

## NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, September 28, 2021 at 5:00 pm** at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

### AGENDA

#### I. Opening Business:

- A. Call to Order
- B. Roll Call - Determination of Quorum
- C. Adoption of Agenda [packet page 1]

#### II. Adjourn from Regular Board Meeting to Resume the Annual Organizational Meeting

- A. Minutes from the Annual Organizational Meeting following the Annual Mtg [packet page 2]
- B. Reviewing Conflict of Interest Policy [packet pages 3-8]
- C. Cooperative Officers Job Descriptions Review [packet pages 9-12]
- D. Nomination and Election of Officers [packet pages 13-14]
- E. Committee Appointments [packet pages 13-14]
  - a. Consideration of adding an Annual Meeting Committee
- F. Adjourn Organizational Meeting to Resume the Regular Monthly Board Meeting

#### III. Consent Agenda:

- A. Minutes of August 24, 2021 [packet pages 15-18]
- B. New Memberships [packet page 19]
- C. Bad Debt Collection Report [packet pages 20-21]
- D. Director Compensation [packet pages 22-23]
- E. Corporate Calendar [packet page 24]

#### IV. Policy Review and Development:

- A. Review:
  - a. Deposits Policy [packet pages 25-28]
  - b. Attorney [packet page 29]
  - c. Weapons [packet page 30]
  - d. Management Benefits [handout]
- B. Development:
  - a. Over Collection for Aid to Construction [discussion]

#### V. General Manager's Report: [packet pages 31-36]

#### VI. DCEC's 77<sup>th</sup> Annual Meeting

- A. Signing of 2020's Annual Meeting Minutes [packet pages 37-42]
- B. Review of Member Questions [packet pages 43-49]
- C. Review of Annual Meeting [open discussion]

#### VII. Monthly Financial Reports: [handout]

#### VIII. COVID-19 Report/Update: [packet pages 50-65]

#### IX. Power Cost Risk Update: [discussion]

#### X. Strategic Plan Review: [packet pages 66-68]

#### XI. 4 - Year RUS Work Plan Review: [handout]

#### XII. Shirt Order for DCEC Board [packet pages 69-70]

#### XIII. Report about NRECA Region 1 & 4 Meeting from Attendees: [report from Pick & Wehmeyer]

#### XIV. NEAEC Director & Staff Education & Team Building Conference Update: [packet page 71]

#### XV. Approval of Christmas Hams: [packet page 72]

#### XVI. New Business:

#### XVII. Future Business:

- A. Regular Board Meeting, Tuesday, 10/26/21 @ 5pm
  - a. Finance Committee Meeting (Time TBD)
  - b. Year-End Financial Projection (Capital Credit Retirement Assessment)
  - c. Resolution Securing the Accounting/Audit Firm
  - d. Vegetation Management Update
  - e. Procurement, Receiving, & Disbursement Policy
  - f. 77<sup>th</sup> Annual Meeting Minutes
- B. CFC Strategic Planning, October 20<sup>th</sup>, details need to be confirmed.
- C. 2021 Annual NYAPP Conference, Virtual Conference on Zoom, Wednesday, 10/27/21, – Friday, 10/29/21, additional information will be emailed by Admin Director Pamela Benson when available
- D. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- E. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course
- F. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY - 2022
- G. Cost of Service Study (COSS) – Summer of 2022

#### XVIII. Executive Session:

#### XIX. Adjournment:

#### Cooperative Stakeholders

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

**DCEC Annual Organizational Meeting Minutes**  
**September 10, 2021**

I. Opening Business: The Annual Organizational Meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held September 10, 2021, at the American Legion located at 41 Page Ave. in Delhi, NY.

A. Call to Order: The meeting was called to order at 7:31 p.m. by President Oles.

B. Roll Call – Determination of Quorum:

The following individuals were present at the meeting:

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

II. Nomination and Election of Officers: Secretary Pick made a motion to postpone the DCEC Annual Organizational Meeting until September 28, 2021. The motion was seconded by Director Burnett. The motion passed.

III. Adjournment: There being no further business to come before the board, President Oles adjourned the meeting at 7:35 p.m.

Respectfully Submitted,

Edward “Rusty” Pick Jr.  
 Secretary



## POLICY

SUBJECT: Conflict of Interest

POLICY: It shall be the policy of the Board to maintain and enforce a policy relating to Conflict of Interest relating to the operation of the Cooperative.

## PROCEDURE:

1. Definitions: As used in this Policy, and unless the context requires otherwise:

- A. "Board" means the Delaware County Electric Cooperative, Inc. Board of Directors.
- B. "Business Opportunity" means an opportunity to engage in a business activity, other than an opportunity offered to all similarly situated Cooperative members, of which:
  - 1) An Official becomes aware in connection with performing Official functions; under circumstances reasonably indicating that the opportunity was expected to be offered to Cooperative or a Subsidiary; or through using Cooperative or Subsidiary information or property if the Official should reasonably expect the opportunity to interest Cooperative or the Subsidiary; or
  - 2) An Official knows is closely related to a business in which Cooperative or a Subsidiary is engaged or expects to engage.
- C. "Conflicting Interest Transaction" or "Transaction" means a transaction or proposed transaction by Cooperative or a Subsidiary, other than the payment of Official compensation or provision of Official benefits, and other than a transaction offered to all similarly situated Cooperative members:
  - 1) To which an Official is a party; and
  - 2) For which, at the time the Board considers the transaction, or at the time Cooperative or the Subsidiary becomes legally obligated regarding the transaction, an Official has a Material Financial Interest in the transaction known to the Official; or an Official knows that a Related Person is a party to, or has a Material Financial Interest in, the Transaction.
- D. "Control" or "Controlled" means:
  - 1) Having the direct or indirect power, through ownership of shares or interests, by contract, or otherwise, to elect or remove a majority of an entity's governing body;
  - 2) Being subject to a majority of the risk of loss from an entity's activities; or
  - 3) Being entitled to receive a majority of an entity's residual returns.
- E. "Cooperative" means Delaware County Electric Cooperative, Inc.
- F. "Cooperative's Attorney" means the legal counsel used by the Cooperative's Board for routine legal matters.
- G. "Director" means a member of the Board.
- H. "Disinterested Director" means a Director who, at the time the Board acts regarding income, employment, competition, a Conflicting Interest Transaction, or a Business Opportunity:
  - 1) Is not associated with the income, employment, or compensation; is not engaged in the Transaction; and is not taking advantage of the Business Opportunity; and
  - 2) Does not have a relationship with an Official associated with the income,



employment, or compensation; engaged in the Transaction; or taking advantage of the Business Opportunity, which relationship would reasonably be expected to impair the objectivity of the Director's judgment regarding the income, employment, competition, Transaction, or Business Opportunity.

- I. "Key Employee" means a Cooperative employee, other than a Director or Officer, who:
  - 1) Has responsibilities, powers, or influence over Cooperative similar to a Director or Officer; manages a segment or activity of Cooperative representing ten percent or more of Cooperative's activities, assets, income, or expenses; or has or shares authority to control or determine ten percent or more of Cooperative's capital expenditures, operating budget, or employee compensation; and
  - 2) Is one of the twenty employees with the highest compensation reported to the Internal Revenue Service on Form W-2.
- J. "CEO/General Manager" means the individual with ultimate responsibility for implementing the Board's decisions or supervising Cooperative's management, administration, or operation, regardless of job title.
- K. "Material Financial Interest" means a financial interest in a transaction reasonably expected to impair the objectivity of an Official's judgment regarding the transaction.
- L. "Officer" means an individual:
  - 1) Appointed by the Board, or by another Officer authorized by the Board or by Cooperative's articles of incorporation or bylaws; and
  - 2) Serving as a chief executive, operating, financial, legal, or accounting officer; being in charge of a principal business unit; or performing a major policymaking function.An Officer includes the CEO/General Manager and the individual with ultimate responsibility for managing Cooperative's finances.
- M. "Official" means a Director, Officer, or Key Employee.
- N. "President" means a Director who is President of Cooperative or is Chair of the Board.
- O. "Policy" means this Delaware County Electric Cooperative, Inc. Conflict of Interest Policy.
- P. "Related Entity" means an entity, other than Cooperative, a Subsidiary, or an entity of which Cooperative is a member:
  - 1) Controlled by an Official or an Official's Related Individual;
  - 2) In which an Official owns more than ten percent of the entity's shares or interests;
  - 3) For which an Official is a general partner or member of the governing body, e.g., a member of the entity's board of directors;
  - 4) For which an Official is a trustee, guardian, personal representative, or similar fiduciary;
  - 5) Employing an Official; or
  - 6) Controlled by an entity employing an Official.
- Q. "Related Individual" means an individual:
  - 1) Who is the spouse of an Official;
  - 2) Who is, or is the spouse of, a child, stepchild, grandchild, parent, step parent, grandparent, sibling, step sibling, half sibling, aunt, uncle, niece, or nephew of an Official or the Official's spouse;
  - 3) Residing with an Official;
  - 4) For whom an Official is a trustee, guardian, personal representative, or similar fiduciary; or






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5) Employing an Official.

- R. "Related Person" means a Related Entity or a Related Individual.
- S. "Subsidiary" means an entity Controlled by Cooperative.

2. Employment and Income. A Director may not be employed by Cooperative or a Subsidiary. Unless an Official discloses income or employment to the Board and a majority of Disinterested Directors authorizes or ratifies the income or employment, the Official:

- A. Other than retirement or insurance income from Cooperative, and other than Director or employment compensation from Cooperative, may not directly or indirectly receive more than ten percent of the Official's annual gross income from Cooperative, a Subsidiary, or a Cooperative or Subsidiary employee;
- B. May not directly or indirectly receive more than twenty-five percent of the Official's annual gross income from another Official; and
- C. May not have a Related Individual employed by Cooperative or a Subsidiary.

3. Conflicting Interest Transaction. An Official may not engage in a Conflicting Interest Transaction unless: To the extent unknown by Disinterested Directors, the Official discloses the existence and nature of the Official's conflicting interest and all facts known to the Official regarding the Transaction that a Disinterested Director would reasonably believe to be material to the Transaction; Disinterested Directors deliberate and vote regarding the Transaction outside the presence of, and without participation by, the Official; and a majority of Disinterested Directors, but not less than two, authorizes the Transaction.

4. Business Opportunity. An Official may not directly or indirectly take advantage of a Business Opportunity unless, before the Official becomes legally obligated regarding the Business Opportunity:

- A. The Official informs the Cooperative or Subsidiary of the Business Opportunity; and
- B. To the extent unknown by Disinterested Directors, the Official discloses the existence and nature of the Business Opportunity and all facts known to the Official regarding the Business Opportunity that a Disinterested Director would reasonably believe to be material to the Business Opportunity; Disinterested Directors deliberate and vote regarding the Business Opportunity outside the presence of, and without participation by, the Official; and a majority of Disinterested Directors, but not less than two, disclaims Cooperative interest in the Business Opportunity.

5. Insider Pecuniary Benefit. An Official may not use Cooperative or Subsidiary property to secure pecuniary benefit unless:

- A. Value is given for the use and assuming the use is a Conflicting Interest Transaction, the Official is permitted to engage in the Transaction under this Policy;
- B. The use is payment of compensation or provision of benefits;
- C. The use is of information only and the use is not connected with trading securities, is not a use of proprietary information, and does not harm Cooperative or Subsidiary;
- D. Assuming the use is a Conflicting Interest Transaction, a majority of Disinterested Directors




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authorizes the Transaction under this Policy; or

- E. The benefit is received as a Cooperative member; made available to all other similarly situated Cooperative members; and lawful.

6. Compliance and Enforcement. The Board interprets and enforces this Policy. Cooperative's Attorney must annually review this Policy with all Officials. The minutes of all Board meetings shall record all disclosures, votes, authorizations, and other actions taken under this Policy. Each Official must annually complete and sign the Conflict of Interest Certification and Disclosure Form attached to this Policy and deliver the completed and signed Form to President or CEO/General Manager. If an Official discovers any information or fact that could impact another Official's compliance with this Policy, then the Official must disclose the information or fact to President or CEO/General Manager immediately. If the conflict involves President and/or CEO/General Manager, the Official may contact the Cooperative's Attorney.

If CEO/General Manager, President, or Cooperative's Attorney receives a Form disclosing any information or fact that could impact an Official's compliance with this Policy, then, respectively, CEO/General Manager must deliver the Form to President and President must distribute a copy of the Form to the Board. If CEO/General Manager or President receives or discovers any other information or fact that could impact any Official's compliance with this Policy, then, respectively, CEO/General Manager must disclose this information or fact to President and President must disclose this information or fact to the Board. In cases where conflicts are reported to Cooperative's Attorney, then Cooperative's Attorney must deliver such information directly to the Board.

Upon receiving or discovering any information or fact that could impact a Director's compliance with this Policy, the Board must:

- A. Provide the Director an opportunity to comment orally and in writing regarding the information or fact, and an opportunity to be represented by legal counsel; and
- B. Determine whether the Director complies with this Policy.

