

**OPERATING POLICIES
AND
PROCEDURES**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

F O R W A R D

This policy and procedures manual is for the use and information of the employees and directors of the Butler County Rural Public Power District.

Please study the manual and keep it available at all times for reference; but remember that it is not for distribution to the general public.

You will be expected to keep this as your personal copy, and if for any reason your association with the Butler County Rural Public Power District is terminated, this manual shall be returned to management.

THIS MANUAL IS A GUIDE AND DESCRIBES THE PROCEDURES THE DISTRICT WILL ATTEMPT TO FOLLOW IN MOST CASES. THE DISTRICT RESERVES THE RIGHT TO VARY FROM THESE PROCEDURES WHEN NEEDED AND TO IGNORE THEM COMPLETELY AT THE DISCRETION OF THE DISTRICT'S MANAGEMENT.

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

OPERATING POLICY AND PROCEDURES

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**OPERATING POLICIES
AND
PROCEDURES**

SERIES 100

OPERATING POLICY

< > < > EXTERNAL < > < >

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

Policy Number 101

LINE EXTENSION POLICY

I. OBJECTIVE

To provide a method by which Butler Public Power District (District) will extend electric lines and facilities to serve Applicants that have made a written application for electric service within the retail service area of District.

II. PROVISIONS

- A. In the event that upgrading, construction, or extension of facilities is required to provide service to the Applicant, District will furnish the facilities required but not to exceed a cost greater than the Allowable Construction Credit (ACC) established for the service classification being applied for, unless the Applicant makes a "Contribution in-aid-of-Construction" (AOC).
- B. The estimated construction investment shall include the costs of materials, equipment, engineering, and labor, including administration overheads, fringe benefits, and the costs of service transformers and metering equipment, needed to complete the construction for service to the Applicant. The estimated construction investment will include only the non-betterment costs of the construction required to provide service to the Applicant. A non-betterment cost excludes the costs of replacement or addition of facilities solely for the benefit and at the election of the District.
- C. Where the estimated construction investment exceeds the established "ACC," District will receive from the Applicant an "AOC". The AOC will be determined as the monetary difference of the non-betterment portion of the estimated construction investment less the ACC established by this policy. The AOC construction limit shall be based on the following:
- Single phase overhead \$12.72/foot
 - Single phase URD \$15.77/foot
 - 3 phase overhead \$18.28/foot
 - 3 phase URD \$30.21/foot
- D. The ACCs established by this policy are as follows:
1. The service furnished to a customer of District is subject to the following maximum contributions to serve the load. Costs in excess of the amounts listed below are subject to an AOC.
 - a. Rural Residential Single Phase - \$3,100
 - b. Rural Residential Subdivision - \$2,100 / lot
 - c. Rural Residential Three Phase - \$6,500
 - d. Village Residential - \$2,500
 - e. Village Residential Subdivision - \$1,900 / lot
 - f. Single Phase Commercial - \$25.75 times the estimated annual kW usage

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- g. Three Phase Commercial - \$25.75 times the estimated annual kW usage
 - h. Single Phase Grain Bin, Cabin, or Stock Pump - \$1,600
 - i. Three Phase Grain Bin - \$5,000
 - j. Village Commercial - \$21.50 times the estimated annual Kw usage
 - k. Irrigation - \$66.15 per HP (nameplate)
 - l. Rural Large Power Customers - \$25.75 times the estimated annual kW usage
 - m. Village Large Power Customers - \$21.50 times the estimated annual kW usage
- 2. Customers who make connections under this policy are required to sign a seven-year contract with District for service under the proposed rate. Irrigation customers are not allowed to go off of load control during the seven-year period.
 - 3. District will connect facilities up to the metering point of the customer. Costs beyond the metering point are the responsibility of the customer and not subject to contribution from District.
 - 4. New customers above 1,000 kW will require an individual calculation to determine the contribution. (See D./1./1.) District will require the customer to pay the entire connection charge up-front.
 - 5. District may true up the actual usage with estimated usage and a charge or credit issued to the customer for the true up.
- E. Load Control Agreement (Irrigation Only): The prospective customer will be required to enter into a load control agreement for a period of seven (7) years when making application for service. Should a customer wish to change levels of control, there may be additional costs.
- F. Other: Requests for line extensions or facilities not outlined above shall be individually considered by management. Examples include but are not limited to temporary extensions which may include carnivals or road construction batch plants and bridge projects.
- G. Responsibility: Administration of this policy shall be the responsibility of the Operations Manager.

Dated: June 10, 1996

Revised: Oct. 10, 1996, May 12, 1997, Sept. 11, 1998

Revised: March 10, 2000, May 10, 2000, May 12, 2003

Revised: September 15, 2005, August 11, 2008, March 11, 2011

Revised: December 9, 2022, March 11, 2024

Attested:


(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

Policy Number 102

TEMPORARY SERVICES

I. OBJECTIVE

To establish policy to provide temporary services.

II. PROVISIONS

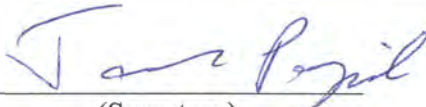
A temporary service is defined as any service that is to be connected and used for an expected period of less than 12 months.

A. Existing Service: Where a customer desires to be connected to an existing service for a period of less than twelve (12) months, the customer shall pay a one-time fee of \$500.00 plus all charges as per the applicable rate schedule for that rate class of customer.

B. New Service: Where a customer desires the installation of a new service to be connected for a period of less than twelve (12) months, the customer shall pay a one-time fee of \$500.00, plus all construction, retirement and lost material costs including all charges as per the applicable rate schedule for that rate class of customer.

Dated: June 10, 1996,
Dated: March 10, 2000
Dated: January 10, 2007
Dated: January 12, 2009
Dated: April 11, 2016
Revised: September 11, 2020

Attested:


(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

POLICY NUMBER 103

IRRIGATION DEMAND (HORSEPOWER)

I. OBJECTIVE

To establish policy for determining Irrigation Horsepower (HP)/Demand (kW) for billing purposes.

II. PROVISIONS

- A. Annually, for the Spring billing, the connected HP for billing purposes shall be the “motor manufacturer’s nameplate rating” of horsepower output, except that if the District so elects it shall be determined by actual meter demand reading (for the highest 15 minute demand peak recorded during irrigation season). For the fall adjustment the demand will be based on the actual demand meter reading at the Butler PPD meter.
- B. If nameplate horsepower is used it shall be converted to demand using the following formula: ***DEMAND (kW) = Nameplate HORSEPOWER x .746***
- C. If any changes are made to an irrigation system that lowers measured demand by more than 10% the customer must make a request to have the billing demand adjusted for the season. If changes are made to the system that increases the measured demand the billing will be adjusted to reflect the increased demand for the season.
- D. If an irrigation system is not used or it has minimal use the District will apply a minimum use rate.

Dated: June 10, 1996, April 10, 2006

Revised: December 10, 2010

Attested: _____



(Secretary)

POLICY NUMBER 104

BILLING POLICY

I. OBJECTIVE

To establish policy to bill customers.

II. PROVISIONS

- A. The District shall bill only the customer(s) whose name appears on the account unless multiple billing has been requested and approved.
- B. All billings will begin when District's infrastructure is in place.
- C. Prior to the 10th of each month, each customer will be sent a statement or eStatement for the month's usage. At this time, payment is due, and must be submitted for the amount shown on the bill.
 - 1. eStatement is the process which the customer must authorize Butler PPD to send statements electronically. To enroll in eStatements the customer must complete and return the "Consent and Agreement for eStatements" or create a username and password to enroll through Butler PPD's website.
- D. If payment is not received on or before the last day of the month, the bill will become delinquent, and the customer's account will be charged a penalty of \$10.00 or 10 percent of the unpaid balance per month (whichever is greater). At this time, the account will be considered delinquent and subject to the provisions of Operating Policy Number 105, "Delinquent Account's Procedure".
- E. Billing adjustments due to reasons other than tampering, diversion, or subterfuge
 - 1. Overcharge or undercharge adjustments shall be calculated without interest as followed by Nebraska State Statute of limitations.
 - i. Service under a written electric contract; billing adjustments shall be for the most recent 60-month period or the period of billing inaccuracy, whichever is less.
 - ii. Service without a written electric contract; billing adjustments shall be for the most recent 48-month period or the period of billing inaccuracy, whichever is less.
 - iii. A billing inaccuracy resulting in a customer being under charged shall be brought to the attention of "the customer" as soon as practicable after discovery of the error by the District along with an explanation for the error. A corrected bill shall be delivered to the customer showing the corrected charge for the energy consumed during the period allowable.

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2. In the event of a billing error resulting in the customer being under charged for electric service, "the customer" will be offered a reasonable payment plan with the option of repaying the amount of the under charge in a period not to exceed 24 months, unless the error occurred during a longer period of time in which case "the customer" shall be allowed to pay the amount of the under charge for the same length of time in which the amount of the under charge occurred.
 3. Customers who are owed money for overbilling will be reimbursed by the District as soon as practical or may elect to have any amounts owed to them applied as a credit to their account. In the event, adjustments exceed \$10,000 a separate repayment agreement will be negotiated and ~~approved~~ by the board of directors will be informed at the next regularly scheduled board meeting.
- F. Should a customer with small renewable generation generate more than used the amount shown on the bill may be a monetary credit. Any monetary credits will be carried forward as per Operating Policy Number 120.

III. APPENDIX REFERENCE

A. Appendix T: Consent and Agreement for eStatements

Dated: June 10, 1996, May 10, 2000,
Revised: September 10, 2001, March 11, 2003, March 12, 2007
Revised: December 10, 2009
Revised: January 15, 2018
Revised: April 13, 2019
Revised: June 7, 2021

Attest:



(Secretary)

POLICY NUMBER 105

DELINQUENT ACCOUNT'S PROCEDURE

I. OBJECTIVE

Assure that due process and proper remedies are afforded District customers regarding overdue electric service statements and termination of service on delinquent accounts in accordance with Nebraska Statutes.

II. PROVISIONS

- A. Electric service statements are due upon receipt and become delinquent if not paid or arrangements made for same by the due date indicated on each customer's statement.
- B. A "DISCONNECT NOTICE" shall be mailed advising the customer that the statement has become delinquent, and the customer may be subject to disconnection.
1. In accordance with **Nebraska Statute -70-1605**, before service can be disconnected, the customer must be provided a written notice at least seven business days prior to service termination.
 2. Nebraska law requires that the "Disconnect Notice" to customers shall contain the following information:
 - The reason for proposed disconnection;
 - A statement of intention to disconnect unless the customer pays the bill or reaches an agreement with the District regarding payment of the bill;
 - The date upon which service will be disconnected if the customer does not take appropriate action;
 - The department, telephone number, and address to whom the customer may address any inquiry or complaint;
 - The customer's right, prior to the disconnection date, to request a conference regarding any dispute over such proposed disconnection;
 - A statement that the District may not disconnect service pending the conclusion of the conference;
 - A statement to the effect that disconnection may be postponed or prevented upon presentation of a duly licensed physician's certificate which certifies that the customer or resident within the customer's household has an existing illness or handicap which would cause the customer or resident to suffer an immediate and serious health hazard by disconnection of the District's service to that household. Such certificate shall be filed with the District within five days of receiving notice under this section and will prevent the disconnection of the District's service for a period of

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thirty days from such filing. Only one postponement of disconnection is allowed for each incidence of any past-due account;

- The cost that will be borne by the customer for restoration of service;
 - A statement that the customer may arrange with the District for an installment payment plan prior to the disconnect date;
 - A statement to the effect that those customers who are welfare recipients may qualify for assistance in payment of their utility bill and that they should contact their caseworker in that regard.
- C. This policy shall be available on the District website or by mail upon request.
- D. Any customer previously identified as a welfare recipient to the District by the Dept. of Health and Human Services (HHS), such "Notice of Disconnection" shall also be by first-class mail or in person.
- E. If the delinquent customer does not utilize the procedures set forth above, the District shall discontinue service after reasonable efforts have been made to collect the delinquent amount and a reasonable disconnect fee shall be charged to the customers' account.
- F. The District's reasonable fees for policy #105 are as follows:
Disconnect \$60.
Reconnect after hours shall be \$125 which includes tax.
- G. If a customer becomes disconnected, the customer must contact the District Office by 9:00 p.m. CST to make the appropriate arrangements to have their service reconnected. If the disconnected customer calls after 9:00 p.m. CST the customer will have to wait till the next day to make arrangements to be reconnected after 7:30 a.m. CST.


III. RESPONSIBILITY

- A. Administration of this policy shall be the responsibility of the General Manager and the Office/Human Resource Manager.

Dated: June 10, 1996, March 10, 2000, July 12, 2005, Nov. 9, 2012, February 10, 2016, March 10, 2016, March 9, 2018, December 14, 2020

Revised: January 4, 2024

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 106

RETURNED PAYMENTS

I. OBJECTIVE

To provide a method to handle returned checks, bank drafts, or automatic credit cards, whether for insufficient funds, closed accounts, or returned for any reason.

II. PROVISIONS

- A. Payments returned by a financial institution for any reason shall not be regarded as payment until reimbursed and all delinquent penalties shall apply. There will be a \$25.00 charge assessed to the customer's account for handling the returned payment.
- B. When a payment is returned, the customer will be notified in writing, requesting cash, money order or valid credit card within 5 business days. If not paid within the specified time limit, service shall be subject to immediate disconnect without notice and turned over to the collection agency.

RETURNED PAYMENT PARAMETERS

| History with Butler PPD | Number of Returned Payments Allowed in a 12 Month Period | Consequences |
|--------------------------------|---|--|
| Less than 2 years | 1 (ONE) | • Deposit to equal the highest estimated two month's usage for their service but no less than \$200.00 |
| More than 2 years | 2 (TWO) | • Cash, money order or valid credit card <i>only basis</i> for 12 months |

Dated: June 10, 1996
Dated: March 10, 2000
Dated: November 11, 2006
Dated: December 12, 2008
Revised: May 10, 2016

Attested: 
Secretary

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

Policy Number 107

----- NOT USED -----

POLICY NUMBER 108
METER TAMPERING/FRAUD

I. OBJECTIVE

The purpose of this policy is to establish rules, procedures, and guidelines to be followed in the event a BPPD customer is suspected of electric current diversion or meter tampering. The policy also provides staff guidelines on how to investigate meter tampering and recover revenue lost from illegal or unauthorized diversion of electrical service.

II. POLICY CONTENT

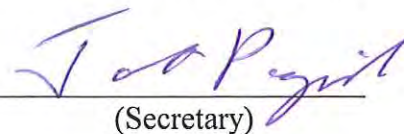
- A. Meter Tampering Defined: Meter tampering means to rearrange, injure, alter, interfere with, by-pass, remove, disable, adjust, modify or damage metering equipment, metering connections, meter seals, or load management devices. It includes the taking of electricity when not entitled or so as to cause improper registration of the District's metering equipment.
- B. When meter tampering is discovered, the employee will inform management and report the findings. If possible photo documentation will be taken. The field employee will be asked to document the condition of the metering equipment.
- C. Local law enforcement will be notified and District shall follow instructions should the authorities choose to investigate immediately.
- D. District field employee may be instructed to disconnect power and remove meter.
- E. The customer involved will be considered a high credit risk customer and at least a double deposit will be assessed and paid before power will be restored. And, before service is restored, the District will collect the following penalties:
- The District shall be entitled to collect from the customer a penalty of up to \$500.
 - Conduct an on-site audit and estimate what the actual energy charges would have been (using recorded historical usage) and bill in full with payment received before power will be reconnected.
 - A disconnect charge will apply to each trip made during the incident to either connect or reconnect power.
- F. The District reserves the right to prosecute all meter tampering cases in a court of law.
- G. If conditions are observed which indicate a customer has tampered with the District's irrigation load management equipment, a penalty as per Operating Policy #110, II, F will be billed for the current season. Also, the customer will be assessed damages to the District's equipment and the cost of re-establishing the load interruption capabilities of the equipment. All charges must be paid within 10 days or the service will be disconnected.

III. RESPONSIBILITY

- A. It is the responsibility of all field personnel to report suspected meter tampering immediately when it is discovered.
- B. The General Manager is responsible for administration of this policy.

Dated: October 11, 2010

Attest: _____


(Secretary)

POLICY NUMBER 109

IRRIGATION BILLING POLICY

I. OBJECTIVE

To provide a method to bill all customers for irrigation services.

II. PROVISIONS

A. The District shall bill only the customer(s) in whose name the service is connected. The District will not bill more than one entity or firm, unless multiple billing has been requested and approved.

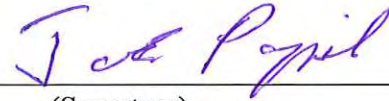
B. Terms of Payment

- I. The facilities charge plus any energy consumption charges from the months of November of the previous year through April will be billed in May each year and is due and payable by May 31st. If the District is not notified before May 31st, renewal of the contract will be automatic. If payment is not received by the due date, service will be disconnected and will be reconnected if requested during the same year, at the District's convenience and only after payment in full has been made, plus the standard disconnect and reconnect fees, plus a penalty of ten (10) percent of the outstanding balance per month. If service remains disconnected due to nonpayment, the customer will be billed at the "Standby Service" rate which must be paid prior to reconnection the following year, plus the standard disconnect and reconnect fees.
2. The months of May, June, July, August, September and October accounts will be billed on actual energy consumption and actual capacity charge (horsepower). Each October the demand readings will be reset. If the charges are not paid by the last day of the following month, a penalty of \$10.00 or ten (10) percent of the unpaid balance (whichever is greater) will be added to the account and the service will be disconnected for nonpayment. Service may be reconnected only after payment in full has been made, including the standard disconnect and reconnect fees.
3. All irrigation meters that also service grain drying will be read and billed each month (January through December). Each April the demand reading will be reset.
4. Should service remain disconnected for a period of three (3) consecutive years with the "STANDBY SERVICE" rate being paid, the service will be removed at the District's convenience. If the facilities are removed and the customer wants service again, the policy on new services will apply.

C. Terms of Contract

The original term of the contract for irrigation service shall be seven (7) years during which period the facility charge shall be due and payable. Thereafter, the contract shall automatically renew on a year to year basis unless the District is notified prior to May 31st of any year.

Dated: June 10, 1996
Revised: September 10, 2001
Revised: March 11, 2003
Revised: November 10, 2003
Revised: January 1, 2004
Revised: December 12, 2008



(Secretary)

POLICY NUMBER 110
IRRIGATION SERVICE –LOAD CONTROL & NEW LOAD

I. OBJECTIVE

To establish policy in regard to 1) interruptible irrigation service in order to reduce peak summer demand and reduce costs and, 2) adding new irrigation services.

II. PROVISIONS

- A. **Eligibility:** All irrigation services except reuse pumps and wheels only shall be eligible for load control. (Existing wheels only on load control shall be grandfathered.)
- B. **Control Hours:** Control hours shall not exceed any twelve (12) hour period between the hours of 9:00 am and 11:00 pm on all days except Sundays* and Holidays* which shall not exceed any six (6) hour period between 9:00 am and 11:00 pm.
- C. **Control Options:** Each customer shall have the following control options at rates established by the Board of Directors:
1. No Control (full service)
 2. One Day Per Week (not to exceed 12 hours per day)
 3. Two Consecutive Days Per Week (not to exceed 12 hours per day)
 4. Three Alternate Days Per Week (not to exceed 12 hours per day)
 5. Daily Control (not to exceed 12 hours per day)
- *Sunday/Holiday control hours may apply to any control option (2-5)
- D. **Equipment:** The District will install a disconnect panel below the meter socket. This panel will be a 50/50 cost share between the customer and the District with the customer's share not to exceed \$550.00.

