

## NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, November 22, 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 October 25, 2022 Regular Meeting [packet pages 2-4]
  - b. New Memberships [packet page 5]
  - c. Bad Debt Collection Report & Resolution [packet pages 6-7]
  - d. Director Compensation [packet page 8; individual handout]
  - e. Corporate Calendar [packet page 9]
- III. Review of Policies:
  - a. Records Management, Retention, and Public Access [packet pages 10-16]
  - b. Member-Owned Distributed Generation [packet pages 17-19]
- IV. Discussion of Policies:
  - a. December 2022: Safety RESAP; Donations
  - b. Q1 2023 – Procurement, Receiving & Disbursement
    - Clothing for Employees Working On or Near Exposed Energized Parts
    - Energy Conservation & Efficiency
    - Insurance and Fidelity Coverage
    - Estate Capital Credits
    - Auditing of Cooperative Books, Records and Accounts
- V. Report from Finance Committee: [Report from Chair Menke & CFO Cannizzaro]
- VI. Resolution:
  - a. General Retirement & Special Retirement [packet pages 20-21]
  - b. Accounting Firm Selection [handout]
- VII. CEO/General Manager John Gasstrom's Report: [packet page 22]
- VIII. CFO Cannizzaro's Monthly Report: [packet page 23]
  - a. Monthly Financials (October 2022) [handout]
  - b. Projection [handout]
  - c. Budget [handout]
- IX. Operations Manager Sullivan's Monthly Report: [handout]
  - a. Quarterly Line Crew Report [presentation]
- X. CSA Linehan's Monthly Report:
  - a. Member engagement, social media, media & website [packet page 24]
- XI. Director/Staff Association Reports:
  - a. NYSRECA, virtual meeting 11/15/2022
  - b. NYSRECA, Apalachin, NY 11/17/2022
  - c. NYAPP, virtual meeting 11/18/2022[report from attendees]
- XII. New Business:
- XIII. Future Business:
  - a. NEPPA Annual Meeting, 12/1/2022
  - b. Touchstone Annual Meeting, 12/1/2022
  - c. Employee & Retiree Holiday Party, 12/9/2022 @ 6pm
  - d. NYAPP Meeting, 12/16/2022
  - e. Director and Management Holiday Dinner, 12/16/2022 @ 6:30pm
  - f. DCEC Regular Board Meeting, **Tuesday, 12/22/22 @ 1pm**
    - i. Tree Crew Update to Board
- XIV. Executive Session:
- XV. Adjournment:

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

### Cooperative Stakeholders

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

Delaware County Electric Cooperative  
Board Meeting Minutes  
October 25, 2022

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held October 25, 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 5:15pm by President Pick.

B. Roll Call - Determination of Quorum:

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

DCEC staff members that participated in-person were, DCEC's CEO/General Manager John Gasstrom, DCEC's CFO Mark Cannizzaro, DCEC's Operations Manager Ryan Sullivan. DCEC's Legal Counsel Jeffrey Clark from Livingston Associates participated via phone conference.

I. Adoption of Agenda: A motion was made by Director Burnett to adoption the agenda. The motion was seconded by Secretary Wehmeyer. The motion passed.

II. Consent Agenda: A motion was made to approve the consent agenda as presented by Vice President Russell. The motion was seconded by Director Furgol. The motion passed.

III. Policies:

A. Poles, Joint Use of: A motion was made to approve the policy by Secretary Wehmeyer. The motion was seconded by Director Burnett. The motion passed.

B. Service Rules and Regulations: A motion was made to approve the policy subject to minor revisions by Director Furgol. The motion was seconded by Director Menke. The motion passed.