If the Board determines that a Director does not comply with this Policy, then:

- A. The Board must provide the Director an opportunity to comply with this Policy within thirty days; and
- B. If the Director does not comply with this Policy within thirty days, then, as allowed by law, the Cooperative's Articles of Incorporation and the Cooperative's Bylaws, the Board may disqualify and/or remove the Director.

Upon receiving or discovering any information or fact that could impact any other Official's compliance with this Policy, the Board must act as appropriate or authorize the CEO/General Manager to act as appropriate. If the Official is a Board Member he or she must withdraw from participating as a Board Member in any meetings of the Board of Directors for discussion of and/or voting upon any decisions made or actions taken by the Board regarding disposition of any matter under this Policy.



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RESPONSIBILITY: Cooperative Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	December 23, 2008
Revised by Board of Directors	January 22, 2013
Revised by Board of Directors	July 28, 2015
Revised by Board of Directors	October 24, 2017
Reviewed by Board of Directors	September 25, 2018
Revised by Board of Directors	November 24, 2020




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**Conflict of Interest Certification and Disclosure Form**

As defined in the Delaware County Electric Cooperative, Inc. Conflict of Interest Policy (Policy), the undersigned Official:

1. Affirms that Official has received or has access to, has read, and understands the most current version of the Policy;
2. Agrees to comply with the Policy;
3. Based upon Official's good faith belief, to the best of Official's knowledge, and except as disclosed below, certifies that Official currently complies with the Policy;
4. Discloses the following information or facts regarding any actual or potential income, employment, compensation, Conflicting Interest Transaction, Business Opportunity, or pecuniary benefit, or other information or fact, that could impact Official's compliance with the Policy:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_;

5. Upon discovering any information or fact regarding any actual or potential income, employment, compensation, Conflicting Interest Transaction, Business Opportunity, or pecuniary benefit, or other information or fact, that could impact Official's compliance, or another Official's compliance, with the Policy, agrees to disclose this information or fact to Cooperative's President or CEO/General Manager or Cooperative's Attorney; and

6. Upon not complying with the Policy, agrees to any disqualification, removal, or other action taken under the Policy.

\_\_\_\_\_  
 Printed Name of Official

\_\_\_\_\_  
 Signature of Official

\_\_\_\_\_  
 Position of Official

\_\_\_\_\_  
 Date

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**Section 3. *Notice of Directors Meetings.*** Written notice of the time, place and purpose of any special meeting of the board of directors shall be delivered not less than two days previous thereto, either personally or by regular or electronic mail or facsimile, by or at the direction of the Secretary, or upon a default in duty by the Secretary, by the President, or the directors calling the meeting, to each director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the director at his address as it appears on the records of the Cooperative, with postage thereon prepaid. If given by electronic mail or facsimile, notice shall be deemed to be delivered on the day of transmission to such last known address or number.

**Section 4. *Allowance of and Limitations on Telephonic Participation.*** Any one or more members of the board of directors may participate in a meeting of such board by means of a conference telephone or similar telephonic communication equipment allowing all persons participating in the meeting to hear each other and such participation by telephonic means shall constitute presence at such meeting. Notwithstanding the allowance of telephonic participation of any one or more member of the board of directors at any given meeting, each member of the board of directors shall appear in person for at least 9 regular meetings of the board of directors in each year of his or her term, where a term year starts and ends at an annual meeting of the members.

**Section 5. *Quorum.*** A majority of the board of directors shall constitute a quorum, provided, that if less than such majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting from time to time; and provided further, that the Secretary shall notify any absent directors of the time and place of such adjourned meeting. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

## ARTICLE VI

### *Officers*

**Section 1. *Number.*** The officers of the Cooperative shall be a President, Vice-President, Secretary and Treasurer and such other officers as may be determined by the board of directors from time to time. The offices of Secretary and Treasurer may be held by the same person.

**Section 2. *Election and Term of Office.*** The officers shall be elected, by ballot, annually by and from the board of directors at the meeting of the board of directors held directly after the annual meeting of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until the first meeting of the board of directors following the next succeeding annual meeting of the members or until his successor shall have been elected and shall have qualified. A vacancy in any office shall be filled by the board of directors for the unexpired portion of the term.

**Section 3. *Removal of Officers and Agents by Directors.*** Any officer or agent elected or appointed by directors may be removed by the board of directors whenever in its judgment the best interests of the Cooperative will be served thereby. In addition, any member of the Cooperative may bring charges against an officer by filing such charges in writing with the Secretary, together with a petition signed by ten per centum of the members, and request the removal of the particular officer by reason thereof. The officer against whom such charges have

been brought shall be informed in writing of the charges at least five days prior to the meeting at which the charges are to be considered and shall have an opportunity at the meeting to be heard in person or by counsel and present evidence in respect to the charges; and the person or persons bringing the charges against him or her shall have the same opportunity. The question of the removal of such officer shall be considered and voted upon at the next regular or special meeting of the members.

**Section 4. *President.*** The President shall:

- (a) be the principal officer of the Cooperative, and, unless otherwise determined by the members of the board of directors, shall preside at all meetings of the members and the board of directors;
- (b) sign, with the Secretary, certificates of membership, the issue of which shall have been authorized by the board of directors or the members, and may sign any deeds, mortgages, deeds of trust, notes, bonds, contracts or other instruments authorized by the board of directors to be executed, except in cases in which the signing and the execution thereof shall be expressly delegated by the board of directors or by these bylaws to some other officer or agent of the Cooperative, or shall be required by law to be otherwise signed or executed; and
- (c) In general perform all duties incident to the office of President and such other duties as may be prescribed by the board of directors from time to time.

**Section 5. *Vice President.*** In the absence of the President, or in the event of his inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall also perform such other duties as from time to time may be assigned to him or her by the board of directors.

**Section 6. *Secretary.*** The Secretary shall:

- (a) keep the minutes of the meetings of the members and of the board of directors stored or available on the premises in a media provided for that purpose;
- (b) see that all notices are duly given in accordance with these bylaws or as required by law;
- (c) be custodian of the corporate records and of the seal of the Cooperative and affix the seal of the Cooperative to all certificates of membership prior to the issue thereof and to all documents, the execution of which on behalf of the Cooperative under its seal is duly authorized in accordance with the provisions of these bylaws;
- (d) keep a register of the names and post office addresses of all members;
- (e) sign, with the President, certificates of membership, the issue of which shall have been authorized by the board of directors of the members;

- (f) have general charge of the books of the Cooperative in which a record of the members is kept;
- (g) keep on file at all times a complete copy of the Cooperative bylaws containing all amendments thereto, which copy shall always be open to the inspection of any member at the office of the Cooperative and on the Cooperative's website, and at the expense of the Cooperative, forward a copy of the bylaws and of all amendments thereto to each member, upon written request therefore; and
- (h) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the board of directors.

**Section 7. Treasurer.** The treasurer shall:

- (a) have charge and custody of and be responsible for all funds and securities of the Cooperative;
- (b) be responsible for the receipt of and the issuance of receipts for moneys due and payable to the Cooperative from any source whatsoever, and for the deposit of all such moneys in the name of the Cooperative in such bank or banks as shall be selected in accordance with the provisions of these bylaws;
- (c) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the board of directors.

**Section 8. Chief Executive Officer.** The board of directors may appoint a Chief Executive Officer who may be, but who shall not be required to be, a member of the Cooperative. The Chief Executive Officer shall perform such duties and shall exercise such authority as the board of directors may from time to time vest in him or her.

**Section 9. Compensation.** The powers, duties and compensation of any officers, agents and employees shall be fixed by the board of directors, subject to the provisions of these bylaws with respect to compensation for directors and close relatives of directors.

**Section 10. Reports.** The officers of the Cooperative shall submit at each annual meeting of the members reports covering the business of the Cooperative for the previous fiscal year. Such reports shall set forth the condition of the Cooperative at the close of such fiscal year.

## **ARTICLE VII**

### ***Non-Profit Operation and Capital***

**Section 1. Definitions.** As used in this Article,

- (a) "Authorized Early Retirement" shall mean the Retirement of Patronage Capital Credits prior to the time such capital would otherwise be generally retired to current and former Patrons under provisions of these bylaws.



**Delaware County Electric Cooperative  
Organizational Meeting Template  
September 10, 2021 and September 28, 2021**

**Explanation of Meeting's Purpose:** The purpose of the annual organizational meeting is for the board of directors to nominate and elect officers and, if practical, for the President to appoint committee members for the Finance, Organization and Staffing, Insurance, and HQ Project committees.

**I. Officer Nomination and Election:**

President: \_\_\_\_\_  
\_\_\_\_\_

Vice President: \_\_\_\_\_  
\_\_\_\_\_

Secretary: \_\_\_\_\_  
\_\_\_\_\_

Treasurer: \_\_\_\_\_  
\_\_\_\_\_

Contested elections should be conducted with a secret ballot. Uncontested elections can be conducted by a motion, second, and voice vote to cast a single ballot for the candidate or slate of candidates.

**II. Committee Appointments:** The President may appoint members to the active committees:

Finance: \_\_\_\_\_  
2020-2021 Members: Director Oles, Director Russell, Director Wehmeyer, Director Pick, Director Menke, Director Burnett, and Director Tosi. Director Menke will serve as the Committee Chairperson.

Organizational & Staffing:

\_\_\_\_\_  
2020-2021 Members: Director Oles, Director Russell, Director Wehmeyer, Director Pick, Director Menke, Director Burnett, and Director Tosi. Director Russell served as the Committee Chairperson.

Insurance: \_\_\_\_\_  
2018-2019 Member: Pick. 2020-2021 Insurance Committee did not meet.

HQ Project: \_\_\_\_\_  
2018-2019 Members: Pick and Russell. 2020-2021 HQ Project Committee did not meet.

**III. Additional Committees Needed:**

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Delaware County Electric Cooperative  
Board Meeting Minutes  
August 24, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held August 24, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:33 p.m. by President Oles.

B. Roll Call - Determination of Quorum:

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

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

C. Adoption of Agenda: The Board collectively agreed to adopt the agenda with one amendment, add to XVIII. New Business, A. Resolution to Appointment Tellers for Annual Meeting Ballot Counting.

II. Consent Agenda: Vice President Russell pointed out that there was a typo in the minutes on page 2, under B. Roll Call – Determination of Quorum: “Director Jffrey Russell” is missing an “e” and should be “Vice President Jeffrey Russell” ...participated via phone conference. A motion was made to approve the consent agenda as amended by Secretary Pick. The motion was seconded by Director Burnett. The motion passed.

III. Policies:

A. Line Extensions for New Services: A motion was made to table this policy by Secretary Pick. The motion was seconded by Vice President Russell. The motion passed.

- B. Financial Budgeting: A motion was made to approve the policy as presented by Treasurer Menke. The motion was seconded by Secretary Pick. The motion passed.
- C. Financial Reports for Directors: A motion was made to approve the policy as presented by Secretary Pick. The motion was seconded by Director Wehmeyer. The motion passed.
- D. Adjustments to Electric Rates and other Charges: CEO/General Manager Christopher Evans distributed a revision to the policy (attached). A motion was made to approve the policy as revised by Secretary Pick. The motion was seconded by Treasurer Menke. The motion passed.
- E. Procurement, Receiving, & Disbursement: A motion was made to table this policy and review again at the October Board Meeting on October 26, 2021, by Vice President Jeffrey Russell. The motion was seconded by Director Wehmeyer. The motion passed.

IV. Report from Organization & Staffing Committee Chairman Russell: Chairman Jeffrey Russell discussed committee meeting highlights and asked for revisions to the Management Benefit policy to be reviewed at the next Board Meeting.

V. General Manager's Report: Reviewed.

VI. Monthly Financial Reports: CFO Cannizzaro distributed the July 2021 Monthly Financial Reports. CFO Cannizzaro reviewed line 7, Distribution Expense - Maintenance and line 25, Non-Operating Margins - Other on the Income Statement, and reviewed lines 15, Cash - General Funds, line 16, Cash - Construction Funds - Trustee, and line 48, Accounts Payable on the balance sheets. CFO Cannizzaro answered questions regarding line 48, Accounts Payable of the balance sheet.

VII. Staff Reports:

- A. Report and update on RESAP from Operations after visit from PREA: Operations Manager Ryan Sullivan reported on the findings, process, and benefit of the field audit. Mr. Sullivan added that there were no major findings that resulted in a stop work order.

VIII. Resolution to Transfer Unclaimed Capital Credit Funds to Donated Capital: A motion was made by Secretary Pick to approve the resolution as presented. The motion was seconded by Treasurer Menke. The motion passed.

IX. COVID-19 Report/Update: CEO/General Manager Christopher Evans reviewed the updated procedure.

X. Board Self-Evaluation Survey: The Board of Director completed the self-evaluation survey.

XI. Reviewing of the 2020 Annual Membership Meeting Minutes: Reviewed. No revisions requested.

XII. Discussion about Directors Service Awards: The Board mutually agreed that they would like Service Pins and new polo shirts with DCEC's logo embroidered instead of a Service Award.