A District owned control unit will be installed on the disconnect panel, or on or near the motor control in such a manner as to become part of the control circuit for the purpose of interrupting service. This switch shall be sealed or locked and shall be opened, adjusted or modified by District personnel only. The power supply for the remote control switch shall be obtained from the customer's metered power serving the pump motor control.

- E. **Terms:** The load control agreement term shall be for one year, however, this agreement is automatically renewable unless a new load control agreement is signed. Notification of change must be made by April 1st of each year, which is coincidental to the annual minimum billing date.

Customers wanting to change to a lesser control option after April 1st, can make one change per year. A load control agreement, service charge of \$150.00 plus \$5.00 per nameplate horsepower and all other charges incurred on the applicable rate schedule less any charges paid on the existing rate schedule must be completed prior to the District making any changes.

Customers that have entered into a seven (7) year electric contract for new irrigation electrical service are required to be on load control for the term of the contract (excluding wheels only and reuse pumps) and not offered the irrigation Non-Operating option. The "No Control" rate is not an option during the term of the electrical irrigation service contract. Electrical service will NOT be energized until a load control agreement has been signed.

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- F. **Penalties:** Any tampering with or override of interruptible function of the control unit by unauthorized persons shall be grounds for the District to change the customer to the "No Control" rate. The customer shall pay any penalty assessable under Nebraska law plus a service charge of \$150.00 plus \$5.00 per nameplate horsepower plus all charges incurred on the "No Control" rate less any charges paid on the existing rate schedule. All charges must be paid within seven (7) business days to avoid service disconnection.
- G. **Override:** Should a customer require a system override due to equipment failure or other actions beyond the control of the customer, the District may temporarily override the load control unit with no penalty to the customer; however, no more than two overrides will be allowed in any given year. If the customer requests a third override, the customer must pay a service charge of \$150.00 plus \$5.00 per nameplate horsepower and all other charges incurred on the "No Control" rate schedule less any charges paid on the existing rate schedule prior to being changed to the "No Control" rate.
- H. **Automatic Restarts:** The customer may install, at the customer's expense, equipment which will automatically restart the irrigation system without interfering with the District's equipment or ability to control. The District will be held harmless for failure of the equipment to operate as intended.
- I. **New Irrigation Service Requests:** The District shall limit new irrigation installations annually based on location, substation capacity and timing to make necessary improvements to serve same. Requests should be made prior to April 15th to be considered for the upcoming irrigation season and will be handled on a first-come-first-served basis (signed irrigation electrical contract and aid-in-construction paid).
- J. **New Irrigation Service Size:**
1. New irrigation services larger than 25 HP shall require 3-phase service.
 2. New irrigation services 75 HP and larger are required to install a running capacitor at the well, at the customer's expense.
 3. New irrigation pivot services shall require a 4-wire system meeting the National Electric Safety Code.
- K. **Variable Frequency Drive Motors:** VFD motors that are installed for irrigation purposes shall not interfere with the District's power line carrier. If proven that the VFD is interfering, it will be at the expense of the customer to make the necessary repairs. If repairs are not made in seven (7) days after notification, the service will be disconnected until the proper repairs are made.
- L. **References:**
1. APPLICATION FOR ELECTRIC IRRIGATION SERVICE – (Appendix N)
 2. INTERRUPTIBLE IRRIGATION SERVICE AGREEMENT (LOAD CONTROL) – (Appendix O)

Dated: June 10, 1996, January 12, 2004, June 10, 2005, August 9, 2012, October 10, 2013
Revised: April 10, 2015

Attested 
(Secretary)

BUTLER PUBLIC POWER DISTRICT

DAVID CITY, NEBRASKA 68632

POLICY 111

PUBLIC RECORDS ACCESS

I OBJECTIVE

To establish policy to respond to requests for access to District Records in compliance with the Nebraska public records law. The District recognizes the right of all citizens of this state and other persons interested in examination of public records except as expressly limited herein.

II POLICY

- A. Except as otherwise limited in this policy, it is the District's general policy that public records shall be open to the public for their review including the right to (a) examine such records, and make memoranda, copies using their own copying or photocopying equipment in accordance with subsection B of this section, and abstracts therefrom, all free of charge, during the hours the respective offices may be kept open for the ordinary transaction of business and (b) except if federal copyright law otherwise provides, obtain copies of public records in accordance with subsection C of this section during the hours the respective offices may be kept open for the ordinary transaction of business. Except when this policy expressly provides that particular information or records shall not be made public, public records shall include all records and documents, regardless of physical form, of or belonging to the District, or any subunit, or committee of the District. Data which is a public record in its original form shall remain a public record when maintained in computer files.
- B. Copies made by citizens or other persons using their own copying or photocopying equipment pursuant to Paragraph A of this policy shall be made on the premises of the custodian of the public record or at a location mutually agreed to by the requester and the custodian.
- C. Upon receipt of a written request for access to or copies of a public record, the custodian of such record shall provide to the requester as soon as is practicable and without delay, but not more than four business days after actual receipt of the request, an estimate of the expected cost of the copies and either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in Paragraph E of this policy, or if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to the significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request. The requester shall have ten business days to review the estimated costs, including any special service charge, and request the custodian to fulfill the original request, negotiate with the custodian to narrow or simplify the request, or withdraw the request. If the requester does not respond to the custodian within ten business days, the custodian shall not proceed to fulfill the request. The four business days shall be computed by excluding the day the request is received, after which the designated period of time begins to run. Business day does not include a Saturday, a Sunday, or a day during which the office of the custodian of the public records is closed.

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- D. When it is requested by any claimant before the United States Department of Veterans Affairs or his or her agent or attorney that certified copies of any public record be furnished for the proper and effective presentation of any such claim in such department, the officer in charge of such public records shall furnish or cause to be furnished to such claimant or his or her agent or attorney a certified copy thereof free of charge.
- E. Any person denied any rights granted by sections may exercise all remedies provided in Section 84-712.03 R.R.S. Neb.
- F. Any person who has been denied any rights granted by this Policy shall receive in written form from the District at least the following information:
 - (1) A description of the contents of the record withheld and a statement of the specific reasons for the denial, correlating specific portions of the records to specific reasons for the denial, including citations to the particular statute and subsection thereof expressly providing the exception under Section H of this policy relied on as authority for the denial;
 - (2) The name of the public official or employee responsible for the decision to deny the request; and
 - (3) Notification to the requester of any administrative or judicial right of review under Section 84-712.03 R.R.S. Neb.
- G. Each public body shall maintain a file of all letters of denial of requests for records. This file shall be made available to any person on request.
- H. The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:
 - (1) Medical records, other than records of births and deaths and except as provided in subdivision (5) of this section, in any form concerning any person; records of elections filed under Section 44-2821 R.R.S. Neb.; and patient safety work product under the Patient Safety Improvement Act;
 - (2) Trade secrets, academic and scientific research work which is in progress and unpublished, and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose;
 - (3) Records which represent the work product of an attorney and the public body involved which are related to preparation for litigation, labor negotiations, or claims made by or against the public body or which are confidential communications as defined in Section 27-503 R.R.S. Neb.;
 - (4) Records developed or received by law enforcement agencies and other public bodies charged with duties of investigation or examination of persons, institutions, or businesses, when the records constitute a part of the examination, investigation, intelligence information, citizen complaints or inquiries, informant identification, or strategic or tactical information used in law enforcement training, except that this subdivision shall not apply to records so developed or received relating to the presence of and amount or concentration of alcohol or drugs in any body fluid of any person;
 - (5) Appraisals or appraisal information and negotiation records concerning the purchase or sale, by the District, of any interest in real or personal property, prior to completion of the purchase or sale;

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- (6) Information solely pertaining to protection of the security of public property and persons on or within public property, such as specific, unique vulnerability assessments or specific, unique response plans, either of which is intended to prevent or mitigate criminal acts the public disclosure of which would create a substantial likelihood of endangering public safety or property; computer or communications network schema, passwords, and user identification names; guard schedules; lock combinations; or public utility infrastructure specifications or design drawings the public disclosure of which would create a substantial likelihood of endangering public safety or property, unless otherwise provided by state or federal law;
- (7) With respect to public utilities and except as provided in Sections 42-512.06 and 70-101, R.R.S. Neb., personally identified private citizen account payment and customer use information, credit information on others supplied in confidence, and customer lists.
- (8) Personal information in records regarding personnel of the District other than salaries and routine directory information;
- (9) Any reasonably segregable public portion of a record shall be provided to the public as a public record upon request after deletion of the portions which may be withheld.
- (10) Job application materials submitted by applicants, other than finalists, who have applied for employment by any public body as defined in Section 84-1409 R.R.S. Neb. For purposes of this subdivision, (a) job application materials means employment applications, resumes, reference letters, and school transcripts and (b) finalists means any applicant (i) who reaches the final pool of applicants, numbering four or more, from which the successful applicant is to be selected, (ii) who is an original applicant when the final pool of applicants numbers less than four, or (iii) who is an original applicant and there are four or fewer original applicants;
- (11) Social security numbers; credit card, charge card, or debit card numbers and expiration dates; and financial account numbers supplied to state and local governments by citizens;
- (12) The following rules shall apply to release of settlement information concerning the District;
- (13) The District or public agency providing coverage to the District, public official, or public employee shall maintain a public written or electronic record of all settled claims. The record for all such claims settled in the amount of fifty thousand dollars or more, or one percent of the total annual budget of the public entity, whichever is less, shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the public entity or on its behalf.
- (14) Any claim or settlement agreement involving a public entity shall be a public record but, to the extent permitted by Section 84-712.04 and 84-712.05 R.R.S. Neb., and as otherwise provided by statute, specific portions of the claim or settlement agreement may be withheld from the public. A private insurance company or public agency providing coverage to the public entity shall, without

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delay, provide to the public entity a copy of any claim or settlement agreement to be maintained as a public record.

- (15) Except for settlement agreements involving the District or any employee of the District or pursuant to claims filed under the State Tort Claims Act, any settlement agreement with an amount of financial consideration of fifty thousand dollars or more, or one percent of the total annual budget of the public entity, whichever is less, shall be included as an agenda item at the next regular district board meeting for informational purposes or for approval if required.
- (16) For purposes of this section, a confidentiality or nondisclosure clause or provision contained in or relating to a settlement agreement shall neither cause nor permit a settlement agreement or the claim or any other public record to be withheld from the public. Nothing in this section shall require a public official or public employee or any party to the settlement agreement to comment on the settlement agreement.
- (17) For purposes of this section:
- a. Confidentially or nondisclosure clause or provision means any covenant or stipulation adopted by parties to a settlement agreement that designates the settlement agreement, the claim or any other public record as confidential, or in any other way restricts public access to information concerning the settlement agreement or claim;
 - b. Public body means public body as defined in subdivision (1) of Section 84-1409 R.R.S. Neb.
 - c. Public entity means a public entity listed in subdivision (1) of Section 84-712.01 R.R.S. Neb.; and
 - d. Settlement agreement means any contractual agreement to settle or resolve a claim involving a public entity or on behalf of the public entity, a public official or a public employee by (i) the public entity, (ii) a private insurance company, or (iii) a public agency providing coverage.
 - ii) This section does not apply to claims made in connection with insured or self-insured health insurance contracts.

III RESPONSIBILITY

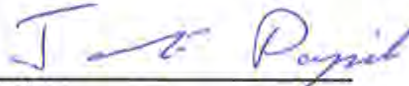
- A. It shall be the responsibility of the General Manager to administer this policy.

Dated: June 10, 1996, June 10, 2005

Revised: April 10, 2015

Attested: _____

(Secretary)



Policy Number 112

CUSTOMER DEPOSITS

I. OBJECTIVE

To collect deposits in a fair and equitable manner and to assure payment of electrical accounts upon discontinuance of service.

II. PROVISIONS

It is the responsibility of Butler Public Power District (District) to manage customer credit risks in an equitable and fair manner.

A. RESIDENTIAL DEPOSITS AND REFUNDS

1. Existing customers who have been disconnected for non-payment, meter tampering, or who have received more than one delinquent notice for non-payment within a recent twelve month period shall be required to remit a customer deposit immediately in the amount of two times their highest monthly bill, but no less than \$200, plus any past due bills before service is restored.
2. Applicants for residential service, shall be subject to the following deposit requirements:
 - a. Applicants who pose a satisfactory credit risk (Green Light on the ONLINE Utility Exchange) shall be charged no deposit.
 - b. Applicants who pose minimal credit risk (Yellow Light on the ONLINE Utility Exchange) shall be charged a deposit equal to the estimated highest monthly bill but no less than \$100.
 - c. Applicants who pose substantial credit risk (Red Light on the ONLINE Utility Exchange) shall be charged a deposit equal to two times the highest estimated monthly bill but no less than \$200.
 - d. Applicants are required to pay a minimum portion of a deposit before service is energized. If service is provided pending a full deposit, termination of service will occur if full deposit is not paid when required.
 - i. for a minimum credit risk (yellow light) customers: ½ of required deposit, but no less than \$100,
 - ii. for substantial credit risk (red light) customers: ½ of required deposit, but no less than \$200.

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- e. Applicants who refuse to provide their social security number are deemed to pose a substantial credit risk and shall be required to make such deposit in an amount equal to that stated in Paragraph II. A. 2. c. (above).
 - f. Applicant's credit record shall be determined as satisfactory as follows:
 - (1) Applicants who were previously a customer of the District shall be considered as having a satisfactory credit record where: said previous service was provided for a period of at least twelve months within the last three years, and applicant's record shows one or less records of written notifications of disconnection to the customer during the last twelve months of service by the District.
 - (2) Applicants, who were not customers of the District for at least twelve months in the previous three years, shall be considered as applicants for residential service as stated in Paragraph II. A. 2.(above).
 - (3) Applicants who furnish an acceptable Surety Bond or Irrevocable Letter of Credit shall be charged no deposit.
 - (4) Applicants who furnish an acceptable written credit reference from their previous electrical supplier(s) showing a satisfactory payment record for the previous twenty-four months and not more than two delinquent notices being incurred during that same period of time shall be charged no deposit.
 - g. In lieu of deposits required above, responsibility for payment of service may be placed in the name of an applicant's co-signer who is an existing RESIDENTIAL customer of the District and who has established a satisfactory credit record with the District in accordance with this policy. When an account is billed in this manner, the existing customer/co-signer will be responsible for payment of any delinquent or final unpaid electric bill and the existing customer's/co-signer's own service shall be subject to disconnect in the event all amounts due are not paid. Refer to Appendix I for a sample of the "Co-Signer Responsibility Agreement".
3. Any customer deposit paid as required hereunder is not to be considered as an advance payment or part-payment of any bill for service, but is security for service to be applied against unpaid bills only in the event service is discontinued.

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4. Customer deposit amounts may be reviewed and changed from time to time to assure they are fair and equitable.
5. Deposits may be credited to the account after a twelve month period if:
1) There is no more than one written delinquent notice sent, 2) Service has not been disconnected for non-payment, and 3) There have been no returned checks.

B. COMMERCIAL AND INDUSTRIAL DEPOSITS AND REFUNDS

- a. All new commercial and industrial (C&I) services are required to make a deposit on their account in one of the following manners:
 - a. A deposit in the amount of two times the highest estimated monthly bill, but not less than \$500, or
 - b. An acceptable Surety Bond or Irrevocable Letter of Credit in the amount of two times the highest estimated monthly bill, but not less than \$500

If history for the location is not adequate to determine an appropriate deposit amount, the customer will be asked to provide a load data to be used in the calculation of the deposit amount. Should the customer be unable to provide this data the District will calculate the deposit amount by using history from a similar location or similar type of business.

Customers are required to pay a minimum portion of half (50%), but no less than \$500, of the required deposit before service is energized. After a full year (12 months) of production on the service, the production data will be used to true up the original deposit, so District becomes whole for two times highest monthly bill. Termination of service will occur if required deposit is not paid within thirty (30) days of date on notice of the determination of the required deposit which will be two times the highest monthly bill during the previous twelve (12) months.

- b. C&I customers whom the District has previously served and do not have a satisfactory payment record [see II. A. 2. f. (1) above] with the District will be required to pay any amount in arrears owed the District, plus furnish one of the deposit requirements as stated in Paragraph II. B. 1-a, or 1-b (above).
- c. Customer deposit amounts will be reviewed in January of each year to assure they are fair and equitable. In the event that future monthly bills exceed the estimated highest monthly bill used in calculating the deposit or Letter of Credit (LOC) by 20% or more, the District may require the customer to supplement the deposit or increase the LOC by the amount of the increased bill.

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- d. An existing C&I customer may be required to make a deposit prior to restoration of service following a termination of service resulting from delinquency of payment equal to three (3) times the highest monthly bill.
- e. Any deposit paid as required hereunder is not to be considered as an advance payment or part-payment of any bill for service, but is security for service to be applied against unpaid bills only in the event service is discontinued.
- f. Partial deposits may be credited to the account as follows:
 - a. After the term of any contract between the District and Customer are fulfilled and if the customer has demonstrated good payment history through the contract. A deposit of the highest monthly bill will be required after the original contract has expired and the balance of the deposit will be credited back to the account.
 - b. When a customer takes over an existing service with no contract, after forty-two (42) months of good payment history the highest monthly bill will be required for the deposit. The balance of the deposit will be credited back to the account.
 - c. When a customer takes over an existing service with a contract, once the contract has been fulfilled, but no less than forty-two (42) months of good payment history the highest monthly bill will be required for the deposit. The balance of the deposit will be credited back to the account.
 - d. Full deposit refunds will be made only at such time as service is discontinued and all outstanding bills have been paid.
 - e. Good payment history shall mean no delinquent payments for electrical service have been made by the customer during the term of the new contract for electric service, if required or during the preceding forty-two months in the case of a customer taking over an existing service.

C. INTEREST ON DEPOSITS

- 1. Deposits of Large Power Customers under LP-1 or LP-3 will accrue interest at the District approved rate, adjusted annually on January 1st based on the local 12-month CD rate. Interest will be credited to the customer's bill annually.
- 2. Any other customer with a required Other Deposit (retained on a permanent basis until service is discontinued) with a deposit amount equal

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to or exceeding \$1,000 will accrue interest at the District approved rate, adjusted annually on January 1st based on the local 12-month CD rate. Interest will be credited to the customer's bill annually.

D. MISCELLANEOUS

1. The General Manager may require special customer deposits to provide payment security from persons or accounts which have poor credit history with the District.
2. Exchange of credit references between electric utilities is common practice. The District may cooperate to furnish such credit references when requested on behalf of customers previously served by the District.

III. RESPONSIBILITY

- A. Administration of this policy shall be the responsibility of the General Manager.


Dated: June 10, 1996, January 12, 1999, September 10, 2001, Nov. 10, 2004

Dated: March 10, 2006, October 12, 2009, Nov. 10, 2010, July 12, 2011, June 7, 2018

Revised: September 11, 2018

Revised: May 13, 2019

Attested: _____


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 113
LINE RELOCATION

I. OBJECTIVE

To establish policy for the relocation on utility line on private right-of-way.