- V. Employee Handbook: A motion was made to approve the policy contingent on attorney feedback and section 4.19 by Director Burnett. The motion was seconded by Director Furgol. The motion passed.
- VI. Strategic Plan Discussion:  
Reviewed plan summary and discussed next steps. Internal meeting will be planned for January 2023. Mark to email October 2021 Planning Summary document.
- VII. Resolution – implementation of previously delayed service charge increase  
Resolution passed contingent on clarification to the effective date.
- VIII. CEO/General Manager John Gasstrom's Report  
CEO Gasstrom discussed government relations and outside associations, Community Involvement, Employee Relations, Grants, and Facilities update.
- IX. CFO Cannizzaro's Monthly Report  
CFO highlighted line 7 of the Income Statement and lines 27 and 48 of the Balance Sheet.
- X. Operations Manager Sullivan's Monthly Report  
Ops Manager discussed notable outages and occurrences and updates on special projects. Gave full Quarterly Fleet Report.
- XI. CSA Linehan's Monthly Report  
CEO gave CSA's report on Member Engagement, social media, Media & Website.
- XII. Director/Staff Association Reports:
  - a. NYAPP Monthly Meeting 09/30/22  
CEO Gasstrom and President Pick gave report from meeting.
  - b. NYAPP Quarterly 10/12/22 – 10/13/22, Corning  
CEO Gasstrom and President Pick gave report from meeting.
  - c. Oneida-Madison Electric Cooperative, Inc. Annual Meeting – 10/07/22, Madison  
CEO Gasstrom and President Pick gave report from meeting.
  - d. Steuben Rural Electric Cooperative Annual Meeting – 10/15/22, Canisteo  
President Pick gave report from meeting.
- XIII. New Business:
  - a. SUNY Delhi Donation passed unanimously. Motion was made by President Pick and seconded by Director Burnett to donate (1) 1984 hot stick trailer, (15) pairs of rubber gloves, (2) right hand rubber gloves, (8) pairs of Northflex cold grip gloves, (7) pairs of leather protectors, and (12) hard hat liners to SUNY Delhi's Electrical Construction and Utilities Operations Program.

- b. Facilities committee made recommendation to approve spending not to exceed \$50,000 in office renovations. Director Burnett made motion to approve, Treasurer Menke seconded. The motion passed.
- c. CEO Gasstrom discussed plan for holiday party for staff and retirees and holiday dinner for Directors.

XIV. Future Business:

- a. DCEC Finance Committee Meeting 11/01/22 @ 5pm
  - i. Cost of Service Discussion
- b. DCEC Regular Board Meeting, Tuesday, 11/22/22 @ 5pm
  - i. Line Crew Update to Board
- c. Discussion of December Board Meeting start time  
1pm start time was decided

XV. Executive Session

None.

XVI. Adjournment

There being no further business on the agenda, President Pick adjourned the meeting at 7:30pm.