XIII: Budget Update: CFO Cannizzaro simply clarified and explained decisions that were made in 2021 that may affect the budget for the end of the year.

XIV. RSVP to 2021 Annual NYAPP Conference in Saratoga Springs, 10/27/21 – 10/29/21: The Board notified Management to reserve two hotel rooms and that CEO/General Manager Chris Evans, President Steve Oles, and Secretary Pick would all be attending this meeting. It was also, added that Secretary Pick would be driving back and forth each day.

XV. RSVP to Oneida-Madison Annual Meeting: No one will be attending from DCEC due to COVID-19.

XVI. RSVP to Steuben Rural Electric Cooperative Annual Meeting: No one will be attending from DCEC due to COVID-19.

XVII. NEAEC Director & Staff Education & Team Building Conference: The Board stated that Administrative Assistant Alicia VanZandt should book hotel rooms for all seven directors plus the appropriate staff. The Board asked that Administrative Assistant Alicia VanZandt follow-up with each Director for confirmation of dates for each booking.

XVIII. New Business:

A. Resolution to Appointment Tellers for Annual Meeting Ballot Counting: CEO/General Manager Christopher Evans distributed a resolution to appoint Annual Meeting tellers prior to the Annual Meeting due to the large number of absentee ballots that need to be counted (resolution attached). A motion was made by Vice President Russell to approve the resolution as presented. The motion was seconded by Secretary Pick. The motion passed.

XVIII. Future Business:

A. Regular Board Meeting, Tuesday, 9/28/21 @ 5pm

1. Cooperative Officers Job Descriptions Review
2. Organizational Meeting of Board (including Committee Appointments)
3. Report about NRECA Region 1 & 4 Meeting from attendees
4. Review of DCEC 77<sup>th</sup> Annual Meeting
5. Strategic Plan Review
6. 4-Year RUS Work Plan Review
7. Power Cost Risk Update
8. Approval of Christmas Hams

B. NRECA Regions 1 & 4, 9/8/21 – 9/10/21, National Harbor, MD – online

C. DCEC's Annual Meeting, 9/10/21, Delhi American Legion

D. CFC Strategic Planning, October 20th, details need to be confirmed.

E. 2021 Annual NYAPP Conference, Saratoga Springs, Wednesday, 10/27/21, noon – Friday, 10/29/21, noon @ Hampton Inn & Suites, 24 Lake Street, Saratoga Springs, NY

F. NEAEC Director & Staff Education & Team Building Conference, 11/8/21 – 11/9/21, Essex Junction, VT

G. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course

H. Cost of Service Study (COSS) – Summer 2022

I. CoBank facilitated Strategic Planning Discussion, date 2022 TBD, Delhi, NY

XX. Executive Session: A motion was made by Secretary Pick to go into executive session at 7:59 p.m. The motion was seconded by Director Tosi. The motion passed. A motion was made to come out of executive session by Director Wehmeyer at 8:37 p.m. The motion was seconded by Secretary Pick. The motion passed.

XXI. Adjournment: There being no further business on the agenda, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Edward "Rusty" Pick, Jr.,  
Secretary

# Delaware County Electric Cooperative, Inc.

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

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## NEW MEMBERSHIPS – September 28, 2021

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18687-001	AN 4-58-25A	Gail	Ekloff	4061 Fall Clove Rd.	DeLancey, NY 13752	Rolf Ekloff
18738-001	JE 2-27-32	Joseph	Bame	169 Woodland Dr.	Jefferson, NY 12093	Jason Jochem
18706-001	ME 1-69-12	John	Spiegel Sr.	7 Hellman Ct.	Wappingers Falls, NY 12590	William McCormick, Sr.
18691-001	MA 3-14-5C	Patricia	Murray	86-11 151 <sup>st</sup> Ave., Apt. 1H	Howard Beach, NY 11414	John Murray
18739-001	HA 4-34-8A	Jian	Wang	220 E 65 <sup>th</sup> St., Apt. 22C	New York, NY 10065	Nicole Johnston
18737-001	DE 4-17-8C	Alla	Treadwell	395 Federal Hill Rd. 1	Delhi, NY 13753	Aquiles Sanchez & Yokasta Tineo
18735-001	JE 2-27-14	Amber	Key	211 Shew Hollow Rd.	Jefferson, NY 12093	Rebecca Bivona
18734-001	CO 4-78-12	Sara	Amrani	245 E 24 <sup>th</sup> St., Apt. 17D	New York, NY 10010	
18716-001	AN 5-82-10E	Erwin	Heinrich	48 Hilltop Circle	Lincroft, NJ 07738	Eleanore Heinrich
18741-001	KO 2-61-1	2574 Crowe, LLC		147 Metropolitan Ave.	Brooklyn, NY 11249	Kyle & Bonnie Rockefeller
18690-001	CO 4-98-2A	Grace	Merkle	1909 Oakland Ave.	Wantagh, NY 11793	Paul Merkle
18726-001	HF 2-33-2E	Adriaen	Jackson	1877 Harper Rd.	Jefferson, NY 12093	Peter F. Jackson
18729-001	DE 4-18-4I	Ross	Thompson	329 Sterling Street, Apt. 4B	Brooklyn, NY 11225	
18728-001	DA 1-37-12A	Christopher & Carolyn	Christiansen	456 18 <sup>th</sup> St.	West Babylon, NY 11704	Kathleen Meyer
18724-001	DE 4-27-15B	Stacey	Harkey	120 Water Street, Apt. 128	Brooklyn, NY 11201	David Anderson, Jr.
18722-001	GI 2-37-37	Matthew	Folmsbee	P.O. Box 16	East Greenbush, NY 12061	Amy L. Smith
18733-001	DA 1-19-28	George	Weisgerber, Jr.	735 Country Rd.	Schenevus, NY 12155	Judith G. Smith
18714-001	DE 4-17-1	Brenda	Hill	417 Grand St., #D1307	New York, NY 10002	Ryan Barnhart
18719-001	JE 2-16-1	Michael	Friedmann	16 Sands Point Rd.	Monsey, NY 10952	Kimberly Logue
18700-001	AN 4-58-4	Carolyn	Olson	3747 Fall Clove Rd.	DeLancey, NY 13752	John W. Little
18720-001	GI 2-48-23B	Roy	Bachman III	407 Benjamin Rd.	Stamford, NY 12167	Jannette Hernandez
18725-001	DE 4-6-14D	Mary J.	Sanford	1041 Dick Mason Rd.	Delhi, NY 13753	Robert A. Sanford
18494-001	BO 5-1-18A	Allen	Farberov	7423 Ridge Blvd., Apt. 4A	Brooklyn, NY 11209	New Service
18689-001	KO 2-41-17F	Eugene	Collins	340 Turk Rd.	East Meredith, NY 13757	New Service
18717-001	KO 2-53-11	Robert	Bello	56 Cleveland Pl.	Hawthorne, NY 10532	Steven Arkell
18715-001	CO 7-16-6A	Samantha	Mehlman	188 Butler St. Unit 3	Brooklyn, NY 11217	Raymond Charlock
18718-001	KO 2-32-8A	Santina	Wilson	94 Cowles Ave.	Yonkers, NY 10704	Alison Kane
18712-001	DE 4-37-21	Devon	Harris	25 Laurretta Dr.	Highland, NY 12528	Wayne T. McCabe




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**RESOLUTION**

**September 28, 2021**

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 5 N. Depot St., Delhi, NY 13753, do hereby authorize the transfer of \$165.23 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>
10841001	KO 2-52-8L	Dominick Sebastian		165.23
			\$	\$ 165.23

September 28, 2021

**EDWARD G. PICK, JR., SECRETARY**





September 28, 2021

## **BAD DEBT COLLECTION**

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

Original Amount Turned Over For Collections	Name	**Amount Collected CC to UA	Amount Collected from So. Tier	Amount Collected from DCEC	Commission Paid this Month *	Balance Due
\$ 424.63	John R. Powell	\$ 339.29	\$	\$	\$	\$ 85.34
162.94	Gregory O'Bryan	34.23				128.71
221.73	David Dalton	221.73				- 0 -

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

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

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

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

<b>2021 Director Compensation Report</b>				Report Date:		<b>20-Sep-2021</b>		
	<u>Director</u>	<u>Officer</u>	<u>CCD</u>	<u>Per Diem</u>	<u>Pers Mileage*</u>		<u>Comp YTD**</u>	<u>Balance Due (YTD)</u>
1	Burnett	No	Yes	\$ 350	17	\$ 9.52	\$ 5,100.00	\$ 1,069.04
2	Menke	Yes	Yes	\$ 375	15	\$ 8.40	\$ 5,975.00	\$ 1,533.60
3	Oles	Yes	Yes	\$ 375	14	\$ 7.84	\$ 7,225.00	\$ 1,531.36
4	Pick	Yes	Yes	\$ 375	44	\$ 24.64	\$ 7,600.00	\$ 1,573.92
5	J. Russell	No	Yes	\$ 375	44	\$ 24.64	\$ 7,025.00	\$ 1,573.92
6	K. Tosi	No	Yes	\$ 350	20	\$ 11.20	\$ 9,100.00	\$ 1,444.80
7	Wehmeyer	No	Yes	\$ 350	52	\$ 29.12	\$ 8,400.00	\$ 1,137.36
	TOTAL:						\$ 50,425.00	\$ 9,864.00
	NOTES:							
	1) Board policy identifies \$300 per diem compensation + \$25 for officers + \$50 for CCD directors.							
	* 2) Mileage to/from regular meetings @ IRS per mile rates of.....							\$0.560
	** 3) Compensation YTD reflects total taxable amount earned (excludes reimburseable expenses such as mileage)							
	4) Compensation for co-op-related "Short Activities" @ \$100 per meeting (per Jan2013 Board Resolution)							



## DCEC Corporate Calendar Review

Last Updated ~~6/22/2021~~ 9/28/2021

September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board
Organizational Meeting of Board (incl. Committee appointments)	CEO/Board
<u>Review and Submit Signed Disclosures for Conflict-of-Interest Policy for Bd &amp; Management</u>	<u>CEO/Board</u>
NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDL, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO
October	
Year-End Financial Projection (Capital Credit Retirement Assessment)	Cannizzaro/CEO
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO
Re-instatement of Accounting/Audit Firm (resolution)	CEO/Board
Capital Credit retirement - decision by Board	CEO/Board
Kick-off Budgeting Process (prelim capital budget)	CEO
Employee Enrollment Notice (125, life insurance, other)	Cannizzaro
ERP Plan Exercise & Certification	Soule
Vegetation Management Update to Board	CEO/Sullivan
Oneida-Madison EC Annual Meeting	Board
Steuben REC Annual Meeting	Board
Contact disconnected members - assess health impairment of no winter service	Alwine
Inactive service report for Operations to retire services	Alwine
Economic Development Power audit responses	CEO
Substation Transformer Oil Testing	Sullivan
All-Employee Meeting (last week October)	CEO/Cannizzaro
Confined Spaces Gas Tester Calibration	Sullivan
November	
Year-end Financial Projection (Formulary Rate Planning)	CEO
Capital Credit Retirement (if applicable)	CEO
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Finalize Training Plan (incl. PREA)	CEO/Sullivan
ROW Clearing & Line Inspection contract approval	CEO/Sullivan
Employee Open Enrollment	Cannizzaro
CFC Membership Survey	Cannizzaro
NYPA 10-year Load Forecast	CEO/Sullivan
Newsletter notification - 3rd party notification for disconnect notices	VanZandt
Change lead filter in coffee water supply	CEO
Update DOT Unified Registration System (URS) bi-annual update odd years	Sullivan
Renew DOT Unified Carrier Registration (UCR) annual update	Sullivan



## POLICY

SUBJECT: Deposits

POLICY:

Background:

Delaware County Electric Cooperative's deposit policy is designed to assess the credit risk associated with applications for service, while protecting the assets of our utility.

This policy authorizes use of a screening tool called the ONLINE Utility Exchange to assess credit risk at the point of application and charge deposits only to those members who pose credit risk.

It is important to note that most of our members will be charged no deposit, because they pose little credit risk. Those members who have not established credit or pose substantial credit risk, as identified by ONLINE Utility Exchange, will bear the financial burden of that risk through a credit-based deposit policy.

