for all amounts receivable in excess of operating costs and expenses, which may be referred to as the Cooperative’s margins. All margins are received with the understanding that they are furnished by the members as capital. The Cooperative shall keep records in such a manner that at the end of each fiscal year the amount of capital, if any, so furnished by each Member is clearly reflected and credited in an appropriate record to the capital account of each Member, and the Cooperative shall, within a reasonable time after the completion of the independent audit of the Cooperative’s financial statements, notify each Member of the amount of capital so credited to his or her account in accordance with the Cooperative’s Bylaws.

With respect to the furnishing of electric service, the amount of margin credited to each Member’s capital account (Patronage Capital Credits) shall be allocated on a pro-rata basis, according to each Member’s dollars of electric service patronage as a share of the Cooperative’s total electric service revenues. The word dollars is underscored to set it apart from other allocation methods that shall not be used, such as each Member’s kWh of energy purchased. Electric service revenues include fixed monthly service charges, demand charges, energy charges, power cost adjustment charges, formulary rate adjustment charges, fees, penalties, and adjustments thereto

Receivables for goods or services other than electric service sold by the Cooperative or reimbursements to the Cooperative, whether sold to or reimbursed by a Member or non-Member, shall not be eligible for capital credits so long as such goods, services, or reimbursements are priced to cover only the Cooperative's costs and do not contribute to the Cooperative's margin. Revenues for goods or services other than electric revenue, if excluded from the allocation process, shall be excluded from both the numerator and denominator when calculating each Member's share of the Cooperative's margin.

Receivables for goods or services other than electric service sold by the Cooperative to a non-Member, shall not be eligible for capital credits. Margins attributable to the sale of goods or services other than electric service to non-Members (shall be administered as described in the following table:

Scenario	Administration of Non-Member Margin, Not from Electric Service
Cooperative incurred losses during the current year or any prior year	Margin is used, to the extent needed, to offset losses, either from current or prior year(s).
Cooperative has no losses from the current year and no losses from prior year(s), which have not previously been offset	Margin shall be allocated to the current year's Members on a Patronage basis.

In this way, all dollars of margin shall be allocated to a Member.

For the avoidance of doubt, the table below describes how each of the Cooperative's business areas are treated with respect to capital credits:

Business Area	Purchaser	Treatment of Margin
Electric Service	Members	Allocated to Members proportionate to dollars of electric service revenue
Hot water heater sales or re-sale of any other inventory item	Members	Priced to cover only costs – do not contribute to margin
Hot water heater sales or re-sale of any other inventory item	Non-Members	Priced to exceed costs and contribute to margin. Allocated to Members receiving electric service proportionate to dollars of electric service rather than being allocated to non-Members who purchase hot water heaters or any other inventory item.



PROCEDURE: Above policy shall be carried out by the billing department in coordination with the finance department and in consultation with the Cooperative's attorney as may be determined necessary.

RESPONSIBILITY: General Manager and Finance Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	May 24, 2016
Revised by Board of Directors	Jan 23, 2018
Revised by Board of Directors	Mar 26, 2019
Reviewed by Board of Directors	Apr 26, 2022

POLICY

SUBJECT: Form 990 Review

POLICY: It shall be the policy of the Cooperative to have Form 990 reviewed by its Board of Directors each year prior to filing with the Internal Revenue Service, to ensure that all Cooperative programs, policies and procedures meet Internal Revenue Code requirements.

Said review can be completed during the course of a regularly scheduled meeting of the Board of Directors in which a quorum is present.

PROCEDURE: As outlined in Policy

RESPONSIBILITY: Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors Dec 23, 2008

Revised by Board of Directors Apr 22, 2014

Reviewed by Board of Directors Jul 26, 2016

Reviewed by Board of Directors Jun 25, 2019

Reviewed by Board of Directors Apr 26, 2022

POLICY

SUBJECT: Memberships in Other Organizations

POLICY: By affirmative vote of its members, or as authorized by the Board of Directors, as appropriate, it shall be the policy of the Cooperative to maintain memberships in various trade organizations important to the interests of the Cooperative. Currently, those memberships are as follows:

- 1) National Rural Electric Cooperative Association (NRECA)
- 2) National Rural Utilities Cooperative Finance Corporation (CFC)
- 3) National Information Solutions Cooperative (NISC)
- 4) National Rural Telecommunications Cooperative (NRTC)
- 5) Federated Rural Electric Exchange
- 6) Touchstone Energy
- 7) Northeastern Association of Rural Electric Cooperatives (NEAEC)
- 8) United Utility Supply (UUS)
- 9) VOAM Electric Cooperative, Inc.
- 10) New York State Rural Electric Cooperative Association (NYSRECA)
- 11) New York Association of Public Power (NYAPP)
- 12) New York Farm Bureau (county chapters)
- 13) Chamber of Commerce (chapters within service territory)
- 14) Cornell Cooperative Extension (chapters within service territory)

PROCEDURE: Dues to the above shall be paid, either upon request from the organization, or as may be prescribed by the By-laws of the organization.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	May 17, 1963
Revised by Board of Directors	Jul 25, 1973
Revised by Board of Directors	Sep 27, 1983
Revised by Board of Directors	Aug 25, 1987
Revised by Board of Directors	Apr 24, 1990
Revised by Board of Directors	Jan 26, 2000
Revised by Board of Directors	Apr 23, 2002
Revised by Board of Directors	Oct 25, 2011
Revised by Board of Directors	Oct 28, 2014
Reviewed by Board of Directors	Aug 24, 2016
Reviewed by Board of Directors	Aug 27, 2019
<u>Reviewed by Board of Directors</u>	<u>Apr 26, 2022</u>

POLICY

SUBJECT: Emergency Assistance to other Cooperatives

POLICY: Assistance may be given to other cooperatives, municipal electric systems, or investor owned utilities in cases of emergency, when in the opinion of the General Manager the assistance will not jeopardize the continued operation of the Delaware County Electric Cooperative, Inc. If efforts to reach the General Manager are unsuccessful, then such decision to provide support can be made by the Operations Manager or the System Coordinator.

Costs incurred in rendering such service shall be accounted for and presented for payment as prescribed by the assisted utility. Service shall be provided in accordance with Cooperative policy, as well as any additional, non-contradictory policies of the assisted utility.

Area cooperatives and other coordinators of emergency responses, including the New York Association of Public Power (NYAPP and the New York Power Authority (NYPA), shall be notified to contact the General Manager, or in his absence, the Operations Manager or the System Coordinator, to request and arrange support in time of need. Prior to Cooperative staff traveling to the assisted utility, emergency and backup contact information shall be exchanged between the Cooperative and the utility being assisted. The purpose of the emergency contact information is to permit the Cooperative to contact its traveling employees in the event of an emergency or to permit the staff of the assisted utility to contact the Cooperative in the event of an emergency. Any decisions to provide support to other cooperatives shall be promptly communicated to the staff of the Cooperative, including management, foremen and dispatchers.

PROCEDURE: As outlined in the Policy.

RESPONSIBILITY: General Manager, Operations Manager, and System Coordinator

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Jun 21, 1961
Reviewed by Board of Directors	Dec 19, 1973
Reviewed by Board of Directors	Oct 24, 1989
Renumbered – was No. 62	Apr 25, 1990
Revised by Board of Directors	Nov 22, 2005
Revised by the Board of Directors	Mar 25, 2014
Revised by the Board of Directors	May 24, 2016
Revised by the Board of Directors	Apr 23, 2019
Reviewed by the Board of Directors	Apr 26, 2022

CEO/GM REPORT
14 MARCH 2022 – 15 APRIL 2022

SAFETY/COMPLIANCE

Safety Committee Activity:

Next Meeting on 4/26/22 2022

Injury Report:

One injury reported this period.

COVID/AIDEPP:

Updated to reflect no changes since 3/14/22 version

Pole Inspections / Line Inspections / Stray Voltage Testing:

No work this period.

MEMBER SERVICES & PUBLIC RELATIONS

Annual Meeting:

9/9/22 – Details to be determined.

- Paperwork submitted to Delaware Academy on 14 February. Venue remains questionable depending on policies and obtaining a permit post-COVID for the cafeteria/auditorium as was traditional venue pre-COVID. Legion as backup plan.
- We also need discussions on agenda and format changes with electronic access and voting.

Billing Rate Programming:

In parallel to the Cost of Service, NISC custom programming is continuing for functionality to batch change rates based on usage (SC-1 to SC-2, etc).

Disconnections:

Return to pre-pandemic disconnection procedures commencing 16 April. From an original list of almost 400 accounts, payment arrangements have been made and now looking at around 60 to be disconnected

Website/Social Media:

Migration of website from Touchstone's Coop Web Builder 2.0 to CWB 3.0 platform proceeding.

OPERATIONS:

Notable Outages and Occurrences:

No significant outages or occurrences.

Disconnections:

None currently but preparing for last half of April.

Pole Inspections / Line Inspections / Stray Voltage Testing:

None currently.

Right of Way Crew:

No data submitted.

Headquarters:

Framing and siding completed waiting for electrician and door vendor. Security is partially completed.

FINANCE, ACCOUNTING & HR

Staffing:

An interview for Staking Technician was conducted on 8 April. Waiting on three additional resumes to be submitted prior to final determination.

Five people with resumes on Cooperative.com were contacted for possible interest in the Engineering Manager position. Depending on responses, may look to NRECA recruiting to fill this position.

CFC Commercial Paper:

Continuing to roll over and add to investments for consistent operating cash level.

Policies/Procedures:

Continuing cyclical review

Internal Auditing:

Comparing system settings, documents, and data to verify and cleanup from prior years. This is to improve and ensure accuracies in all systems files and allow for improvement in procedures for the future.

CFC

The Cost-of-Service Study (CoSS) is back on track for 2022 with CFC. At this time, Kerry Rollins will be the assigned rate analyst. Tentative schedule as follows:

- 1 June 2022: Data Request Items Due (staff should have documentation submitted by 1 May)
- 31 August 2022: CFC Completion Target.

Audit of 2021:

Audit has been completed

Mike is now compiling data for the Form 990.

Board review and Audit documents to come.

ENGINEERING & TECHNOLOGY:

In the interim period without a staking technician or engineering manager:

Ryan S., Mike P. and James G. will do staking functions.

Chris E. will provide pre-construction design review of WOs, IR inspections and system monitoring.

Paul DeAndrea is preparing a services contract for "as needed" for special projects, power quality, PV and other work

Jefferson Substation Transformer:

After what appears to have been a lightning event resulting in a subsequent outage, high-side and low-side arrestors have been ordered along with fusing components to replace damaged and suspect components. Lead time estimated at 15 weeks. NYSEG Oneonta graciously donated some parts to facilitate the switch-over to spare unit.

WO Inspection:

Waiting for new Engineering Manager

Special Projects:

Cat Hollow TS-1 metering – all materials are in to migrate to metering system

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

I am working with PSE Engineering, NYSRECA and NRECA on developing proposals for battery storage, EV and system resiliency opportunities. The four coops are doing varying degrees of mutual collaboration for different opportunities.

INDUSTRY BLURBS:

PJM anticipates their coal capacity to plunge from 50 to 22 GW by 2036.

Low-income energy efficiency programs being expanded in 17 states.

Illinois and Washington accelerating their climate goals while Michigan utilities are considering keeping coal

NorthWestern Energy sues to overturn FERC PURPA over solar/battery project

Solar development off 78% due to tariff investigations, material issues

DOE funding partial conversion of Alabama gas plant to run on hydrogen

California ok's \$11.7M PGE vehicle-to-grid pilots to use vehicle backup power to defer distribution system upgrades while FERC lowers their transmission ROE to 9.3%

DCEC Policies/Procedures Development:

Continuing three-year rotation of all DCEC policies.

NYPA:

Anticipates no reduction in firm hydro sales next month.

Looking to sell \$600M in 'green bonds' for grid modernization projects.

The new ZEC rate effective with the April 2022 billing cycle (May 2022 invoice) will be 0.4051815 cents per kWh. The decrease in ZEC rate from the 2021 – 2022 compliance year was due to the forecasted load from the NYISO increasing and the NYSERDA Admin Adder decreasing. These ZEC charges have been developed by the New York Public Service Commission to support the adoption of the Clean Energy Standard and to implement the clean energy goals of the 2015 New York State Energy Plan. This rate is not expected to change for the billing periods of April 2022 through March 2023, and is subject to an annual reconciliation to account for under or over recovery of ZEC charges.