Respectfully submitted,

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Secretary, Laurie Wehmeyer

# Delaware County Electric Cooperative, Inc.

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

607-746-2341

## NEW MEMBERSHIPS – November 14, 2022

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
19061-001	DE 4-37-24	Christopher	Colombo	340 Grosvenor St.	Littleneck, NY 11363	Edward A. Dolan
19076-001	DA 1-27-17	Clarence	Hartenstine	3885 Charlotte Creek Rd.	Davenport, NY 13750	Samuel Lehv
19071-001	MA 3-24-12	Marie	Carbone	166-70 17 <sup>th</sup> Rd.	Whitestone, NY 11357	Frank Carbone
19077-001	BO 5-12-1A	Joshua	Wright	807 East Bramley Mountain Rd.	Bovina Center, NY 13740	Barbara Garcia
19064-001	AN 5-91-15	Kathy	Conklin	4789 E. Broad St.	Sugar Hill, GA 30518	Gene Conklin
19079-001	ME 1-55-9	Cecily	Jaffe	934 Monkey Run Rd.	East Meredith, NY 13757	Rani Molla
19068-001	DA 1-47-2C	Jasmyne	Fensterer	1175 Pumpkin Hollow Rd.	Oneonta, NY 13820	Crispin Koren
19080-001	AN 4-58-4	John H.	Russell III	3747 Fall Clove Rd.	Delancey, NY 13752	Carolyn Olsen
19059-001	HF 2-24-30	Carol J.	Schmitt	316 Titus Lake Rd.	Jefferson, NY 12093	Stephen L. Schmitt
19074-001	FR 3-18-4	Joe	Murphy	1895 Russell Rd.	Walton, NY 13856	James A. Hunter
19075-001	DE 4-5-13	Andrew	Nappi	4210 State Highway 16	Delhi, NY 13753	Rosa Arruffat
19073-001	JE 2-27-3D	Brenda	Moore	1020 State Route 10	Jefferson, NY 12093	William Shafer
19066-001	DE 4-15-11	Sandy	Craft	1352 Co. Hwy. 16	Delhi, NY 13753	Timothy Rausch
19067-001	MA 3-27-14B	Julio	Colon Jr.	2A Saint Andrews Drive	Brentwood, NY 11717	Vladimir Kosik
19042-001	ME 1-57-6B	Liliane F.	Briscoe	204 Dickmann Rd.	East Meredith, NY 13757	Richard H. Briscoe
19047-001	KO 2-41-16B	Ginger	Perez	4272 Roberts Road	East Meredith, NY 13757	William Burdick
19037-001	HF 2-24-18	Sharon	Brown	22 Austin Rd.	Jefferson, NY 12093	Thomas & Debra Marzigliano
19052-001	KO 1-49-14	Chad	Trusnovce	178 Main St.	Yaphank, NY 11980	New Service WO# 220326
19060-001	TO 3-36-4B	Madison	Hofsdal	70 Windfall Run Rd.	Sidney Center, NY 13839	Mildred Whitehead
19055-001	ME 1-58-24	Joanna	Murphy	87 Sal Bren Rd.	Delhi, NY 13753	John C. Ryan
18816-001	TO 3-37-8	Kevin	Wolff	44 Lafayette Ave.	Beacon, NY 12508	Jonathan Haynes
19038-001	KO 2-42-1B	Francine	Picco	741 North Rd.	Bloomville, NY 13739	Todd Hillkewicz
19039-001	ME 1-67-16	Stacey	Cobb	6373 Turnpike Rd.	Meredith, NY 13753	Christen Callahan
19058-001	HF 2-33-22B	Owen	Brittan	301 E. 111 <sup>th</sup> St. #4A	New York, NY 10029	Shaun Jacobellis
19043-001	WA 3-27-5D	Gerard	McPhelim	1551 Teed Rd.	Walton, NY 13856	Vladimir Kosik



November 22, 2022

## **BAD DEBT COLLECTION**

**\* PLEASE NOTE:** The amounts below were recovered through capital credit retirements,  
Southern Tier Credit Center & DCEC through October 2022  
Total recovered: \$185.98

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
\$28.05	Corynn Vaneck	\$19.21				8.84
\$ 94.12	Joyce O'Connor	94.12				\$0.00
\$ 1,541.04	Brian Ballard	72.65				\$1,468.39

\* 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.

**RESOLUTION**  
**November 22, 2022**

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 5 N. Depot St., Delhi, NY 13753, do hereby authorize the transfer of \$1,110.65 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

<u>ACCOUNT</u>	<u>SER. ADD.</u>	<u>CUSTOMER</u>	<u>SEASONAL</u>	<u>RESIDENTIAL</u>
15562001	TO 3-36-4B	Mildred Whitehead		\$49.82
18165001	ME 1-55-4D	Jeffrey Tyler		\$230.39
7450001	CO 7-16-1D	Charles Sliter	\$253.90	
7267005	ME 1-47-8C	Mark R. Roe (deceased)		\$296.14
18126001	HA 4-13-31A	Arthur Palmer	\$280.40	
			<hr/> \$ 534.30	<hr/> \$ 576.35

November 22, 2022

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**Laurie Wehmeyer**  
**SECRETARY**





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

## POLICY

SUBJECT: Records Management, Retention, and Public Access

### POLICY:

The purpose of this policy is to ensure a responsible treatment of all records created by or under the control of the Cooperative. The policy shall establish procedures that will be followed by the Cooperative relating to the maintenance, storage, and destruction of, and access to, records and related information. This policy also ensures that the Cooperative will use due care and consideration in the collection, use and maintenance of personal information ("Information") to keep it confidential in nature and protect it from release to unauthorized third-parties.