II. PROVISIONS

A. In order to accommodate property owners with lines constructed on their private right-of-way, the following shall be enforced:

1. Whenever a direct benefit shall accrue to the District, a line may be relocated without cost to the property owner provided that adequate right-of-way, free from trees and other obstructions can be obtained at no cost to the District.
2. Whenever the move is a direct benefit or convenience to the property owner, said owner shall pay for the estimated labor, equipment, and overhead costs. The property owner must provide adequate right-of-way without cost to the District. The estimated cost of the relocation shall be paid in advance – before any construction takes place.
3. If it is determined by existing work plans that the line is in need of rebuilding in the short term, relocation may be done on a cost share basis between the parties that District management deems reasonable.
4. The District will not relocate electric facilities without charge where there is no apparent benefit to the general public or the District.


B. Whenever the District is required to move poles and/or anchors in connection with road or highway widening or relocation, the following shall apply:

1. If the poles and anchors are located on public right-of-way, the District will absorb the costs.
2. If poles are located on private property, the District shall be paid the actual expense of moving (including all new material, less any salvaged material), billing either the State, the County or entity requesting the move.
3. Party requesting move must establish corners if not readily found.
4. If any additional costs are incurred for right-of-way because of the change, the party requesting the move shall pay the added cost to the District.

Dated: June 10, 1996, March 10, 2000, May 12, 2003, May 10, 2010, February 10, 2015

Reviewed: November 10, 2021

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 114

DISCONTINUANCE OF ELECTRICAL SERVICE

I. OBJECTIVE

To establish circumstances under which the Butler Public Power District may discontinue electric service.


II. PROVISIONS

The District reserves the right to discontinue the supply of electrical service to any customer(s) for reasons including the following:

- A. Fraudulent use of service. (I.E. Meter Tampering)
- B. Non-payment of delinquent accounts.
- C. Non-reimbursement of any checks, returned for any reason. (I.E. Account Closed, Insufficient Funds, Unable to Locate, Unauthorized, Stop Payment, or Frozen Account)
- D. For emergency operations, repairs or during a fire.
- E. Reasonable access to District property denied.
- F. Violation of the National Electric Code (NEC) as specified in its latest edition.
- G. Upon WRITTEN or VERBAL request or authorization of the State Electrical Board.

Any discontinuance of service by the District shall comply with Nebraska Statutes as outlined in sections 70-1601 through 70-1615.

Dated: June 10, 1996
Revised: August 10, 2006
Revised: September 11, 2018
Revised: August 6, 2021

Attested: 
(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 115

HOUSE/STRUCTURE MOVES

I. OBJECTIVE

To establish procedures to enable house, barn and other structure moves within the District's service area.

II. PROVISIONS

A. House moving contractors or owners are required to (a) give three week's notice of house move, (b) propose a route, and (c) make a nonrefundable \$250.00 deposit to cover equipment and labor costs involved in reviewing and traveling the route while making measurements.

B. An 'additional deposit' must be submitted to the District at least 48 hours prior to the scheduled move. This is a per mile deposit based on optimum route mileage and structure loaded height as shown below.

- 18' – 22' \$200.00/mile
- 22' - 26' \$300.00/mile
- 26' - 30' \$400.00/mile
- 30' - 35' \$500.00/mile
- 35' - 40' \$600.00/mile
- 40- Plus \$700.00/mile

Upon completion of move, an invoice will be rendered to the mover/owner with any excess of the 'additional deposit' returned. The 'additional deposit' is intended to cover such District costs as labor, including overtime, transportation, materials, and other costs required due to work beyond the normal day.

C. No house/structure moves will be scheduled from May 15 through September 15. Routes should bypass transmission lines and three-phase lines to the extent possible. The District has the right to postpone any move due to any condition affecting its ability to serve customers.

D. For safety reasons, the District from time to time may or may not allow a structure to be moved because of irrigation season or heavy loading conditions.

E. The HOUSE MOVING TERMS AND CONDITIONS Agreement (Appendix L) must be signed prior to scheduling of move.

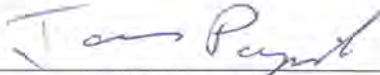
BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

III. RESPONSIBILITY

Administration of this policy shall be the responsibility of the Operation's Manager.

Dated: June 10, 1996
March 10, 2006
June 11, 2013
December 14, 2020
Revised: October 11, 2021

Attested:



(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 116
METER TESTING (SINGLE PHASE)

I. OBJECTIVE

To establish procedures for testing District watt-hour meters.

II. PROVISIONS

- A. The District expects all watt-hour meters to be accurate to within plus or minus 2% at full and light loads.
- B. The District, upon request and a deposit of \$50.00 from a customer, will test the accuracy of the customer's meter and furnish a copy of the test report to the customer. If the meter is found to be accurate within 2% (+/-), the District will retain the deposit. If the meter is found to register more than 2% fast or slow, the customer's deposit will be reimbursed.
- C. If the average error on a watt-hour meter is found to be more than 2%, a bill adjustment for the previous six-month period of service shall be made in the case of over-registration and may be made in the case of under-registration. The amount of adjustment shall be calculated on the basis that the metering equipment should be 100% accurate with respect to the testing equipment used. (The average watt-hour meter accuracy shall be the arithmetic average of the per cent registration at light load and at heavy load, giving the heavy load registration a weight of four and the light load registration a weight of one.)
- D. However, if the date when the error in registration began can be accurately determined, such date shall be the starting point for determination of the amount of the adjustment except that adjustments due to slow meters shall be limited to the preceding six month period.
- E. Recalculation of bills shall be on the basis of actual monthly consumption except that if service has been measured by self contained single phase meters or three wire network meters and involves no billing other than for kilowatt hours, the recalculation of bills may be based on the average monthly consumption determined from the most recent six months consumption data.
- F. When the average error cannot be determined by test because of failure of part or all of the metering equipment, it shall be permissible to estimate the quantity of energy consumed based on available data. The customer will be advised of the failure and of the basis for the estimate of quantity

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DAVID CITY, NEBRASKA

billed. If the date when the equipment failed cannot be determined, adjustment will be limited to the preceding six month period.

- G. It is the practice of the District to calibrate each solid state meter at least once each twenty years.


Dated: June 10, 1996

Dated: November 10, 2005

Revised: March 10, 2010

Revised: September 10, 2019

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

POLICY NUMBER 117

WORK ON NON-DISTRICT PROPERTY

I. OBJECTIVE

To establish policies-and charge out rates used when District employees perform service on non-District owned property.

II. PROVISIONS

- A. It shall be the responsibility of any employee receiving a report of an individual outage to make a reasonable effort to:
 - 1. Determine if customer has checked fuses, breakers and other conditions to enable service to be restored without a service call.
 - 2. Inform the customer that a charge will be made for any services beyond the meter or breakers. Fuses are the responsibility of the customer.
- B. The employees of the District frequently go beyond the call of duty in their desire to serve customers effectively. However, in order to serve the customer equally and economically, the District must have limits for these services.
- C. Qualified Linemen, may, if working on a customer's property, inspect major electrical equipment if the customer makes request and make simple adjustments or in case of emergency make minor replacements of materials and/or supplies for which the customer will be billed at the standard rates as established by the District.
- D. Repairs other than simple adjustments will need to be done by the customers electrician.
- E. When District employees are engaged to work on customer owned wires or equipment proper labor and equipment/truck charges shall apply. **(See Operating Policy 513 – Charge-Out Rates)**
- F. The District shall require complete repair of customer owned equipment when the customer owned equipment has caused or may cause damage, danger, or loss to the District. It may mean rewiring, tree cutting or trimming, or the addition or repair of equipment. Failure to promptly take care of situations called to the customer's attention may result in future customer charges and possibly disconnection of service.

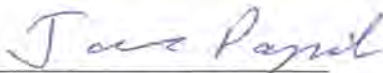
BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

- G. Customer shall be required to make an advance payment of 50% of the estimated cost of doing work on the customer's premises, prior to any work being performed on large or work order projects. Otherwise, linemen may make repairs while on an outage call without advance payment if it is deemed appropriate. All accounts that are over 30 days past due will have a \$10.00 or 10 percent (which ever is greater) penalty charge added per month.

Dated: June 10, 1996, September 10, 2001, January 10, 2002, March 11, 2003,
August 13, 2007, March 11, 2011

Revised: April 9, 2021

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 118
PROVISIONS FOR ELECTRIC SERVICE

I. OBJECTIVE

To establish policy and responsibilities necessary to provide electric service to customers.

II. PROVISIONS

A. OBLIGATION TO SERVE:

1. All requests for electric services will be subject to the limitations as established by the Rural Utilities Service and the District and in accordance with existing Line Extension Policy.
2. The above conditions will be contingent upon the District's right to build such line in the most feasible manner as viewed by the District. Special requests will be subject to payment of added cost to the District.
3. The District will make every attempt to provide safe, low cost, and reliable service, however, recognizing that elements beyond our control will not always allow the District to do so. The District shall not be held liable for interruptions.

B. DISTRICT RESPONSIBILITIES:

1. The District shall construct, own or lease and maintain all facilities up to and including the meter as an integral part of its distribution system. The meter shall generally be installed on District-owned or leased poles. The cost of sub-metering for the convenience of the customer shall be born entirely by the customer.
2. The District shall install, own, and maintain disconnect switches up to and including sizes of 200 amperes on all single-phase services. On single phase services requiring main disconnect equipment larger than 200 amperes, the District requires the use of current transformer metering which the customer shall be responsible for furnishing a disconnect switch of a type approved by the National Electric Code for its particular installation before service will be connected. The District will supply these

disconnects, typically a 325 ampere disconnect, for single phase services at the customer's expense.

3. For temporary service, refer to Operating Policy Number 102, "Temporary Service".

C. CUSTOMER RESPONSIBILITIES:

1. Customer(s) requesting a new service shall be obligated to execute a seven (7) year contract unless the feasibility study shows that a longer term is necessary to recover construction costs.
2. The customer and/or landowner shall grant the District sufficient right-of-way over and on the premises on which the line or service is to be built, without charge. The employees of the District shall be granted permission to enter at reasonable times to repair, maintain or perform any other duties necessary to maintain satisfactory service for the customer.
3. For new and upgraded single phase services over 200 amperes and for all three phase services, including irrigation type services, the customer will be required to furnish, install, and maintain a fused type disconnect below the meter before service will be connected or reconnected.
4. Customer shall have a licensed electrician install a double throw switch when a standby generator is in use. A junction box and any sub-fusing required for protection of customer's equipment on the District-owned meter pole shall be the responsibility of the customer.
5. The customer may install, on the meter pole, such wiring, or appurtenances as are required to provide the necessary electric service to the premises, provided that the installation is in accordance with the rules and regulations of the District and NEC.
6. Customer(s) shall be required to have their premises wired, and cause to be maintained in accordance with the State and National Electric Codes. If wiring on a customer's premises is found to be dangerous to the customer or the District, customer will be required to have the premises re-wired and to sign a waiver releasing the District of any and all liability. Failure to comply will result in disconnection after due notice has been given. Right of access shall be given to District personnel for the purpose of inspection if suspected violations are/have taken place.

D. CUSTOMER PROHIBITIONS:

1. The customer will not be permitted to install any wiring on the primary support poles or transformer poles of the District. The District will remove from poles, structures, or its property all illegally attached lines, equipment, or appurtenances upon due notice; however, the District reserves the right to remove said attachments immediately which are considered to be a safety hazard.
2. Tampering, diversion of electricity or bypassing meters and/or load controls could lead to criminal prosecution and/or civil action for actual and liquidated damages, costs, and attorney fees. (Nebraska State Statutes, Sections 28-515 and 86-329-331.04).

Dated: June 10, 1996, September 10, 2001, March 13, 2007, September 9, 2014

Revised: November 10, 2021

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 119

OWNERSHIP OF FACILITIES & DAMAGES

I. OBJECTIVE

To describe ownership of District facilities and responsibility for damages.

II. PROVISIONS

- A. District property is described as: All equipment and materials installed by the District which includes, but is not limited to the meters, transformers, wires, poles, regulators, arrestors, breakers, load management devices and other equipment.
- B. The customer will be held responsible for any and all damages to or loss of property belonging to the District and located on the customer's premises except when damage or loss is due to reasons beyond the customer's control or due to negligence or acts of omission on the part of the District.
- C. Under normal conditions only authorized District personnel may connect or disconnect any meter, connect to a meter or in any way disturb any wiring between the meter and the service wires from the District's distribution system after the meter has been installed. If the meter is removed or damaged the District must be notified immediately.
- D. Only authorized District personnel shall, upon receipt of written permission from the State Electrical Department, turn on electric energy for a customer or applicant when the installation and wiring is completed and ready to be energized.
- E. Any infraction of this policy may be considered sufficient cause for immediate discontinuance of service.
- F. This policy shall also apply to load management equipment installed on customer's premises except as otherwise covered in policy regarding Irrigation Service – Interruptible (Policy #110).
- G. For meter tampering see Operating Policy # 108.

Dated: June 10, 1996, September 10, 2001, July 10, 2007

Revised: October 11, 2010

Attested: _____


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 120

SMALL RENEWABLE GENERATOR / NET METERING

I. OBJECTIVE

To set forth a policy for the interconnection and net metering of renewable energy generation that is consistent with Nebraska Revised Statutes 70-2001 through 70-2005. Net metering is available to eligible customers/members whose electric service is supplied by Butler Public Power District (BPPD).

II. POLICY

BPPD recognizes its obligation to provide an interconnection to qualifying facilities that are eligible for net metering and will comply with all applicable laws and rules governing net metering and distributed generation.

III. DEFINITIONS

Avoided cost: The incremental costs to BPPD of electric supply which, but for the purchase from the qualifying facility, BPPD would purchase from another source.

Customer-generator: The party that is in control of the qualified facility that is located on premises owned, leased, or otherwise controlled by the party.

Interconnection Application: Form to be used by the customer generator to submit its formal request for interconnection to the distribution system. Application must be received at least 60 days prior to interconnection.

Interconnection Agreement: The written agreement between the customer-generator and BPPD that outlines the requirements and obligations of both the customer-generator and BPPD.

Net metering: The measured difference between the electricity supplied to a customer-generator by BPPD and the electricity generated by the customer-generator and delivered to the BPPD at the same point of interconnection.

Rated generating capacity: The maximum continuous kW generation capacity at the generation source as described by the manufacturer. If a maximum continuous kW generation capacity is not provided, a peak value will be used.

Qualified Facility: Is as defined in Nebraska Statute §70-2002 (7).

IV. ELIGIBILITY

1. The customer-generator must be a customer in good standing with BPPD.
2. The customer-generator must complete, sign and return to BPPD an Interconnection Application no less than 60 days prior to interconnection with the distribution system operated by BPPD and

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

shall meet with an individual designated by BPPD for the purpose of discussing the proposed generator characteristics and allowing BPPD's input in sizing the load for the proposed customer-generator.

3. The customer-generator shall enter into a written interconnection agreement with BPPD.
4. The customer-generator shall pay BPPD for all costs incurred by BPPD for equipment or services required for interconnection of the qualified facility unless otherwise provided for in statute.
5. The qualified facility must meet the requirements of Nebraska's net metering law §70-2002 (7):
 - a. Has a total aggregate rated generating capacity, from single or multiple generators of twenty-five kilowatts (25kW) or less and shall operate at a measured capacity of less than at or below 25 kW at all times at one location behind a single meter.
 - i. *Qualified generation above 25 kW will automatically be put on BPPD's simultaneous buy/sell rate schedule.*
 - b. Uses as its energy source methane, geothermal, solar, wind, biomass, or hydropower resources.
 - c. Is located on premises that are owned, operated, leased, or otherwise controlled by the customer-generator.
 - d. Operates in parallel with the BPPD's electric distribution system.
 - e. Is intended primarily to offset part of or all of the customer-generator's requirements for electric energy at the same location and not at another location.
 - f. Meets all safety and performance requirements of the BPPD and all applicable regulations, interconnection, and reliability standards established by the National Electrical Code, the National Electrical Safety Code, the Institute of Electrical and Electronics Engineers, and the Underwriters Laboratories. These requirements include being equipped to automatically isolate the qualified facility from the electric system in the event of an electrical power outage or other conditions where the line is de-energized.
6. Small renewable generator's (net metering) will not be allowed on seasonal services. (Example: Irrigation, Dryer, and Cabin accounts.)

V. OPERATION

1. A metering system shall be employed to read the flow of energy in two directions. If the customer's meter is not capable of measuring the flow of electricity in two directions, BPPD will provide such a metering system. BPPD, at their cost, shall have the right to install metering on the qualified facility(s) for information and reporting purposes.
2. In months when the customer-generator generates more electricity than is consumed, all such excess energy will be expressed as a monetary credit as calculated using Butler Public Power District's Net Metering Service Rate. (See Appendix U). Monetary credits shall be applied to subsequent bills of the customer-generator and shall offset the cost of energy owed by the customer-generator. From time to time the net metering service rate will need

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

to be recalculated because of our wholesale providers rate changes. When the net metering service rate (Appendix U) changes, BPPD will send the recalculated rate out to all customers served on said rate.

3. A customer-generator receiving service under this policy will be subject to the same retail rate as those who are not generators. Customer-generators served under this rate remain responsible for all charges from their normal rate schedule including monthly minimum charges, customer charges, horsepower charges, meter charges, facilities charges, demand charges and surcharges.
4. At the end of the calendar year, any excess monetary credits shall be paid out to the customer-generator to coincide with the final bill of each annual cycle. Credits will not be carried over from one billing year to another.
5. At a time when the total generating capacity of all customer-generators using net metering is equal to or in excess of one percent of the rated capacity necessary to meet BPPD's average aggregate customer monthly peak demand forecast for the calendar year, BPPD may deny net metering service to additional customer-generators.
6. In the event the qualified facility or customer-generator fails to meet the requirements of this policy, the customer-generator will become ineligible for net metering.
7. The customer-generator will be asked to annually submit generation data for their qualified facility to assist BPPD in complying with state net metering reporting requirements.
8. BPPD will submit data to the Nebraska Power Review Board and will publish the same data on the BPPD website. Such data will include; total number of qualified facilities, total estimated rated generating capacity of qualified facilities, total estimated net kilowatt-hours received from customer-generators, and total estimated amount of energy produced by the customer-generator.

VI. RESPONSIBILITY

Administration of this policy shall be the responsibility of the General Manager.

VII. APPENDIX REFERENCE

- a. Appendix P: Small Generation Interconnection Application
- b. Appendix Q: Small Generation Interconnection and Service Agreement
- c. Appendix U: Net Metering (NMS-1) Rate Schedule

Dated: November 10, 2008

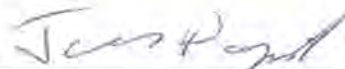
Revised: August 10, 2009

Revised: March 13, 2017

Revised: January 15, 2018

Revised: July 9, 2021

Attested: _____



(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 121

STANDBY (IDLE) SERVICE

I. OBJECTIVE

To define and establish policy for Standby (Idle) Service.