NYSRECA:

July Annual Meeting plans secured and working on NYSERDA grant for EV impact.

NYS:

Hochul and PSC have approved the TIER 4 REC and two associated large transmission lines. The claim is everyone will see a mere 3% increase on monthly bills but will have many benefits like adding 10,000 jobs to disadvantaged communities, improved health, etc. For reference, CHPE is a 1,250 MW HVDC transmission line designed to import hydropower from Hydro Quebec. It will go under Lake Champlain then, after a brief overland segment, down the Hudson River to Astoria in NYC (the site of massive aging generating facilities and associated high-voltage transmission substations). I have been mentioning the CHPE for several years. It has most of its permitting done and could be operational in 2025. The power is coming from Hydro Quebec, but the project development money is coming from private equity – BlackRock. The project investment cost is \$13.5 Billion. The fossil generators (IPPNY) were opposed to the CHPE and enlisted the support of labor unions in opposing exporting jobs out of the country. CPNY is a second HVDC transmission line, rated at 1,300 MW and designed to import renewable energy from Upstate (Fraser substation) to the Rainey substation in NYC (1,700 MW of solar and 3,00 MW of on-shore wind). (The unions are in favor of the CPNY and IPPNY is not opposed.) The project backers are NYPA, energyRE, and Invenergy. The cost is \$10.2 Billion.

New "laws" so far this month for PSC regulated utilities of note... no rate increases permitted for next 4 years and a renewed push against 'smart meters' with 8765... the right of every consumer of an electric corporation or gas corporation, at no penalty, fee, or service charge, to decline permission to their electric corporation or gas corporation: (a) to replace an existing analog utility meter at such consumer's premises that is assigned to such consumer's account with a digital utility meter; or (b) to install a digital utility meter at their property without such consumer's consent."

NYAPP:

The group is focusing on NYSERDA grant possibilities including 'smart street lights' for outage reporting and community geothermal projects.



OFFICIAL NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a regular meeting of the **UUS Board of Directors** will be held on **Monday, March 21, 2022, at 10:00 a.m. (ET)** via video conference call.

AGENDA
UNITED UTILITY SUPPLY
UUS BOARD OF DIRECTORS
March 21, 2022

1. Call to Order Chairman, Keith Carnahan
2. Invocation
3. Introduction of guests Keith Carnahan
4. Action on Minutes of Last Board Meeting October 20, 2021, Keith Carnahan
5. Financial Report..... Richard Lacy & Jeremy Denny
6. President's Report and Comments Chris Perry
 - Strategic Initiatives
 - Transformer Inventory/ Materials Update
 - 2022 Board Meeting Schedule:
Monday, July 18th (UUS Board & Annual Meeting)
Monday, September 19th
7. State Reports:

Alabama-	New York-
DELMARVA-	Ohio-
Illinois-	Pennsylvania-
Indiana-	Tennessee-
Kentucky – Chris Perry	
8. UUS Sales and Marketing Report..... Gary Burnett
9. UUS Operations & Sales Update..... Phil Clark
10. New or Unfinished Business
11. Adjourn



DATE: October 27, 2021
TO: UUS Board of Directors
FROM: Kelli Gibson
SUBJECT: Key Points from Fall 2021 UUS Board Meeting

The following is a highlight of the UUS Board meeting held in Lexington, KY at the Marriott Griffin Gate in conjunction with the KY CEO Meeting:

WEDNESDAY OCTOBER 20TH

OPENING COMMENTS: Welcome was given by Chris Perry, President & CEO Kentucky Electric Cooperatives. Guests Included:

- Brian Stavish, CFC
- Ben Tiernan, NRECA
- Mike Prophater, UUS
- Zach Mischler, UUS

GARY BURNETT: UUS KENTUCKY MEMBER MEETING- Mr. Burnett gave an update on the activities of United Utility Supply, states have met both in person and virtual for the local member meetings. Items discussed were battery storage, an update on 3 phase pad mounts, shipping and distribution logistics, and projections on lead times. UUS has a new mobile APP available for download and use.

Kentucky currently has twelve directors on the UUS Board who are elected for 3-year terms. According to the formula adopted by the Kentucky managers, the following directors should be appointed: Carol Wright (Jackson Energy), Jerry Carter (Inter County), Bill Prather (Farmers), Jack Bragg (Shelby), Greg Lee (Nolin), Greg Grissom (Jackson Purchase), Mike Cobb (Owen), Alan Gates (Pennyrile), Joni Hazelrigg (Fleming Mason), Mike Williams (Blue Grass Energy), Dewayne McDonald (Warren RECC), Chris Brewer (Clark Energy). A motion was made by Gary Burnett and seconded by David Smart to appoint the listed members.

HUBBLE UPDATE: WARREN BROWN, REGIONAL VP, NORTH CENTRAL REGION- Mr. Brown discussed supply chain issues and projected inflation rates, the Hubble Power System footprint, steel, aluminum and cooper pricing and manufacturing, the state of industry and supply and demand. Also discussed were industry capital expenditures, world events and the impact on the industry, and commodity impacts. Global ports are growing more gridlocked and many shipping containers are on a wait list to be unloaded. Hubble has implemented a new container tracking system on ocean containers to assist with shipping and distribution communications and projected delivery times. The labor and wage issues were discussed and how it could impact the future.

ERMCO: TIM YOUNG, REGIONAL SALES MANAGER- Mr. Young discussed the distributed capital credits and rebates. Over \$700,000.00 in capital credits and \$826,000.00 in rebates have been awarded. ERMCO has 3 locations- Dyersburg



Tennessee, Greenville Tennessee, and Raleigh North Carolina. The single phase and three phase plants in Dyersburg were shown, and the future improvements and expansion planned for the Dyersburg plant. Demand vs. capacity was discussed for poles, pads, and 3 phase transformers. There have been obstacles to production, a new scheduling slot system is in place to ensure customers receive needed materials.

UUS BOARD MEETING: Minutes of the July 19, 2021, UUS board meeting were approved with no changes. Richard Lacy reported on the year-to-date net income, product sales, sales by state, product margins, expenses, and inventory. Also made available were the profit and loss statement, balance, and cash flow sheets. State reports were given by the following:

Alabama- None
DELMARVA- None
Illinois- Josh Shallenberger
Indiana- Rob Pearson
Kentucky – Chris Perry

New York- Chris Evans
Ohio- Doug Miller
Pennsylvania- None
Tennessee- Dan Rodamaker

Items discussed were, fiber and solar projects, renewables, political issues, local elections, budgets, natural gas and coal, territory disputes in Kentucky, industrial growth, net metering, public service commission/regulated utility issues, broadband, pole attachment issues, redistricting due to the census, supply chain issues, local philanthropy projects and fundraisers, and an update from TVA.

Nominating Committee Report: Mr. Burnett called upon Mr. Doug Miller, Chairman of the Nominating Committee for his report. Mr. Miller reported the Nominating Committee had met and the following motion is presented to the UUS Board of Directors for approval: Motion for the following individuals to serve as officers on the UUS Board of Directors, Mr. Keith Carnahan serve as Chairman, Mr. Louie Ward serve as Vice Chairman and Mr. Greg Ternet serve as Secretary/Treasurer effective January 1, 2022. The motion included Mr. Keith Carnahan; Chairman, serve as the UUS delegate to the Kentucky Electric Board of Directors. Motion was duly seconded, motion carried. Mr. Burnett thanked Laura Cutler, Pres/CEO of MJM Electric Cooperative for her service on the Board and congratulations on her upcoming retirement. Mr. Burnett also thanked Larry Fenbers for his time served as UUS Board Chairman. There being no old business or new business, meeting adjourned.

2022 UUS BOARD MEETINGS:

- Monday, January 17th
- Monday, March 14th
- Monday, July 18th (UUS Board & Annual Meeting)
- Monday, September 19th

Adjourned for the day and managers could attend the outing to Keeneland Racetrack.