### PROCEDURE:

The CEO/General Manager shall be the Records Custodian responsible for supervising all of the Cooperative's retention practices and procedures and ensuring that appropriate internal controls are implemented. This includes responsibility for assuring that the Cooperative maintains and protects membership records, accounting records, corporate records, insurance records, employee records, and tax records in accordance with all laws, regulations and generally accepted practices and that the same be stored in locations to ensure their safe and long-term security.

Records of the Cooperative, which may be in electronic or paper form, shall be retained in accordance with these guidelines. Records shall be destroyed after the requisite retention period, if any, has passed. Records stored electronically by the Cooperative's iVue suite of software applications may be stored longer than the required retention period at the discretion of the CEO/General Manager. A log or other documentation of records destruction may be created to track compliance and assist in evaluating the effectiveness of this policy. Pending or potential litigation, governmental investigation and other circumstances may require a "hold" or suspension of regularly scheduled destruction of records or other information. Employees will be promptly notified of any such hold by the CEO/General Manager.

Retention of Records: Records shall be maintained for as long as the period stated in the schedule appended to this policy. The retention schedule will be reviewed periodically and amended as needed to reflect changing legal requirements, business needs or evolving practices. Paper and electronic records and other information shall be maintained in the formats and/or media that ensure a life expectancy that, at a minimum, preserves the records for as long as specified in the schedule.

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Destruction of Records & Other Information: Unless a legal hold is in effect, destruction of records shall occur within six months after the time period stated in the schedule has been met. Other information should be discarded as soon practicable after it has served its purpose unless subject to a legal hold.

Destruction may occur by the following acceptable methods:

a) Paper Records:

- Recycling or trash if no sensitive, personally identifiable or confidential information is included.
- Shredding, burning, or pulverizing if sensitive, personally identifiable or confidential information is included

b) Electronic Records:

- Deletion of records and data on shared network files, computer desktop and laptop hard drives, including personal copies.
- Deletion of distributed data and records on peripheral devices and portable storage media (e.g. PDAs, memory sticks, CDs, floppy disks, etc.)
- Erasing or recycling of magnetic tapes

Suspension of Destruction or "Legal Hold": A legal hold is the process for suspending the destruction of records and other information that becomes necessary for the Cooperative to preserve for various reasons, such as:

- A complaint is filed against the Cooperative
- A credible threat of litigation has been received by the Cooperative
- A discovery request is received
- A records preservation order has been issued
- A subpoena has been served on the Cooperative
- A governmental, regulatory or law enforcement agency has instituted an investigation
- An event has occurred that resulted in substantial damage to property or death or serious bodily injury to a person
- A circumstance has arisen that is likely to cause the Cooperative to file a lawsuit against someone or some entity
- An employee has made a complaint, allegation, or report regarding a violation of law, Cooperative policy, or other improper conduct prompting an internal investigation

If a staff member of the Cooperative receives any such complaint, request, subpoena or inquiry, he or she should immediately submit it to the CEO/General Manager. Following consultation with legal counsel, a determination will be made regarding the need to preserve records. If such a need is determined to exist, then the CEO/General Manager will issue a legal hold notification.

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The legal hold requires the preservation of all records and other information detailed in the legal hold notice until otherwise notified. With regard to electronic records and information, all such active, distributed and archived materials must be preserved. Back-up tapes that only contain records or other information redundant to that which is being maintained as active or archived data, will be recycled or destroyed in accordance with the Cooperative's regular back-up tape practice.

If a computer or peripheral device (e.g. smart phone, tablet,, external disk drive, etc.) has records or other information stored on it which are subject to the legal hold, then any scheduled replacement of that computer or device must be suspended until the stored materials on such computer or device are copied to a secure medium before the computer or device is taken out of service.