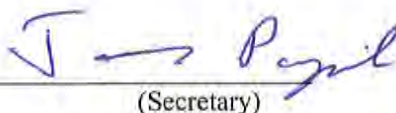
II. PROVISIONS

- A. It is the intent of the District to provide electrical service and rate structure to customers that is consistent with the fiscal policies and obligations of the District.
- B. In order to be fair to all customers and to discourage the needless expense of facilities' removal and reinstalling them a few years later, the District has established rates for Standby (Idle) Service, single phase and three phase.
- C. Standby (Idle) Service shall allow the customer to have the electric service disconnected and pay a yearly charge (not pro-rated), which in essence, is a portion of the annual depreciation and maintenance expense the District incurs by having the facilities in place.
 - 1. Customers requesting to be placed on a 12 month Standby (Idle) Service are required to sign the Standby (Idle) Service Agreement. When such a service has been disconnected, the customer shall be notified that the yearly charge is due for Standby (Idle) Service.
 - 2. The Standby (Idle) Service Agreement automatically renews annually unless cancelled by either party.
 - 3. If customer requests to cancel the Standby (Idle) Service Agreement and service is not re-energized an "Authorization to Remove Electric Service" form must be signed and any electric facilities will be removed.
- D. In the event the customer requests to have the service re-energized prior to being disconnected for the first 12 months the standard reconnection fee plus the monthly facility charges for those months the service was on Standby (Idle) Service will be charged.
- E. In the event the customer requests to have the facilities re-energized or removed during the Standby (Idle) Service year the yearly charge will not be pro-rated.
- F. In the event the customer fails to pay the yearly charge within 60 days for the Standby (Idle) Service, the District may, at its option, remove any electric facilities necessary for electric service.
- G. In the event the facilities have been removed and electric service is again requested, the electric facilities will be re-installed as per the appropriate line extension policy (Operating Policy 101 – Line Extension Policy) and rate schedule in effect at the time of request.

III. APPENDIX REFERENCE

- A. Appendix R: Agreement For Standby (Idle) Service

Dated: June 10, 1996
Dated: August 10, 2006
Dated: December 12, 2008
Revised: July 10, 2017

Attested: 
(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 122

CUSTOMER RETAIL RATES

I. OBJECTIVE

To establish a policy which allows for periodic review and modification of customer retail rates.

II. PROVISIONS

- A. In order to provide safe, low cost and reliable electrical service to all customers consistent with general utility and sound business practices, it is necessary to establish rates that allow the District to operate on a financially sound, continuing basis.
- B. It will be necessary to review and change these rates from time to time to meet the District's objectives, however, it must be kept in mind that these rates must be maintained at the lowest practical costs in order to provide the utmost benefit to the customers.
- C. A reasonable minimum charge (facility charge) shall be collected even though the charge for the amount of electrical energy actually furnished does not equal such minimum charge for the designated period of service.
- D. The Board of Directors of Butler Public Power District are responsible for approval of such rates and it may delegate to District personnel or to consultants as it deems proper the development of such rates and their effect on each rate class and the financial stability of the District.

III. RESPONSIBILITY

The General Manager is responsible for the administration of this policy.

Dated: June 10, 1996
Revised: October 10, 2005
September 15, 2017
February 2, 2024

Attested: 
(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

Policy Number 123

----- NOT USED -----

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 124

ENERGY CONTROL (LOCK-OUT/TAG-OUT) PROGRAM

I. OBJECTIVE

The purpose of this policy is to provide a procedure that establishes requirements for the lockout and/or tagout of lines and equipment to protect employees from the hazards and subsequent injuries that occur when repairing, maintaining, constructing, cleaning, or performing any other task. This policy shall apply to all system personnel and contractors.

II. POLICY CONTENT

A. Scope

Any time an employee is required to remove or bypass a safety device, or required to place him or herself or any part of his or her body into an area where the unexpected release of hazardous energy source may occur, the applicable provision of this policy shall be followed.

Part A of this policy covers de-energizing lines and equipment for employee protection pursuant to 29 CFR Part 1910.269(d) and (m).

This policy provides procedures that establish requirements for the control (lockout/tagout) of hazardous energy associated with lines and equipment at the system. Procedures shall be followed by all employees to protect themselves from the hazards and subsequent injuries which may occur as the result of the unexpected release of a hazardous energy source during servicing, maintenance or construction operations. This policy establishes procedures for affixing appropriate lockout devices or tagout devices or both, to energy isolating devices, and means to prevent unexpected energization, in order to prevent injury to employees.

III. DEFINITIONS

- A. Affected Employee: One whose job requires him/her to operate equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed (The same person can simultaneously be both an affected and an authorized employee. See definition of "Authorized Employee.")

- B. Authorized Employee: A person who locks out or tags out equipment in order to perform the servicing or maintenance on the equipment. (An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on equipment, which must first be locked out or tagged out).
- C. Capable of Being Locked Out: When an energy-isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.
- D. Energized: Means connected to an energy source or containing residual or stored energy.
- E. Energy-Isolating Device: Is a mechanical device that physically prevents the transmission or release of energy. For example, manually operated electrical circuit breaker, locks, or similar devices with visible indication of the position of a circuit can be disconnected from all underground supply conductors and, in addition, no pole can be operated independently.
- F. Energy Source: Is any source of electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, or other energy.
- G. Lockout: Means placement of a lockout device on energy-isolating device, in accordance with an established procedure, insuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout is removed.
- H. Lockout Device: Means a device that utilizes a positive means such as a lock and key (or a combination-type lock) to hold an energy-isolating device in a safe position and prevents the energizing of the equipment in order to protect the personnel from injury.
- I. Lockout/Tagout: Is the placement of a lock/tag on an energy-isolating device in accordance with established procedure to assure that the energy-isolating device will not be operated until removal of the lock/tag.
- J. Other Employee: Means an employee who does not work on the equipment that is locked out or tagged out, but whose work operations are or may be in the area where there are servicing or maintenance operations subject to the lockout/tagout requirements and procedures.
- K. Setting Up: Means any work performed to prepare equipment to perform its normal operation.

- L. Tagout: Is the placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- M. Tagout Device: Means a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

IV. PART A

A. Application

The locking and tagout procedures embodied in 29 CFR 1910.269(m) apply to the de-energizing of transmission and distribution lines and equipment for the purpose of protecting employees. Conductors and parts of electrical equipment that have been de-energized under procedures other than those required by paragraphs (d) or (m) of Section 1910.269, as applicable, shall be treated as energized.

If a system operator is in charge of the lines or equipment and their means of disconnection, all of the requirements of paragraphs 1 through 13 shall be observed, in the order given. If no system operator is in charge of the lines or equipment and their means of disconnection, one employee in the crew shall be designate as being in charge of the clearance. The employee in charge of the clearance shall take the place of the system operator as necessary. All of the requirements of paragraphs 1 through 13 shall apply, in the order given, except as follows. If only one crew will be working on the lines or equipment and if the means of disconnection is accessible and visible to and under the sole control of the employee in charge of the clearance, paragraphs 1,3,4,8, and 12 do not apply. Additionally, tags required by the remaining provisions hereunder need not be used.

The word “clearance” as used in the discussion of this section, means the procedure used to de-energize lines and equipment (and hold them clear) for the protection employees.

B. De-Energizing lines and equipment

1. A designated employee shall make a request of the system operator to have the particular section of line or equipment de-energized.
2. All switches, disconnectors, jumpers, taps, and other means through which known sources of electric energy may be supplied to the particular lines and equipment to be de-energized shall be

- opened. Such means shall be rendered inoperable, unless its design does not so permit, and tagged to indicate that employees are at work.
3. Automatically and remotely controlled switches that could cause the open disconnecting means to close shall also be tagged at the point of control. The automatic or remote control feature shall be rendered inoperable, unless its design does not so permit.
 4. Tags shall prohibit operation of the disconnecting means and shall indicate that employees are at work.
 5. After the applicable requirements in paragraphs 1 through 4 above have been followed and the employee in charge of the work has been given a clearance by the system operator, the lines and equipment to be worked shall be tested to ensure that they are de-energized.
 6. Protective grounds shall be installed as required by 29 CFR 1910.269(n) and in accordance with Nebraska Rural Electric Association Safety Manual.
 7. After the applicable requirements of paragraphs 1 through 6 above have been followed, the lines and equipment involved may be worked as de-energized.
 8. If two or more independent crews will be working on the same lines or equipment, each crew shall independently comply with the requirements in paragraphs 1 through 13.
 9. To transfer the clearance, the employee in charge (or, if the employee is forced to leave the worksite due to illness or other emergency, the employee's supervisor) shall inform the system operator. The employees in the crew shall be informed of the transfer, and the new employee in charge shall be responsible for the clearance.
 10. To release a clearance, the employee in charge shall.
 - A. Notify employees under his/her direction that the clearance is to be released,
 - B. Determine that all employees in the crew are clear of the lines and equipment,
 - C. Determine that all protective grounds installed by the crew have been removed, and
 - D. Report this information to the system operator and release the clearance.
 11. The person releasing a clearance shall be the same person that requested the clearance, unless responsibility has been transferred as under paragraph 9.
 12. Tags may not be removed unless the associated clearance has been released as under paragraph 10.
 13. Only after all protective grounds have been removed, after all crews working on the lines or equipment have released their clearances, after all employees are clear of the lines and

equipment, and after all protective tags have been removed from a given point of disconnection, may action be initiated to re-energized the lines or equipment at that point of disconnection.

V. TRAINING

The company has a training program for all employees who perform line work, including those employees who do not work directly on lines, or equipment, but whose work operations are or may be in the area. An employee must successfully complete the training program before he/she will be permitted to work in the area of, or perform any servicing or maintenance upon, any lines or equipment that is subject to OSHA lockout/tagout requirements.

1. The training program has been designed to educate employees about their respective roles in the control of energy, to give them knowledge that they must possess to accomplish their tasks safely, and to ensure the safety of fellow workers as related to the lockout/tagout procedures.
2. Because the OSHA standard recognizes three types of employees “authorized”, “affected”, and “other”, different levels of training may be provided.
3. Employees who exclusively perform functions related to normal operations, and who perform servicing and/or maintenance are trained as “affected” rather than “authorized” employees.
4. At a minimum, each employee who goes through the training program must be trained in.
 - A. The purpose and function of the company’s energy control (lockout/tagout) program,
 - B. The elements of the energy control procedures that are relevant to the employee’s duties;
 - C. The pertinent requirements of the OSHA lockout/tagout standard (29 CFR 1910.147, and 29 CFR 1910.269(m)) with respect to de-energizing lines and equipment for the protection of employees.
5. Where tagout is used, employees shall also be trained in the following limitations of tags:
 - A. Tags are essentially warning devices affixed to energy-isolating devices, and do not provide the same physical restraint on those devices that is provided by a lock.
 - B. When a tag is attached to an energy-isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
 - C. In order to be effective, tags must be legible and understandable by all authorized employees, all affected

- employees, and all other employees, whose work operations are or may be in the area.
- D. Tags and their means of attachment must be made of materials which will withstand the conditions encountered in the workplace.
 - E. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control (lockout/tagout) program.
 - F. Tags must be securely attached to energy-isolating devices so that they cannot be inadvertently or accidentally detached during use.
6. Training shall be conducted at a frequency and in a manner that ensures that the purpose and function of the lockout/tagout program are understood by employees and that they have the knowledge and skills required for the safe application, usage and removal of required energy controls.
7. The company maintains a roster (or certification of training) that lists the name of each employee who has completed the training together with the calendar dates of his/her training. This document serves as a certification that the employee training has been accomplished and is being kept up to date.
8. The employees affected by lockout/tagout will be provided with retraining as needed and:
- A. Whenever there is a change in employee job assignments that involves different lockout/tagout equipment or procedures,
 - B. Whenever a new hazard is introduced due to a change in equipment or process,
 - C. Whenever there is a change in the lockout/tagout procedures, and
 - D. Whenever the company learns of inadequacies in the company procedures; for example, when poor performance by an employee as the result of an inspection shows failure to observe required procedures or noncompliance with any rule included in this program, or when inadequacies are brought to the company's attention in any other way. Retraining will maintain and re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary

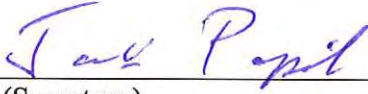
VI. INSPECTIONS

The Operations Manager or person with responsibility for work performed on energized lines will conduct an inspection at least once a year to verify the effectiveness of the tagout procedures and observances of OSHA rules for work on energized lines and equipment. These inspections will include.

1. Demonstration of the required procedures by authorized and affected employees;
2. Visual observation of the way lockout/tagout is being used on relevant lines and equipment;
3. Individual review or group meetings of the responsibilities of each authorized employee or group of employees implementing the procedure;
4. When tagout is used, an individual review of each employee's lockout/tagout responsibilities shall be conducted with the affected and authorized employee;
5. Whenever the inspection discloses lockout/tagout deficiencies, the person conducting the inspection must take whatever action necessary to correct such deficiencies and insure the effective implementation of lockout/tag requirements.

Dated: August 10, 2000

Attested: _____


(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

**Policy Number 125
POWERED INDUSTRIAL TRUCK OPERATIONS**

I. OBJECTIVE

This policy is intended to align with 29 CFR 1910.178 to ensure the proper operator training and safe operation of power industrial trucks.

II. POLICY CONTENT

This policy is intended to ensure that all operators are trained and certified as qualified operators and that only safe practices are adhered to during the operation or use of any powered industrial truck.

III. PROVISIONS

A. OPERATOR TRAINING (29 CFR 1910.178(1))

1) Safe Operation.

- a) The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this policy.
- b) Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the safety director shall ensure that each operator has successfully completed the training required by this policy, except as permitted by paragraph 5) below.

2) Training program implementation.

Trainees may operate a powered industrial truck only:

- a) Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence;
- b) Where such operation does not endanger the trainee or other employees.
- c) Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

- d) All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

3) Training program content.

Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employee's workplace.

a) Truck related topics:

- i) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- ii) Differences between the truck and the automobile;
- iii) Truck controls and instrumentation, where they are located, what they do and how they work;
- iv) Engine or motor operation;
- v) Steering and maneuvering;
- vi) Visibility (including restrictions due to loading);
- vii) Fork and attachment adaptation, operation and use limitations;
- viii) Vehicle capacity;
- ix) Vehicle stability;
- x) Any vehicle inspection and maintenance that the operator will be required to perform;
- xi) Refueling and/or charging and recharging of batteries;
- xii) Operating limitations;
- xiii) Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

b) Workplace related topics:

- i) Surface conditions where the vehicle will be operated;
- ii) Composition of loads to be carried and load stability;
- iii) Load manipulation, stacking and unstacking;
- iv) Pedestrian traffic in areas where the vehicle will be operated;
- v) Narrow aisles and other restricted places where the vehicle will be operated;
- vi) Hazardous (classified) locations where the vehicle will be operated;
- vii) Ramps and other sloped surfaces that could affect the vehicle's stability;
- viii) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;

- ix) Other unique or other potentially hazardous environmental conditions in the workplace that could affect safe operation.
- 4) Refresher training and evaluation.
- a) Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph III. A. 4)
 - b) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
- b) Refresher training in relevant topics shall be provided to the operator when:
- i) The operator has been observed operating the vehicle in an unsafe manner;
 - ii) The operator has been involved in an accident or near miss incident;
 - iii) The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 - iv) The operator is assigned to drive a different type of truck; or
 - v) A condition in the workplace changes in a manner that could affect safe operation of the truck.
- c) An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

5) Avoidance of duplicative training.

If an operator has previously received training in a topic specified in paragraph (3) of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

6) Certification.

The Operations Manager, or his designee, shall certify that each operator has been trained and evaluated as required by this paragraph 6). The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

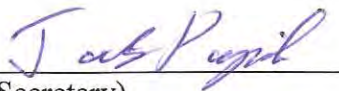
B. SAFE PRACTICE PROCEDURES

- 1) Industrial Powered Truck Operations.
 - a) No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

- b) Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
 - c) An overhead guard shall be used as protection against falling objects.
 - d) A lifting carriage for lifting personnel shall be firmly secured to the carriage and/or forks.
- 2) Traveling.
- a) All traffic regulations shall be observed, including authorized speed limits.
 - b) Other trucks traveling in the same direction at intersection, blind spot, or other dangerous locations shall not be passed.
 - c) The driver shall be required to slow down and sound the horn at cross aisles or other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
 - d) Stunt driving and horseplay will not be permitted.
 - e) Dock boards or bridge plates shall be properly secured before they are driven over.
 - f) Texting is not allowed when driving or operating truck.
 - g) Driver shall have final responsibility to ensure that the brakes of the highway trucks are set and wheel chocks are placed under the wheels of the trailer prior to entering with powered industrial truck.
- 3) Operation of the Industrial Powered Truck.
- a) If at any time the powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
 - b) Industrial trucks shall be examined before being placed in service and shall not be placed in service if the examination shows any conditions adversely affecting the safety of the vehicle. Such examination shall be made at least daily.
 - c) Repairs to the fuel and ignition systems which involve fire hazards shall be conducted only in locations designed for such repairs. Repairs to the electrical systems shall have the battery disconnected prior to such repairs.
 - d) Industrial trucks shall be kept in a clean condition. Noncombustible agents should be used for cleaning trucks.

Dated: August 10, 2000
Revised: March 10, 2010

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 126

BUDGET OR LEVELIZED BILLING

I. OBJECTIVE

To establish policy which allows 'monthly service' customers to pay for their electric service through "Budget or Levelized Billing."

II. PROVISIONS

A. Existing customers shall be eligible for "Budget or Levelized Billing" if they have been customers for at least the past 12 months at the said service location, have established a good credit rating with the District, and the account balance has been paid in full.

B. Budget Billing:

a. The budget amount shall be calculated as 1/12 of the total amount billed for the previous 12 months increased by ten percent and rounded up to the nearest dollar.

b. The customer must pay the Budget Amount each month for 11 months regardless of the balance of the account. During the 12th month (the catch-up month), the customer must pay the total amount due. If the total amount due is a credit balance, that amount will be applied to the next year's budget billing calculation.

c. After each 12 month period the budget amount will be reviewed and possibly recalculated.

C. Levelized Billing:

a. The budget amount is the rolling average of the customer's electric usage for the most recent 12 months. The monthly bill may change slightly from month to month but avoids the catch-up month at the end of the budget year.

D. If the customer's budget amount becomes delinquent and remains unpaid at the next bill calculation the District will remove the customer from budget billing and bill the customer for the total amount due.

III. RESPONSIBILITY

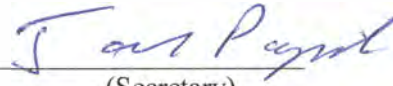
Administration of this policy shall be the responsibility of the Accounting Manager.

Dated: September 10, 2001, November 10, 2006

Revised: May 10, 2011

Revised: May 13, 2019

Attested _____


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

Policy Number 127
WORKPLACE SECURITY

I. OBJECTIVE

To provide Butler Public Power District (District) directors, employees and customers an environment that is free from incidents that threaten their safety and well being.

II. PROVISIONS

1. Employees are encouraged to raise workplace security concerns with their manager. If the manager is unavailable, if the complaint remains unresolved after talking with the manager, or if the nature of the complaint is such that the employee does not feel he or she can discuss the complaint with his or her manager, the employee may make a complaint to the President of the Board.
2. The District permits conceal carry of weapons on District property, but not openly displayed. (Definition: A weapon is any instrument or explosive capable of producing bodily harm, in a manner under circumstances and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for safety of another person.)
3. All firearms in personal vehicles are not to be removed from those vehicles at any time while on District premises. Personal firearms brought on District property in vehicles must be unloaded, confined within a case and locked within the employee's personal vehicle.
4. This policy shall exclude normally available over-the-counter self defense chemical repellants.
5. Members of the public who violate this policy will be asked to leave the property. Any employee violating this policy is subject to immediate discipline, up to and including discharge.
6. Exceptions to this policy are for law enforcement officers only. Any other exceptions must be approved in writing by the General Manager.
7. Building Security - In an effort to insure the safety of employees and visitors, exterior doors to the District Headquarters will remain locked at all times with the following exceptions:
 - The front customer entrance shall be unlocked during office hours.
 - All other exterior doors may be left open when work is being performed in the area and when the employees working in the area are able to monitor the traffic flow.