~~This policy authorizes use of a screening tool called the ONLINE Utility Exchange to assess credit risk at the point of application and charge deposits only to those members who pose credit risk.~~

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Deposit Criteria:

DCEC shall consider the status of the applicant and act according to the following criteria:

- ~~1. Service applicants who pose a low Delinquency Risk (Green Light returned on the ONLINE Utility Exchange) will be charged no deposit.~~
- ~~2. Service applicants who pose a medium Delinquency Risk (Yellow Light returned on the ONLINE Utility Exchange) will be charged a deposit equal to one times the average residential monthly bill during the preceding 12 months.~~
- ~~3. Service applicants who pose a high Delinquency Risk (Red Light returned on the ONLINE Utility Exchange) will be charged a deposit equal to three times the average residential monthly bill during the preceding 12 months.~~
- ~~4.1.~~ A member who has had service terminated or has an unpaid utility bill returned by the ONLINE Utility Exchange will be required to pay the maximum deposit, which is 3x the average residential monthly bill during the preceding 12 months.
- ~~5.2.~~ Except in cases where a service applicant has already provided a fraudulent social security number, DCEC shall not require that an applicant provide their social security number as a requirement for service. However, it is our policy that applicants who refuse or are unable (e.g., estates, corporations, LLCs, etc.) to provide their social security number pose a greater Delinquency Risk and shall be charged the maximum deposit.
- ~~6.3.~~ A service applicant who voluntarily provides a social security number that is identified as belonging to a deceased person, non-issued, belonging to a person under the age of 18, or belonging to a person other than the applicant, or is otherwise fraudulent, shall be denied service until that person supplies a valid social security number. Such matters shall be handled in accordance with DCEC's Identity Theft Red Flag Prevention Policy.
- ~~7.4.~~ Active members adding an additional service location are not required to pay a deposit, except in special cases as described in numbered item 8 below.

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8.5. In cases where a service is being reconnected after disconnection for non-payment, the reconnecting member shall pay the maximum deposit (described above), except that members may request a one-time waiver following their first disconnection for non-payment.

ONLINE Utility – Method of Quantifying Risk:

The ONLINE Utility Exchange is designed to screen service applicants to determine their Delinquency Risk based upon three criteria:

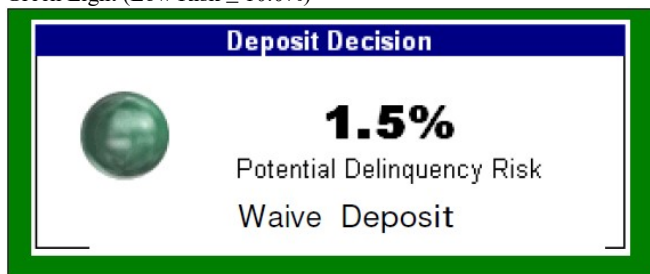
1. Social Security Number (SSN) verification;
2. Credit score; and
3. Payment experience with other utility providers.

ONLINE Utility Exchange utilizes the industry standard calculation known as the Experian National Credit Risk Model to calculate a number between 0 and 1000. The Experian number is then converted to a Delinquency Risk expressed as a percentage between 0% and 100%. Credit risk will be defined as follows in relation to the Experian calculation:

Delinquency Risk (%)	Credit Risk Definition
0.0% - 10.0%	Low Risk – Green Light
10.1% - 25.0%	Medium Risk – Yellow Light
25.1% - 100%	High Risk – Red Light

Procedure for Using the ONLINE Utility Exchange:

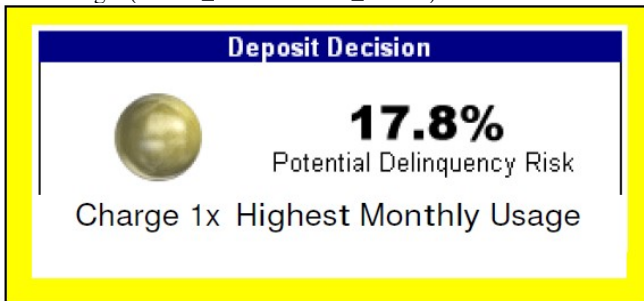
Green Light (Low Risk  $\leq$  10.0%)



Waive the member's deposit. Charge only the application fee and any connection fees. If the application is for a joint membership, both spouses must return a Green Light to have their deposit waived. Otherwise, charge the deposit associated with the higher credit risk.



Yellow Light ( $10.1\% \leq \text{Medium Risk} \leq 25.0\%$ )



Charge a deposit equal to the average residential monthly bill during the previous 12 months. The application fee, connect fee and deposit must be paid prior to the connect order being issued. If the application is for a joint membership, charge the deposit associated with the higher credit risk. In other words, if one spouse returns a Green Light and the other spouse returns a Yellow Light, the deposit is determined by the spouse who returns a Yellow Light (Medium Risk).

Red Light (High Risk  $\geq 25.1\%$ )



Charge a deposit equal to three times the average residential monthly bill during the previous 12 months. The application fee, connect fee and deposit must be paid prior to the connect order being issued. If the application is for a joint membership, charge the deposit associated with the higher credit risk. In other words, if one spouse returns a Green Light or Yellow Light and the other spouse returns a Red Light, the deposit is determined by the spouse who returns a Red Light (High Risk).

#### Interest Paid to Members

Interest shall accrue monthly on member deposits at the simple interest rate of ~~0.3%~~ 0.0% per year, which is reflective of prevailing municipal/public power consumer deposit interest rates set forth in the 16 NYCRR, prescribing interest rates applicable to customer deposits. ~~in money market accounts.~~ This interest rate shall be subject to change each November to reflect annual changes to the 16 NYCRR ~~then current DCEC policy.~~ Deposits returned to members pursuant to the procedure set forth below shall include interest at the rate then in effect on the date the calculation is performed, ~~regardless of what rate or rates had been defined in prior versions of this policy.~~

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#### Procedure for Returning Deposits

A member's deposit will be returned after 12 consecutive months of on-time payments or when the member terminates service. They will receive their deposit, plus interest, net of any amounts owed to the Cooperative. In cases where the deposit is held longer than 12 months, the accrued interest is credited to the member account annually as an adjustment to the utility bill of the anniversary month

RESPONSIBILITY: Billing Specialist and Billing Assistant

#### DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	October 25, 2012
Revised by Board of Directors	November 27, 2012
Revised by Board of Directors	February 26, 2013
Revised by Board of Directors	September 23, 2014
Revised by Board of Directors	March 22, 2016
Revised by Board of Directors	April 24, 2018
<u>Reviewed by Board of Directors</u>	<u>September 28, 2021</u>





## POLICY

SUBJECT: Attorney

POLICY: It is recognized that it is highly important for the Cooperative to have competent legal counsel ("Cooperative Attorney") to advise both the Board and Management. It is the responsibility of the Board to retain an appropriate attorney to advise the Board and to be available to management for consultation as may be needed from time-to-time for the responsible operation of the Cooperative.

The Cooperative Attorney's ultimate responsibility is to the members of the Cooperative. If the Cooperative Attorney identifies activities of an individual officer, individual director or the full board, which do not comply with applicable laws and regulations, the Cooperative's articles of incorporation, the Cooperative's bylaws, or the Cooperative's policies (including the Cooperative's Conflict of Interest Policy), then the Cooperative Attorney shall bring such activities [first to the attention of the Cooperative General Manager, and if the matter is not addressed in a responsible manner, then](#) to the attention of the Board of Directors. If the Board of Directors does not apply its best efforts to remedy the situation in a timely manner, then the Cooperative Attorney shall report the activity to an appropriate authority.

PROCEDURE: It is the responsibility of the Board of the Directors to ensure competent legal counsel is retained to serve the Cooperative's legal needs. The selection of the Cooperative Attorney, and appropriate compensation, shall be made by the Board of Directors in consultation with the General Manager.

RESPONSIBILITY: Board of Directors

### DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Mar 18, 1959
Reviewed by Board of Directors	Jul 21, 1971
Reviewed by Board of Directors	Sept 26, 1989
Reviewed by Board of Directors	Jun 27, 1995
Revised by Board of Directors	Apr 26, 2011
Revised by Board of Directors	Aug 26, 2014
Reviewed by Board of Directors	Aug 24, 2016
Revised by Board of Directors	Apr 24, 2018
<a href="#"><u>Reviewed by Board of Directors</u></a>	<a href="#"><u>Sept 28, 2021</u></a>



## POLICY

SUBJECT: Weapons

POLICY: Except as expressly permitted within this Policy, weapons are strictly prohibited in the Cooperative's workplace, including office buildings, warehouses, shop areas, garages, parking lots and other structures and building, and from Cooperative vehicles. The Cooperative's workplace shall include the property of any Cooperative member and/or customer. Employees shall not possess weapons while at work for the Cooperative and weapons shall not be used for any purpose while on the job.

Weapons include, but are not limited to, firearms of any type, explosives and knives (other than kitchen knives, knives used for work, or pocketknives) or other sharp or pointed weapons, other than authorized work tools, or any other object whose sole purpose is to intimidate, harass, or inflict harm on other persons.

Employees shall not bring weapons on to Cooperative property except that weapons may be kept in a personal vehicles while on Cooperative property provided they remain unloaded, clips removed (as applicable), safety in place and locked in the vehicle and kept out of public view.  
**UNDER NO CIRCUMSTANCES SHALL WEAPONS BE REMOVED FROM A PERSONAL VEHICLE WHILE ON COMPANY PROPERTY.**

Violations of this policy will result in appropriate disciplinary action, up to and including termination of employment.

### RESPONSIBILITY:

- A) Employees are responsible for being aware and complying with above policy.
- B) All supervisors are responsible for communicating and administering this policy.
- C) The General Manager/CEO shall be responsible for the overall administration and enforcement of the policy.
- D) Board Members are responsible for disciplinary or any other action necessary to assure compliance by the CEO/General Manager.

### DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors Mar 23, 2010

Reviewed by Board of Directors Aug 26, 2014

Revised by Board of Directors Jan 26, 2016

Reviewed by Board of Directors May 29, 2018

Reviewed by Board of Directors Sept 28, 2021

**CEO/GM REPORT**  
**18 AUGUST 2021 – 20 SEPTEMBER 2021**

**SAFETY/COMPLIANCE**

**Plan/Procedure Review:**

**COVID/AIDEPP**

On 6 and 7 September, legislation passed final orders for HERO Act and Governor Hochul declared COVID an 'airborne illness' through 30 September and activated AIDEPP statewide.

Already operating at a heightened level, there were no operational changes with the activation but, staff was briefed and handed plans as required for each time the plan is activated, changed or reviewed.

**OTHER PLANS**

Continually reviewed/updated in conjunction with changes and RESAP findings and industry practices.

Safety Improvement Plan (SIP), Emergency Response Plan (ERP) and Safe Work Practices to be updated by 8 October. Employees will be briefed immediately following updates with plans appropriately distributed and posted as required.

**Injury/Illness/Exposure Report:**

One reported to HR this report period.

**Accident Investigation:**

None.

**Property Damage/ Public Liability Investigation:**

None.

**Safety Committee Activity:**

Members of Committee continue to suggest modifications and review updates to Safe Work Practices manual with Committee meeting later this month as well as other plan review.

**Employee Safety Meetings:**

Office staff's safety meeting was held on 26 August with "Proper Lifting Techniques" as topic

Operations staff's safety meeting was held on 15 September with "Roadside Work Zone & Flagger Training" and as topic

**Pole Inspections / Line Inspections / Stray Voltage Testing:**

Stray voltage testing has begun this week. Pole inspection contractor Bob Coager has completed Kortright North pole and line inspections.

**JT&S:**

Forklift training conducted on 19 August for new unit.

PREA schools are starting back in-person with restrictions. Two linemen will be attending voltage regulator school and another two for "Key-Person Training" all in September.

Apprentices are working on completing modules for advancement.

**ENGINEERING & TECHNOLOGY:**

Power Requirements Study: PRS has been completed by Mr. DeAndrea. In addition, substation loading suggests we may eventually start pushing against our hydro allocations during winter and we should proactively uprate Delhi station power transformers in the next few years.

Sectionalizing Device Maintenance: Working to schedule refurbishment of Dryden, Delhi and Kortright devices.

**Special Projects:****METERING**

Meter firmware and communication improvements continue. There are some issues with approximately nineteen meters. These are predominately on Kortright but there are a couple on Delhi and Jefferson.

Continuing to review options for Cat Hollow upgrade.

**IEDP**

Resolved issue with IEDP credits as part of Sportsfield operations moved to different facility this year. The move did not increase/decrease net load or staff levels but the other facility was not on official list. As such, NYPA will manually "net" this year "as a favor" but will have to add meter to NYPA list to avoid permanently losing credit next cycle.

**PV**

Approached by members for possibly three new PV sites less than 15kW each.

**Power Quality Investigations:**

No new PQ complaints this period. Continuing work with BOCES on their system-reported voltage issues

Kortright Control House: Working on finalizing communication, conduit and apparatus plans in preparation for relocated NYPA metering planned for October. This project tabled for discussion with NYPA on reimbursement, maintenance and ownership.

Station/Repeater Fiber: Estimating mid-October for Dryden and shortly thereafter for Andes. Jefferson to be scheduled.

**Mobile Workforce:**

Pilot AT&T first responder program for small segment of cell phones continues.

Investigating benefit of an iPad program/deployment for Directors.

Pitney Bowes: Replaced equipment and contract as part of austerity cuts in controllable cost improvement.

ISD: Upgrades to NISC and Mapping completed

OTS: Work continues with Otsego Telephone to improve phone routing and developing a more robust daytime outage mode for improved dispatching and member experience

**Miscellaneous:**

New time clock and integrated badge system continues in programming phase.

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

**MEMBER SERVICES & PUBLIC RELATIONS**

Open House: Postponed.

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

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

New Services: 2

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

Website/Web Services:

Upgrade project for website continues.