#### Members' Personal Information

- 1) Member-consumers shall, upon request by the member, be provided access to service, billing, capital credit and other related account information about themselves and may correct any inaccurate, incomplete, or untimely information.
- 2) The Cooperative shall use Information about member-consumers in a responsible way only for the purpose of carrying out its operations and to the benefit of member-consumers. The Cooperative may not disclose such Information to affiliates, partners and other third-parties unless specifically permitted to do so by the member, either in writing or on a recorded phone line. Member-consumers may request that their information not be shared with affiliates for the offering of new products and services. The Cooperative will not sell, rent, loan, exchange, or otherwise release mailing lists or telephone lists of member-consumers for marketing purposes, nor to non-affiliated third parties without the prior written consent of the member-consumer.

#### Public Access to Records

It is recognized that the Cooperative must protect certain business information and membership data. This policy outlines the practices and procedures for dealing with requests for information, including access to minutes of Board meetings, by 3<sup>rd</sup>-parties. All requests for information must be in writing and addressed to the CEO/General Manager. In the event the Cooperative receives such a request for information, the following procedure shall be followed:

- 1) The office employee receiving the request shall determine that the following information has been provided by the individual making the request:

- a. Name and address of requester
  - b. Company or professional affiliation (if any)
  - c. Account #
  - d. Purpose or reason for the request
- 2) Upon receipt of the information, office personnel shall advise the individual in writing that the request will be referred to the CEO/General Manager and that a response will be provided within 5 business days.
- 3) The CEO/General Manager shall review the request and, at his discretion, determine whether the requested access satisfies legal and policy requirements. Access shall be granted in response to all requests for the Cooperative's audited financial statements and for any Cooperative policy.
- 4) Written notification back to the requester will then be made.
- 5) If access is granted to certain information, such as meeting minutes, the information will be available as "view only" and not available to be copied.

In no way does this policy permit access to meeting minutes of Executive Sessions of the Board or to other privileged Cooperative information (e.g. member information, payroll, etc.). Further, employees shall not divulge, disclose or provide business-related information or membership information (e.g. membership lists, address information, etc.) without prior approval by the CEO/General Manager. Employees may never access customer records for non-business purposes.

Compliance & Questions: Every employee, director, and agent of the Cooperative is required to comply with this policy. Training will be provided as needed to ensure that everyone subject to the policy is familiar with its provisions and understands the specific responsibilities and tasks associated with carrying out the policy. Periodic compliance audits and testing of retention, legal hold, and destruction procedures may be undertaken at the direction and supervision of the CEO/General Manager. The CEO/General Manager shall make periodic reports to the Board of Directors regarding overall compliance.

Questions about this policy should be directed to the CEO/General Manager.

Reporting of Suspected Noncompliance: Should any employee, director or agent of the Cooperative become aware of information indicating that a person responsible for the retention or destruction of records is not in compliance with this policy, such information shall be promptly reported to the CEO/General Manager.

RESPONSIBILITY: CEO/General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	December 18, 2013
Reviewed by Board of Directors	November 24, 2015
Revised by Board of Directors	December 19, 2017
Revised by Board of Directors	December 17, 2019

This policy combined former policies “Records Management & Retention,” “Protection of Consumer Personal Information,” “Membership Records,” “Public Accessibility,” and “Records, Maintenance & Public Access” effective December 18, 2013.

## Retention Schedule

<b>Record Description</b>	<b>Minimum Retention Period</b>
Annual reports	Life of corporation
Organizational documents	Permanently
Deeds, Mortgages, and the like	Permanently
Board meeting Minutes and Resolutions	Permanently
Contracts	7 years beyond contract life
General Ledger	Permanently
Bank Statements	7 years
Accountants' and auditors' reports	7 years
General Accounting Records	7 years
Journals	50 years
Daily Cash sheets	2 years
Insurance Records	7 years
Transformer history records	Life of transformer
Construction, Retirement & Maintenance work orders (closed)	7 years
Staking Sheets	Permanently
Plant ledgers/Continuing Property Records	Permanently
Construction work in progress ledgers	Until WO closed, then part of WO record
Retirement work in progress ledgers	Until WO closed, then part of WO record
Procurement/Purchase Orders	7 years
Records of sales of scrap	7 years
Rate schedules/Sales Records	7 years
Tax records	7 years after settlement
Statements of funds and deposits	7 years
Budgets	7 years
Safety, motor vehicle and driver license records	7 years
Payroll records and Timecards	7 years
Personnel files - I-9 Forms	3 years from date of hire or 1 year from termination, whichever is later
Personnel files - New Hire and Annual Employee Notice of Pay Rate and Payday	7 years
Personnel files - Applications & Resumes of Non-Hires	7 years from date position filled
Personnel files – Job Postings & Advertisements filed by position filled	7 years from date position filled
Personnel files – Hiring Documents, Recruitment Documents, Policy Acknowledgement Forms, Job Descriptions, Pay Rate and Compensation Information,	Permanently [Medicals must be in separate file]