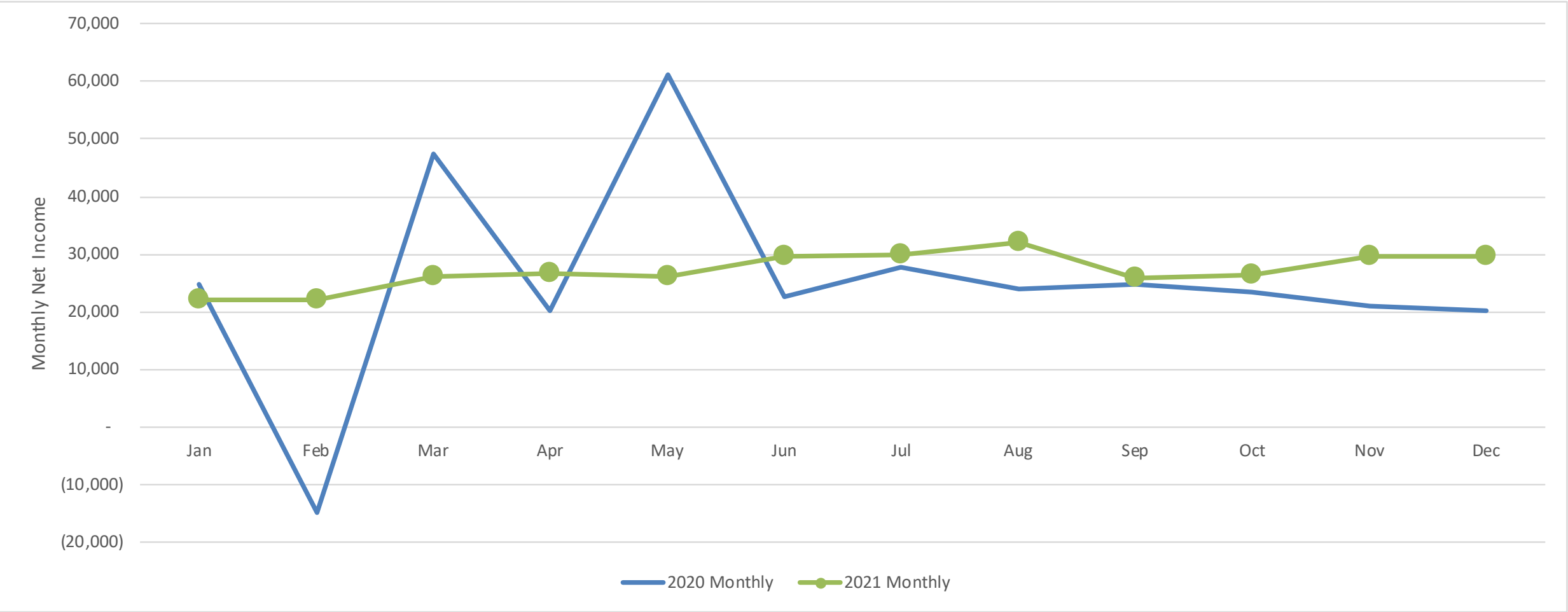
Financial Review

Board of Directors

February 2022 YTD

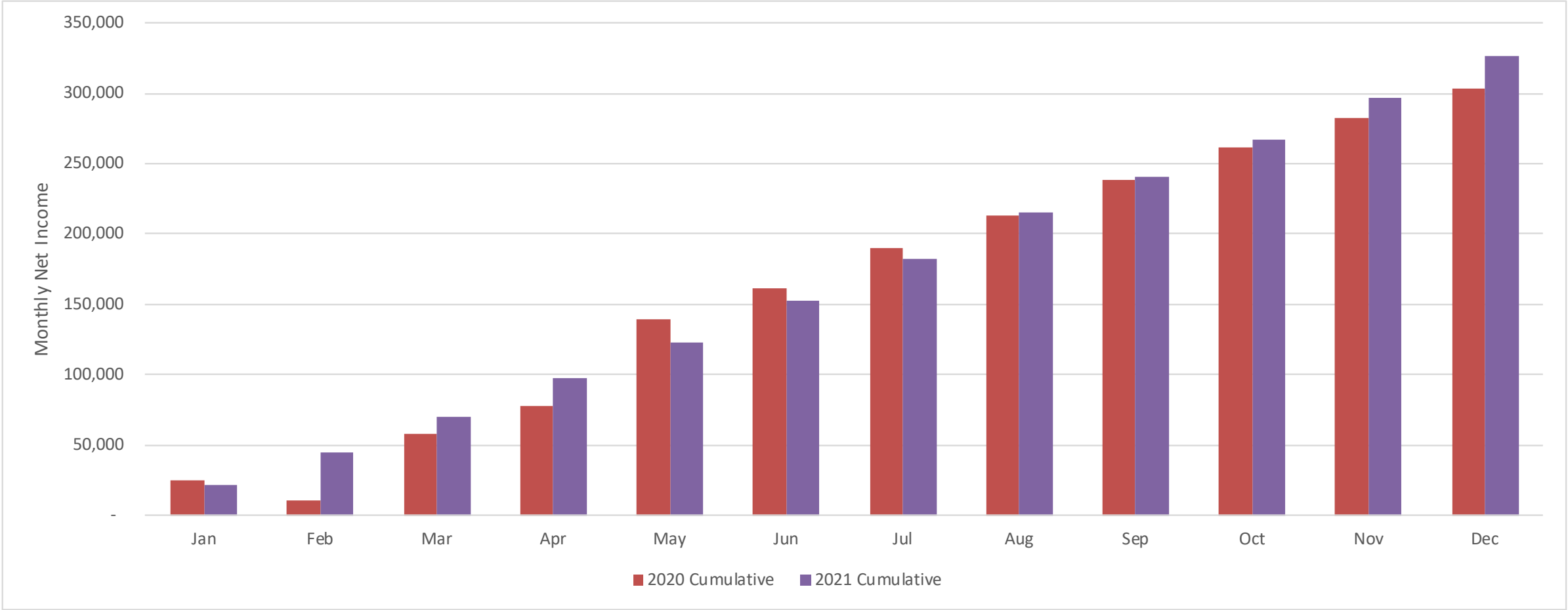


2021 Year End Net Income



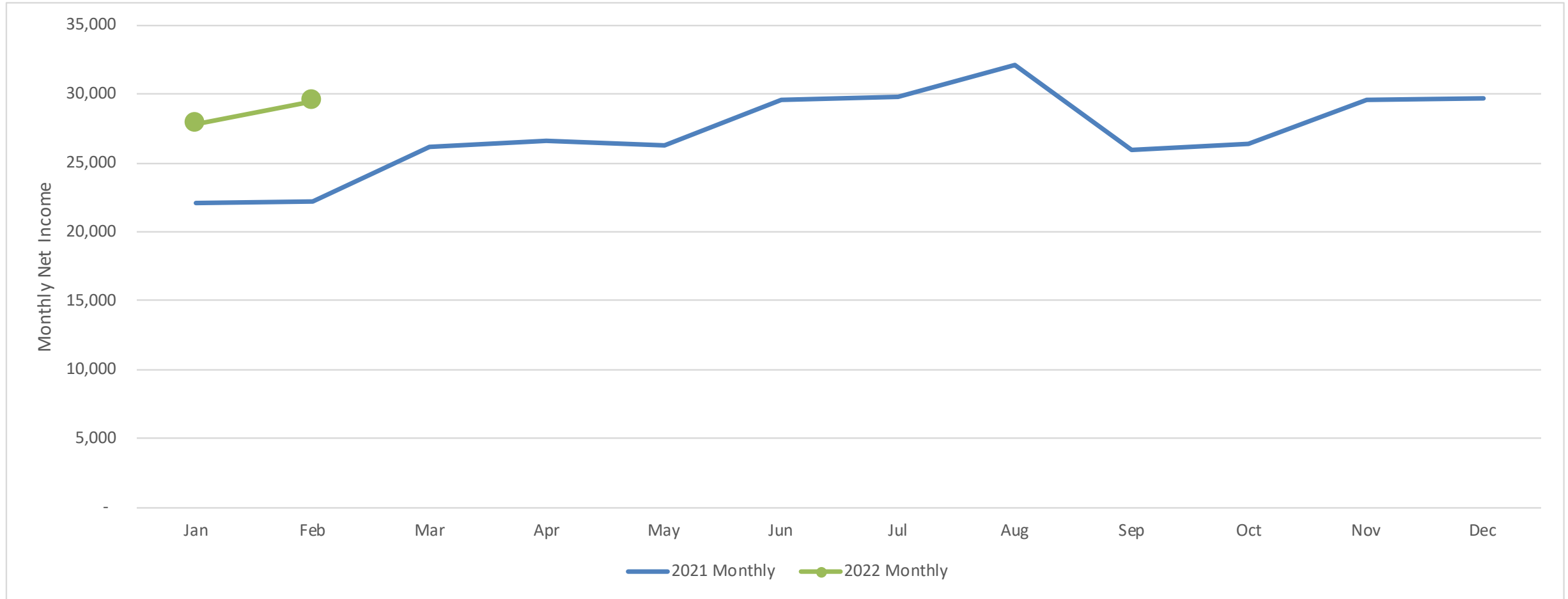


2021 Year End Net Income (Cumulative)



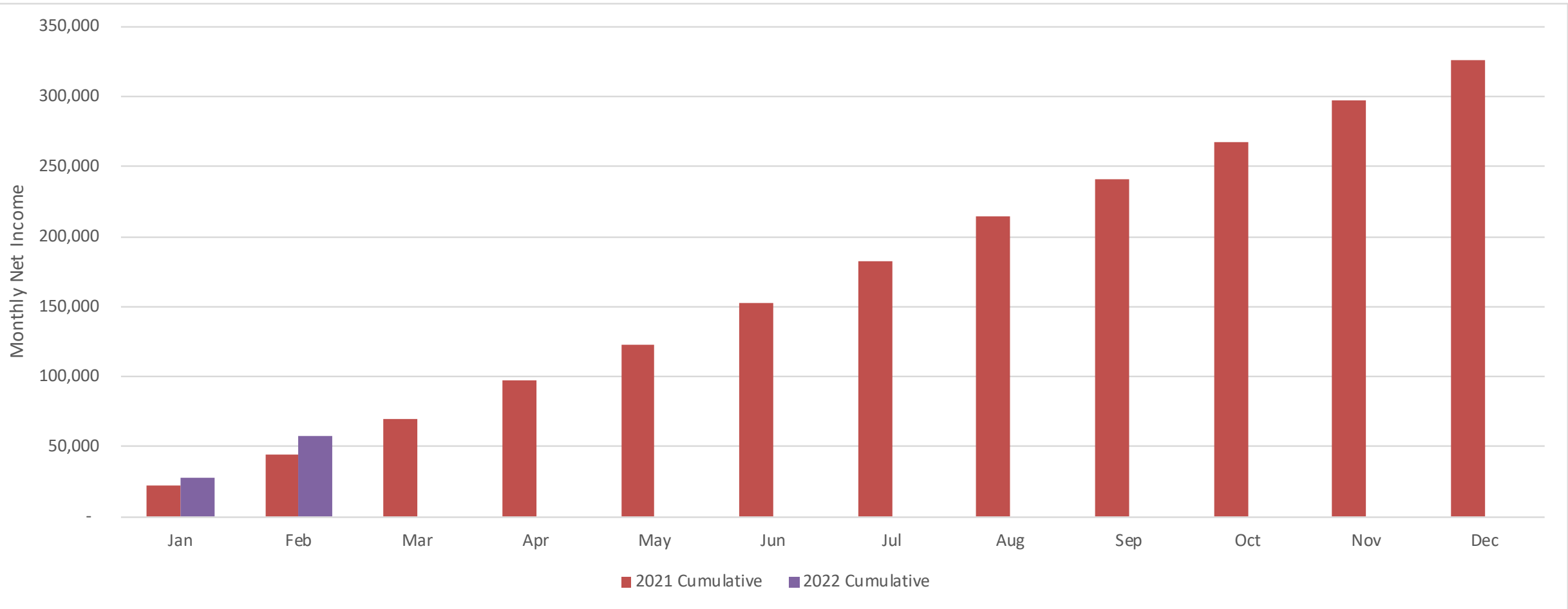


YTD Net Income



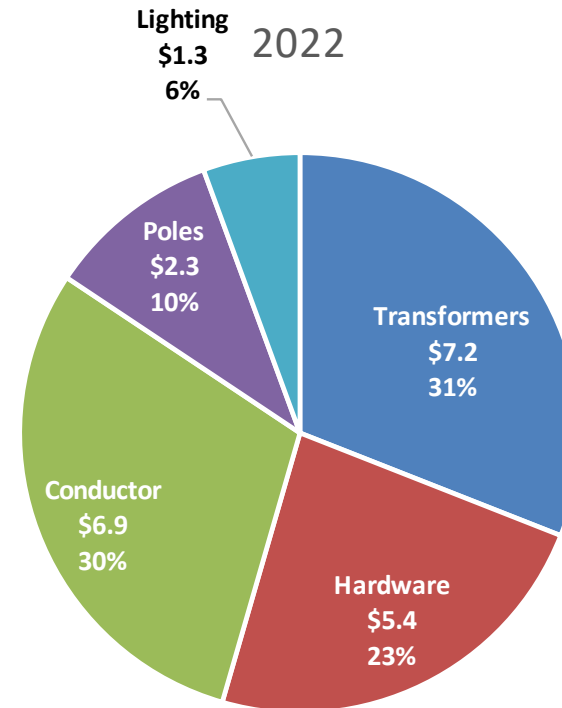
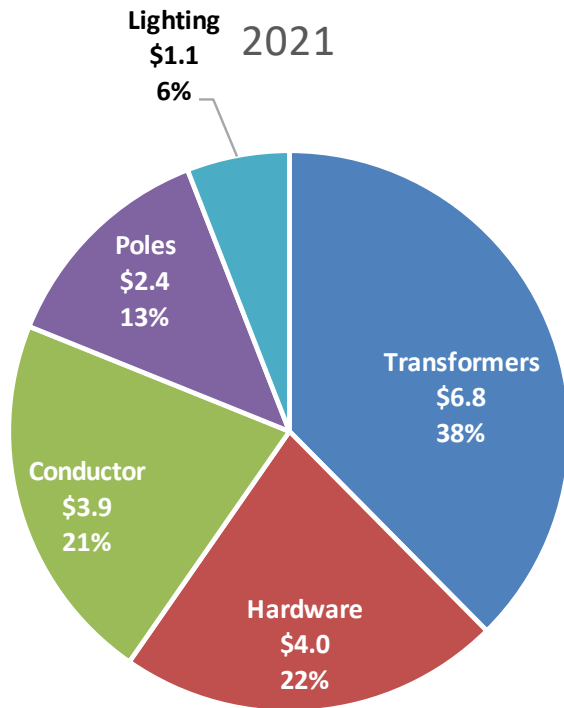


YTD Net Income (Cumulative)