Documentation:

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

**FINANCE, ACCOUNTING & HR**

Staffing:

Weighing options of employment agency or direct hire for temporary position during Alicia's time off. Position would answer phones, scan documents, minor data entry, etc.

Insurance Benefits:

C-Level Meeting with Bryon Morse on 5/27 to review projections for increases to medical insurances in 2022 and 2023 with preliminary outlook of 3% and 10% respectively. Healthcare open enrollments and policy updates continue.

RUS:

Preparations continue for final drawdown.

Miscellaneous:

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

Portions of NISC iVue updated to newer release.

Budgets:

Continuing to review and prepare models and forecasts for Q3/Q4 and beginning to collect information for next year's budget. The Co-op has taken a great effort in improving business solutions and will be looking to continue that strategy into 2022.

CFC Commercial Paper:

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

**OPERATIONS:****Notable Outages and Occurrences:**

Very quiet month for outages only minor and planned outages. Largest outage was a tree fell into the right of way putting ~77 members out for 2 hours.

**Disconnections:**

None currently but will be using as a tool to reach non-communicative members in arrears with notices going out this week.

**Pole Inspections / Line Inspections / Stray Voltage Testing:**

Stray voltage testing has begun this week as pole inspection cycle completed with budget dollars remaining.

**Right of Way Crew:**

6 miles cleared since last Board Meeting. Presently recording 63 miles trimmed YTD.

**CWP Projects:**

Contract: Open. One pole remains to be set and some re-work. Looking to DEC and NYC to relocate pole.

**Headquarters:**

Contracted to add 12" cellulose insulation to section of existing structure to mitigate HVAC issues.

Garage door repairs estimated 6 weeks out

**Dryden Substation Spare Transformer:**

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

**Budgeting**

Fleet, Engineering, Line, Maintenance and Vegetation Management leads meeting with Management next week.

**System Performance & Reliability Metrics:**

YTD Outages and Member-Hours through 13 September 2021 (excluding blinks)

Cause Description	% Offline Mbr-hrs	% of outages	# Outages	Mbr Hrs
Member Side Animal	0.10%	0.96%	3	68.51
Member Side Lightning	0.00%	0.32%	1	2.26
Member Side Overload	0.01%	0.32%	1	3.55
Insulator Failure	0.93%	1.92%	6	616.51
Transformer Failure	0.41%	2.24%	7	273.96
Material Failure Other	0.16%	2.56%	8	109.24
Material Failure Pole	3.63%	4.49%	14	2418.65
Accidents Vehicle	0.21%	0.64%	2	139.7
Accident Other	0.02%	1.28%	4	13.15
Tree on Line Cut in ROW	0.06%	0.96%	3	40.59
Tree on Line Fell in ROW	23.48%	40.71%	127	15628.89
Power Supplier- Any Cause	57.60%	5.13%	16	38343.67
Weather Ice/Snow	0.99%	4.49%	14	658.15
Weather Lightning	0.17%	0.64%	2	116.07
Weather Wind	0.19%	7.37%	23	126.16
Weather Storm	7.30%	5.13%	16	4858.7
Bird/Animal	0.27%	2.88%	9	182.81
Planned Work on Line	4.13%	14.10%	44	2748.61
UNKNOWN CAUSE	0.33%	3.85%	12	216.49
Totals			312	66565.67

## LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

### Power Cost Risk Update:

As part of the reconciliation package, House Democrats on the Energy and Commerce Committee recently unveiled a Clean Electricity Performance Program (CEPP) which may have implications. The program is a haphazard bait-and-switch approach to incentivizing power providers to transition from fossil fuels to renewables. The proposal is a system of grants to offset payment penalties for electric providers who either do or do not meet targets for serving renewable electricity to end-users. This may be the mechanism that finally pushes us into buying 136%+ of our needs since preferred power and green renewable power is not the same.

Another point of concern is aggregation of distributed energy resources (DERs) and the language of the FERC order which would add more power to PSC over the NY cooperatives.

### Federal Infrastructure Plan:

As you know, the White House, House and Senate are working to develop a spending package at the end of the government's fiscal year, a process called reconciliation. **It's not clear at this moment if any legislation will actually be signed into law**, but it's important that as long as legislation is being considered.

DCEC's priorities for evaluating any proposed reconciliation legislation should include the ability to refinance USDA Rural Utilities Service debt at today's low interest rates without penalties and policies borne from the package must include realistic, reasonable, and achievable timelines; ensure an affordable, reliable electricity supply for consumers; mitigate the financial impact of stranded assets; and limit the economic impact on our most vulnerable communities.

### Policies/Procedures:

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

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

### CFC:

Meetings held on 17 and 19 August with Jim Meiers for 2021 Strategic Planning session in October.

Attended session on creating financial policy which is a consolidated and streamlined policy that covers several policies we have individually as well as incorporating strategic plan

### CoBank:

Meeting with Clarence Mahovich held on 16 September. Discussed Strategic Planning in 2022 and line of credit. Thanked him for sponsoring the local service organization program and invited him to our next Annual Meeting.

### OTDA

Meeting with NYS OTDA on emergency renter assistance program (ERAP) which would potentially allow NYS to pay landlords and utilities up to 12 months of arrearages on behalf of qualified applicants and utility reimbursement only for those getting rental reimbursements. Utilities still could not apply on customer behalf and NYS wanted an intricate cloud-based data share in which the state would access or billing system weekly and we would pay all the costs to facilitate. This was highly suspect as to need for ongoing weekly data of entire customer base to get a single one-time payment for only a small percentage of the membership.

### NYSRECA:

Keith Pittman resigned from OMEC so I will be assuming some additional responsibilities with and for the group. Discussions on Hochul and moratorium.

I am working on getting NYSEG key staff and the four coops to hold quarterly or semi-annual meetings (details under NYSEG comments).

The group is very receptive and interested in contracting DCEC engineering and job training/safety services resources as those departments develop and positions are filled.

### NYAPP:

Discussions on Hochul, NYISO/FERC order 2222 for aggregation and certification of distributed energy resources and the NYPA moratorium letter.

NYSEG:

I have reached out to top corporate personnel to have quarterly or semi-annual meetings. My concept plan is for all coop and district GMs, Eng. Mgrs. and Ops. Mgrs. as well as corporate and regional engineering, transmission and reliability personnel to meet and discuss planning, projects, inspections, loads, etc. as well as review outages and collaborate on corrective action plans

NYPA:

NYPA sent letters of guidance on moratorium. NYSRECA and NYAPP express concerns of overreaching and NYPA becoming PSC of its own accord. My stated opinion of the letter is that is more an efficient instrument to splinter NYAPP (maybe good) and compromise that certain sovereignty as RECs (definitely bad).

Discussions continue on reimbursement for Kortright metering. NYPA offered to pay for cable but not conduit and other necessary materials. This work is for NYPA benefit at NYPA request.

NYISO:

FERC order #2222 continues to be problematic in terms of PSC regulatory power over us as well as the many issues with DER I have observed in other states such as when Pennsylvania dealt with the issue with PJM a few years back.

DTC:

Joint Management meeting held on 9 September in Meeting Room with discussion on April telecom outage, pole rental issues, updating information to DCEC website, office telecom upgrades, construction issues, assisting with their R/W trimming, emergency contact updates and looking into ability to merge radio traffic for enhanced coordination during significant and devastating events.



**ANNUAL MEETING MINUTES**  
**September 18, 2020**

The 76th Annual Meeting of the membership of the Delaware County Electric Cooperative, Inc. was held at the Delhi American Legion in Delhi, N.Y. on September 18, 2020.

Call to Order: The meeting was called to order at 4:30 p.m. by President Steve Oles, who acted as Chairman. Edward “Rusty” Pick Jr. acted as Secretary of the meeting.

The following individuals were present at the meeting:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P
Frank Winkler	P
Steve Burnett	A
Jeffrey Russell	P

DCEC’s CEO/General Manager, Mark Schneider was also present.

Vice President Winkler made a motion to:

- 1) Affirm the Cooperative’s commitment to protecting the health and safety of our members; and
- 2) Recognize that it is impractical to hold an in-person annual members meeting without violating Governor Cuomo’s executive order limiting gatherings to no more than 50 persons during the period of the COVID-19 state of emergency; and
- 3) Adjourn the annual members meeting to Thursday, November 12, 2020 at 6 pm via remote technology such as Zoom Meetings; and
- 4) Extend the due dates for absentee ballot request forms and absentee ballot submissions in accordance with the November 12<sup>th</sup> election date and Article III, Section 6 of the Cooperative’s bylaws.

Secretary Pick seconded the motion. The motion passed.

CEO Schneider clarified that the election results for seats on the board of directors and charitable contributions will be announced during the annual meeting on November 12, 2020 and that absentee ballots will not be opened until November 12, 2020. Treasurer Menke clarified that due to the special circumstances surrounding the COVID-19 pandemic and the adoption of a remote meeting format, the only way to vote on 2020 director elections and 2020 charitable contributions will be by absentee ballot.

President Oles adjourned the 76<sup>th</sup> Annual Meeting of the Delaware County Electric Cooperative at 4:36 p.m. to be reconvened at 6:00 pm on Thursday, November 12, 2020.

Respectfully Submitted,

\_\_\_\_\_  
Edward “Rusty” Pick  
Secretary

ANNUAL MEETING MINUTES  
November 12, 2020

The 76th Annual Meeting of the membership of the Delaware County Electric Cooperative, Inc. was held via Zoom on Thursday, November 12, 2020 at 6pm.

Call to Order: The meeting was called to order at 6:01 p.m. by President Steve Oles, who acted as Chairman and welcomed everyone to the 76<sup>th</sup> Annual Meeting. President Oles stated that due to the current situation of the COVID-19 Pandemic this year's Annual Meeting will be held virtually. Mr. Oles also commented that some portions of this meeting are pre-recorded and others are in real time. Mr. Oles pointed out that DCEC is able to hold its Annual Meeting this year only because of the Executive Order the Governor has approved. President Oles remarked that he looks forward to when the Cooperative can once again gather with members in-person and hold a traditional Annual Meeting.

President Oles thanked all Veterans of the United States Military for their serve.

The National Anthem was presented followed by the Pledge of Allegiance.

DCEC's Attorney Jeffrey Clark introduced the appointed tellers that volunteered to help tally the unusually high number of absentee ballots. Mr. Clark remarked that the Board passed a special resolution to appoint the tellers prior to the Annual meeting so they could tally ballots in advance (resolution attached).

Introductory comments from President Oles included the solar battery storage project with partners from SUNY Delhi and New York Power Authority (NYPA) is currently at a stand still due to the COVID-19 Pandemic. He mentioned that solar panels will be seen on the hillside near the Delhi golf course in the future. President Oles declared that this project is at no cost to the Cooperative and when completed there will be an Open House.

President Oles commented that through the Delaware County Boardband Initiative (DCBI) partnership with Delhi Telephone Company (DTC) and Margaretville Telephone Company (MTC) the Cooperative was able to help provide high speed broadband service to the bulk of its members. President Oles also remarked that due to the COVID-19 Pandemic many children and adults relied heavily on this service, so they could continue to function and learn while staying at home during state-wide quarantine.

President Oles stated that DCEC and the New York Power Authority (NYPA) have signed a contract, which extends through 2040 the Cooperative's right to purchase clean, green, economical hydro power from NYPA's Robert Moses Hydroelectric Power Station in Niagara Falls, NY. The Cooperative negotiated the contract extension with NYPA for over three years starting in 2016. President Oles thanked CEO/General Manager Mark Schneider for all his hard work during this negotiation process. President Oles commented that the hydro power contract helps the Cooperative to achieve its financial and sustainability goals: Financially, the Cooperative benefits from stable and fair pricing for the energy that it needs to purchase on

behalf of its members. For example, in 2017 and 2016, the Cooperative saved approximately \$900,000 annually due to the hydropower contract.

President Oles announced that DCEC headquarters has moved to 5 North Depot Street in Delhi effective September 25, 2020. President Oles stated that this location has been the shop location for DCEC since the 1960s where the Line Crew and Tree Crew report each day. President Oles remarked that the Cooperative's headquarters upgrade and consolidation now offers safe and efficient warehouse space that is integrated with the Cooperative's operations functions, a welcoming and secure member services entrance, and consolidation of all Cooperative staff into a single location to facilitate team coordination and communications. President Oles commented that when safe the Cooperative will hold an Open House.

President Oles briefly commented that reliability is one of DCEC's top strategic plan goals and that CEO/General Manager Mark Schneider will report more on this subject and what DCEC is doing to fix reliability issues during his CEO report.

President Oles announced at current CEO/General Manager Mark Schneider, will be leaving the Cooperative on November 27, 2020, to become the Vice President of Industry Research and Consulting at the Cooperative Finance Corporation (CFC). President Oles remarked that CFC is an investment bank owned and governed by the rural electric cooperatives throughout the United States. President Oles stated that the board is evaluating candidates for a permanent appointment to the CEO position, and they expect a new permanent CEO to start work early in 2021.