Performance Reviews, Disciplinary Documents, Employment Status Changes, Paid Family Medical Leave records, Training Records, Physical Examinations, other Medical Records, Employment and Aptitude Tests, Termination Documents, Exit Interviews	
Records of Discrimination Charges/Complaints	The last of: 7 years after employee's termination, a final disposition of the action, or the date the applicable statute of limitations expires if no action is brought
Personnel files, Workers Compensation Records	Permanently [Must be in separate file from main employee file]
Personnel files, OSHA Injury/Illness Records (Form 300/301/300A)	7 years
Employee Benefit Plans	Permanently
Personnel files – Employee Benefit Individual Application, Enrollment Forms	Permanently
Personnel files – Wage Garnishment Orders	7 years from end of garnishment
Personnel files – Employment Certificates for Employees Under 18	Retain only while minor is employed, then return to minor.
Personnel files, Other	Permanently [Medicals must be in separate file]
Environmental records	7 years
Licenses and Permits	Permanently or until no longer hold license
Meter history	Life of meter



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**POLICY**

SUBJECT: Member-Owned Distributed Generation

POLICY: **Emergency or Standby Generation**

Member-owned emergency or standby generation that is intended to serve the member only during outages shall be connected to the member's service using an approved transfer switch. The installation shall be inspected and approved by an electrical inspection agency. In no case shall an emergency or standby generator be connected to the Cooperative's distribution lines.

**Generation Connected in Parallel**

It shall be the policy of the Cooperative to accommodate members who wish to generate electricity on their own premises using qualified renewable energy resources while remaining connected to the Cooperative's electrical system ("self generation"). Member-owned self generation is consistent with the Cooperative's goals of minimizing dependency on fossil fuel sources of energy that it secures for its members.

The Cooperative will make information readily available to members pertaining to the procedures for application and appropriate technical requirements for self generation. It is recognized that industry-established procedures and requirements must be followed to ensure the protection of Cooperative personnel and facilities, and the public.

The Cooperative will use reasonable efforts to provide support and guidance to members who are interested in developing and investing in renewable energy facilities. However, it shall be the responsibility of the member, financial and otherwise, to comply with interconnection requirements, arrange for contractors, secure financing and operate and maintain such facilities in compliance with this policy.

The Cooperative recognizes that extensive self generation could adversely impact the Cooperative's wholesale energy costs, which may, in turn, affect the cost of electric service to its members. For this reason, self generation sources that are interconnected to the Cooperative's electrical systems shall normally be limited to 15 kW maximum nameplate capacity. Proposed distributed generation systems rated greater than 15kW but less than 10 MVA will be considered on an individual basis subject to the constraints of the Cooperative's system. Self generation with a nameplate capacity of greater than 10 MVA will not be considered.

Further, it is recognized that self generation may result in circumstances where such generation exceeds the member's electrical consumption. During those times, and for systems rated at 15 kW or less, the Cooperative shall purchase that amount of energy that exceeds consumption and is injected into the Cooperative's electrical system at DCEC's avoided cost of wholesale energy, as shown on Rural Utility Service Form 7, Part K. Members who have executed with the Cooperative an Agreement for Interconnection of Member-Owned Distributed Generation prior to November 26, 2013 are eligible to continue selling their excess energy production to the Cooperative on a net-metered basis for a period not to exceed 10 years from the date of execution of their Agreement.