Product Sales

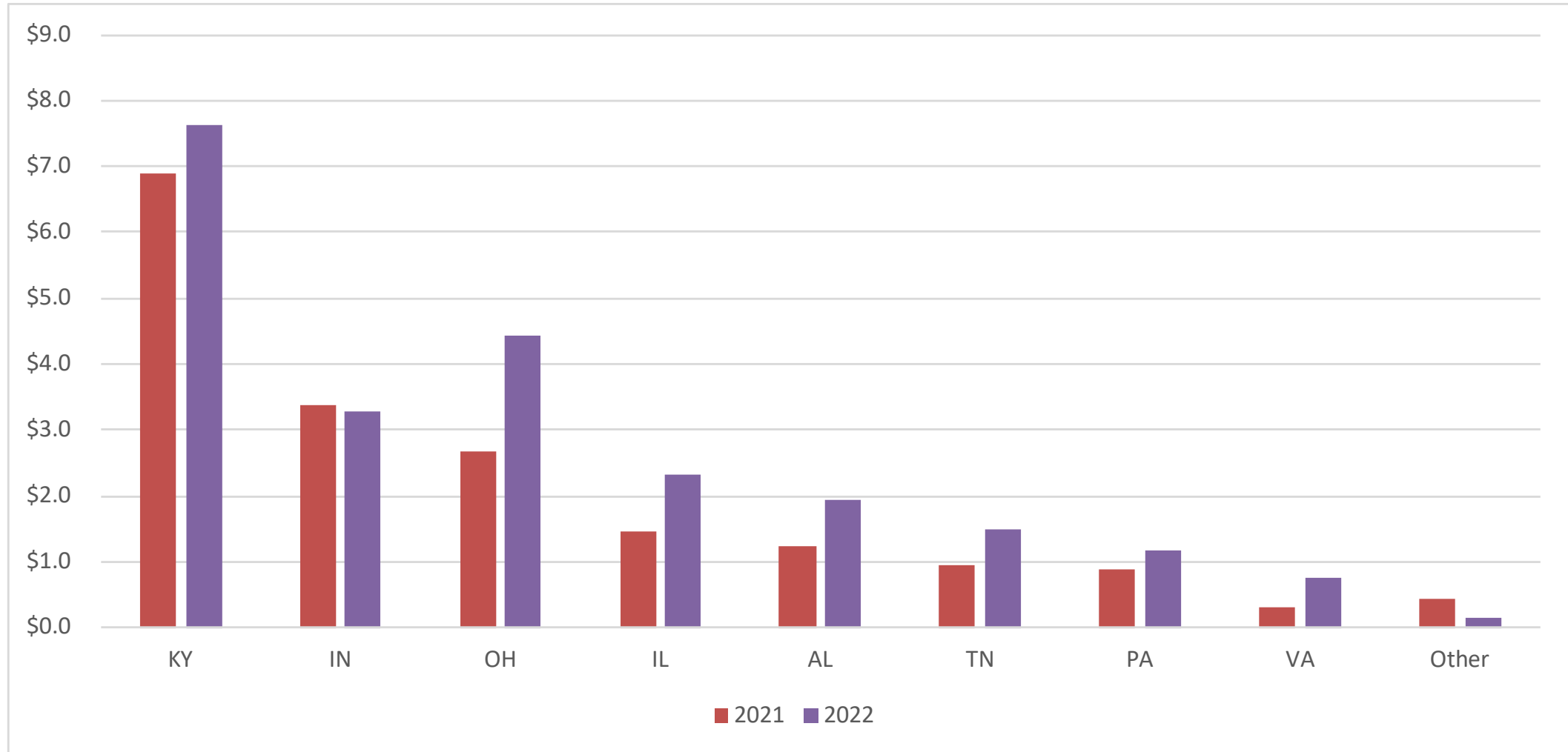


2022 YTD Product Sales:

- Change from last year +\$4.9M (27%)
 - Conductor (+\$3.0M)
 - Hardware (+\$1.4M)
 - Transformers (+\$0.3M)
 - Lighting (+\$0.2M)
 - Poles/Wood (-\$.04M)



Sales by State

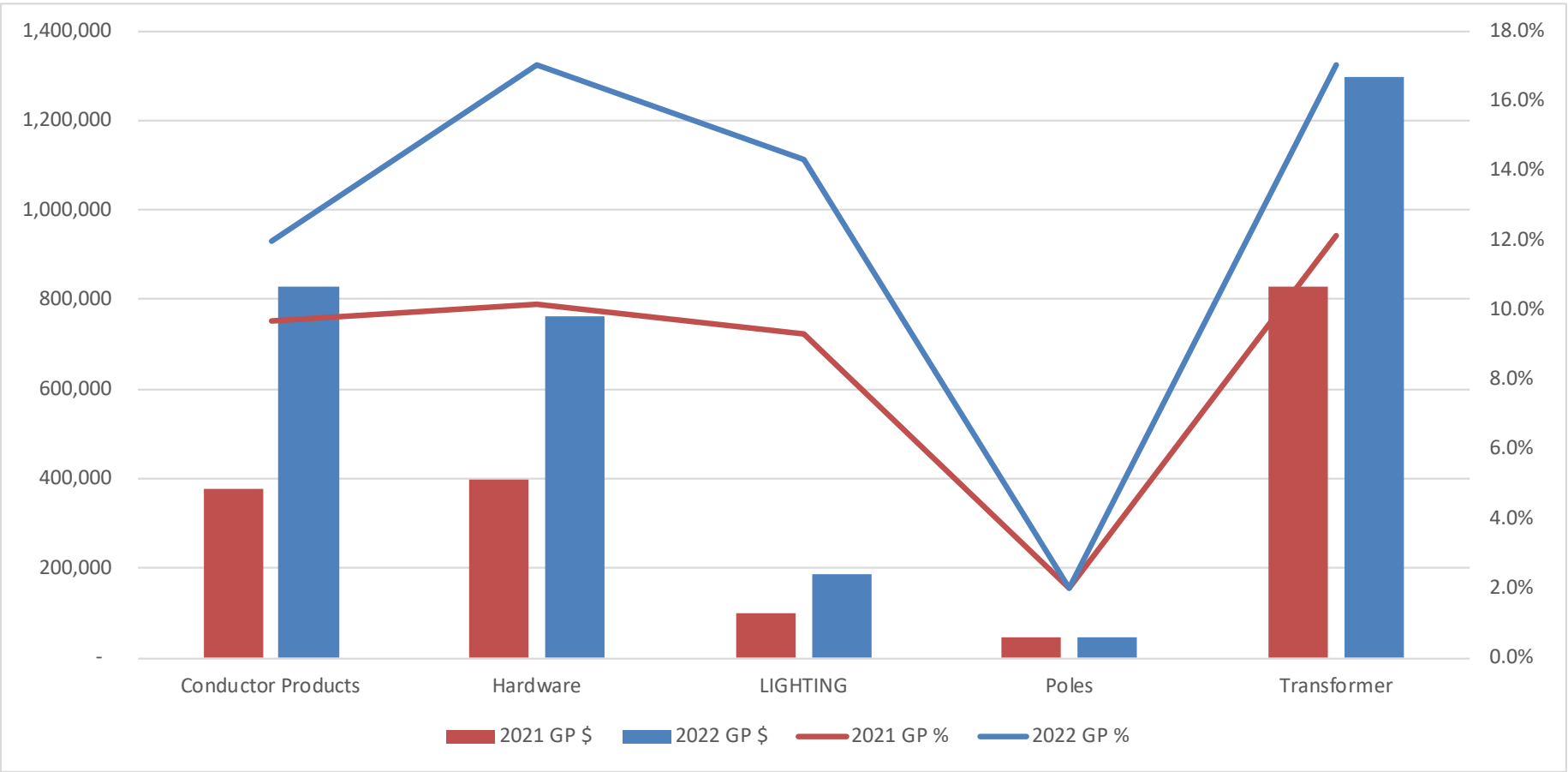




Product Margin

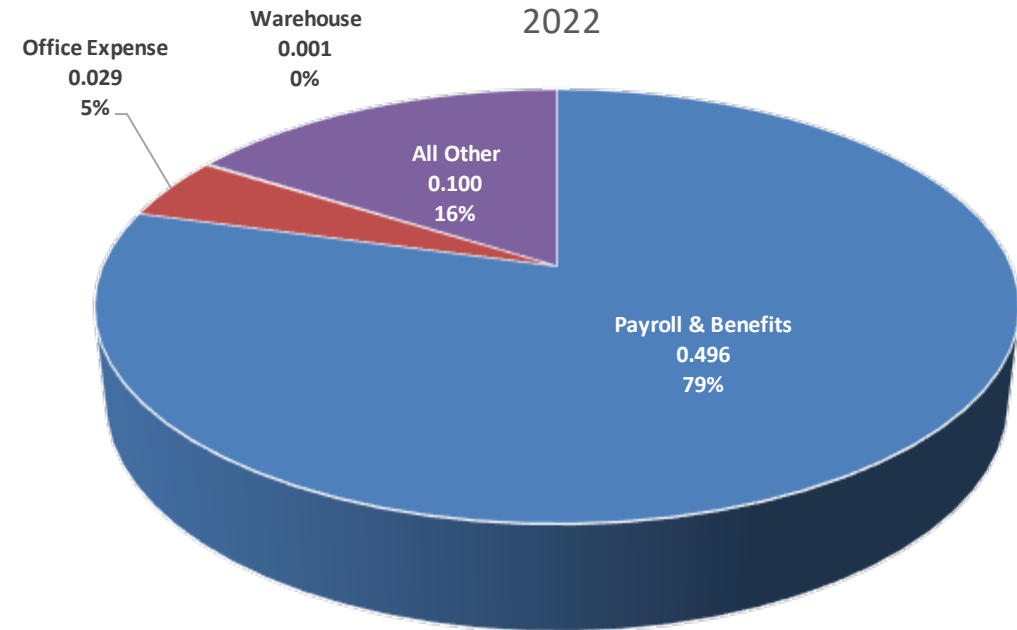
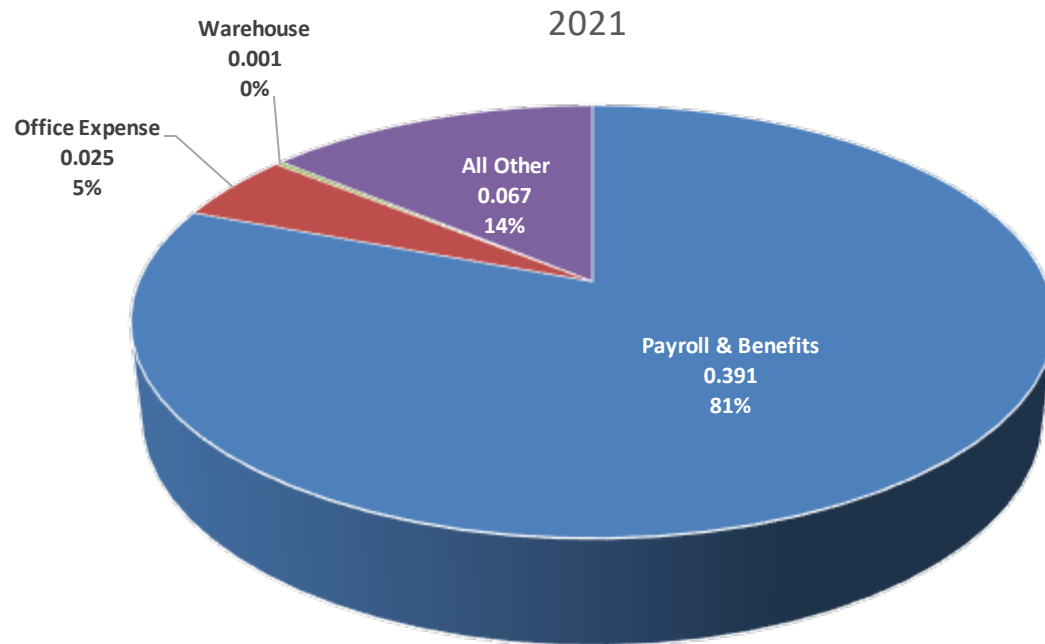
2022 Gross Margin:

- Margin \$ up \$1.4M to last year at \$3.1M
- Margin % up slightly at 13.8%
- Margin \$ Increase due primarily to volume increases, not pricing