President Oles introduced Board Secretary Edward "Rusty" Pick Jr. Secretary Pick reported that Governor Cuomo's executive order 202.60 (attached), issued on September 4, 2020, temporarily exempts New York's rural electric cooperatives from the requirement of an in-person quorum considering the COVID-19 pandemic. Secretary Pick explained that the order allows the Cooperative to conduct the business of the annual meeting utilizing remote technology and allows for election of directors for the Cooperative's governing body exclusively through absentee ballots. Secretary Pick also mentioned that the executive order was extended on October 4, 2020, and November 3, 2020, and is still in effect today. Secretary Pick remarked that under these unique circumstances, the minutes of the Cooperative's 2019 annual meeting and the treasurer's report were presented to the members and considered adopted, there being no objection from any member participating in the meeting via Zoom. Secretary Pick announced that the Cooperative also provided the following materials to the membership; mailed postcard to serve as the official meeting notice, all meeting materials were provided by mail and online in the August Special Edition of the Catskill Hi-Line (DCEC's official newsletter), a special mailing was sent out to notify members that the Co-op determined that it was unsafe to hold the Annual Meeting in-person and notified members of the virtual meeting instead. Secretary Pick also mentioned that all virtual meeting materials were made available online including the 2019 Annual Meeting Minutes.

Secretary Pick re-introduced President Oles to give the Treasurer's Report. President Oles reported that the August Special Edition of the Catskill Hi-Line posted the 2019-year end financial summary report received from the auditing firm Fiore Fedeli Snyder Carothers (FFSC). President Oles remarked that each year, the DCEC board retains an outside accounting firm to

conduct a comprehensive audit of DCEC financial practices and internal controls. The auditing firm FFSC, completed a very comprehensive audit of how DCEC conducts business, applies accounting practices, and records financial transactions from all departments. President Oles commented that DCEC is pleased to report to our members that the 2019 financial statements present fairly, in all material aspects, the financial position of DCEC. President Oles mentioned that after reviewing DCEC's financial position and determining it to be sound, the DCEC Board of Directors did approve a Capital Credits refund of \$385,000. Current members who were actively receiving electric service from DCEC in 1992 did receive a credit on their December 2019 bill. In conclusion, President Oles stated that the Cooperative was once again able to lower our debt level by \$153,000.

President Oles introduces CEO/General Manager Mark Schneider to give the General Manager's Report. CEO Schneider mentioned that DCEC's operations staff have been working hard this year to make improvements to the electric distribution system to provide the best reliability possible to the members. CEO Schneider stated that the work of our Tree Crew is central to reliable electric service. CEO Schneider mentioned that clear rights-of-way are the foundation of good electric reliability, and our rights-of-way are the best in the state. CEO Schneider stated that in addition, the line crew is upgrading voltage regulation equipment in our substations and downstream on the feeders to improve the age and condition of these critical devices.

CEO Schneider refer to another exciting development this year, the construction of and the move to our new consolidated headquarters facility at 5 North Depot Street in Delhi. CEO Schneider stated that the new consolidated headquarters on North Depot Street, are a great improvement to the safety, security, and operational efficiency of the Cooperative.

CEO Schneider noted that he will be moving on to his next career challenge at the end of November when he takes a job at the Cooperative Finance Corporation (CFC). CEO Schneider thanked the board of directors who hired him and supported him throughout his tenure. CEO Schneider announced that the board of directors recently appointed his interim successor, Millie Faulkner, the Cooperative's longtime Finance Manager.

DCEC's Attorney Jeffrey Clark began explaining the director elections. Mr. Clark stated that the notice of director elections was distributed to each member in the August issue of the Catskill Hi-Line and on the DCEC website. Attorney Clark went on to explain the voting process and the various ways that a director can be nominated.

Mr. Clark then introduced Amber Phraner, Chairwoman of the 2020 Nominating Committee, who presented the report of the Nominating Committee. She stated the 2020 Nominating Committee met several times for the purpose of identifying, evaluating and nominating candidates for the 2020 Director Elections at this annual meeting. Chairwoman Phraner announced that in accordance with DCEC bylaws, a Nominating Committee of members has officially identified the following candidates for the office of director of the Cooperative:

Northern Region: Edward "Rusty" Pick Jr.

Central Region: James Hegge, Paul Menke, and James Warren

Southern Region: Tanya Khotin and Kimberly Tosi

Each candidate made brief remarks and thanked those members that already casted their votes.

DCEC's Attorney Jeffrey Clark announced that members nominated three local organizations to receive donations from DCEC. The nominated organizations were voted on and the top three organizations will receive a donation of \$1,000, \$600, and \$400. Mr. Clark stated that the Cooperative received nominations for the following organizations: Delaware County Emergency Services, Delaware County Office for the Aging, and Cannon Free Library.

Each organization made brief remarks and thanked those members that already casted their votes.

President Oles presented service awards to the following employees:

- Steve Little, 1<sup>st</sup> Class Gloving Lineman, 15 years
- Ryan Sullivan, Operations Manager, 10 years
- Quintin McGraw, Journeyman Line Clearance Arborist, 5 years
- Micah Scobie, Apprentice Lineman 1<sup>st</sup> Year, 5 years
- Alicia VanZandt, Administrative Assistant, 5 years

President Oles acknowledged the retirement of Director Frank Winkler after 15 years of service on the Board of Directors.

Frank Winkler gave a brief speech and thanked Board and Staff for all their hard work.

President Oles introduced the 2020-2021 Dairy Princess, Jillian Hungerford, who also happens to be DCEC's 2020 Student Delegate. Miss Hungerford addressed the membership on the dairy industry and his family history with both Delaware County and her family's dairy farm. Miss Hungerford noted that her family's farm is serviced by Delaware County Electric Cooperative and is 1 of the 75 farms in Delaware County today.

CEO Schneider asked if any member had any unfinished or new business to bring before the assembled membership. There were no motions from the floor.

CEO Schneider asked if there were any comments or questions from any member of the Cooperative. There were no comments or questions from the floor.

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

Director Election:

Northern Region representing the Towns of Gilboa, Jefferson, Summit, Davenport, Harpersfield, and Stamford:

- Edward “Rusty” Pick Jr.

Central Region representing the Towns of Bovina, Delhi, Franklin, Hamden, Kortright and Meredith:

- Paul Menke

Southern Region representing the Towns of Andes, Colchester, Masonville, Middletown, Sidney, Tompkins and Walton:

- Kimberly Tosi

Charitable Organization Donation:

- |                                       |  |
|---------------------------------------|--|
| • Delaware County Emergency Services  | 1 <sup>st</sup> highest number of votes. |
| • Delaware County Office of the Aging | 2 <sup>nd</sup> highest number of votes. |
| • Cannon Free Library                 | 3 <sup>rd</sup> highest number of votes. |

Delaware County Emergency Services will receive a \$1,000 donation. Delaware County Office of the Aging will receive a \$600 donation. Cannon Free Library will receive a \$400 donation.

There being no further business to come before the membership, President Oles adjourned the 76<sup>th</sup> Annual Meeting of the Delaware County Electric Cooperative at 6:52 p.m.

Respectfully Submitted,

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Edward “Rusty” Pick  
Secretary

## PROPOSED NEWSLETTER

Thank you for attending your 77<sup>th</sup> Annual Meeting on 10 September 2021. We did manage a quorum with 56 members present.

It was a wonderful opportunity for me to meet some of our members and great feeling to fellowship even in a slightly limited and properly socially distanced setting. More especially, it was a privilege to watch the 2<sup>nd</sup> cooperative principle in action.... democratic member control.

Much information was presented as well as several questions and comments from you, the members, before, during and after the meeting.

As stated at the meeting, I would be addressing specific questions, comments and concerns in the newsletter and the website.

Please visit our website at [www.dce.coop](http://www.dce.coop) and click on the link **77<sup>th</sup> Annual Meeting Q&A** so see complete responses to the specific questions and comments.

I will provide shorter answers to a few from my list here in the newsletter for the sake of time and space and hopefully will pique your interest to visit our website for the full list of questions and comments, more detailed answers and to afford you the opportunity to explore the website if you do not frequent it often or have never been.

Cooperatively Yours,

Christopher N. Evans

Supplier outage numbers?

Of 312 outage events year-to-date, 16 (5.13%) were attributed as supplier events. However, being widespread and long durations, those events make up over 38,300 outage hours or 57.6% of the total time off thus far. Trees have caused 130 outages (over 41%) and is the largest contributor to outages after supplier-side issues with over 15,600 hours or 23.5% of total time off this year.

Better communication with Members during outages and events.

As mentioned at the meeting, DCEC will be upgrading our website and improving how we provide outage and event updates on Facebook and the website. If an estimated time of restoration (ETR) is not able to be given by our supplier or our crews in an unplanned event, staff and phone operators will not speculate and create 'false hope' but will offer an honest response such as 'crews have been dispatched and should arrive to begin patrolling. There is presently no estimated restoration time.'

Is my bill going up this year?

The last rate increase was April 2019. The scheduled 2020 adjustment was postponed due to COVID.

Despite economic pressures, DCEC rates will remain constant for 2021 except for any incremental changes in supplier pass-through charges in the power cost adjustment (PCA). Please see the website for information on forecasted material costs and the purpose of the 2022 Cost-of-Service Study.

Is AMI going away?

No. We have recently updated meter firmware. However, DCEC continues to monitor emerging technologies in automated meter reading.

Does DCEC have lobbying activities?

Yes. Please visit our website and click the link to **Affiliated Organizations/Government Relations**

PROPOSED WEBSITE

Add Affiliated Organizations/Government Relations and 77<sup>th</sup> Annual Meeting Q&A sections

77<sup>th</sup> Annual Meeting Q&A

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Much information was presented as well as several questions and comments from you, the members, before, during and after the meeting.

As stated at the meeting, I would be addressing specific questions, comments and concerns in the newsletter and the website.

Please click on the questions and comments below

OUTAGES

1. Outage numbers and causes?
2. Better communication with Members during unplanned outage events.
3. Better communication with Members during planned outages and events

TRAINING

4. Is there employee training for interacting better with members.

COSTS

5. Is my bill going up this year?
6. What is a cost-of-service study (COSS)?
7. Material Cost increases in the near term?

TECHNOLOGY

8. Is AMI going away?

LEGISLATIVE ENDEAVORS

9. Lobbying activities?
10. How much of the multi-billion-dollar infrastructure plan are we getting?

Cooperatively Yours,

Christopher N. Evans



# 1. Outage numbers and causes?

The system-wide data of 2021 through 13 September is presented below in member-hours and percentages illustrating outages on the power supplier system side and outages caused on the DCEC system side. Individual DCEC station and circuit values will differ.

An outage with a duration of 2 hours impacting 40 members is an 80 member-hour outage.

Power supply outages make up 5.13% of the total number of outages but account for 57.6% of the total hours due to significant durations and large numbers of members impacted.

Tree related outages make up almost 42% of the number of outages and 23.5% of the total hours

Cause Description	% Offline Mbr-hrs	% of outages	# Outages	Mbr Hrs
Member Side Animal	0.10%	0.96%	3	68.51
Member Side Lightning	0.00%	0.32%	1	2.26
Member Side Overload	0.01%	0.32%	1	3.55
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Accidents Vehicle	0.21%	0.64%	2	139.7
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Planned Work on Line	4.13%	14.10%	44	2748.61
UNKNOWN CAUSE	0.33%	3.85%	12	216.49
Totals			312	66565.67

2. Better communication with Members during unplanned outage events.

As mentioned during the meeting, we are preparing upgrades to our website to better interface with social media. Presently, DCEC posts outage information and updates to Facebook.

Those updates include information obtained from NYSEG during supplier related events. In the case of a supplier event, DCEC is in communication with NYSEG to gather details and timelines both during and after the event.

As with any utility and every outage, there is a process. It requires time to dispatch personnel, time to arrive to the area (ETA), time to patrol the area, time to assess additional needs of materials, labor and equipment based on severity of issue(s) found, time to determine options of possible partial restoration through alternate circuits and time for additional materials, labor and equipment to be dispatched and arrive to the site(s). All this goes into developing an estimate for the time to restoration (ETR).

If it is 9:00 AM and NYSEG or our crews indicate an ETR of 4:00 PM or an unknown ETR, we pass along that information via Facebook and our phone operators when you call into the office. Whether NYSEG or our own crews, we also call for updates every couple hours and post any new information such as longer or shorter ETR.

DCEC staff would prefer to be honest and tell you we do not know how long than to give false information that may further irritate the situation if incorrect.

3. Better communication with Members during planned outages and events

Planned events are generally found in the newsletter, website and Facebook. If your contact information is up-to-date and/or you use smarthub, DCEC also has other avenues to contact you with pre-recorded phone messages, text messages and email notification of planned activity.

4. Is there employee training for interacting better with members.

Although the question is geared more to phone conversations, portions apply similarly to interactions in public.

Members most often call or see DCEC personnel when they feel at their most vulnerable such as during outages, construction and billing concerns. It is understandable that frustration and tempers are running higher and employees are taught techniques to make the engagement the most positive experience possible.

All employees will participate in communications training in November.