As a condition of connecting self generation systems rated at 15 kW or less to the Cooperative's system, a member must maintain liability insurance in the amount of \$300,000 and, if requested by DCEC, provide DCEC proof of insurance.

Distributed generation systems rated greater than 15 kW but less than 10 MVA will be considered on an individual basis through a separate purchased power agreement or power wheeling arrangement. As a condition of connecting self generation systems rated greater than 15kW but less than 10 MVA, a member must provide DCEC proof of liability insurance in an amount of at least \$1 million dollars with the Cooperative named as an additional insured.

**PROCEDURE:**

Members interested in self generation shall contact the Cooperative and become familiar with relevant rules, requirements and procedures. The member shall submit a completed "Interconnection Application for Distributed Generation" to the Cooperative providing details of the project plans, along with a \$50.00 application fee. The Cooperative will review the information provided in the application and shall respond to the member with comments or acceptance within twelve (12) business days of receipt.

Cooperative staff shall encourage the member to consider a full range of energy conservation, energy efficiency, and renewable generation options as part of their research and planning, prior to installing self-generation at their service location. Cooperative staff shall provide information to the member about the availability of home energy audits to aid in the member's research and planning.

Upon acceptance by the Cooperative of the application, the member shall execute an "Interconnection Agreement for Distributed

Generation” which includes acknowledgement of the member’s obligations and responsibilities. Upon completion of the installation by the member of the self generation facility, the member will notify the Cooperative to schedule a pre-connection inspection of the facility. The member shall pay the Cooperative a \$100.00 inspection fee for each visit to the premises.

The member shall not connect the facility to the Cooperative’s electrical system until it receives written permission from the Cooperative to do so. The Cooperative shall provide such permission upon receipt of all relevant payments and upon validation that the facility complies with all stated requirements. The Cooperative shall have the right to access and inspect the facilities on the member’s premises at any time and shall have the right to disconnect the facility if it is found that the facility violates any provisions of the interconnect requirements and/or due to concerns over employee or public safety or the reliability of Cooperative electric service.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	May 26, 2009
Revised by Board of Directors	Dec 27, 2011
Revised by Board of Directors	Nov 26, 2013
Revised by Board of Directors	Jul 22, 2014
Revised by Board of Directors	Sep 27, 2016
Revised by Board of Directors	May 12, 2020

**RESOLUTION**

**November 22, 2022**

**2022 Capital Credit Retirement**

WHEREAS the Bylaws of the Delaware County Electric Cooperative, Inc. (the “Cooperative”) as revised September 10, 2021, Article VII, Section 3, authorize the Board of Directors, upon determining that the financial condition of the Cooperative will not be impaired thereby, to retire in full or in part the capital then credited to members’ accounts; and

WHEREAS the Bylaws require that retirements shall be made in order of priority according to the year in which the capital was furnished and credited, the capital first received by the Cooperative being the first retired; and

WHEREAS the Bylaws require that the retirement shall not reduce the capital of the Cooperative below thirty per cent (30%) of the total assets of the Cooperative; and

WHEREAS the Cooperative’s policy on Capital Credits Applied to Bad Debt provides guidance on the retirement of capital credits; and

WHEREAS DCEC’s policy on Unclaimed Capital Credits and Donated Capital provides guidance on the retirement of capital credits;

NOW, THEREFORE BE IT RESOLVED THAT WE, the Board of Directors of the Delaware County Electric Cooperative, Inc., approves of a 2022 capital credit retirement in the approximate amounts listed below:

<b>Retirement Type</b>	<b>Amount</b>
General Retirement (All of 1996)	\$318,796.38
Special Retirement (Inactive accounts less than \$100.00, approximate amount)	\$11,500.00
Total Retirement	\$330,296.38



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BE IT FURTHER RESOLVED THAT the Cooperative's General Manager and Staff are directed to take all actions necessary to implement this resolution, including making changes to the amounts retired due to changes in member status or other unforeseen events.

Such resolution has not been rescinded, modified or amended and is now in full force and effect.