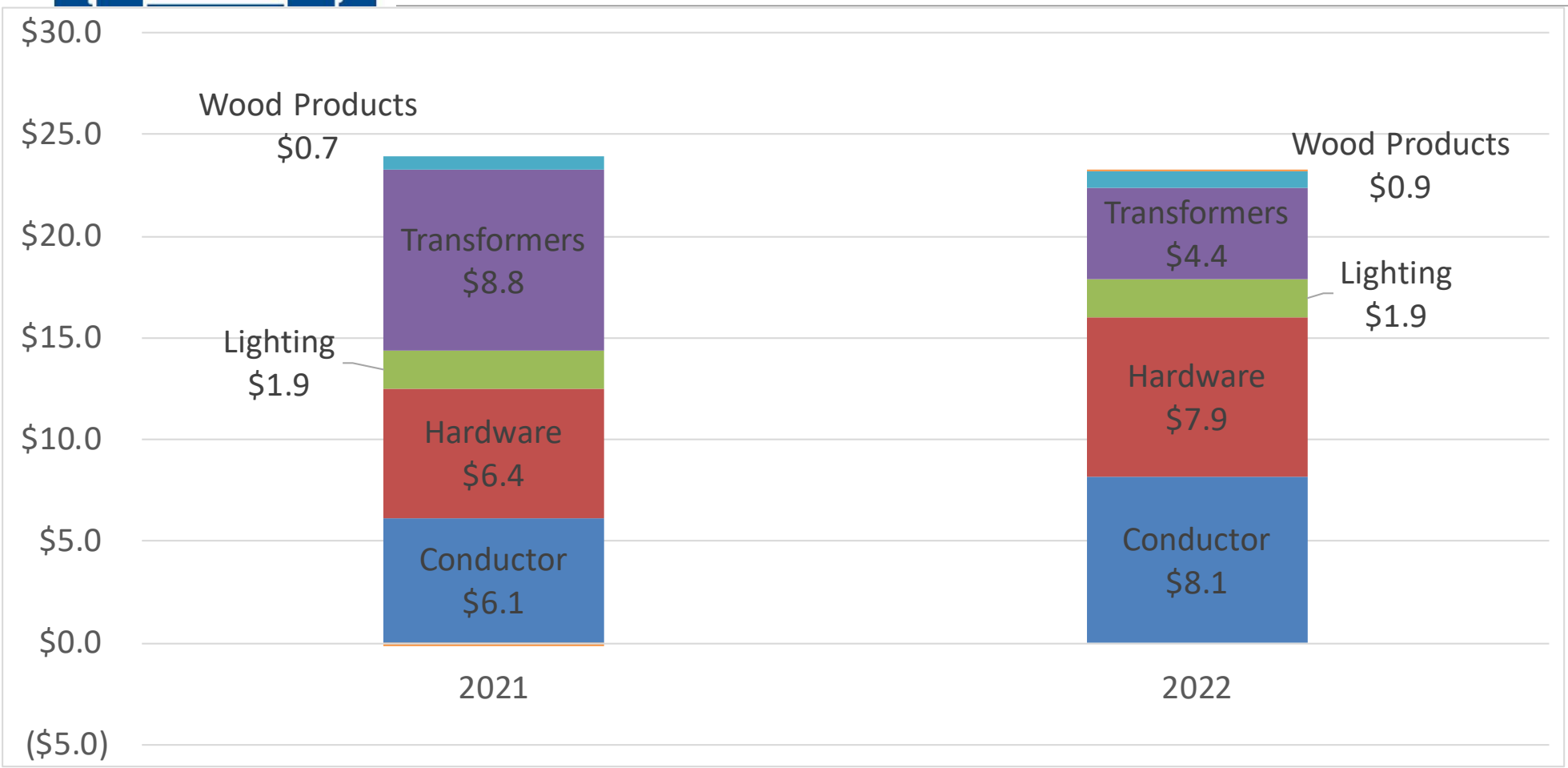
Expenses



- Overall Expenses up \$142K year over year on higher sales
- Driven mainly by Payroll due to annual increases and driver adjustments



Inventory



- Inventory relatively flat to 2021 at \$23.3M.
- Turns increased to 4.95x from 4.2x



Appendix



2021 Profit & Loss

	2021		
	2021	2020	VAR
Total Revenue	139,433,832	113,213,547	26,220,285
Total Cost	132,458,535	106,930,542	25,527,993
Gross Profit	6,975,298	6,283,005	692,293
GP %	5.0%	5.5%	(0.5%)
Expenses			
Allocation	1,320,000	1,320,000	-
Payroll & Benefits	3,507,917	3,213,401	294,516
Office Expense	79,633	77,226	2,407
Warehouse	1,051,422	942,518	108,904
Meetings / Legislative / PR	-	-	-
Professional Fees	16,842	12,665	4,177
Travel / Entertainment	176,929	130,724	46,206
IT, Telecom, Office Equip	41,733	41,644	88
Miscellaneous	14,430	1,089	13,341
Memberships / Subscriptions	20,564	23,210	(2,646)
Sales / Promotions	95,229	34,013	61,216
Total Expense	6,324,701	5,796,490	528,211
Operating Profit	650,597	486,515	164,082
Total Other Income / (Expense)	1,011	1,550	(538)
EBITDA (Adjusted)	651,608	488,064	163,544
Depreciation	169,280	160,181	9,099
Taxes	156,015	24,864	131,151
Net Income	326,313	303,019	23,294
% of Revenue	0.2%	0.3%	(0.0%)
ERMCO Capital Credit Allocation			-
ERMCO Dues / Product Rebates			-
PPP Loan Forgiveness	564,400		564,400
Net Income	890,713	303,019	587,694
% of Revenue	0.6%	0.3%	0.4%



2022 Profit & Loss

	2022		
	2022	2021	VAR
Total Revenue	24,117,567	18,657,666	5,459,902
Total Cost	23,214,231	17,909,306	5,304,925
Gross Profit	903,337	748,360	154,977
GP %	3.7%	4.0%	(0.3%)
Expenses			
Allocation	220,000	784,400	(564,400)
Payroll & Benefits	496,022	390,715	105,307
Office Expense	29,253	24,737	4,516
Warehouse	708	1,351	(644)
Meetings / Legislative / PR	-	-	-
Professional Fees	1,326	1,828	(502)
Travel / Entertainment	34,009	18,718	15,290
IT, Telecom, Office Equip	7,098	7,267	(168)
Miscellaneous	-	-	-
Memberships / Subscriptions	3,162	1,553	1,608
Sales / Promotions	13,372	5,726	7,646
Total Expense	804,950	1,236,295	(431,345)
Operating Profit	98,387	(487,935)	586,322
Total Other Income / (Expense)	132	564,566	(564,434)
EBITDA (Adjusted)	98,519	76,631	21,888
Depreciation	27,667	24,979	2,688
Taxes	13,543	7,401	6,141
Net Income	57,309	44,250	13,058
% of Revenue	0.2%	0.2%	0.0%



Balance Sheet

	2022 February	2021 December	PYE Variance
ASSETS			
Current Assets			
Cash & Cash Equivalents	\$ 1,553,304	\$ 242,081	\$ 1,311,223
Trade Accounts Receivable	11,107,767	13,375,773	(2,268,006)
Other Receivables	-	-	-
Inventories	-	-	-
Other Current Assets	106,478	156,410	(49,932)
Total Current Assets	12,767,549	13,774,264	(1,006,715)
Long Term Assets			
Investments in Other Coops	34,800,528	34,800,528	-
Net Property & Equipment	608,318	582,569	25,749
Other Long Term Assets	-	-	-
Total Long Term Assets	35,408,846	35,383,097	25,749
TOTAL ASSETS	\$ 48,176,395	\$ 49,157,361	\$ (980,966)
LIABILITIES			
Current Liabilities			
Current Portion of Long-term Debt	-	-	-
Line of Credit	-	-	-
Accounts Payable & Other Current Liabilities	11,666,560	12,704,835	(1,038,274)
Total Current Liabilities	11,666,560	12,704,835	(1,038,274)
Long Term Liabilities			
Long Term Debt	-	-	-
Warranty Reserve	-	-	-
Post Retirement Liability	262,695	262,695	-
Other Reserves	-	-	-
Total Long Term Liabilities	262,695	262,695	-
MEMBERS EQUITY	36,247,139	36,189,831	57,308
TOTAL LIABILITIES & EQUITY	\$ 48,176,395	\$ 49,157,361	\$ (980,965)



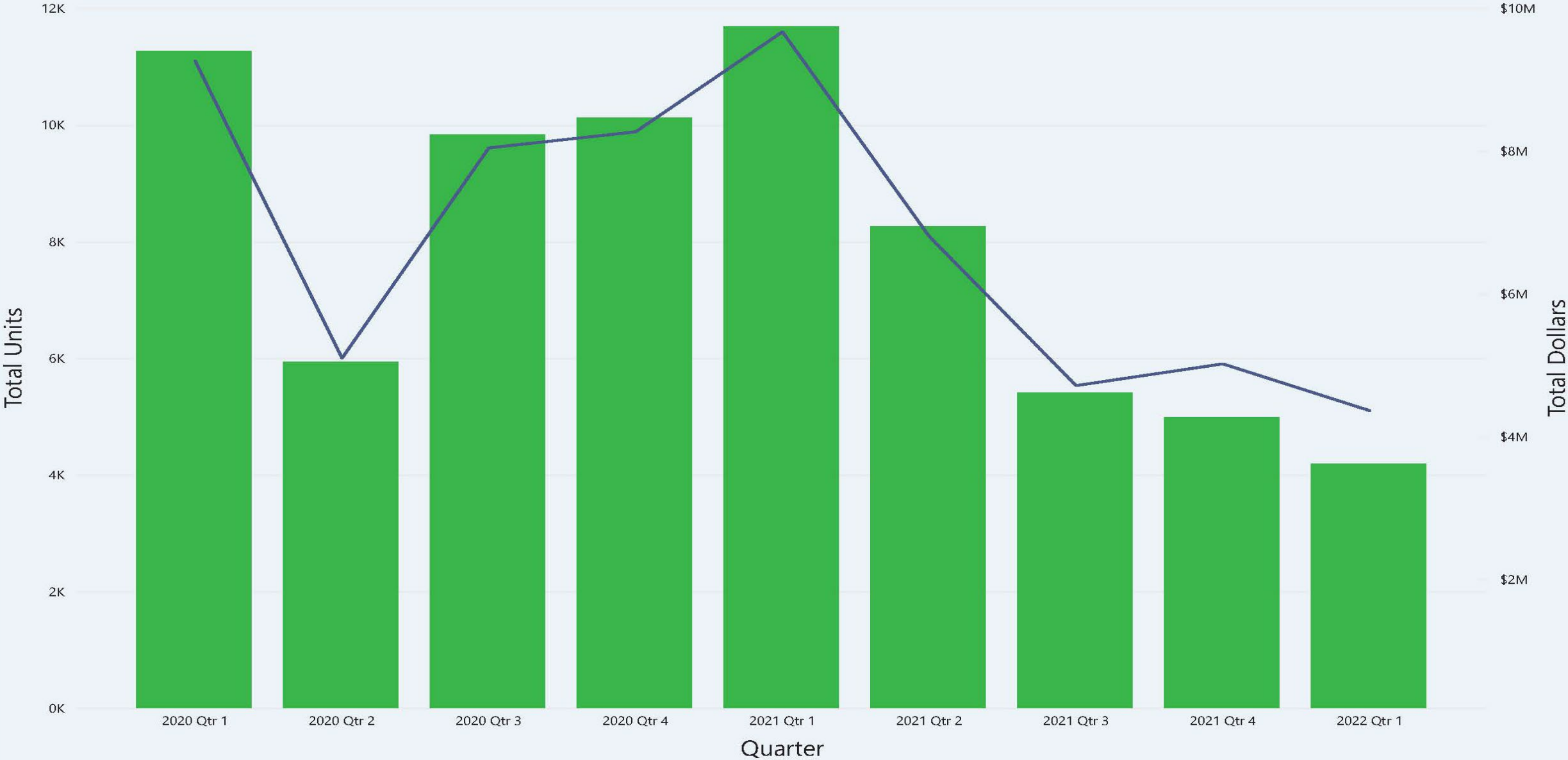
Cash Flow

	<u>2022 February YTD</u>
CASH FLOWS FROM OPERATING ACTIVITIES:	
Net Income	57,309
Non-Cash Component Of Capital Credits Received	-
Adjustments To Reconcile Net Income To Net Cash Provided (Used) By Operating Activities	
Depreciation	27,667
Increase (Decrease) In Liability For Product Warranty	-
Decrease (Increase) In Accounts Receivable	2,268,006
Decrease (Increase) In Inventories	-
Decrease (Increase) In Other Current Assets	49,932
Increase (Decrease) In Accounts Payable And Other Liabilities	(1,038,274)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>1,364,639</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Payments For The Purchase Of Property, Plant And Equipment	(53,416)
PURCHASE OF INVESTMENTS IN OTHER COOPS	-
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(53,416)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Net (Payments) Borrowing Under Line-Of-Credit Agreement	-
Payments On Long Term Borrowing	-
Other Financing Activity	-
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>-</u>
NET INCREASE (DECREASE) IN CASH	1,311,223
CASH AT BEGINNING OF YEAR	242,081
CASH AT END OF MONTH	1,553,304