Calls to DCEC will be monitored and recorded for quality assurance and training purposes.

As covered in another question, especially with outages, employees will tell you with honesty and sincerity if they do not have an answer. They will not make up something up with speculation nor deviate from company policies. They will tell you "Let me find out for you" and/or "that information is not available"

However, please be advised that employees may need to end the conversation or pass you to a supervisor... especially in cases of being threatened with physical violence and/or excessive verbal abuse which is unacceptable regardless of circumstances.

5. Is my bill going up this year?

It is important to note that the last rate increase was in April 2019.

Due to COVID, the scheduled base charge increases slated to commence in April 2020 was postponed.

Except for any incremental changes with the power cost adjustment (PCA) portion of your bill, the unit rates, fees and charges are planned to remain unchanged for the remainder of 2021.

A cost-of-service- study (COSS) and rate review will occur in 2022.

## 6. What is a cost-of-service study (COSS)?

Cost of service studies provide useful information to a utility not only in a crisis (when immediate rate changes are necessary or when margins become extremely tight) but also as part of the traditional planning process as is the case with DCEC. These studies provide detailed cost information necessary for designing rates, showing cost differences among rate classes, unbundling rates into separate functional components, pricing special services, developing economic development incentives, responding to customer rate inquiries, and establishing line extension policies. A Cost-of-Service Study ("COSS") is a study in which the total company cost to provide electric service is spread or allocated to the customer classes. More particularly, the COSS is an analysis based on historical costs during a 12-month test period, which allocates the utility's costs to its customer classes as fairly as possible based on their consumption patterns. The COSS process starts with overall expenses and revenues, in total and for each rate class, as well as plant in service and depreciation data, and then calculates the rate of return on rate base (or rate of return on revenue) in total and for each rate class, and allows for a relative comparison of the contribution of each rate class to utility margins. In short, the COSS takes all of the utility expenses and shows how those costs are attributed to the various customer rate classes, and takes the rate class revenues and shows how much each rate class contributes to the overall utility margins. The COSS identifies the costs incurred to serve each rate class, plus margins, such that each rate class makes an equivalent contribution to the utility's overall return. The rates that recover these costs are called "cost-based rates" and set the ideal target for rate design for the customer classes.

Most utilities use the COSS as a guide for designing rates, to ensure that each rate class pays its fair share of the utility's costs and margins.

## 7. Material Cost increases in the near term?

As electric cooperatives across the country, we are encouraged to plan 2022 budgets with 30% general increase due to economic trends and forecasts. Domestic and international manufacturers are in COVID new-variant areas. Here is just a small sample of items under consideration:

- Transformer core steel is same steel used in EV charger/battery components. Transformers forecasted up 11-15% in Q3 with pad-mounts experiencing potential 44-week lead time.
- PENTA treatment for poles is estimated to end May 2022 with change over to DCOI treatment. Forecasted to increase 14-22%
- Domestic freight up 8-30% as 25% of OTR trucks are parked due to fuel and/or driver shortages. (Even residential delivery with FedEx and UPS is up 6.5-8.8%)
- International (ocean) freight up 200-300% due to container bid wars.
- Pole hardware (bolts, insulators, etc.) generally up 10-47% depending upon particular commodity
- Conductor (wire) is forecasted up 20%.

Most of the materials are associated with projects that are capitalized over 30 years which helps spread costs over time. However, a 30% adder over 30 years still yields larger fixed interest payments and adds pressure to present day and future fixed cost (base charge). Some materials may be expensed for emergency repairs or other purposes which can add pressure immediately and can impact fixed and variable cost.

As individual consumers, here are a few non-utility items and what has happened on average just in 2021.

Airfare +7%	Car/Truck Rental +12.1%	Car/Truck Prices +7.3%
Gasoline +44.2%	Bacon +8.4%	Fresh Seafood +6.4%
Medical Care +9%	Other Pork +6.5%	Whole Milk (non-regulated pricing states) +7.5%
Apples +6.5%	Citrus Fruits +9.5%	Other Fruit +8.7%
Lettuce +5.1%	Fast Food +6.2%	Vending machine snacks +5.7%
Semiconductors +20%		

## 8. Is AMI going away?

AMI is not going away. Even with technology, there are times when the system does not perform as expected and may require a manual reading by DCEC personnel to avoid an estimated bill.

Recently, meters were upgraded with the latest firmware/software for improved communication and reporting. Portions of the system will be upgraded with next-generation compatible components. DCEC continues to monitor technology and pricing for continuing the benefits of AMI into the next generation.

9. Lobbying activities? **WORK INTO Affiliated Organizations/Government Relations (& move ACRE there?)**

Through our affiliates and trade organizations, DCEC does perform much legislative work on behalf of the interests of the Members.

DCEC is one of the four electric cooperatives in New York. The four cooperatives have created a statewide association. The New York State Rural Electric Cooperative Association, Inc. (NYSRECA) is a service organization for the New York State Rural Electric Cooperatives. Its purpose is to foster and promote the mutual interests and welfare of rural electric cooperatives in New York State. NYSRECA hired consultant services to act on behalf of the cooperatives representing the association's interest before the New York state legislature, executive and state government agencies and to develop and maintain an ongoing relationship with key legislative and governmental leaders.

DCEC also belongs to the New York Association of Public Power (NYAPP). NYAPP is an association of municipal utilities and rural electric cooperatives serving various communities across New York State. NYAPP members provide safe and reliable electric service to their customers members. NYAPP was created in 2005 as a non-profit, non-partisan organization operating in a complex energy market. Its purpose is to advance the interests of its members and their customers and provides services that ensure adequate and reliable electric service at a reasonable price. Also, NYAPP monitors ongoing legislative activities in Washington D.C. and Albany, and keep members apprised of events and legislation that will affect them and promote strong and active involvement in these areas.

Additionally, DCEC is a member of The National Rural Electric Cooperative Association (NRECA). NRECA represents more than 900 consumer-owned, not-for-profit electric cooperatives, public power districts, and public utility districts across America. In addition to lobbying Congress on behalf of and along with our members, the Government Relations team of NRECA is actively involved with regulatory issues that impact cooperatives.

10. How much of the multi-billion-dollar infrastructure plan are we getting?

DCEC continues to monitor for opportunities and looks forward to being able to review the final plan.

As you know, the White House, House and Senate are working to develop a spending package at the end of the government's fiscal year, a process called reconciliation. **It's not clear at this moment if any legislation will actually be signed into law**, but it's important that as long as legislation is being considered, DCEC is involved in discussing a number of issues that are important for the members.

For example, the \$550 Billion portion actually for infrastructure as presented a couple months ago:

- Power and Grid: \$65B - Includes the bipartisan, ENR-passed Energy Infrastructure Act, which includes funds for grid reliability and resiliency and support for a Grid Deployment Authority; critical minerals and supply chains for clean energy technology;

**DCEC is not in transmission, nor do we serve mines or suppliers of materials for building energy technology. The GDA would be a governmental agency for siting new transmission corridors for large-scale wind/solar projects.**

- Broadband: \$65B - Grants to states for broadband deployment

**DCEC is not a broadband supplier and our area is mostly already built out. However, if another vendor comes into the area with this money, DCEC may benefit in make-ready work to pole lines**

- Electric Vehicle Charging: \$7.5B – Funds for alternative fuel corridors and to build out a national network of electric vehicle charging infrastructure to facilitate long-distance travel

**The takeaway is that the network would most likely start along interstate highways first and any ancillary rebate programs would focus on charging stations with public access, not necessarily for a private charger in your house.**

- Clean School Buses & Ferries: \$7.5B - \$5 billion for the replacement of existing school buses with zero emission and clean school buses, with a priority on low income, rural and Tribal schools. Provides \$2.5 billion for the replacement of existing ferries with low carbon ferries and to assist states with operational costs for essential rural ferries.

DCEC does not operate school buses or ferries plus state law mandates zero emission for new in-state purchases of cars/atv/power equipment and trucks starting in 2035 and 2045 respectively.

- Water Infrastructure: \$55B - Includes \$23.4 billion for the bipartisan Drinking Water and Wastewater Infrastructure Act of 2021. Provides \$15 billion for lead service line replacement and \$10 billion to address PFAS.

DCEC is not a water utility with lead pipes.

- Resiliency: \$47.2B - Funds cybersecurity to address critical infrastructure needs, waste management, flood and wildfire mitigation, drought, and coastal resiliency, ecosystem restoration, heat stress, and weatherization.

There may be some opportunity for weatherization but there is a sense that priority goes to coastal and wildfire areas

- Roads, Bridges, & major projects: \$110B - Includes the Surface Transportation Reauthorization Act and Surface Transportation Investment Act. Funds new, dedicated grant program to replace and repair bridges and increases funding for the major project competitive grant programs. Preserves the 90/10 split of federal highway aid to states.

DCEC may benefit for reimbursement of relocations for bridge and road upgrades

- Passenger and Freight Rail: \$66B - Provides funding for the Amtrak National Network for new service and dedicated funding to the Northeast Corridor. Increases funding for freight rail and safety.

DCEC is not Amtrak

- Safety: \$11B - Funds highway, pipeline safety and pedestrian safety programs.

DCEC has no pipelines but may benefit somehow

- Public Transit: \$39.2B - Funds nation's transit system repair backlog, (24,000 buses, 5,000 rail cars, 200 stations, and thousands of miles of track, signals, and power systems). Expands transit systems, supports clean transit options, and increases accessibility for seniors and persons with disabilities.

DCEC is not public transit but the area may benefit

- Ports and Waterways: \$16.6B - Funding for waterway and coastal infrastructure, inland waterway improvements, port infrastructure, and land ports of entry.

DCEC may benefit with relocation from betterment projects

- Airports: \$25B: Funds for Airport Improvement grant program for runways, gates, & taxiways as well as a new Airport Terminal Improvement program for terminals, concessions, and multimodal connections. Improves Air Traffic Control infrastructure.

DCEC does not operate an airport but may benefit somehow.

- Reconnecting Communities: \$1B – Total of \$1 billion between contract authority and new appropriations. Funds for projects that remove barriers to opportunity caused by legacy infrastructure. The program will provide dedicated funding for planning, design, demolition, and reconstruction of street grids, parks, or other infrastructure.

DCEC may benefit although language suggests urban areas

- Addressing Legacy Pollution: \$21B – Funds to clean up brownfield and superfund sites, reclaim abandoned mine lands, and plug orphan oil and gas wells, improving public health and creating good-paying jobs.

These activities do not generally require electric utility infrastructure except for occasional low-usage well monitors.

- Western Water Infrastructure: \$8.3B – Funds for Bureau of Reclamation western water infrastructure, including for aging infrastructure, water storage, water recycling and reuse, waterSMART, and drought contingency plans, among other things.

DCEC is situated in the NE and not the West



**Employee Plan in Response to COVID-19 Virus**  
**Last updated 09/08/2021**

**Purpose of the Employee Plans**

**These plans will be reviewed again on September 30, 2021, or sooner as warranted.**

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been **updated as part of the AIDEPP and order of Governor Hochul on 9/6/21** and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

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

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

**Furlough**

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

**Maintaining Social Distance**

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

**Required Precautions**

**Before Work:**

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

**The following three screening questions are required daily:**

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

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



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

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

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

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

#### Face Masks

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

For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. **All employees and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.**

**On September 3, 2021**, the CEO and management will review for any changes to **July 27, 2021** guidance. The rationale for the brief postponement is to look for more stability to avoid repeated and potentially confusing guidance changes as has happened several times during this event.

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

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






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

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

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

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

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

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

The following three screening questions are required daily:

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

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

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





### Suspected COVID-19 Exposure Procedure

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

Possible Outcomes per 07/27/21 CDC Guidelines and NYS Department of Health (DOH):

- 1) FOR INDIVIDUALS EXPOSED TO COVID-19 WHO ARE NOT FULLY VACCINATED OR HAVE NOT RECOVERED FROM COVID-19 IN THE PREVIOUS 3 MONTHS. Individuals exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 14 days after exposure. Testing is not required to end quarantine after 10 days provided no symptoms have been reported during the last 10 days of the quarantine period **with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms**. However, tests should be sought immediately if any symptoms develop during the 10 days after exposure. Regardless, recommendations are to be clinically evaluated and tested for COVID-19 **by healthcare provider with 2 negative tests in a row taken at least 24 hours apart**.
- 2) FOR FULLY VACCINATED AND PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19. **The key factor remains that the individual remains asymptomatic**. However, individuals should be encouraged to consult with their healthcare provider if they have any questions about their individual situation, such as immunocompromising conditions or other concerns.
  - Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. **However, the CDC now recommends that the individual get tested 3-5 days after the exposure and wear a mask indoors and around others for 14 days or until a negative test is received.**
  - Fully vaccinated individuals exposed to COVID-19 who are experiencing related symptoms must isolate themselves **for at least 10 days from onset of symptoms with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms**. Alternatively, be clinically evaluated and tested for COVID-19 **by healthcare provider with 2 negative tests in a row taken at least 24 hours apart**. This guidance applies to all persons regardless of vaccination status.
  - **Recovered individuals are encouraged to get vaccinated**
- 3) FOR DOMESTIC TRAVEL. As of April 1, 2021, asymptomatic domestic travelers, including healthcare providers, arriving in New York State from other U.S. states and territories are not required to test or quarantine. Domestic travelers do not need to quarantine if they are fully vaccinated or have recovered from laboratory confirmed COVID-19 within the previous 3 months. However, while not required, quarantine, consistent with the CDC recommendations for international travel, is still recommended



for all other asymptomatic domestic travelers for either 7 days with a test 3-5 days after travel or 10 days without a test.