Employees will be issued access keys and upon termination, the employee will be responsible for returning the keys to the District. Employees who fail to return their key will be assessed \$100. Lost keys shall be reported immediately.

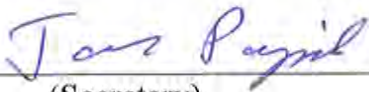
III. RESPONSIBILITIES

1. It is every employee's responsibility to read, understand, and support the workplace security policy.
2. The General Manager, the Board President and all managers shall see that this policy is carried out.

Dated: April 10, 2007

Revised: October 10, 2013

Attested:


(Secretary)

POLICY NUMBER 128
SECURITY CAMERA POLICY

I. OBJECTIVE

This policy is intended to provide direction regarding the use of security cameras at the Butler Public Power District headquarters. The policy outlines when and how security cameras are to be installed, how images are to be stored and recorded, the conditions under which stored images or video are to be used, and that such cameras are used judiciously.

II. POLICY

The function of surveillance cameras is principally as part of crime prevention and to aid in the protection of district employees, the public and both district and personal property. An important use of surveillance cameras will be to record images for future identification of individuals in the event of illegal, criminal, or policy violations. The following will be considered in the use of security cameras:

1. Surveillance cameras may be installed in any location the Cyber Security Analyst deems appropriate.
2. Appropriate signage will be installed to provide notice of the cameras and enhance the crime prevention value of the camera.
3. Camera use will be limited to situations that do not violate a person's reasonable expectations of privacy.

III. PROVISIONS

- Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner.
- All requests for installing security cameras on District property must be approved by the Cyber Security Analyst, who shall then conduct a security assessment forwarding the results for camera location and other security recommendations to the requesting party.
- Purchase, installation, and maintenance of camera equipment requires the approval of the General Manager.
- Once approved, new surveillance cameras must connect to the District's centralized surveillance system.
- The General Manager will have access to all surveillance camera data.
- Recorded images will not be routinely checked and will only be reviewed in the event the District has a need to review the recorded images. Recorded information will be stored in a secure location with access by authorized staff only.

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- Information obtained through video monitoring will be used exclusively for safety, security, in compliance with District policy and for law enforcement purposes. Should monitoring reveal activity that violates laws or policy, an investigation will be initiated.
- Requests from District employees to release information will only be released per District open records policy as authorized by the District's General Manager or General Counsel.
- Requests from sources external to the District must follow the procedures outlined in the Nebraska Public Records Act to request that information be released, unless such information is requested through a lawful subpoena or search warrant issued by a court of competent jurisdiction.
- Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or termination.
- Cameras installed or utilized for criminal investigations are subject to appropriate Nebraska and Federal laws and are excluded from this policy.


IV. RESPONSIBILITIES

The General Manager and the Cyber Security Analyst shall see that this policy is carried out.

Dated: June 11, 2010

Revised: July 12, 2019

Revised: February 10, 2021

Attested: 
(Secretary)

Policy Number 129

DISPOSAL – CONSUMER REPORT INFORMATION & RECORDS

I. OBJECTIVE

Comply with 16 C. F. R. Part 682 of the Fair and Accurate Credit Transactions Act (FACT Act), establishing requirements for disposal of consumer report information and records. The purpose of this policy is to “reduce the risk of consumer fraud and related harms, including identity theft, created by improper disposal of consumer information.” “Consumer Information” means any record about an individual, whether in paper, electronic, or other form, that is a consumer report or is derived from a consumer report, such as a social security number, driver’s license number, phone number, physical address, and e-mail address. These are but a few of the possible personal identifiers, and we must be cognizant of all consumer information capable of identifying a particular individual.

II. PROVISIONS

- A. The District shall take “reasonable measures” to protect against unauthorized access to or use of consumer information in connection with its disposal. Examples of measures taken by the District shall include:
- 1) Paper Files - When consumer information is no longer needed the District shall shred papers containing consumer information so that the information cannot practicably be read or reconstructed.
 - 2) Electronic Files - When consumer information is no longer needed the District shall destroy or erase all electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
 - 3) The District will not share “consumer information” (Operating Policy Number 111) without proper court orders requesting same.

III. RESPONSIBILITY

- A. The Office Manager is responsible for the administration of this policy.

Dated: July 12, 2005

Attested: _____



(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

Policy Number 130

IDENTITY THEFT PREVENTION POLICY

I. OBJECTIVE

To provide a method by which Butler Public Power District (District) will take all reasonable steps to identify, detect, and prevent the theft of its customers' personal information. District hereby adopts the following policy for: (1) identifying and detecting Red Flags; (2) responding to Red Flags; and (3) preventing and mitigating Identity Theft. This is required under the federal regulations at 16 C.F.R. § 681.2 et seq.

II. DEFINITIONS

The term "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, Social Security Number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, or address.

The term "Identity Theft" means a fraud committed or attempted using the identifying information of another person without authority.

The term "Red Flag" means a pattern, practice or specific activity that indicates the possible existence of Identity Theft.

The terms "customer(s)" for purposes of this policy include all customers of the District.

III. IDENTIFICATION OF ACCOUNTS SUBJECT TO RED FLAG POLICY

District maintains accounts for its customers that allow the customers to pay for service after it has been rendered. Bills are sent and payments are due on a monthly basis. District does not offer banking or financial services. District also maintains as a part of its customer accounts utility deposits, when required for new service under its policy. These accounts are all covered by this Red Flag policy.

IV. IDENTIFICATION OF POTENTIAL RED FLAGS

A. Risk Factors. In identifying potential Red Flags associated with the accounts that District maintains, District's Board of Directors and management have considered the following Identity Theft risk factors:

1. Types of Covered Accounts. District is an electric distribution system serving rural Nebraska, providing its customers with electric utility service. District serves approximately 6400 meters. District's service area is generally rural and turnover in customers is low, as is the number of address change requests received from customers. Customer accounts can consist of four different components:

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(a) **Payments for Utility Services Rendered.** Payments from customers for services rendered are due within two weeks of billing. District does not regularly provide credit to its customers beyond this revolving, monthly account for utility service. Such service is rendered at a fixed physical location known to District. As a result, there is a low risk of misuse of identifying information to perpetrate fraud on the District for utility services rendered. However, identifying information maintained by District could be used to perpetrate Identity Theft and defraud other businesses in if the information was wrongfully altered or disclosed.

(b) **Utility Deposits.** For some new customers, customer deposits are required prior to the initiation of service. These amounts are held under the terms and conditions of District's policies, and may eventually be refunded to the customer. There is some risk that a customer who is a victim of Identity Theft could have the customer's utility deposit refunded to an identity thief. Additionally, identifying information maintained by District could be used to perpetrate Identity Theft and defraud other businesses in if the information was wrongfully altered or disclosed.

2. **Methods of Opening Accounts.** District requires that prospective customers who wish to receive utility service submit a credit application with the following information: (1) name of household customer(s) on the account; (2) address location where service shall be provided; (3) billing information; and (4) Social Security Number if they so desire.

3. **Methods for Accessing Accounts.** District allows customers to access information related to their accounts using the following methods:

- (a) in person at District office;
- (b) over the telephone after providing District's Customer Service Representative with certain identifying information; or
- (c) over the Internet using a secure password.

4. **Previous Experience with Identity Theft.** District is not aware of any security breach of, or unauthorized access to, its systems that are used to store customers' identifying information. District believes that part of the reason for this historical absence of Identity Theft of its customers information is due to (1) the limited services and credit provided to its customers, both of which are tied to an immovable physical location; (2) the small size of most customers utility deposits; (3) the relatively small size of the population it serves; (4) the relatively low rate of change in customers; and (5) the District's policies for securing customers' personal information.

B. **Sources of Red Flags.** In identifying potential Red Flags associated with the accounts that District maintains, the District's Board and management have considered the following sources of Red Flags for Identity Theft:

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1. Past Incidents of Identity Theft. As described in Section IV. A. 4 above, District is not aware of any security breach of, or unauthorized access to, its systems that are used to store customers' personal identifying information collected by the District. In the event of incidents of Identity Theft in the future, such incidents shall be used to identify additional Red Flags and this policy will be amended accordingly.

2. Identified Changes in Identity Theft Risk. As provided in Section VII below, District will at least annually review this policy, the District's operations and the District's experience with Identity Theft for changes in Identity Theft risk.

3. Applicable Supervisory Guidance. In addition to considering the guidelines initially published with the FTC's Red Flag regulations, as a part of its annual review, District will review additional regulatory guidance from the FTC and other consumer protection authorities. This review shall focus on new Identity Theft risks and recommended practices for identifying, detecting, and preventing Identity Theft.

C. Categories of Red Flags. In identifying potential Red Flags associated with the accounts that District maintains, the District has considered the following categories of Red Flags for Identity Theft, and will take the following actions upon discovering such Red Flags:

1. Alerts, Notifications, and Warnings. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services can be Red Flags for Identity Theft. Such alerts, notifications and warnings include:

- (a) A fraud or active duty alert is included in a consumer report.
- (b) A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- (c) A consumer reporting agency provides a notice of address discrepancy.
- (d) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - (1) A recent and significant increase in the volume of inquiries;
 - (2) An unusual number of recently established credit relationships;
 - (3) A material change in the use of credit, especially with respect to recently established credit relationships; or
 - (4) An account that was closed for cause or identified for abuse of account privileges.

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Required Response The District does not generally apply for or receive consumer reports related to its customers. For this reason, District does not anticipate receiving any consumer reports that might alert it to potential Identity Theft related to a customer. However, if District does receive such a report, Customer Service Representatives shall report such activity to supervisors for further review and inquiry.

2. Suspicious Documents. The presentation of suspicious documents can be a Red Flag for Identity Theft. Presentation of suspicious documents includes:

(a) Documents provided for identification that appear to have been altered or forged.

(b) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

(c) Other information on the identification is not consistent with information provided by the person opening a new account or customer presenting the identification.

(d) Other information on the identification is not consistent with readily accessible information that is on file with District, such as a customer application card.

(e) An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Response to Suspicious Documents. Customer Service Representatives (CSRs) and other personnel of District shall report to management when it appears that account documents have been altered or forged when compared to other documents in a customer's file. It shall also be brought to a supervisor's attention immediately if any customer presents an invalid identification, or identification that appears forged for the purpose of obtaining access to account information.

3. Suspicious Personal Identifying Information. The presentation of suspicious personal identifying information, such as a suspicious address change, can be a Red Flag for Identity Theft. Presentation of suspicious personal identifying information occurs when:

(a) Personal identifying information provided is inconsistent when compared against external information sources used by District. For example:

(1) The address does not match any address in the consumer report; or

(2) The Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File.

(b) Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For

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example, there is a lack of correlation between the Social Security Number range and date of birth.

(c) Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by District, for example:

(1) The address on an application is the same as the address provided on a fraudulent application; or

(2) The phone number on an application is the same as the number provided on a fraudulent application.

(d) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by District. For example:

(1) The address on an application is fictitious, a mail drop, or a prison;
or (2) The phone number is invalid, or is associated with a pager or answering service.

(e) The Social Security Number provided is the same as that submitted by other persons opening an account or other customers.

(f) The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

(g) The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

(h) Personal identifying information provided is not consistent with personal identifying information that is on file with District.

If the District uses challenge questions, then use: (i) The person opening the account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Required Response. District shall provide customers access to their account information in person at the District's offices only after verifying the customer's identity through photo identification or personal knowledge. Access to customer account information via telephone or internet shall require the customer to verify his or her identity using information that would only be known to the customer as reflected in the customer's account. CSRs shall be trained to make note in a customer's file when there is a lack of correlation between information provided by a customer and information contained in a

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file for the purposes of gaining access to account information. District is not to provide account information without first clearing any discrepancies in the information provided.

4. Suspicious Activity. The unusual use of, or other suspicious activity related to, a customer account is also a Red Flag for potential Identity Theft. Suspicious activities include:

(a) Shortly following the notice of a change of address for a customer account, District receives a request for the addition of authorized users on the account.

(b) Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

(c) District is notified that the customer is not receiving paper account statements.

(d) District is notified of unauthorized charges or transactions in connection with the customer's account.

(e) A customer requests a utility deposit refund check be sent to a new address without requesting a service disconnection or change in service location.

(f) A customer requests that a utility deposit refund check be made payable to a person other than the customer.

(g) A customer requests that District provide the customer with personal identifying information from the District's records.

Required Response. CSRs shall be trained to note unusual use of accounts, or suspicious activities related to accounts and verify the identity of customers in such circumstances. It shall further be the policy of District to not provide identifying information to customers, either verbally or in writing, even when customers are asking for their own information. CSRs shall immediately notify management, who will conduct further reasonable inquiry, when a customer requests such information. It shall be the policy of District to train its CSRs to look for unusual activity when reviewing customer accounts for service. CSRs shall also notify a supervisor when there are an unusually high number of inquiries on an account, coupled with a lack of correlation in the information provided by the customer. For requests for District customer lists for use in District elections, District shall take steps to ensure that the requested information is only disclosed in accordance with its Customer Information Request policy.

5. Notices. Notices of potential identity theft are also serious Red Flags, including:

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(a) Notice from customers, law enforcement authorities, or other persons indicating that a customer has been a victim of Identity Theft;

(b) Notice to the District that a customer has provided information to someone fraudulently claiming to represent the District;

(c) Notice to the District that a fraudulent website that appears similar to the District's website is being used to solicit customer personal identifying information;

(d) The District's mail servers are receiving returned e-mails that the District did not send, indicating that is customer may have received a fraudulent e-mail soliciting customer personal identifying information.

Response to Notice of Red Flag: Upon notice from a customer, law enforcement authority, or other persons that one of its customers may be a victim of Identity Theft, District shall contact the customer directly in order to determine what steps may be necessary to protect any customer information in the possession of District. Such steps may include, but not be limited to, setting up a new account for the customer with additional identifying information that may be identified only by the customer in order to protect the integrity of the customer's account, or notifying customers and the media of an on-going attempt to perpetrate a fraud on the customers of the District.

V. DETECTING RED FLAGS

A. It shall be the policy of District to obtain identifying information about, and verify the identity of, a person opening an account. District will obtain the customer's name, date of birth, address for service location, and Social Security Number or Tax Identification Number to open a new account. District shall require presentation of valid government-issued identification to open a new account. It shall be the policy of District to not provide identifying information to customers, either verbally or in writing, even when a customer is asking for their own information.

B. It shall be the policy of District to authenticate and monitor transactions and verify the validity of change of address requests, in the case of existing accounts.

VI. PREVENTING AND MITIGATING IDENTIFY THEFT

A. If District discovers that any of its customers have become victims of Identity Theft, the District shall take appropriate steps to mitigate the impacts of such Identity Theft. These steps may include, but are not limited to:

1. Monitoring an account for evidence of Identity Theft;
2. Contacting the customer;
3. Changing any passwords, security codes, or other security devices that permit access to an account;
4. Reopening an account with a new account number;

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5. Closing an existing account;
6. Not attempting to collect on an account;
7. Notifying the customer;
8. Notifying law enforcement; or
9. Putting a stop payment on any outstanding utility deposit refund checks;
10. Putting a hold on any utility deposit refund checks;
11. Determining that no response is warranted under the particular circumstances.

B. District has a business relationship with a third party contractor to [provide software for bill calculation, prints and mails all statements] Under this business relationship, the third party contractor has access to customer identifying information covered under this Policy. The Accounting Manager shall ensure that the third party contractor's work for the District is consistent with this policy by (a) amending the contract to incorporate these requirements; or (b) by determining that the third party contractor has reasonable alternative safeguards that provide the same or a greater level of protection for customer information as provided by the District.

VII. POLICY UPDATES, ADMINISTRATION, AND RESPONSIBILITIES

A. District shall consider updates at least annually to determine whether it has experienced any Identity Theft of its customers' accounts, whether changes in the methods of Identity Theft require updates to this policy, and whether changes are necessary to detect, prevent, and mitigate Identity Theft. District management will continue to monitor changes in methods of Identity Theft, and re-evaluate this policy in light of those changes.

B. Administration of this Policy shall be as follows:

1. The Board of Directors has adopted this policy and has ultimate authority over this policy, but the policy shall be managed by General Manager of District. The General Manager shall have authority to delegate oversight and compliance to other individuals at the management level. The General Manager shall be responsible for reviewing staff and management reports regarding compliance with this policy.

2. Potential changes to the policy shall be reviewed at least annually by District. Material changes to the policy that may be needed prior to the meeting described herein shall be brought to the General Manager's attention, and reviewed by management and the Board of Directors if deemed necessary by the General Manager.

3. Reports.

a) The Accounting Manager shall prepare a report, at least annually, regarding the implementation and progress of the District's policy for review by the General Manager. The General Manager may, at his discretion, bring any issues related to the policy to the attention of the Board of Directors for review.

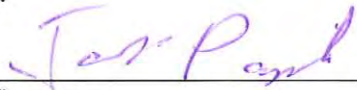
**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

(b) The above-described report prepared by the Accounting Manager shall include a discussion of: the progress of implementing and the effectiveness of the policy; ongoing risk level of Identity Theft of customer information; potential changes to the policy and other operation practices of the District to further the goal of protecting customer's personal information; and, identification and discussion of instances of Identity Theft of the District's customers.

(c) The General Manager shall cause to be maintained records of meetings regarding this policy showing the dates and topics discussed and a file with copies of the five (5) most recent annual reports prepared under the policy.

Dated: October 10, 2008

Attested:


Secretary

Policy Number 131

STRAY VOLTAGE

I. OBJECTIVE

The intent of this policy is to minimize potential losses to the customer and/or the district. This policy provides for the adoption and maintenance of procedures to respond to concerns of stray voltage.

Definition

Under normal operating conditions, a neutral-to-earth current can exist on the grounded or grounding conductors or other conductive objects on the customer's premises. The source of the current or voltage may be located on the site, off the site, or a combination of both. Elevated neutral to earth current may result in a condition known as stray voltage.

For the purpose of this program, Stray Voltage shall be defined as 60 Hz steady state AC RMS voltage that can be measured across a 500 Ω shunt resistor that has been connected between two points which livestock may contact simultaneously. "Steady state" means the value of a current or voltage after all transients have decayed to a negligible value. "Transients" mean changes in the steady state current or voltage caused by faults, operation of protective devices, switching, re-closing, tap changing, motor starts or stops, motor stalls or other events that are temporary in nature.

II. PROVISIONS

A. Level of Concern

The USDA Stray Voltage Handbook does not recommend mitigating stray voltage below 1.0 V measured across a 500 Ω resistor resulting in a current flow of 2.0 milliamperes (mA). This has been determined to be a level where cows can perceive the current, but well below where a cow's behavior or milk production would be affected. Based on the concept of equal responsibility between the utility and the farmer, the utility will be responsible for keeping its contribution of stray voltage to one-half that value or less. The level of concern adopted by Butler Public Power District shall be equal to or less than the level recommended by the USDA Stray Voltage Handbook.

B. Stray Voltage Investigations

The procedures shall include detailed forms and step-by-step checklist for conducting a stray voltage investigation. Butler PPD shall maintain access to equipment and instruments necessary to complete all testing as defines in the approved procedures.

Upon a customer's request, Butler Public Power District will investigate inquiries associated with stray voltage concerns upon receipt of written request to conduct the investigation. The investigation process will start within three working days of receiving the written request.

If a customer requests stray voltage investigative analysis more than two times in a 12-month period, and no stray voltage above the level of concern is found in any of the investigations, Butler PPD may charge for any analyses it performs over two investigations during the remainder of the 12-month period.

A copy of the investigation with recommendations shall be forwarded to the customer.

The investigation shall be comprised of three phases.