Transformer Inventory and Sales

Transformer Inventory by Quarter

Transformer On Hand \$

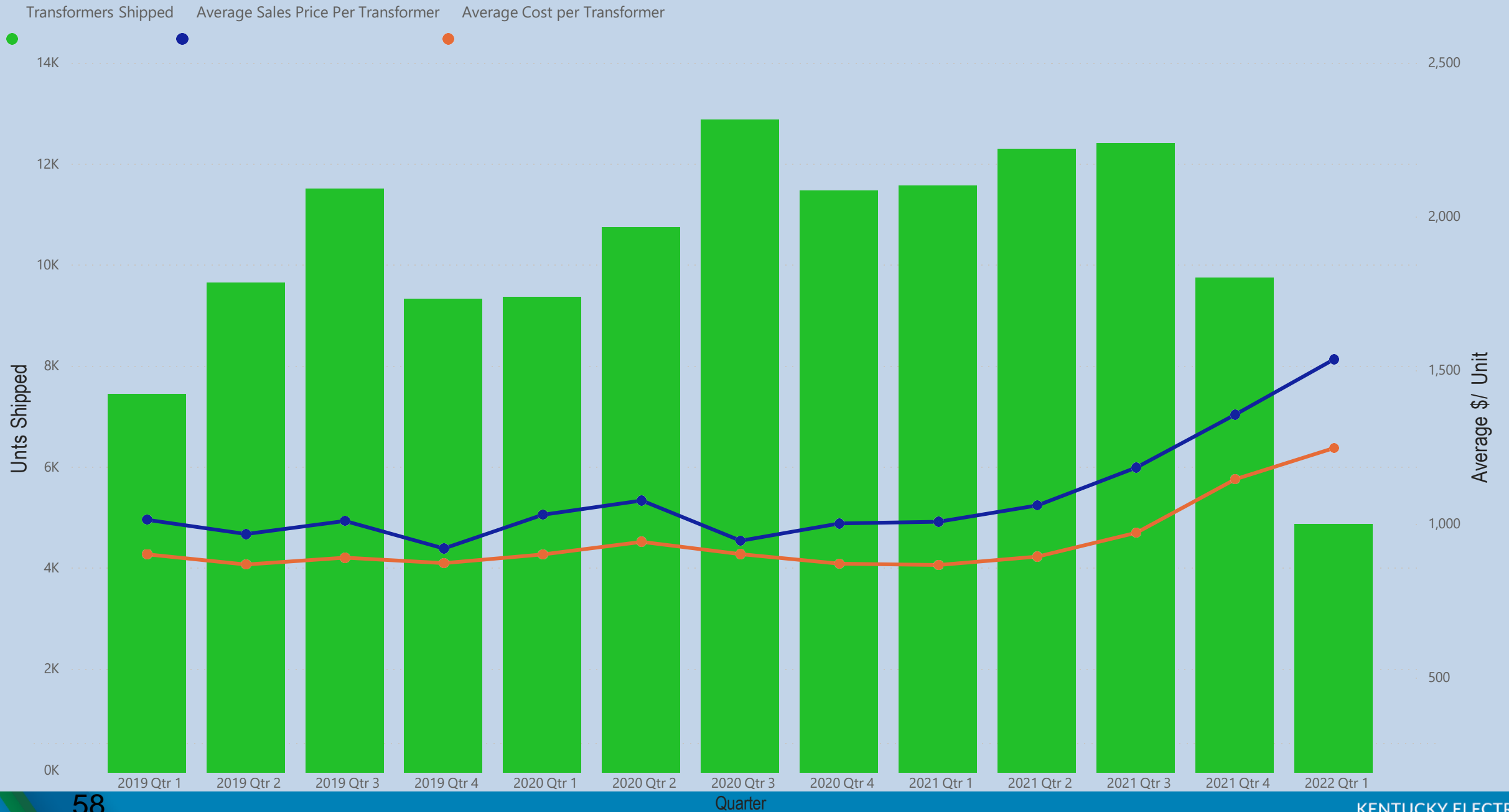


Transformer Sales and Cost by Quarter

Transformers Shipped Transformer Sales Transformer Cost



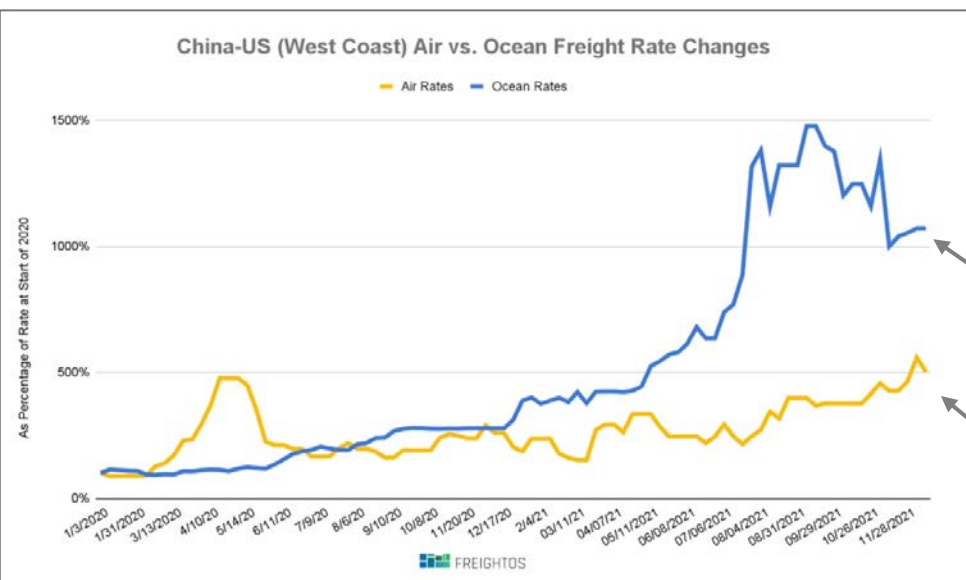
Transformers Shipped and Average Sales Price Per Transformer by Quarter



Transformer Orders and Production Slots

- Approx. 41,000 Production Slots Allocated to Kentucky Electric Cooperatives
- Translates to Approx. 788 Units per Week when running on time
- Currently ERMCO is Running 3 weeks behind Schedule on pole mounts
- Current Customer Orders Approx. 23,000 Units

Air & Ocean Freight



1100%

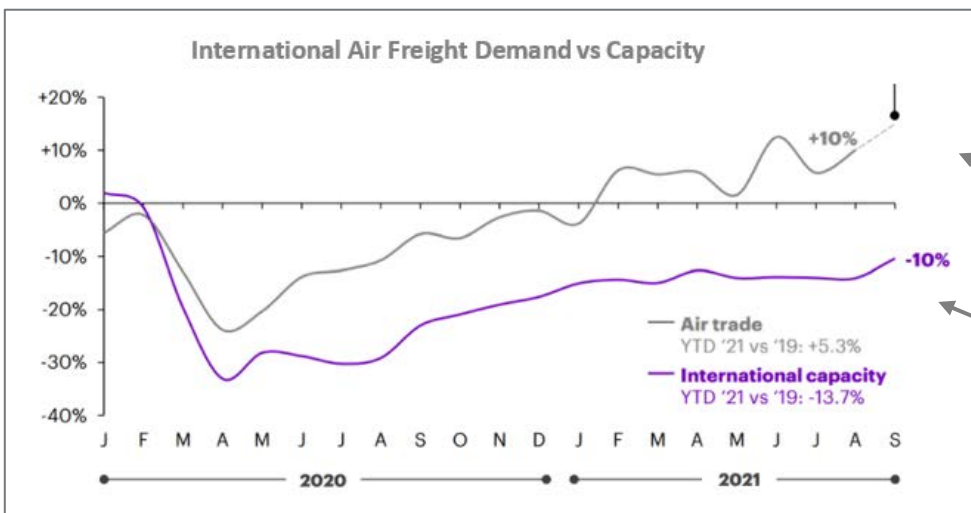
Increase vs
Jan. 2020

500%

Increase vs
Jan. 2020

March 2022 Update

- Ocean container costs remain near record highs and port congestion continues to be a challenge.
- End-to-end transit time for China to U.S. ocean freight still exceeds 70+ days and delays often average weeks.
- Manufacturers turning to air freight to surpass lengthy ocean transit times.
- Little relief expected in the near term as challenges from COVID persist while demand remains extremely strong