#### COVID-19 Infection Procedure

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

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

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

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

- 2) If an employee tested positive but has no symptoms, they can return to work after 10 days of having received the positive result if they are still not exhibiting symptoms.
- 3) If an employee is subject to an Order of Quarantine by a state agency or health department, or has a positive COVID-19 test, the Cooperative will pay the employee for up to 10 days of leave, consisting of the ten 10 days beginning on the date of the start of the Order of Quarantine or the date of the positive test.
- 4) If an employee has met the 10-day requirement and/or has reached the end of a county or state mandated quarantine, but still cannot report to work due to illness, the employee will be required to use sick time or other appropriate forms of PTO for continued leave. If the sick time is longer than 3 days, the employee will be required to obtain and submit a directive from a medical professional verifying the need for leave and setting forth a return-to-work date. The Cooperative may also require that a medical professional and/or the employee submit documentation that deems the employee safe and able to return to work.

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

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

For example:



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

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

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

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

#### Collective Bargaining Agreements

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

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

#### REVISION DATES:

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



# NY HERO ACT

## Model Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

*Employees should report any questions or concerns with the implementation this plan to the designated contact.*

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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## I. RESPONSIBILITIES

This plan applies to all employees of \_\_\_\_\_, and [all]/[the following work sites]:


This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone

## II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

### A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
  - Maintain physical distancing;
  - Exercise coughing/sneezing etiquette;
  - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
  - Individuals limit what they touch;
  - Stop social etiquette behaviors such as hugging and hand shaking, and
  - Wash hands properly and often.
2. **“Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

*In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)*

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curbside pickup;
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
  - Touching your eyes, nose, or mouth;
  - Touching your mask;
  - Entering and leaving a public place; and
  - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
  - i. Mechanical Ventilation:
    - a. Local Exhaust Ventilation, for example:
      - Ventilated booths (lab hoods);
      - Kitchen Vents; and
      - Vented biosafety cabinets.
    - b. General Ventilation, for example:
      - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
      - Increasing the percentage of fresh air introduced into air handling systems;
      - Avoiding air recirculation;
      - Using higher-efficiency air filters in the air handling system;
      - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
  - ii. Natural Ventilation, for example:
    - Opening outside windows and doors to create natural ventilation; and
    - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
  - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
  - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
  - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).



3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;



Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:

1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

#### A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see [dec.ny.gov](https://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](https://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

#### B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See [cdc.gov](https://cdc.gov) for more guidance.

- C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.
- D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

### IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

### V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

- A. \_\_\_\_\_ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

## Plan Revision History

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

**WE ARE YOUR DOL**





## STRATEGIC PLAN SUMMARY 2017-2021

### Mission

DCEC is committed to safely, reliably, and cost effectively providing electric energy and related services to our members.

### Values

- Safety
- Service
- Open Communications (internal/external)
- Integrity/Honesty
- Professionalism
- Respect

### Stakeholders

- Members
- Employees
- Community
- Business Partners (suppliers, RUS, CFC, Federated, other distribution co-ops, NYSEDA, NISC, UUS, CoBank, etc.)
- Government and Regulators

### Planning and Execution Timeline

This strategic plan ("the Plan") was developed by the Cooperative's Board of Directors and Management on May 31, 2017. The Plan will be reviewed and modified, if appropriate, by the Board on a quarterly basis. The strategic goals are to be achieved over a 4 or 5-year period ending on December 31, 2021. The Board anticipates a major update to the Plan in the spring of 2022.

### Responsibility

The Cooperative's CEO/General Manager ("the CEO") is responsible for execution of the Plan and for reporting quarterly to the Board on progress toward the strategic goals. The CEO's Annual Goals and Objectives, which are utilized by the Board to evaluate the CEO's performance, shall be consistent with and serve the Strategic Goals in the Plan.

### Prioritized Strategic Goals

#### #1 - Reliability

Goal: Identify and implement measures designed to improve transmission and distribution system reliability.

Task 1: Operations Manager will coordinate the addition of fused cut-outs for each tap and distribution transformer fed from each 3-phase distribution feeder throughout the service territory.

Task 2: Engineering Manager will monitor NYSEG transmission reliability, identify root causes for significant reliability impacts, and hold NYSEG accountable for preventable reliability impacts through direct communications when possible and PSC involvement otherwise.

#### Quantifying Success:

SAIDI Total Excluding Transmission and Major Storm<sup>1</sup> (KRTA #144 - #140 - #141) improves from 5-yr avg of 398 to 1-yr value 378 (benchmarked on a 5% improvement to our 5-yr avg)

SAIDI Transmission (KRTA #140) improves from 5-yr avg of 156 to 1-yr value of 44 (benchmarked on 5-yr avg of median value for Northeast cooperatives)

#### #2 - Operating Cost Efficiencies

Goal: Develop and implement a plan of action to achieve greater operating cost efficiencies, specifically focusing on staffing levels, engagement of contractors and shared service opportunities with other cooperatives.

Task 1: CEO will monitor work practices and implement changes as appropriate to reduce inefficiency.

Task 2: CEO will seek and implement shared services with NY cooperatives.

#### Quantifying Success:

Full time employee count (KRTA #4) currently 25  
Total Controllable Expenses per Consumer (KRTA #87) reduced from current \$775/consumer to \$700/consumer (compare to NYS median \$695)

<sup>1</sup> Major Storm = Daily SAIDI > ~103 minutes



## STRATEGIC PLAN SUMMARY 2017-2021

### #3 - Member Communications

**Goal:** Improve and enhance member communications, implement plans to deepen DCEC's engagement with its members.

**Task 1:** CEO and Administrative Assistant will create an 18-month editorial calendar incorporating appropriate modes of member contact, including practical/operations issues such as vegetation management or facilities investment as well as member affinity issues such as "the cooperative difference" or "linemen appreciation" for review/approval by Board.

**Task 2:** CEO and Administrative Assistant will incorporate annual events targeting newer members, separate from the annual meeting.

**Quantifying Success:**

For each monthly member communications priority, connect with members 7 different times, 7 different ways with a consistent message.

Annual event targeting engagement of newer members, particularly families

### #4 – Employee Cross-Training

**Goal:** Develop and implement a program to cross-train DCEC employees in a manner that enhances employee value and mitigates the risks associated with unexpected absences or position vacancies.

**Task 1:** CEO, Finance Mgr. and Ops. Mgr. will develop a prioritized matrix of key staff functions, the normal responsible individual, and current/proposed backup individuals for each key function for review/approval by Board.

**Task 2:** CEO, Finance Mgr. and Ops. Mgr. will develop a multi-year training and re-training plan to assure that individuals with back-up responsibilities are appropriately trained and practiced so that they can seamlessly perform key back-up functions.

**Task 3:** CEO, Finance Mgr. and Ops. Mgr. will develop a list of key CEO responsibilities that require Board involvement in the absence of the CEO, and provide appropriate documentation of such to the board.

**Quantifying Success:**

Each and every key task has a trained and practiced back-up person, which allows for the absence of any staff person, including the CEO, without interruption to the smooth operation of Cooperative's business.

### #5 – Financial Goals

**Goal:** Improved financial position through equity and debt management

**Task 1:** Equity = 34%

**Task 2:** Capital Credit Cycle < 26 years

**Task 3:** Maintain other KRTA values in excess of borrower required covenants.

**Quantifying Success:** Review to determine if set value or ranges are appropriate

### Quantifiable Strategic Trends

Year	'15	'16	'17	'18	'19	'20 cv19	'21 cv19
SAIDI Transmission, KRTA #140 (<44 min.)	1	519	82	47	136	90	187
SAIDI Total minus Transmission and Major Storms, KRTA #144 – KRTA #140 – KRTA #141 (<270 minutes)	422	378	482	447	676	576	361
# Employees, KRTA #4 (<22)	27	27	25	24	22	21	25
Controllable Expenses per Consumer, KRTA #87 (<\$700)	743	775	789	827	908	907	768
# Months met Member Comm. Goals (=12)	0	0	0	12	12	7	3
# Newer Member Events (=1 event)	0	0	0	1	1	0	0
# Key Duties Backed Up (=all, value from matrix to be developed by Finance Manager)	No Data	No Data	40%	50%	63%	63%	55%



## STRATEGIC PLAN SUMMARY 2017-2021

### Strengths

- Good board, management and staff
- Our ability to critically look at our weaknesses
- Noted that strengths outweighed the weaknesses
- Our strategic plan is a working - document routinely reviewed by board
- Board works well together through mutual respect
- Distribution system is in excellent condition
- The cooperative network
- NYPA hydro contract through 2040
- NYAPP consumer owned utility network

### Weaknesses

- Culture issues
- Limited growth opportunities in number of members
- Members are disengaged
- Not sure we're always good at effective communication
- Overstaffing

- More political involvement to change laws to be more cooperative friendly
- Beneficial electrification

### Threats

- Limited growth, flat or negative growth
- Increasing costs
- Reliability of transmission service
- Changing member demographics
- State and Federal regulations
- Uncertainty of energy prices
- Not effectively communicating cooperative values to new members and members as a whole
- Cyber security/physical security

### Opportunities

- New members and younger members are an engagement opportunity
- Shared services and ability to contract services
- Broadband expansion
- Better use of technology
- Extend hydro contract through 2040





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### Shirt Order for DCEC's Board of Directors

Please visit <https://business.landsend.com/store/tse/> and pick out the shirt you would like the Coop to purchase on your behalf. This page will be collected at the September 28<sup>th</sup> Board Meeting. Should you have any questions, or you need help please contact Administrative Assistant Alicia VanZandt at (607) 746-9299 or email her at [alicia.vanzandt@dce.coop](mailto:alicia.vanzandt@dce.coop).

Director Name

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Would you like your name embroidered on your shirt?

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If so, please print clearly how you would like your name to appear

---

Ecatalog item #

---

Size

---

Which side would you like the DCEC logo to be on? Left or Right?

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Special instructions:

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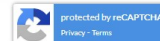
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**Alicia VanZandt**

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**From:** Kinney, Laura <lkinney@vermontelectric.coop>  
**Sent:** Thursday, September 16, 2021 8:50 AM  
**To:** brian.allen@homesteadfunds.com; cstone@wescodist.com; garyb@uus.org; SCampbell@federatedrural.onmicrosoft.com; robinsont@koppers.com; leahferch@crc.coop; brad.grainger@rspoles.com; rguadagno@asplundh.com; mhaile@tantalus.com; michael.haire@nreca.coop; Cathy.Henn@nisc.coop; hauberg@irby.com; lampm@powersystem.org; Wallace.Litchfield@graybar.com; cmahovlich@cobank.com; jim.meiers@nrucfc.coop; chalm@powertech-upsc.com; jeffs@uus.org; swilliams@nrtc.coop; eric.dalessandro@altec.com; Potter, Daniel; Philip T. Susmann; David Roberts; Tim Locklear; markey@mrgrp-us.com; A Watson; Alicia VanZandt; Bryant Dillon; Chris Evans; Cody Allen; Jeff Wright; Jim Bakas; Keith Pitman ; Kinney, Laura; Kristen Cleveland ; Leo Dwyer; Patty Richards; District # 6; Rosalena Casciero; Scott Hallowell; Sharon Yeaton; Tim Johnson; Towne, Rebecca  
**Subject:** NEAEC November Conference postponed!

Good morning NEAEC Members, Guests, and Vendors:

We are still in such uncertain times, and as much as we want to gather this fall, as a safety precaution with the recent COVID outbreak, NEAEC's board is postponing the Nov. 8-10<sup>th</sup> conference to May 2022. More information to follow once we have new dates.

Warm regards,  
 Laura

Laura Kinney  
 Project Planner  
 Cell 802.760.8359





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### Approval of Christmas Hams

Traditionally DCEC gives a Christmas Ham certificate to all employees, directors, grounds maintenance workers, and custodial staff. This certificate is to be redeemed at the Delhi Price Chopper at the Customer Service desk.

In 2020, because of the Pandemic Price Chopper was unable to secure ~35 hams for DCEC and we were unable to hold the Christmas Party, so instead \$70 gift cards were given away instead. 31 gift cards to just employees & directors. Total of \$2,354.45 (each gift card had a \$5.95 activation fee).

In 2019, Price Chopper billed DCEC for 34 hams for a total of \$594.75

In 2018, Price Chopper billed DCEC for 35 hams for a total of \$725.59

In 2017, Price Chopper billed DCEC for 35 hams for a total of \$731.24

In 2016, Price Chopper billed DCEC for 36 hams for a total of \$817.24