Phase I of the investigation shall collect pertinent information and data about the site. Testing shall be conducted to determine levels of voltage at animal contact points. If voltages at the animal contact points tested exceed the level of concern, Phase II testing shall be scheduled.

Phase II testing shall be conducted to determine the amount of stray voltage attributed to on-site and off-site sources. Phase II testing shall be conducted within two weeks of the completion of the Phase I tests.

On-site source – The customer shall be responsible for mitigation of on-site sources of stray voltage.

Butler PPD will not install any mitigation device(s) where the stray voltage investigation reveals unsafe conditions or an inspection report by a state electrical inspector, master electrician, or electrical engineer reveals that on-farm conditions do not comply with applicable electrical codes. If their investigation reveals unsafe conditions, Butler PPD shall notify the customer of the problems found and the potential hazards, and shall recommend that the customer take prompt action to remedy the hazard. Procedures for on-site mitigation of off-site stray voltage sources shall be described in detail in the procedures.

Off-site source – Butler Public Power District shall implement measures to reduce voltage from off-site sources to an acceptable level.

Neutral Isolation – The procedures shall include guidelines when using neutral isolation devices to mitigate stray voltage from off-site sources or for isolation on demand by the customer.

Phase III documentation reports shall be completed and distributed as outlined in the procedure.

III. RESPONSIBILITIES

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

Customers with concerns about stray voltage will be referred to the Customer Service Coordinator, who will begin Phase I and contact the Manger of Operations and the Technical Systems Manager.

Phase II testing shall be assigned by the Technical Systems Manager. The Operations Manager may be consulted for assistance. Additional resources may be consulted.

Phase III documentation will be compiled and distributed by the Customer Service Coordinator, using the reports generated in Phase II. The General Manager will be informed of the results.

The Operations Department is responsible for maintaining the Stray Voltage Investigation Toolkit, as outlined in the procedure.

The Purchasing & Materials department will check the kit twice annually to ensure that it contains the needed materials and that the equipment is in working order.

Dated: September 11, 2015

Attested: 
(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

**POLICY NO. 132
PROCUREMENT OF EASEMENTS and RIGHTS OF WAY (ROW)**

I. OBJECTIVE

The purpose of this policy is to establish a fair and consistent method of procuring new right-of-way easements on distribution, transmission, or sub transmission lines.

A distribution line is *defined* as a line that services the district customers directly from facilities mounted on poles and or direct buried, less than 30kV and typically 2,400 volts to 7,200 volts phase to ground.

A transmission or sub transmission line is *defined* as a line which has the sole purpose of providing power to a substation to other transmission line feeders and is typically 34,500 volts or higher.

II. POLICY CONTENT

A. Right of Way easements for distribution lines:

When extending a line for a new service, replacing existing line and or relocating a line, the landowner will be asked to provide an easement at no cost to the power district. The cost of any special requirements of the district will be at the discretion of management.

B. Right of Way easements for transmission and sub-transmission lines:

Most typically a transmission line will be placed on private land along roads and within one foot of public right of way. In this case the District will require a minimum of 20' easement from the point where the county right-of-way stops. Since transmission lines benefit the entire rate base more than the individual landowners, it is fitting that the landowners receive compensation for new pole locations or anchor locations. It is the districts intent to be fair and consistent with landowners.

III. COMPENSATION FOR TRANSMISSION FACILITIES

The district agrees to compensate the owner of the Right of Way at a cost not to exceed 50% of the County assessed value for the total square feet described in the easement. However, additional, minimal compensation could be made for unusual circumstances at Management's discretion.

All easements/ROWS shall be in writing and recorded at the county courthouse.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: March 10, 2014

Revised: January 11, 2021

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

Policy Number 133
PURCHASING

I. OBJECTIVE

To assure that Butler PPD employees adhere to State and Federal procurement laws, and that each employee considers costs when making purchases or leases.

II. PROVISIONS

1. All purchases must be authorized by the appropriate manager or supervisor prior to purchase. Each purchase shall be made within the scope of approved budgets, specifications, and made on a timely basis.
2. Any purchase between \$25,000 and \$125,000 must be approved by the General Manager or two Managers. The General Manager may authorize purchases above \$125,000 if it is in the best interest of the District for business reasons. The Board of Directors shall be notified of large purchases at ensuing board meetings.
3. All purchases of \$250,000 and higher must be advertised for sealed bids.
4. The appropriate Manager orders materials and supplies used in capital projects.
5. A purchase order must be used when ordering stock items. Smaller items and online purchases do not require a purchase order.
6. The Accounting Manager verifies that purchase orders submitted conform to the Annual Budget.
7. The appropriate Manager reviews invoices received, matches up the invoice to the purchase orders (if applicable) and receiving documentation, and approves the invoice for payment. These items are given to the Accounting Manager for further processing and filing.
8. All purchases shall be, in compliance with Nebraska State Statutes 70-637 through 70-642 and Federal procurement guidelines.

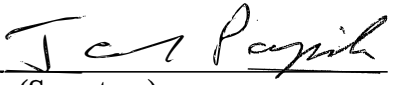
III. PROPER DOCUMENTATION OF ALL PURCHASES

All purchases must be documented with authorizations and receipts before they are considered authorized and approved for payment or reimbursement. The appropriate Manager must initial the invoice, expense report or receipt authorizing the purchase.

Dated: September 9, 2014

Revised: May 10, 2021

Attested:


(Secretary)

Policy Number 134

PROCUREMENT CONFLICT OF INTEREST POLICY

I. OBJECTIVE

No Butler Public Power District (the “District”) Employee shall participate in the selection, award, or administration of a contract if he or she has a real or apparent Conflict of Interest. In furtherance of this policy, all Employees of the District perform their duties in accord with the following Policy:

II. POLICY CONTENT

A. Purpose

The purpose of this Policy is to provide guidance to Employees in identifying and handling potential and actual conflicts of interest that may arise in doing their job, including procurement and contract administration. This Policy specifically addresses those duties related to procurement by Butler Public Power District.

The general rule is that District Employees are obligated to avoid and disclose ethical, legal, financial, or other conflicts of interest involving the District, and remove themselves from a position of decision-making authority with respect to any conflict situation. This Policy places special emphasis on protecting against those conflicts that may arise when conducting business with outside vendors and contractors on behalf of Butler Public Power District.

This Policy establishes the procedure the District will use to govern conflicts of interest. The Policy further establishes the procedure for the disclosure and monitoring of family and business relationships among Employees that could give rise to financial conflicts of interest with Butler Public Power District.

It is the District’s intention that the policy comply with both requirements of the Nebraska Accountability And Disclosure Commission and federal regulations.

B. Definitions

An “Employee” is any officer or employee of Butler Public Power District.

A “Conflict of Interest” is a situation that may exist if an activity, gift, or trip influences or has the appearance of influencing the ability of an Employee to exercise objectivity or affects that person’s ability to perform his or her employment responsibilities in the best interests of Butler Public Power District. It includes actions, gifts, trips, etc. that do or might lead the Employee to select or favor selection of a particular contractor in procurement or contract administration.

“General Manager” is the person so designated to be in charge of ensuring proper compliance with this Policy.

“Family Member” means any spouse, domestic partner, parent, grandparent, sibling, and child, and any other relative who resides in the same household.

C. Identification of Conflict-of-Interest Situations

An Employee should be particularly careful of a real or apparent Conflict of Interest when the business matter at hand involves:

1. Family Members
2. Personal Gain
3. Outside Business of Employee or Family Member’s Gain

Where any of these factors are involved with regard to a business decision, disclosure should occur in accordance with this Policy.

D. Procurement Disclosures

Particularly where procurement may be funded by the federal government, Employees should immediately disclose any Conflict of Interest or perceived Conflict of Interest to the General Manager and refrain from participating in the selection, award or administration of that contract until a determination has been made by the General Manager as to whether the Employee has a Conflict of Interest that prevents him or her from further participation.

E. Gifts and Entertainment

No Employee may solicit or receive gifts, gratuities, entertainment or anything else of significant value (e.g. financial payments, awards, loans, services, fees, etc.) given for the purpose of influencing the action of Butler Public Power District or of the recipient. Gifts and entertainment received from vendors, suppliers and consultants may only be accepted consistent with the terms of this Policy.

This guideline is not intended to prohibit normal business practices, such as meetings over meals, recreational activities, corporate items given to participants in meetings and conferences, or token hosting gifts, as long as they are of nominal and reasonable value and promote the District’s legitimate business interests.

Examples of situations which would NOT create a Conflict of Interest include:

1. Business-related meals, refreshments, and recreational activities such as golf or picnics not exceeding a total of \$250 in value from any one individual or organization for any given year;
2. Gifts from Family Members or close friends that are not intended to influence a business relationship and are not given to influence the recipient’s duties or responsibilities as per the District; and
3. Promotional items such as caps, mugs, pens, t-shirts, etc. as long as generally given out freely, and not provided to influence the recipient’s duties or responsibilities as per the District.

Anyone offered any item of value (except for the above-mentioned items) should immediately report the offer. If an Employee believes there is an appropriate reason to make an exception to this Policy for an individual situation, he or she should contact the General Manager prior to accepting the gift.

F. Decisions Which Pose a Conflict of Interest

If an Employee determines that a decision may create a real or apparent Conflict of Interest, the Employee shall make full disclosure to the General Manager of any facts which may indicate a conflict. The Employee in question shall disqualify himself/herself from the decision-making process regarding any business decision, including procurement and contract administration decisions, which could pose a real or perceived Conflict of Interest. The Employee may request an opinion of the General Manager or Counsel for the District before such action is taken if the facts are in dispute or the situation is one that presents novel issues.

G. Disclosure and Management of Conflicts of Interest

All potential conflicts of interest must be disclosed to the General Manager. The Employee involved in the conflict situation must work with his/her manager and the General Manager to achieve a resolution of the conflict issue in the best interests of Butler Public Power District. Depending upon the nature of the conflict, this may include the Employee being removed from a position of decision-making authority with respect to the specific situation or other actions the District deems necessary to prevent or address the conflict.

H. Disclosure Certificate

Employees must complete and sign the Conflict-of-Interest Certification and Disclosure Form attached to this policy. The General Manager shall maintain copies of completed forms for each employee. Each employee is responsible for ensuring that this form is kept current and must immediately submit an updated form to the General Manager if there is any material change to any of the information contained in the form.

I. Disclosure of Contracts with Employees

Butler Public Power District may enter into contracts with one or more Employees, or entities in which they or a Family Member may have a material financial interest, for the provision of goods or services if the same opportunity is made available to other members of the District who are similarly situated. These contracts are to be procured in accordance with the District's standard procedures for the type of contract at issue. However, any such contract shall be submitted to and approved by the Board of Directors and the General Manager for approval. If an Employee has any duties or responsibilities related to procurement of such contract, he or she shall immediately recuse from those actions, and not be involved in any part of the contract selection or award.

J. Financial Interest

If an Employee has a financial interest in any outside entity that conducts business with the District, then that Employee must disclose and avoid participating in decisions related to business with that entity.

K. Customer Due Diligence

This policy recognizes that different conflict rules apply to contracts and procurement involving a cooperative or organization (an "affiliated entity") in which Butler Public Power District is a member. Specifically, an employee is not disqualified from decisions regarding procurement or contract administration involving an affiliated entity solely because of the employee's service as an officer or board member of the affiliated entity, as long as a

prohibited conflict of interest does not otherwise exist. An employee who serves as an officer or board member of an affiliated entity shall disclose his or her role with the affiliated entity to the General Manager. If a contract administration or procurement decision involving, or potentially involving, federal grant funds arises between the District and the affiliated entity in which the employee is expected to participate, the employee shall disclose his or her involvement with the affiliated entity and the contract administration or procurement decision to the General Manager, and the General Manager shall assure that the cost analysis required by 2 CFR 200.323 is performed with respect to the contract administration or procurement decision.

L. Family Interests

If a Family Member of an Employee has a financial interest, this interest shall be fully disclosed to Butler Public Power District and the General Manager shall decide if such interest should prevent the District from entering into a particular transaction, purchase, or employment of services. The Employee with the interested Family Member shall not participate in any way in the decision to do business with such Family Member or entity.

M. Disqualification

If an Employee is determined to have a real or apparent Conflict of Interest, Butler Public Power District will disqualify the Employee from acting on any matter or participating in any decision(s) that could be impacted by the conflict. If an Employee fails to comply with this Policy, the selection and award of the contract is not automatically invalidated. At the point the conflict is made known, the General Manager will immediately review all pertinent facts and make a determination as to the best course of action. If it is determined that the action will stand, such determination will be documented in writing and maintained in the files of the General Manager.

N. Consequences for Failure to Comply with Policy

Any Employee that does not comply with this Policy shall be subject to disciplinary action, including termination, if so, warranted by the offense.

O. Review of Disclosure Certifications

The General Manager shall annually review all Conflict of Interest Certification and Disclosure Forms and generally monitor compliance with this Policy.

P. Interpretation

This Policy cannot describe all conflict of interest situations that may arise involving Butler Public Power District. Therefore, Employees must use good judgment to avoid any appearance of impropriety. Appropriate circumstances may also justify exceptions to the application of this Policy. If you have any questions about this Policy or its application, please err on the side of caution and transparency, and seek advice from the General Manager.

Q. Annual Distribution of the Policy

This Policy shall be reviewed by the General Manager with all employees on an annual basis.

III. EXAMPLES OF CONFLICTS OF INTEREST ACTIVITIES AND RELATIONSHIPS

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The following activities illustrate types of potential or actual conflicts of interest that should be avoided and disclosed, as applicable, in accordance with this Policy. The list is not all inclusive and is intended only to provide guidance.

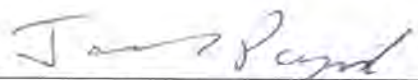
1. Self-benefit: Using your position or relationship within the District to promote your own interests or those of your family, including use of confidential or privileged information acquired in the course of employment at the District for benefit or gain of yourself or a Family Member.
2. Influence peddling: Soliciting benefits for yourself or a Family Member from outside organizations in exchange for using your influence to advance the interests of that organization within the District.
3. Other business relationships and dealings: Approving contracts with organizations in which you or a Family Member have a significant financial or other interest or relationship, particularly if you are in a position to influence major decisions, are responsible for review, negotiation and approval of the contracts, or otherwise direct the District's business dealings with that business or entity.
4. Outside commitments: Participating in social or political activities is not restricted as long as you participate as an individual and not as a representative of the District.
5. Property transactions: Directly or indirectly leasing, renting, trading, or selling real or personal property to or from the District.
6. Use of the District property for personal advantage: Using or taking District resources, including facilities, equipment, personnel, and supplies, for private use or other unauthorized non-District activities.
7. Recording or reporting false information: Misrepresenting, withholding, or falsifying relevant information required to be reported to external parties or used internally for decision-making purposes, in order to derive personal benefits.
8. Dealings with Vendors or Contractors: Personally accepting anything of value from organizations or individuals that have or will have proposals pending before the District or do business with the District.

IV. **APPENDIX REFERENCE**

- A. Appendix S: Conflict of Interest Certification and Disclosure Form.

Dated: July 10, 2017
Revised: July 12, 2022

Attested: _____



(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

**POLICY NUMBER 135
INFORMATION SECURITY**

I. OBJECTIVE

Purpose

The purpose of this policy is to describe Butler Public Power District's commitment, and the commitment of its management, to preserving the confidentiality, integrity, authenticity, and reliability of business-related information and personal information in the possession or control of the District and/or any of its employees, agents, contractors, subsidiaries, or affiliates, through the establishment of a comprehensive information security program.

II. POLICY CONTENT

This policy applies to employees, contractors, consultants, volunteers, temporary and other workers at Butler Public Power District, and all personnel affiliated with company subsidiaries or third parties. This policy applies to all equipment that is owned or leased by, or otherwise in the custody or control of Butler Public Power District.

This policy applies to the use of all information, electronic and computing devices, and network resources used by Butler Public Power District to conduct business or interact with internal networks and business systems, whether owned or leased by, or otherwise in the custody or control of, Butler Public Power District, the employee, a company subsidiary, or a third party.

Definitions

Information Security: As used in this Policy, *information security* means the preservation of the confidentiality, integrity, authenticity, and reliability of information through safeguards designed to protect against any unauthorized access, use, modification, or disclosure.

BPPD Management: As used in this Policy, *BPPD management* means all directors and managers of the organization.

III. PROVISIONS:

Butler Public Power District and its management recognize the importance of managing information security risk across all levels of the organization in a manner that aligns with organizational principles, goals, and business continuity and processes. BPPD management will set the organization's risk tolerance and implement policies and procedures that attain the organization's information security interests and align with its risk appetite. Accordingly, policies and procedures will be enacted that address the following:

1. Management of all user IDs and passwords on IT Assets;
2. Management of all access control lists on all IT Assets;

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3. Execution and review of all audit trails;
4. Incident response and reporting; and
5. All other tasks necessary to support this, Policy.

BPPD management may enact additional policies and procedures in its discretion in order to provide the appropriate level of protection to business-related information in the possession or control of the company and/or any of its employees, agents, contractors, subsidiaries, or affiliates.

Framework of Butler Public Power District's Information Security Program

In order to effectively manage risk to information security, Butler Public Power District will provide for the following safeguards:

1. Access control and user authentication management. Physical and technological access control will be implemented to provide only authorized users with access to sensitive business information, systems, and networks for legitimate business purposes.
2. System and network monitoring. All systems and networks will be monitored through review of access logs, activity logs, fault logs, and privileged operations in order to detect any suspicious activity that could signal internal abuse of access rights or the presence of an intruder.
3. Ongoing assessment of information security risk. Risk assessments will be conducted to identify newly developed or developing vulnerabilities in systems and networks and to determine what modifications if any should be made to existing information security safeguards. As part of such assessments, information classifications shall be reviewed to ensure such classes are appropriate for the level of risk associated with the information.
4. Employee training and awareness. All employees will be trained on basic information security such as recognition of social engineering schemes (e.g., phishing and spear phishing), ransomware, authorized uses and disclosures of information, and proper transmission, storage, and disposal/destruction of data. Employees will be responsible to secure transmission and storage of sensitive data through encryption or other appropriate means where required by data class or law.
5. Compliance with legal obligations. The information security program will provide an awareness of and comply with federal and state laws and contractual obligations including those related to protection of personal information.
6. Vendor Management. Whenever confidential or sensitive data is released to entities outside of the organization, and a legitimate business reason exists for releasing the

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information, a written Non-Disclosure Agreement (NDA), requiring the data recipient's agreement to maintain that data in confidence and restrict its use and dissemination, will be obtained before disclosing the data. Ongoing assessment of vendor relationships and vendor compliance with existing NDA's and other agreements will be conducted by the relevant vendor owners.

7. Information security incident preparedness. The Information Security Incident Response Process (See Appendix V) manages and directs the organization's response to an information security incident.
8. Business Continuity Plan. The Business Continuity Process (See Appendix W) identifies the designation of an Incident Response Team and role of each team member.
9. Sanctions for violations. Appropriate warnings or disciplinary action will be brought against any employee, agent, contractor, or affiliate of the organization who violates the terms of any of the organizations information security policies, including possible termination of employment or expulsion from the organization's premises.

Additional safeguards may be necessary to protect assets of greater criticality, or where, after conducting a risk assessment, it is determined that the current information security program is insufficient to protect the organization's information, systems, and/or networks commensurate with the organization's risk tolerance.