10%

Increase in
Demand

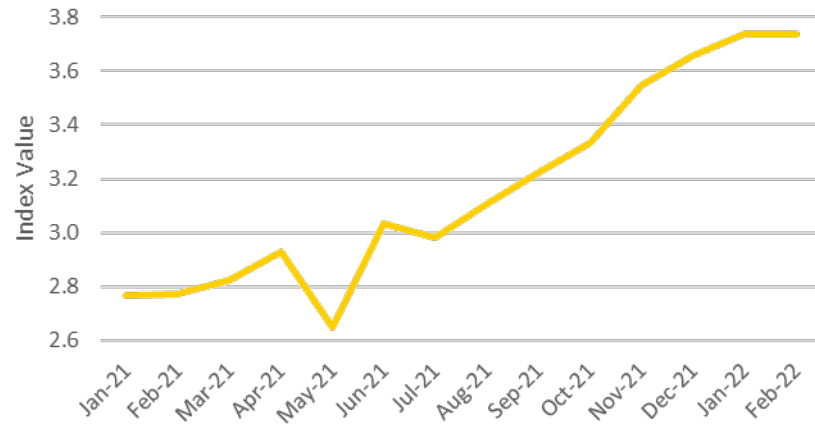
10%

Decrease in
Capacity



Domestic Freight

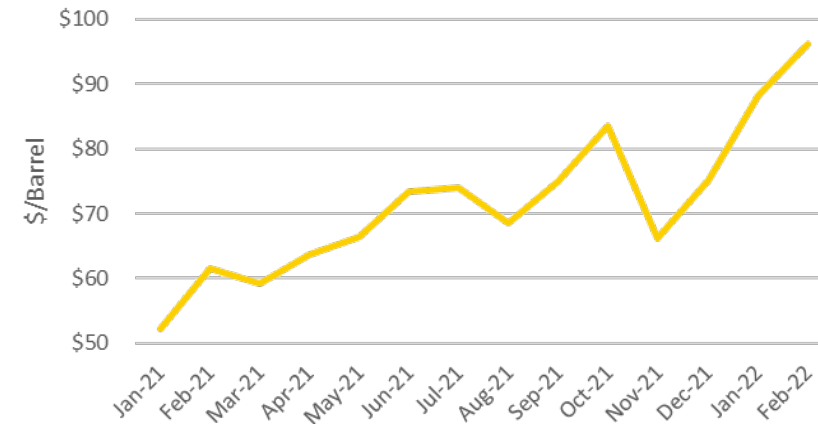
Cass Inferred Freight Rates



36%

Increase vs
Jan. 2021

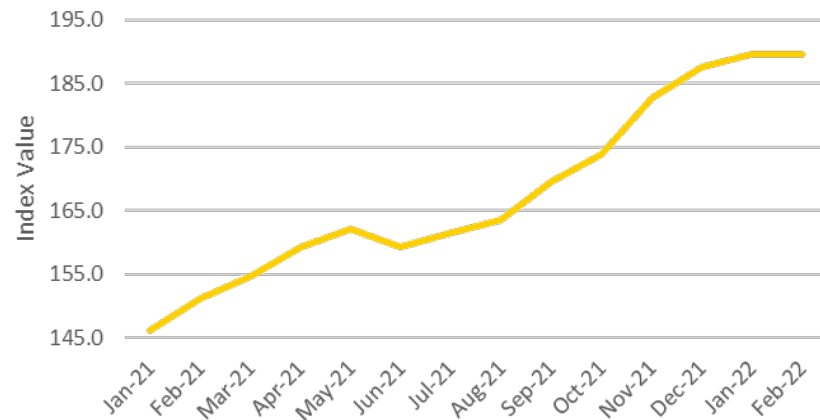
WTI Crude Oil



84%

Increase vs
Jan. 2021

BLS Freight Trucking Index - Long Distance TL

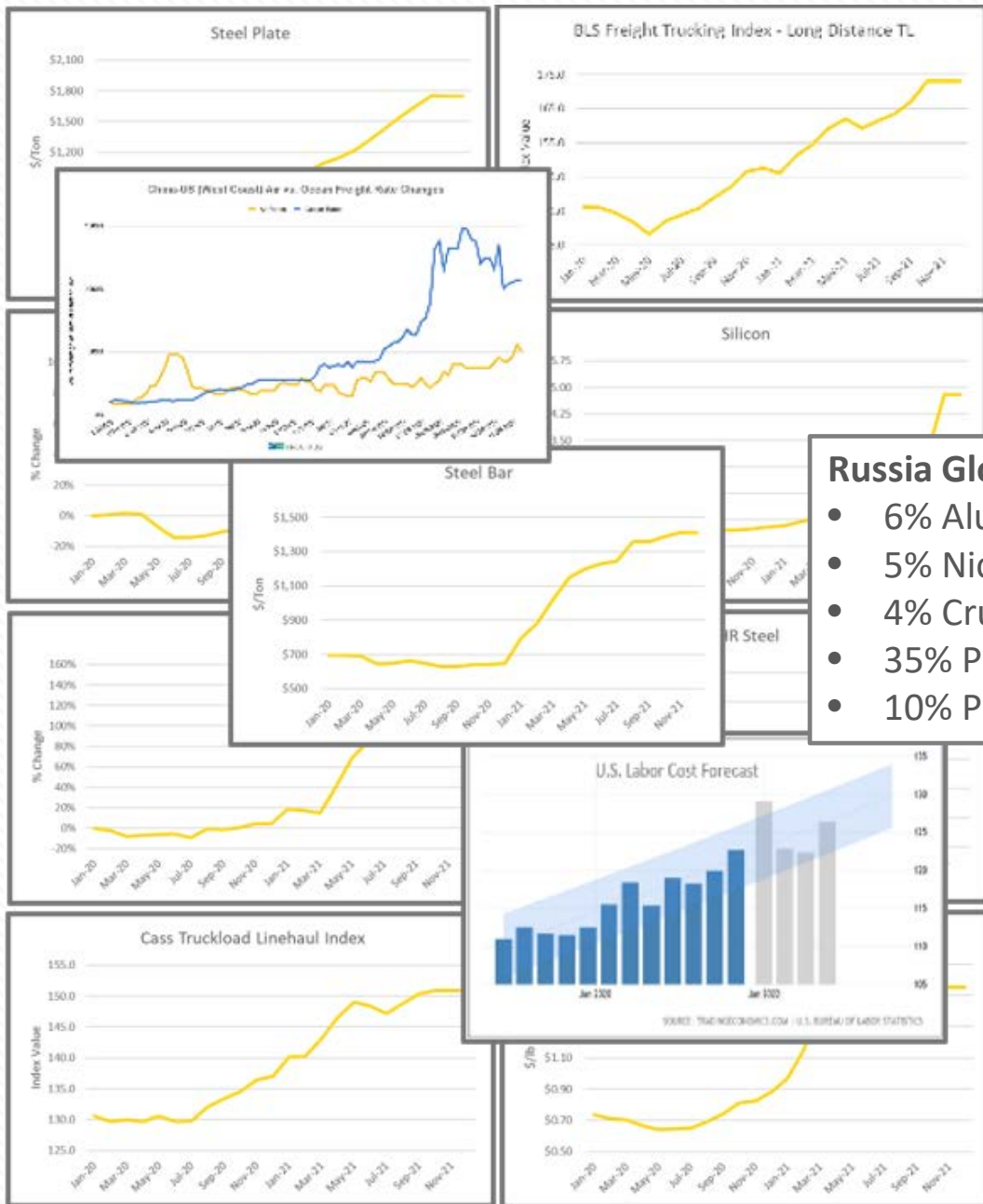


30%

Increase vs
Jan. 2021

March 2022 Update

- Significant new carrier rate increases ranging 20-35% take effect March 1st.
- Active truck utilization at highest level on record; Expected to continue in foreseeable future.
- The BLS index for long distance trucking has increased 30% vs Jan. 2021.
- Fuel surcharges common with oil prices 80% higher vs Jan. 2021.



Russia Global Production

- 6% Aluminum
- 5% Nickel
- 4% Crude Steel
- 35% Palladium
- 10% Platinum

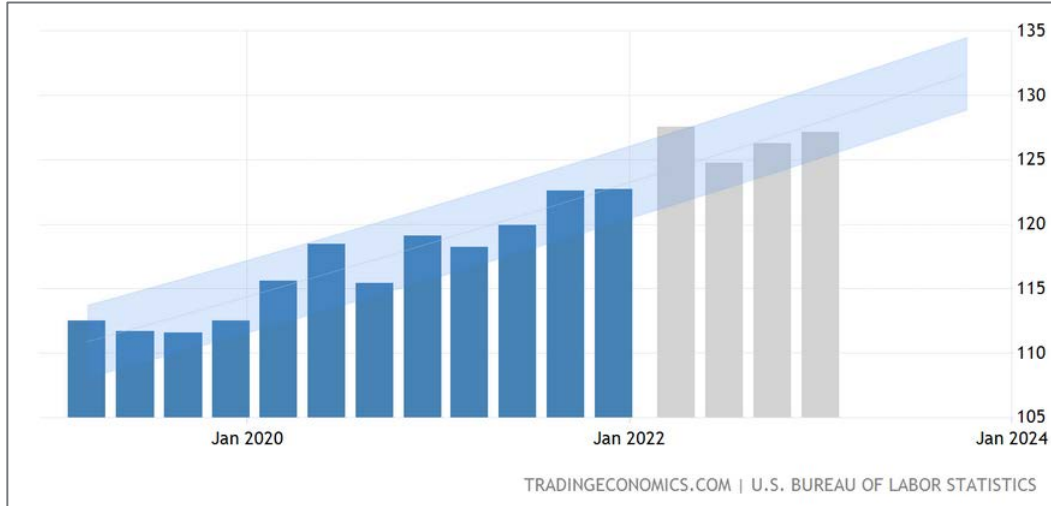
Rising Costs

- Freight
 - 1100% Ocean Freight
 - 500% Air Freight
 - 15-34% Domestic (additional 11% in 2022)
- Labor – 10-12%
- Metals
 - Steel stabilizing
 - Aluminum and Zinc at record highs
 - Copper, Magnesium near highs
- Resins near record highs
- Silicon near record highs



Labor

U.S. Labor Cost Forecast



12%
Projected
2022
Increase

March 2022 Update

- Labor costs continue to be a headwind; 2022-2023 forecasts indicate further increases.
- The U.S. Labor Cost Index is projected to increase 12% above 2021 levels in 2022 and another 4% in 2023.
- Wage growth in U.S. manufacturing continues to rise; Forecasted to increase approximately 4%/year for next 3 years.
- In addition to base wage increases, overtime hours have also increased substantially as manufacturers struggle to keep up with demand.

U.S. Hourly Wage Forecast - Manufacturing

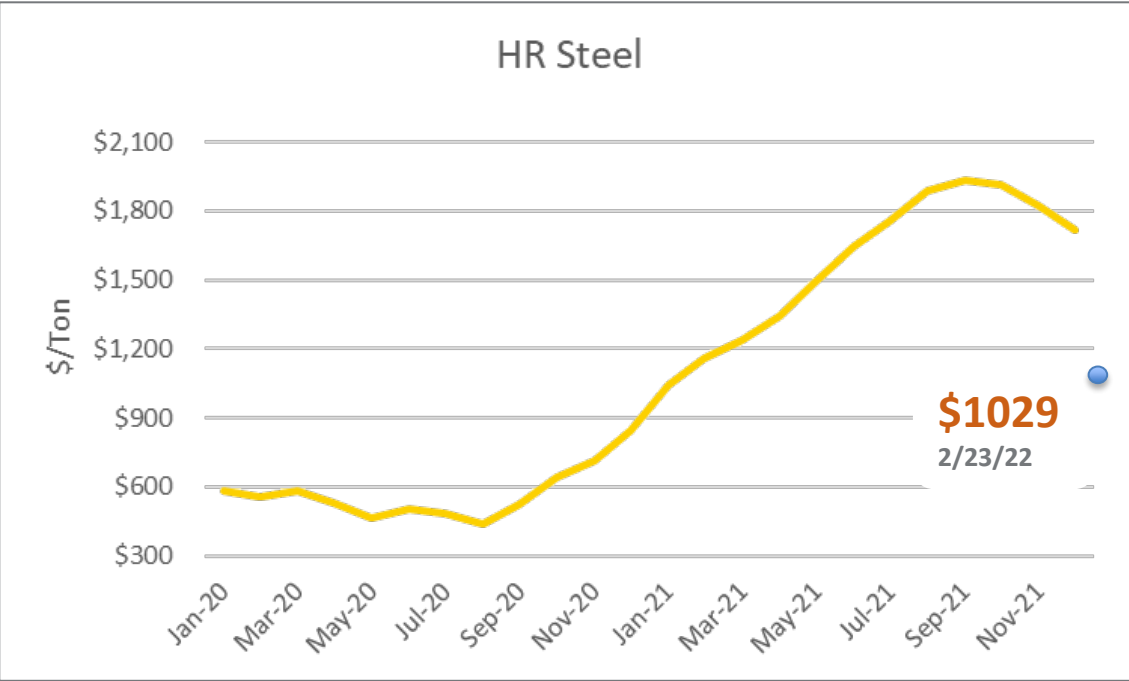


10%
Projected
2022
Increase

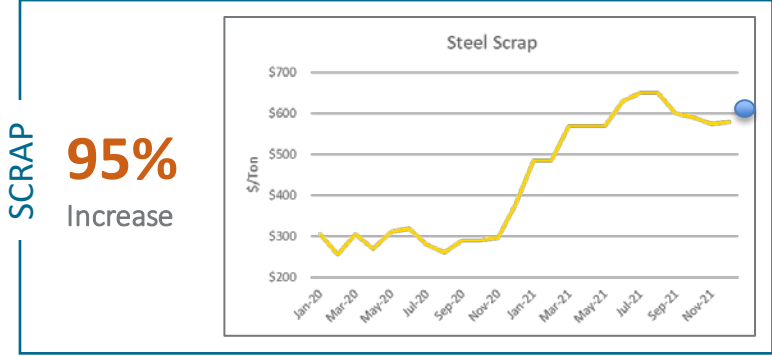
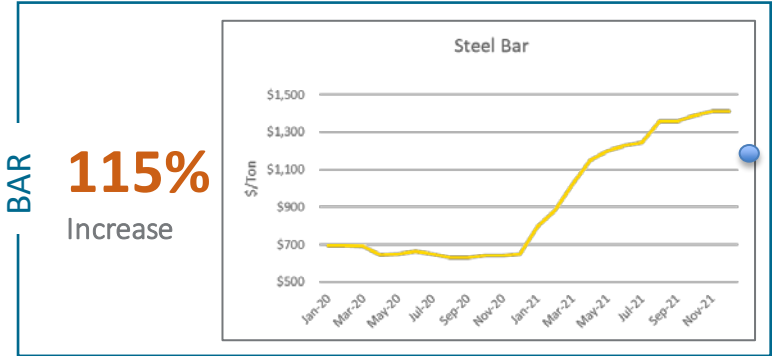


Steel

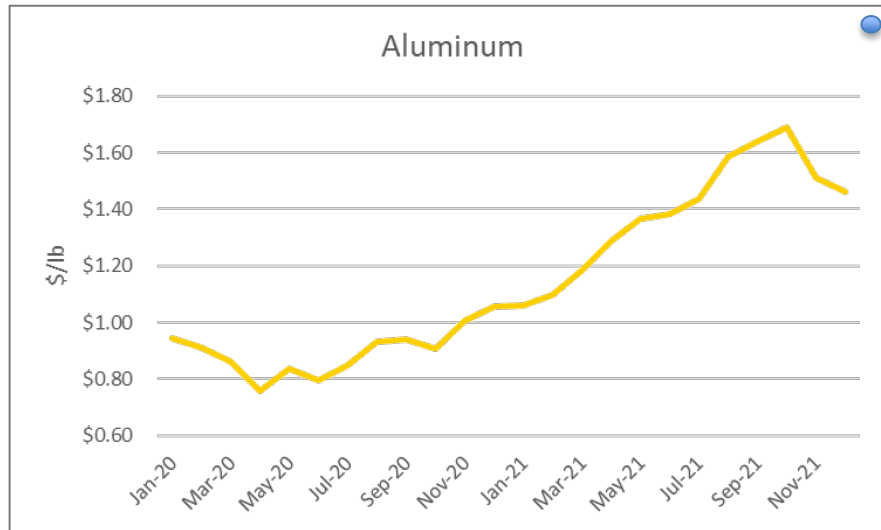
Steel prices have remained at or near record highs throughout 2021 driven by constrained supply and strong demand. Some categories such as hot rolled have come down from their peaks while others remain at record highs.