I, Laurie Wehmeyer, Secretary of Delaware County Electric Cooperative, Inc., do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Directors of Delaware County Electric Cooperative, Inc. hereto referenced below at which a quorum was present and voted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

(Corporate Seal)

\_\_\_\_\_  
LAURIE WEHMEYER, SECRETARY

## **CEO/GM REPORT**

October/November 2022

### **Government Relations and Outside Associations:**

- NYSRECA – Had a quarterly virtual meeting with NYSEG to talk about transmission issues. NYSRECA is pushing for NYSEG to update (or redo) a transmission study done in 2008, provide updates on action items from that study, and to include coop customer counts in their outage metrics.
- NYSRECA – Meeting in Apalachin on Nov 17<sup>th</sup>.

### **Community Involvement:**

- Delaware County Chamber – CEO Gasstrom attended Chamber networking events on Oct 21 and Nov 3. Both events focused on involvement with educational institutions in the area, with the October 21 meeting highlighting SUNY Delhi's initiative to connect with the local business community and the November 3<sup>rd</sup> focusing on Delaware Academy's need for mentoring and internship partners.
- SUNY Delhi – CEO Gasstrom met with Dr. Mary Bonderoff (Officer in Charge) and Michael Sullivan (VP of College Advancement) about several opportunities to work together for the mutual benefit of SUNY, DCEC, students, and the community. Discussion are ongoing.

### **Employee Relations:**

- CEO Gasstrom has been continuing one-on-one meetings with both inside and outside staff.
- All Employee meeting was very well received.
- We still have several staff vacancies. We have an ongoing arrangement with Paul DeAndrea to provide engineering consulting services as needed. Existing staff have been going above and beyond to keep operations as smooth as possible.

### **Grants:**

- IJIA & IRA federal grant opportunities – Investigations into these opportunities continue, with discussion centering around collaborative approaches with the other NYS coops. Topic of discussion for NYSRECA meeting in Apalachin on Nov 17<sup>th</sup>.

### **Facilities Update:**

- Office space – Office renovations are currently underway with good progress being made to date.

## **CFO REPORT**

October 25, 2022 - November 15, 2022

### **FINANCE/ ACCOUNTING:**

#### **Budgeting:**

- Anticipated first round draft budget for the November board meeting as a handout
- John and Mark continue developing the 2023 budget

#### **Capital Credits:**

- Preparing for the upcoming capital credit retirement on the December billing for active members and checks for inactive members

#### **Audit:**

- Working with Mike Roseberry for cost and Scope of Work for the 2022 financial audit. The audit will most likely be scheduled in February 2023

### **HUMAN RESOURCES:**

#### **Staffing:**

- Tree Crew
  - DCEC hired Jakeb Ryan as a Laborer 1 on the Tree Crew. There is currently one more vacancy to fill on this crew to complete the goal of a 5-person crew
- General Clerk
  - John and Mark to interview for the vacant General Clerk/ Billing Assistant position with a goal of having a new staff member start in early December
- Engineering Manager
  - No further progress
- System Coordinator
  - The System Coordinator position has been posted without any interest as of this date



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## CSA Report

October 19 – November 15, 2022

### Member Engagement:

- Received essay from daughter of a long-time member describing life before electricity. Would like to publish in January/February newsletter.
- Produced first newsletter that will be in the November bills. Focus is on reporting outages, uninterruptible power supply (UPS), safety, and a recap of the 78<sup>th</sup> Annual Meeting.
- Will be creating newsletters, billing inserts, message for bill print, and SmartHub messages.

### Social Media:

- Posting to promote Food Drive 11/14 – 12/12 to benefit the Stamford Sacred Heart Food Pantry.
- Talking to SUNY Delhi about public relations/social media strategy for donation to SUNY Delhi's Electrical Construction and Utilities Operations Program.

### Media:

- DCEC was mentioned in The Reporter in the "*SUNY Delhi offers work ready programs/degrees*" article on 11/8/2022.
- Finished running job openings post in The County Shopper & The Reporter last Thursday, 11/10/22.

### Website:

- Working through website migration with Software Developer by 12/1/2022.