Information Security Roles and Responsibilities

Information Security will be primarily managed by Butler Public Power District's Cyber Security Analyst, and Information Technology personnel [*or other persons with similar roles*]. Individual department managers will be responsible for ensuring that employees within their departments are complying with Butler Public Power District's information security policies and procedures. Responsibilities of those in information security roles will include:

1. Fostering an organizational climate where information security is prioritized and considered in the context of business continuity and objectives.
2. Defining the security requirements, controls and mechanisms applicable to all covered data.
3. Defining data security usage, processing, transmission, storage and disposal processes and procedures.
4. Assisting department managers and supervisors to better understand how information security risks associated with their systems translate to organization-wide risk.
5. Providing ongoing assessment of the risk to the organization's information, systems, and networks.

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6. Monitoring the organization's systems and networks for questionable activity.
7. Defining the procedures necessary to ensure compliance to this policy by all organization users and vendors.
8. Ensuring all members of executive team remain apprised of the organization's information security posture and any developing risks.
9. Assisting in the organization's ongoing compliance with state and federal law and other legal obligations.
10. Working with other Incident Response Team members (See Appendix V) to respond to, contain, and eradicate information security incidents.

IV. RESPONSIBILITY:

Compliance Measurement

Compliance with this policy will be verified by Butler Public Power District through various methods, including but not limited to, business tool reports, internal and external audits, and then feedback to the management team and board of directors.

Exceptions

Any exception to the policy must be approved by the BPPD Management in advance.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Dated: May 10, 2022

Attested: *Jan Papp*
(Secretary)

**OPERATING POLICIES
AND
PROCEDURES**

SERIES 200

OPERATING POLICY

<> <> INTERNAL <> <>

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

Policy Number 201

SAFETY DEPOSIT BOX

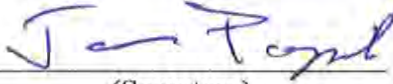
I. OBJECTIVE

- A. To establish authorized signatures for access to the District's safety deposit box located at Bank of the Valley, David City Bank.
- B. To establish procedures for the safe keeping of the key to the District's safety deposit box.
- C. To establish procedures for accessing safety deposit box.

II. PROVISIONS

- A. The authorized signatures for the safety deposit box will be the Accounting Manager and General Manager.
- B. The key to the safety deposit box shall remain in the custody of the District at its principal place of business in the District's vault at all times.
- C. Access to the safety deposit box shall be made available to the Accounting Manager, the General Manager or any member of the Board of Directors accompanied by either the Accounting or General Manager.
- D. At the request of the District's Auditor, and accompanied by an approved signatory (II. B. above), the auditor may have access for the purpose of the audit.
- E. Items kept in the safety deposit box include: vehicle/truck titles, property deeds, and certificates of deposit.

Dated: June 10, 1996
Revised: September 10, 2001
Revised: June 10, 2008
Revised: May 9, 2017

Attested: 
(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 202

PETTY CASH

I. OBJECTIVE

To provide a petty cash fund, the amounts authorized in such fund, and a policy for proper disbursement.

II. PROVISIONS

- A. The General Manager or his or her designee shall have control of a petty cash fund in the amount of \$1,100 in order to expedite the payments of small dollar purchases relative to the day to day operations of the District.
- B. Of the amount authorized in the petty cash fund \$200 shall be placed in the cash drawer under the supervision of the District's cashier for the purpose of making change when receiving customer payments.
- C. Reimbursement of this fund shall be made at least quarterly by a General Operating Fund check duly executed and authorized quarterly at Board of Director's meetings.

III. POLICIES

- A. All payments are subject to existing Policies.
- B. Either a proper receipt or a petty cash voucher is needed before a payment will be made. Each must be approved by an authorized signature and it must be other than the recipient.
- C. Individuals who routinely incur a large volume of petty cash expenditures will be required to file monthly expense reports.

IV. RESPONSIBILITY

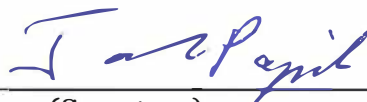
The General Manager and the Accounting Manager are responsible for the administration of this policy.

Dated: June 10, 1996, May 10, 1999, May 10, 2005

Revised: February 10, 2011

Revised: October 10, 2017

Attested:



(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 203

CHECK SIGNATURES AND TRANSFER OF FUNDS

I. OBJECTIVE

- A. To establish authorized signatories for all District financial transactions.
- B. To establish procedures for the transfer of District funds between financial institutions.

II. PROVISIONS

A. SIGNING CHECKS

All checks of the District shall be signed by any two of the following officers: Board Chairman, Board Vice-Chair, Board Treasurer, General Manager, Accounting Manager, Operations Manager or the Technical Systems Manager. Automated signatures are approved for checks and shall include two of the aforementioned signatures (automated) printed on the checks. All checks for an amount over \$25,000.00 shall have two authorized, hand-written signatures.

Access to printing of checks is limited to the Accounting Manager or her/his designee. The check writing screens are secure and can only be accessed with proper login and password, each controlled by the Accounting Manager. Prior to printing checks, the Accounting Manager or designee must approve the pre-check listing. After checks are printed, the final check listing is compared to the pre-check listing by the Accounting Manager. The final check listing is subject to monthly review by the Board of Directors.

B. TRANSFER OF FUNDS

All transfer of funds from special accounts must be by a negotiable instrument payable to the District and authorized by the General Manager or the Accounting Manager. All transfer of funds from special accounts must be to the General and Operating account.

C. PETTY CASH FUND

The petty cash fund shall be the responsibility of the Accounting Manager and all checks and deposits shall be under the Accounting Manager's supervision and subject to quarterly review by the Board of Directors.

D. AUTHORIZED SIGNATURE CHANGES

When a change regarding authorized signatures occurs, a secretary's certificate verifying the authenticity of the approval of the Board of Directors for said changes must be completed and revised signature cards submitted to each financial institution affected by the change.

E. INVESTMENT OF FUNDS

Whereas the District invests funds from time to time, and the timelines of said investments is considered a good business practice and whereas the officers of the District may not be in a position to handle the daily transactions expeditiously. So, therefore, in addition to the officers of the District, the General Manager, or designee, is authorized and empowered to act for and on behalf of the District for the purpose of purchasing, investing in or acquiring such securities as may be authorized and disposing same. The signatures of the General Manager and/or Accounting Manager shall be required on all general and operating account checks issued for investment of funds.

F. PLEDGED SECURITIES

The District shall require any bank or other financial institution in which the District has funds in excess of the Federal Deposit Insurance Corporation coverage limit (currently \$250,000) to pledge securities belonging to the bank or other financial institution with the Federal Reserve Bank of Kansas City, MO or correspondent bank so that the FDIC coverage limit and the additional amount of securities pledged exceed the amount of the District's funds on deposit with the bank or other financial institution. In the event the bank or other financial institution refuses to pledge additional securities, the District shall immediately reduce the fund balance on hand to an amount that is fully insured to include the FDIC coverage limit and any additional securities pledged by the bank or other financial institution.

The General Manager and Accounting Manager are authorized to release securities pledged to the District by a bank or other financial institution which are held in a joint custody account at the Federal Reserve Bank of Kansas City, MO or correspondent bank when the balance of the District's funds are reduced to an amount no longer requiring the additional securities pledged. When a change regarding authorized signatures occurs, the District shall file a revised "PLEDGEE AUTHORIZATION FORM" with the Federal Reserve Bank of Kansas City, MO.

Reference Nebraska State Statute 77-23, 100

Dated: June 10, 1996
Revised: March 10, 2009
Revised: June 10, 2009
Revised: August 8, 2016
Revised: May 11, 2020

Attested: 
(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 204

DEPOSITORIES

I. OBJECTIVE

To establish designated financial institutions to serve as depositories for District funds.

II. PROVISIONS

A. The following financial institutions are designated and approved as depositories for funds as indicated:


| | | |
|-----|---|--|
| (1) | First National of Omaha – David City Branch | General and Operating Funds Construction Fund Investment Funds |
| (2) | Union Bank & Trust Company – David City Branch | Investment Funds |
| (3) | Bank of the Valley – David City, NE | General and Operating Fund Petty Cash Investment Funds |
| (4) | Nebraska Public Agency Investment Trust, Lincoln | Investment Funds Construction Fund |
| (5) | Jones Bank – Valparaiso, NE | General and Operating Funds |
| (6) | Cornerstone Bank – Malmö, NE | General and Operating Funds |
| (7) | Cornerstone Bank – Rising City, NE | General and Operating Funds |
| (8) | National Rural Utilities Cooperative Finance Corporation (CFC) | Investment Funds |
| (9) | NebaskaCLASS | Investment Funds |

B. All General and Operating checks in payment of an obligation of the District will be drawn on the Bank of the Valley, David City, NE. All checks drawn on any other financial institution shall be to the order of the District for the purpose of reimbursement to this fund and will NOT be in payment of any obligations.

C. All other financial institutions within the certified service area of the District can be used for the investment of funds into a Time Certificate of Deposit.

D. The selection of depositories other than those mentioned above or any change in depositories shall require the prior approval of the Board of Directors.

Dated: June 10, 1996
Revised: August 12, 1996
Revised: October 9, 1998
Revised: August 10, 2006
Revised: November 10, 2006
Revised: August 08, 2016
Revised: August 6, 2021
Revised: September 11, 2023


(Secretary)

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA**

Policy Number 205

EMPLOYEE OPERATION AND USE OF DISTRICT VEHICLES AND EQUIPMENT

I. OBJECTIVE

To establish policy for employee use of District vehicles and power equipment.

II. POLICY CONTENT

All assets of the District are held expressly to provide customers with low-cost reliable electric service. District vehicles/equipment are intended for the business use of District employees in the performance of their normal job duties and shall be maintained and operated in a prudent and responsible manner consistent with their intended use.

III. PROVISIONS

- A. Employees shall drive District owned vehicles ONLY while actively engaged in the business of the District. No District vehicle shall be used for personal purposes other than de minimis personal use, i.e., stopping on a personal errand while traveling to or from a worksite, or stopping for a meal while engaged in regular business activities on behalf of the District.
- B. All District vehicles shall be white in color and be identified with approved decals. Truck numbers shall be displayed on each side of the truck.
- C. All vehicles and power equipment owned or leased by the District are to be stationed at designated storage areas when not in use.
- D. All vehicles are to be scheduled for service and maintained by a designated employee and at times when it will least interfere or delay District work.
- E. All District vehicles shall be equipped with approved flashing devices so that they are clearly visible at all times by approaching traffic.
- F. Whenever outside repair work is performed on a vehicle, the employee receiving the vehicle upon the completion of work, must sign the ticket and indicate the vehicle number.
- G. When obtaining fuel, all tickets must be signed by the driver and show the vehicle number.

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- H. Vehicles and equipment are not to be used for personal use, except with the express written permission of the General Manager; employees must reimburse the District for personal use of vehicles at the prevailing IRS rate and of equipment at the same customer charges. A 416 ticket shall be completed if a district vehicle is used by an employee.
- I. Drivers are to abide by existing state and local laws and carry a valid driver's license or CDL as appropriate at all times. Any penalties assessed to the driver are the personal responsibility of the driver, provided the violation was not caused because of the condition of the District vehicle.
- J. Safety seat belts shall be worn by all persons in any District vehicle while traveling upon all roadways.
- K. No person shall use a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a motor vehicle which is in motion. NOTE: This prohibition does not apply if the person operating the motor vehicle is in an emergency situation.
- L. Assignment of Vehicle/Equipment and Responsibility Thereof
 - 1. The Operations Manager or his/her designee shall be responsible for the assignment of all vehicles/equipment to specific employees.
 - 2. Each employee assigned a vehicle shall be responsible for the maintenance and care of the vehicle (at the District's expense) and to key in mileage/hours semimonthly as required. Any change in driver status, including restriction of license, must be immediately communicated to the employee's supervisor.
 - 3. The District contacts Nebraska DMV annually to check on each employee's driver's status.
 - 4. Seat belts shall be worn by all occupants when the vehicle is being operated on any public road.
 - 5. Texting is NOT allowed by the driver/operator of any district vehicles or equipment.
- L. In case of accidents involving any District vehicle:
 - 1. Render first aid to any injured party,
 - 2. Obtain assistance as quickly as possible,
 - 3. Obtain the name and address of all injured parties and owners of damaged property,
 - 4. Obtain the name and address of all witnesses, if any,
 - 5. Inform interested parties that insurance is carried,
 - 6. Report the accident to the office as soon as possible,

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7. Make no commitments as to liability,
 8. Do not leave the scene of the accident without receiving full information and also making your identification known to others, and,
 9. CDL Operators involved in an accident are subject to Drug and Alcohol Testing immediately following such accident.
- N. Any employee violating traffic laws or regulations while operating a District vehicle or equipment is personally responsible for the payment of any fines imposed by the authorities and any legal fees incurred, provided the violation was not caused because of the condition of the District vehicle.
- O. Employees shall be allowed to store their personal vehicle on District property whenever they are out of the area on District business. It shall be the responsibility of the employee to leave a vehicle key in case there is need to move it.
- P. Employees shall not be permitted the use of District owned equipment for personal use, except with the express permission of the Operations Manager. In such cases, the employee shall complete a 416 ticket and shall reimburse the District for such usage at the same customer charge rate.

IV. RESPONSIBILITY

The General Manager or his/her designee shall be responsible for the administration of this policy.

Dated: 6/10/96, 9/10/01, 8/10/05
Revised: February 10, 2014
Revised: August 10, 2020

Attested:


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 206

DONATIONS & MEMBERSHIPS IN OTHER ORGANIZATIONS

I. OBJECTIVE

To establish rules for making donations to charitable organizations and for membership in other organizations.

II. PROVISIONS

A. Recognizing the needs and benefits in cooperative organizations for the express purpose of improving the quality of service to its customers and the skills of Board members and employees of the District, memberships in the following organizations shall be maintained.

1. National Rural Electric Cooperative Associations (NRECA)
2. National Rural Utilities Cooperative Finance Cooperation (CFC)
3. Nebraska Electric Power Authority (NEPA)
4. Nebraska Electric Cooperative, Inc. (NRE COOP)
5. Nebraska Electric Generation and Transmission Coop., Inc. (G&T)
6. Nebraska Rural Electric Association (NREA)
7. Nebraska Rural TV
8. Federated Rural Electric Insurance Exchange
9. National Rural Telecommunications Cooperative (NRTC)
10. Butler County Chamber of Commerce
11. Rocky Mountain Electric League (RMEL)
12. Nebraska Chamber of Commerce

B. Due to the extensive area and in fairness to all customers, memberships in local organizations which are not beneficial to the District's operation will not be approved. This policy, however, does not prohibit membership by individuals.

C. While recognizing the value of charitable institutions, organizations and funds, adhering to applicable State Statues, no donations will be allowed. The Board of Directors reserves the right to make other donations or sponsorships which are deemed to be in the best interest of the District's consumers on a case by case determination.

Dated: June 10, 1996

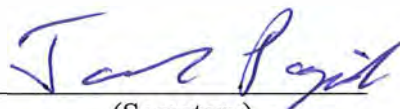
Revised: January 10, 1997

Revised: September 10, 2001

Revised: September 15, 2006

Revised: March 9, 2018

Attested: _____


(Secretary)

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 207
AGING CONDUCTORS

I. OBJECTIVE

To establish policy and procedures to be followed by anyone working on aged conductors.

II. PROVISIONS

- A. To assure line personnel recognize the hazards of aged conductors when worked energized. Such conductors on the District's distribution line are 8A & 6A Copper weld copper (3 strand), #6A & #4A amductor conductors, #6 & #4 solid hand drawn copper conductors and # 4, #2, and #1/0 ACSR. These conductors become brittle with age.
- B. To set forth criteria when working on aged ACSR and copper conductors.
- C. To support an employee's decision whether to work aged conductors energized or de-energized.

III. PROCEDURES


- A. It is recommended that aged ACSR and copper conductors listed in II. A. (above) be inspected by all line personnel on job site and that each structure and attachment and any adjacent or adjoining structure be inspected, prior to working it energized. Following the inspection the supervisor will be contacted and a decision will be made whether to work these conductors energized or de-energized.
- B. When working aged conductors energized any fault operated device such as Oil Circuit Recloser must be set to 1 shot or fused. Employees must contact their supervisor after these procedures have been completed.
- C. It is the duty of the Operation's Manager or Supervisors to alert the District's customers of an outage when planning to work on aged conductors.

IV. RESPONSIBILITY

- A. It shall be the responsibility of the Operation's Manager for administering and revising this policy.
- B. It shall be the responsibility of all line personnel to recognize the aging conductors and use all safe work practices while working on them.

Dated: August 10, 2011
Revised: October 11, 2021

Attested: _____


(Secretary)

BUTLER PUBLIC POWER DISTRICT DAVID CITY, NEBRASKA

Policy Number 208 EMERGENCY ACTION PLANS

I. OBJECTIVE

The purpose of this policy is to comply with the provisions of 29 CFR 1910.38 and establish a written emergency action plan to cover those designated actions to be taken by employer and employee to ensure safety from fire and other emergencies.

II. POLICY CONTENT

The following policy, procedures and instructions are written as a prepared response to the following emergencies or disasters: fire, hazardous chemical release or spill, bomb threat, tornado, blizzard or flood. The general response in such situations include evacuation of employees and visitors from threatened or affected areas, accounting for every person, and notification and reporting to the responsible parties. All employees covered by the program will be trained in the escape route and emergency procedures.

III. PROVISIONS

A. Responsibility and Review

1. It is the responsibility of management to protect its employees. The District's Safety Director is responsible for the administration of this program. The Safety Director has the delegated authority to make necessary decisions for the success of this program. He/she shall ensure that all employees are properly trained in evacuation procedures.
2. The Safety Director will review the program annually, and recommend any updates or revisions as necessary, for example, whenever new equipment, facility construction, or personnel changes may affect the plan's procedures.

B. Evacuation Routes

1. All exit doorways shall remain unlocked and free of obstruction at all times when there are employees occupying the facilities.
2. Each exit route shall be continuously maintained free of obstruction.
3. Every exit shall be clearly visible or the route to reach it shall be conspicuously indicated in such manner that every occupant will

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readily know the direction of escape from any point, and each path of escape, in its entirety, shall be so arranged and marked that the way to a place of safety outside is unmistakable. Exit signs shall have the word "EXIT" in letters at least six (6) inches high and three-fourths (3/4) inches wide.

4. All doorways and passageways not constituting an exit or path to an exit shall be so arranged and marked to minimize possible confusion. These shall be identified by a sign reading "NOT AN EXIT" or a sign indicating the actual character (e.g., restroom, storeroom, closet, basement, etc.) of the area.
5. Adequate and reliable illumination shall be provided for all marked exits.
6. Doors provided as a means of exit shall be of the side-hinged swinging type, and shall swing outward in the direction of exit travel.
7. Flammables, combustibles, and oxidizers shall not be stored in exit aisles or adjacent thereto.
8. Snow or other impediments to escape shall be kept cleared from all exits.
9. Exit aisles shall be continuously maintained free of all impediments which would cause slipping, tripping or falling, or any injury to the employee while attempting to exit the premises in an actual emergency.
10. Floor Plan Maps shall be conspicuously posted in each major area of the buildings to provide a visual road map of the escape route and nearest exit.

C. Accounting for Employees

1. Accounting for all employees, visitors, and contractor personnel is of the utmost importance in any emergency evacuation. Supervisors or their designees from each department shall act as "evacuation wardens" and shall take a personnel accounting of all employees and visitors as soon as possible after the evacuation and report their findings to the Safety Director.

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2. All contractors shall be responsible to account for their own employees. Immediately upon evacuation the contractor shall report the results to the Safety Director.