201% Increase vs 2020

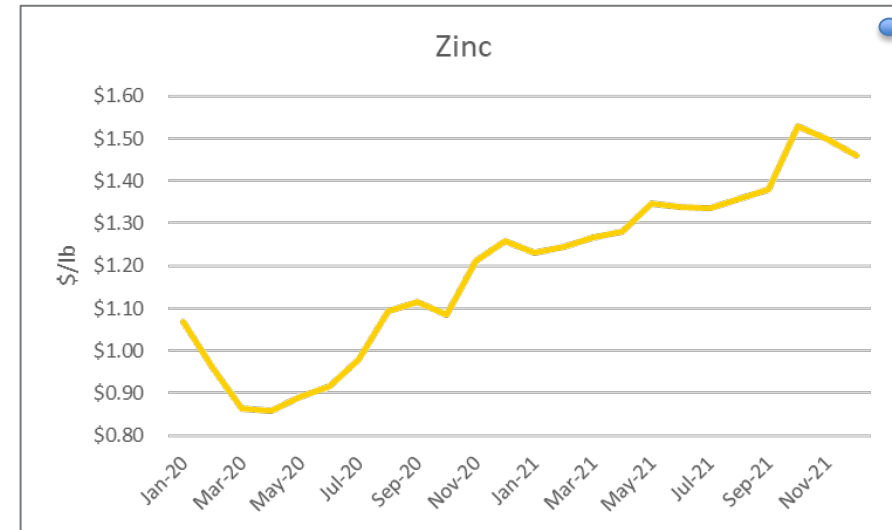


Non-Ferrous Metals



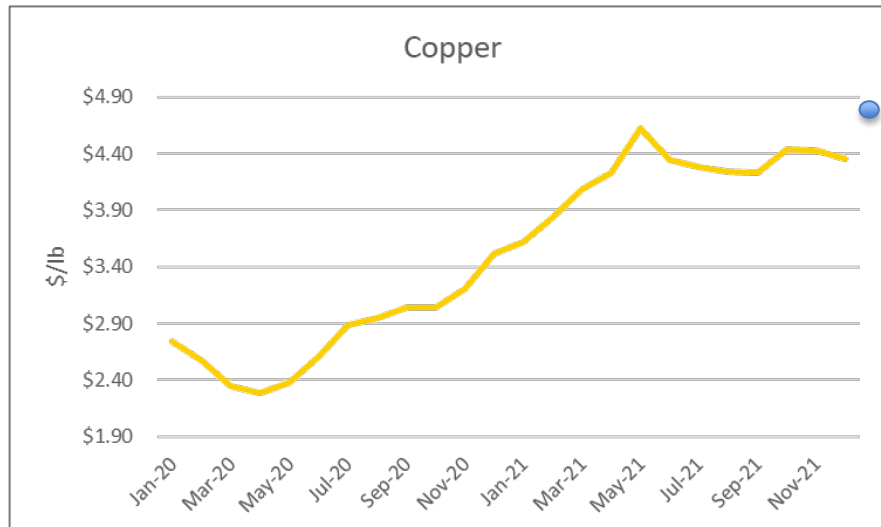
\$2.01/lb
3/3/22

62%
Increase vs
2020



\$1.84/lb
3/3/22

42%
Increase vs
2020



\$4.78/lb
3/3/22

55%
Increase vs
2020

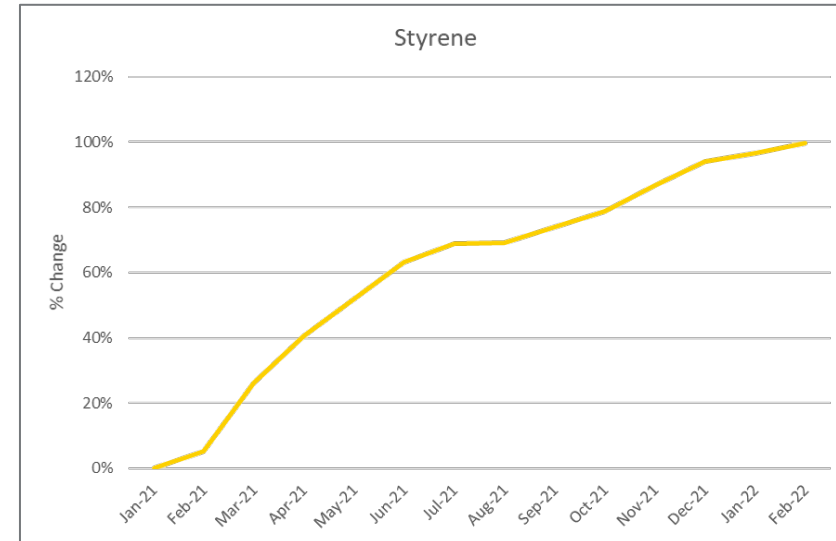
March 2022 Update

- Costs for non-ferrous metals at record highs due to supply chain volatility associated with Ukraine/Russia.
- Pandemic recovery and strong demand driving elevated prices.
- Automobile industry may still push increased demand into 2022.

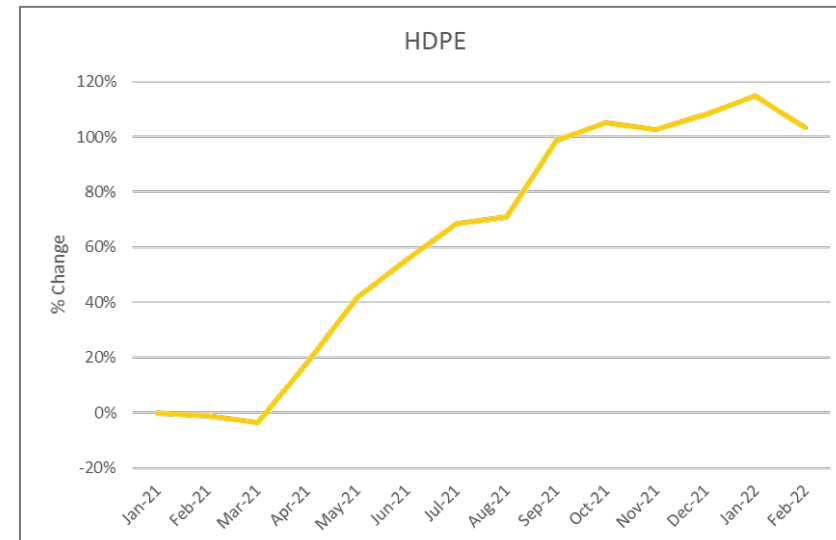
Resins

March 2022 Update

- Prices for Styrene and HDPE resin pricing remains at/near record levels.
- Tight supply is driving prices higher; Premiums often required to get raw material.
- Styrene pricing is up nearly 10% since Dec. 2021; HDPE remains near highs.

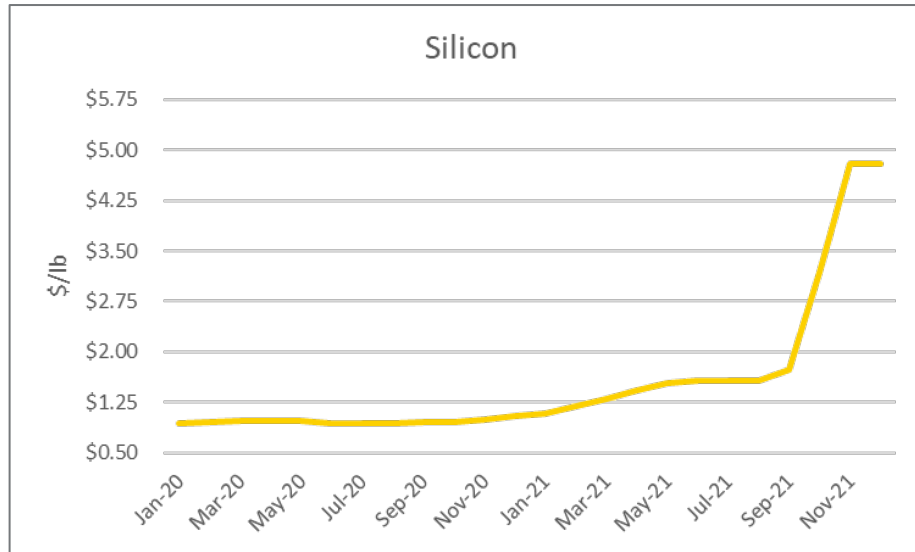


100%
Increase vs
Jan. 2021

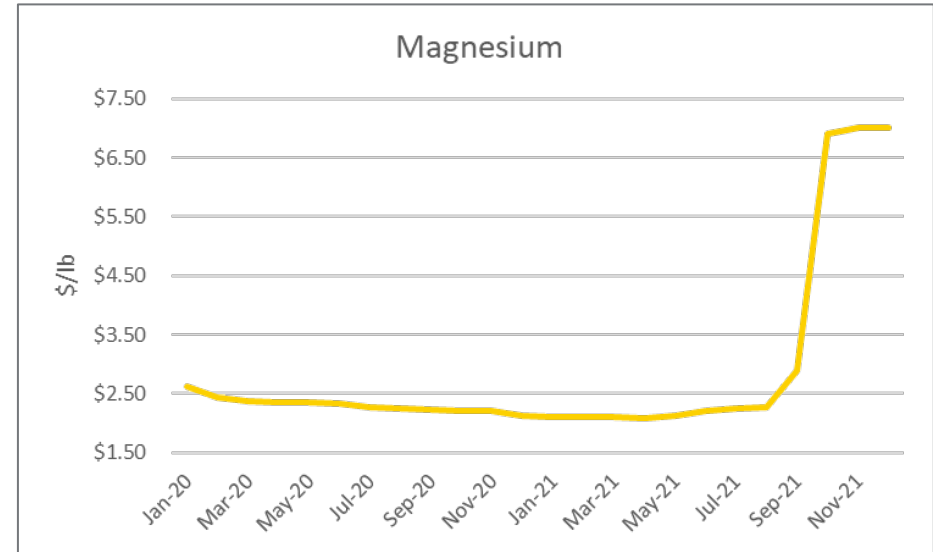


103%
Increase vs
Jan. 2021

Other Materials



396%
Increase vs
2020



203%
Increase vs
2020

March 2022 Update

- Silicon pricing has spiked since Sep driving up prices for silicone and metallic alloys.
- Magnesium has also spiked over a similar timeframe.
- Suppliers are adding price increases for these material components after contracts expire in 2021.
- Prices expected to remain elevated through at least early 2022.

68

Price Announcement

Dear HLC Customer,

As we begin 2022, the unpredictable supply chain continues to persist coupled with overwhelming demand for our Enclosure products. Rising costs associated with resin, wages/overtime, transportation premiums, and material expedites continue to heavily impact our business. Due to these on-going challenges and our interest in servicing customers at a high-level, we are investing heavily in our business to better react to market demands.

While we work to mitigate the impact of such adversity on our customers, we must implement a price adjustment at this time. Effective April 4th, 2022, we will initiate a 17% price adjustment on our Enclosure products. The price adjustment will be on Enclosure products only, but we continue to monitor all costs and market factors that are impacting all offerings.

Price adjustments will be implemented with the following guidelines:

- Existing price lists and quotations including impacted products will expire on 4/3/2022.
- New price lists and quotations including impacted products will be issued by 3/4/2022, with an effective date of 4/4/2022.
- New quote requests for impacted products will reflect the above pricing actions.
- Pricing for orders received prior to 4/4/2022 for *immediate shipment* will be honored at existing quoted prices. Future dated orders or orders not including all pertinent information for timely shipment will be price impacted.
- HPS may limit order quantities received prior to 4/4/2022 based on historical usage. Any quantities under review will be identified within three business days of order placement and discussed with your personnel.

We recognize the sensitivity of this matter and appreciate your support regarding these necessary pricing actions. If you have any questions, please contact your local Hubbell Power Systems representative. Thank you for your continued support of Hubbell.