D. Critical Operations

Some operations in the District in which control in an emergency situation is critical require special procedures for proper control. In these cases, the following employees are responsible for the listed critical operations until their evacuation becomes necessary. However, under no circumstances should an employee's safety be put at risk in an emergency situation. In such event the critical operations procedures are to be abandoned and the employees involved are to proceed to a safe area.

| <u>Critical Operation</u> | <u>Employee Responsible</u> |
|--|-----------------------------|
| 1. Secure Cash Drawer and Payment Stubs in the Vault | Cashier |
| 2. Close and lock vault | Cashier |

It shall be the responsibility of all department heads to identify other critical operations within his/her department and report them to the Safety Director for recommended changes to this policy.

E. Reporting Emergencies

1. Emergency telephone numbers are posted near telephones, employee notice boards in common areas, and other conspicuous locations selected by the Safety Director. The telephone will be the primary means of reporting emergencies (e.g. Fire, Tornado, Fuel/Chemical release, etc.)

The number to call in all situations is **9 1 1**

2. In situations where telephone communications are inoperable or impractical, radio communications shall be used. A description of the incident should be provided to the applicable authorities including, but not limited to: type of incident; location; time of occurrence, cause; known damage and/or dangers involved; procedures being used to control or respond to the situation; any deaths, injuries or missing persons; other agencies contacted; and contact person(s) at the District.

F. Rescue and Medical Duties

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All District employees are trained in the use of fire extinguishers, and in the administration of First Aid and/or CPR. Employees who answer outside telephone calls are additionally trained in the proper response to menacing calls, including bomb threats. Hazardous materials (HAZWOPER) training will be provided for all personnel assigned to spill response and clean-up duties, and these personnel shall follow the District's emergency response procedure for those situations.

G. Alarm System

The District's emergency alarm system will provide warning for the necessary emergency action as called for in this program.

H. Training and Record Keeping

1. The Safety Director is responsible for ensuring that the District employees are trained under this program. As part of the Emergency Action Program, each employee will be trained at the time of initial assignment, with annual refresher training, and when an employee's responsibilities change under this program. Evacuation wardens will be trained in: evacuation inspections of all rooms, primary and alternate escape routes, assisting employees with escape and employing buddy systems, and hazardous areas to avoid during evacuation procedures.
2. Accurate records of employees trained, training dates, and training course materials will be maintained by the Safety Director.

IV. PROCEDURES

A. Fire

1. Sound the alarm by using the District's intercom system. Speaking slowly and clearly, state as follows:

"THIS IS NOT A DRILL. THERE IS A FIRE IN THE _____ AREA. EVACUATE IMMEDIATELY. I REPEAT, THIS IS NOT A DRILL. THERE IS A FIRE IN THE _____ AREA. EVACUATE IMMEDIATELY."

2. Dial 911 to call for emergency assistance. Stay on the line as long as possible to answer all questions unless the fire presents an immediate danger to yourself.
3. If you are not endangered in do so, check the area for injured employees.

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4. If you are not endangered, shut down all machinery in the area.
5. The evacuation wardens should shut all doors behind them after ensuring all personnel have evacuated.
6. Evacuate the building via the primary evacuation route as posted. If the primary route is blocked, use a secondary route of evacuation.
7. Proceed to the assembly area designated for your section or department.
8. Evacuation wardens will make an accounting of all employees and report to the Safety Director.
9. No employee shall return to work or leave the designated area unless and until authorized to do so by the Safety Director or the employee's supervisor.
10. In the event of a major fire disaster of the office facility, refer to the "Emergency Response & Disaster Recovery Plan".

B. Hazardous Material Release or Spill

1. Sound the alarm by using the District's intercom system. Speaking slowly and clearly, state as follows:

"THIS IS NOT A DRILL. THERE IS A SPILL (OR RELEASE) OF _____ IN THE _____ AREA. I REPEAT THIS IS NOT A DRILL. THERE IS A SPILL (OR RELEASE) OF _____ IN THE _____ AREA. EVACUATE IMMEDIATELY. I REPEAT, EVACUATE IMMEDIATELY."
2. Dial 911 to call for emergency assistance. Stay on the line as long as possible to answer all questions unless the release or spill presents an immediate danger to yourself.
3. If you are not endangered in doing so, check the area for injured employees.
4. If you are not endangered, shut down all machinery in the area.
5. The evacuation wardens should shut all doors behind them after ensuring all personnel have evacuated.
6. Evacuate the building via the primary evacuation route as posted. If the primary route is blocked, use a secondary route of evacuation.

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7. Proceed to the assembly area designated for your section or department.
8. Evacuation wardens will make an accounting of all employees and report to the Safety Director.
9. No employee shall return to work or leave the designated area unless and until authorized to do so by the Safety Director or the employee's supervisor.
10. Only those employees who have received the minimum required 24-hour HAZWOPER training course shall have the authority to reenter the building or area and then only with the proper personal protective equipment and authorization from the Safety Director or other responsible supervisor or Manager.

C. Bomb or Telephone Threats

1. If a threat is received over the telephone, through the mail, or if a suspicious object is found, notify the nearest supervisor immediately. Do not disturb any suspicious object or packages found.
2. If a bomb threat is received over the phone, stay calm and attempt to ask the caller the questions on the "Bomb-Threat Checklist". The "Bomb-Threat Checklist" is appendix J of this manual.
3. Sound the alarm by using the District's intercom system. Speaking slowly and clearly, state as follows:

**"PLEASE PROCEED QUIETLY AND CALMLY TO THE _____
AREA. DO NOT DISTURB ANY ITEMS ALONG THE WAY. AGAIN,
PLEASE PROCEED TO THE _____ AREA."**

4. Dial 911 to call for emergency assistance. Stay on the line as long as possible to answer all questions unless remaining on the line or in the premises poses an immediate threat.
5. Evacuate the building via the primary evacuation route as posted unless the route is cordoned off. In such case use a secondary exit route.
6. Proceed to the assembly area designated for your section or department.

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7. Evacuation wardens will make an accounting of all employees and report to the Safety Director.
8. No employee shall return to work or leave the designated area unless and until authorized to do so by the Safety Director or the employee's supervisor.

D. Tornado

1. If a tornado or funnel is spotted, or reported in the area, notify a supervisor immediately.
2. If the threat is determined to exist, sound the alarm by using the District's intercom system. Speaking slowly and clearly, state as follows:

"THIS IS NOT A DRILL. THIS IS A TORNADO WARNING. PROCEED TO THE NEAREST DESIGNATED TORNADO SHELTER. I REPEAT, THIS IS NOT A DRILL. THIS IS A TORNADO WARNING. PROCEED TO THE NEAREST TORNADO SHELTER."

3. Shut down and secure all machines in your area.
4. Proceed to the nearest shelter area. The designated shelter areas are: the restrooms and the vault. These areas have been designated as tornado shelters based on their construction and location to best protect employees in the event of a tornado.
5. Evacuation wardens will make an accounting of all employees and report to the Safety Director.
6. The Safety Director or his/her designee will monitor radio or television broadcasts to keep apprised of all weather updates.
7. The All-Clear signal will be given by the Safety Director or another designated supervisor.
8. No employee shall return to work or leave the tornado shelter area unless and until the All-Clear signal is given by the Safety Director or another designated supervisor.
9. In the event of a major tornado disaster of the office facility, refer to the "Emergency Response & Disaster Recovery Plan".

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E. Blizzard

When a severe blizzard threatens, weather bulletins will be monitored via the radio or television, and management will decide if personnel should be sent home early. Ample supplies will be provided in the event of such emergency for all line and office personnel required to remain on the job during the storm.

F. Flood or Other Emergency

In the event of a flood or any other emergency which poses a potential threat to human health or District facilities, the Safety Director will work with other management personnel to establish procedure and declare an emergency.

V. RESPONSIBILITY

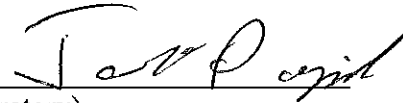
The General Manager and the Technical Systems Manager are responsible for administration of this policy

Dated: May 11, 1998, November 10, 2003

Revised: December 10, 2009

Attested:

.....(Secretary)



Policy Number 209
RECORDS MANAGEMENT (RECORDS RETENTION)

I. OBJECTIVE

This policy is to ensure the reasonable and good faith retention of all records created by or under the control of Butler Public Power District (District), whether paper or electronic, that are necessary or advisable to retain for: business operations; historical value; accounting, audit, tax and financial purposes; compliance with applicable law; possible future use in litigation involving the District; and possible future use in an official proceeding or governmental investigation, audit or other matter. Other records, which are not necessary to retain for these reasons, shall be destroyed in accordance with the guidelines set forth in this policy. All other information that is not a record should be discarded after it has fulfilled its purpose to avoid the unnecessary expense and effort that would be required to preserve it. A legal hold notice shall be issued when it becomes necessary to preserve a record or other information otherwise scheduled or due for ordinary and appropriate destruction in accordance with this policy.

II. PROVISIONS

- A) **Policy:** Records of the District, which may be in electronic or paper form, shall be retained in accordance with these guidelines. Records not needed to be retained shall be destroyed after the requisite retention period, if any, has passed. A log or other documentation of records destruction may be created to track compliance and assist in evaluating the effectiveness of this policy. Pending or potential litigation, governmental investigation and other circumstances may require a "hold" or suspension of regularly scheduled destruction of records or other information. Employees will be promptly notified of any such hold by the Accounting Manager or CEO.
- B) **Definitions:** Unless otherwise indicated in this policy, the following terms will have the meanings provided in this section.
1. Active Data/Records – electronic or paper records and information that are presently in use or are immediately accessible to users.
 2. Archival Data/Records – electronic or paper records and information that are not directly accessible to users, but which are maintained long term and accessible with some effort.
 3. Backup Data/Records: – electronic or paper records and information that are not presently in use and which are routinely stored on portable media (e.g. disks, magnetic tape) and/or off-site and are a source for disaster recovery.
 4. Distributed Data/Records – data living on portable media or "non-local" devices (e.g. PDAs, BlackBerrys, employee home computer, application service provider, ISPs). Most is probably "active" data.
 5. ESI – "Electronically Stored Information" – any file, document, data, image, database, etc. that is stored on a computing device or electronic media, including but not limited to servers, computer desktops and laptops, cell phones, hard drives, flash drives, PDAs or BlackBerrys, CDs or DVDs, floppy disks, and magnetic tapes.
 6. Legacy Data – information which has retained some importance or usefulness to the Cooperative for a period of time but has been created or stored by the use of software

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and/or hardware that has subsequently become obsolete or been replaced (“legacy systems”).

7. Record – A “record” is any information (paper or electronic) recorded in a tangible form that is created or received by the District and documents some aspect of its operations. A record has some enduring value to the District that merits its retention for some period of time. Records include original and copies of contracts and other legal documents, memos, reports, forms, checks, accounting journals and ledgers, work orders, drawings, maps, images, photographs, and may be found in various electronic or machine-readable formats, including without limitation, CD-ROMs, DVDs, tape recordings, voice mail messages, e-mails, microfiche, web pages, computer and other electronic files.
8. Other Information/Data – “Other information” or “data” is any other material that is of a transitory nature, that after serving its limited purpose or being transferred to a more permanent form, or being incorporated with other record material, District has no need to retain such information except in the event of a legal hold. Some examples are: notes, drafts, routine correspondence, informational or courtesy copies, extra copies of filed or preserved records, and emails containing non-record information (such as scheduling or logistics information, thank you notes, etc.).

C) Retention of Records: Records shall be indexed and retained in a manner that ensures their easy accessibility. Records shall be maintained for as long as the period stated in the schedule appended to this policy, which schedule is based on the minimum periods required by applicable state or federal law and necessity for ongoing business purposes. The retention schedule will be reviewed periodically and amended as needed to reflect changing legal requirements, business needs or evolving practices. The Accounting Manager is deemed the Record’s Custodian and responsible for supervising all of the District’s retention practices and procedures and ensuring that appropriate internal controls are implemented. Paper and electronic records and other information shall be maintained in the formats and/or media and at the locations provided in the master index, which media shall ensure a life expectancy that, at a minimum, preserves the records for as long as specified in the schedule. All records that require transfer to storage media that is different from the media in which the document was originally created or is being maintained requires documentation of the transfer and verification for accuracy.

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

Destruction may occur by the following acceptable methods:

(Paper)

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

(Electronic)

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

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DAVID CITY, NEBRASKA 68632

E) Suspension of Destruction/ "Legal Hold": A legal hold is the process for suspending the destruction of records and other information that becomes necessary for the District to preserve. A legal hold may need to be issued for various reasons, such as:

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

If a staff member of District receives any such complaint, request, subpoena or inquiry, he or she should immediately submit it to the Accounting Manager. Following consultation with legal counsel, a determination will be made regarding the need to preserve records. If such a need is determined to exist, then the District's attorney will issue a legal hold notification. *(in the form appended to this policy.)*

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

If a computer or peripheral device (e.g. BlackBerry, external disk drive, etc.) has stored on it records or other information subject to the legal hold, then any scheduled replacement of that computer or device must be suspended until the stored materials on such computer or device are copied to a secure medium before the computer or device is taken out of service. Such steps must be documented *(in a hardware replacement, IT maintenance, or other log)* noting the dates of such copying and the equipment replacement, the person responsible for the copying and replacement, and the location of the copied materials.

F) Compliance & Questions: Every employee, director or agent of District is required to comply with this policy. Training will be provided *(as needed or required)* to ensure that everyone subject to the policy is familiar with its provisions and understands the specific responsibilities and tasks associated with carrying out the policy. *(Each person subject to the policy shall sign a copy of the acknowledgement appended to this policy.)* Periodic compliance audits and testing of retention, legal hold, and destruction procedures will be undertaken at the direction and supervision of the

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Accounting Manager. Questions about this policy should be directed to the Accounting Manager.

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

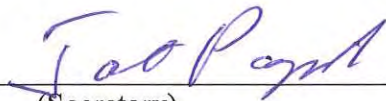
H) Effective Date: This policy shall be effective as of January 1, 2010. A review of this policy will take place as needed at which time amendments to the policy may be made as necessary. This policy was last amended on December 10, 2003.

III. RESPONSIBILITY

The General Manager and the Accounting Manager are responsible for the effectuation of this policy.

Dated: December 10, 2003
Revised: November 10, 2009

Attested: _____


(Secretary)

Policy Number 210

ACCEPTABLE USE OF COMPUTERS EQUIPMENT

I. OBJECTIVE

To outline the acceptable use of computer equipment at Butler Public Power District (District). These rules are in place to protect the employee and the District. Inappropriate use exposes the District to risks including virus attacks, compromise of network systems and services, and other legal issues. This policy applies to employees, contractors, consultants, temporaries, and other workers at the District, and it applies to all equipment owned or leased by the District.

II. GENERAL USE PROVISIONS

- A. While the District desires to provide a reasonable level of privacy, users should be aware that the data they create on the district's systems remains the property of the District. Because of the need to protect the District's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the District.
- B. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. If there is any uncertainty, employees should consult their supervisor or manager.
- C. The district recommends that any information that users consider sensitive or vulnerable be encrypted. For guidelines on information classification or on encrypting email and documents, see the Technical Systems Manager.
- D. For security and network maintenance purposes, authorized District individuals may monitor equipment, systems and network traffic at any time. The District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

III. SECURITY AND PROPRIETARY INFORMATION PROVISIONS

- A. The user interface for information contained on Internet/Intranet/Extranet related systems should be classified as either confidential or not confidential, as defined by corporate confidentiality guidelines. Examples of confidential information include but are not limited to: District private, District strategies, competitor sensitive, trade secrets, specifications, customer lists, and research data. Employees should take all necessary steps to prevent unauthorized access to this information.

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- B. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed annually, user level passwords should be changed every six months.
- C. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delcte for Win2K users) when the host will be unattended.
- D. Use encryption of information in compliance with District policy.
- E. Because information contained on portable computers is especially vulnerable, special care should be exercised.
- F. Postings by employees from a <butlerppd> email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Butler Public Power District, unless posting is in the course of business duties.
- G. All hosts used by the employee that are connected to District Internet/Intranet/Extranet, whether owned by the employee or District, shall be continually executing approved virus-scanning software with a current virus database. Unless overridden by District policy.
- H. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

IV. UNACCEPTABLE USE

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., Technical Systems Manager staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing District owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by District
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of

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- any copyrighted software for which the District or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
 4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
 5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
 6. Using a District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
 7. Making fraudulent offers of products, items, or services originating from any District account.
 8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
 9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 10. Port scanning or security scanning is expressly prohibited.
 11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
 12. Circumventing user authentication or security of any host, network or account.
 13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
 14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
 15. Providing information about, or lists of, District employees to parties outside District.

V. eMAIL and COMMUNICATIONS ACTIVITIES

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

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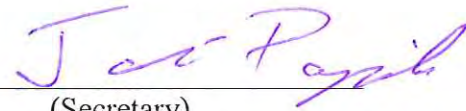
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within District 's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by District or connected via District 's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

VI. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Dated: July 10, 2007

Attested:


(Secretary)

Policy Number 211

AVIAN PROTECTION AND MANAGEMENT POLICY

I. OBJECTIVE

Operate a distribution/transmission system that provides minimal impact on migratory birds and to comply with bird protection regulations within its goal of providing reliable, cost-effective electrical service.

II. POLICY CONTENT

- A. The Avian interaction with power lines may cause bird injuries and mortalities, which, in turn, may result in outages, violations of bird protection laws, grass and forest fires, or raise concerns by employees, resource agencies and the public. To do this, Butler Public Power District (district) will comply with all necessary permits, monitor, and report avian mortality incidents and make reasonable efforts to construct and modify infrastructure to minimize the incidence of avian mortality. Risk assessment tools, including avian risk assessment maps provided by the U.S. Fish and Wildlife Service (USFWS) and the Nebraska Game and Parks Commission (Commission) along with district's existing system data will be used to determine proactive measures that may be taken to avoid and minimize avian interactions with electric system infrastructure owned by district.
- B. This policy is intended to ensure compliance with legal requirements, while improving distribution system reliability. District management and employees are responsible for managing bird interactions with power lines and are committed to reducing the detrimental effects of these interactions.

III. PROVISIONS

TO FULLFILL THIS COMMITMENT DISTRICT WILL:

- A. Implement and comply with its comprehensive Avian Protection Plan (APP).
- B. Ensure its actions comply with applicable laws, regulations, and permits.
- C. Conduct a comprehensive risk assessment of the distribution system.
- D. Document avian mortalities through the USFWS Avian mortality reporting program when provided authorization by USFWS to do so.
- E. Will work with District engineering firm, RVW, to modify electric infrastructure at sites where avian mortalities occur when practical. Modifications will be in accordance with the APP and will follow the Avian Power Line Interaction Committee's (APLIC) Suggested Practices for Avian Protection on Power lines the State of the Art in 2006 and Reducing Avian Collisions with Power Lines: State of the Art in 2012 whenever possible.

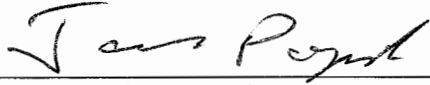
- F. Identify problem poles and lines, and problem nests in consultation with USFWS and the Commission as necessary and work to minimize avian interactions at problem sites.
- G. Provide information, resources, and training to improve employee knowledge and awareness of the APP and all of its provisions.
- H. Construct all new or rebuilt facilities in rural areas (outside city limits or beyond residential/commercial developments) in areas of high avian use, where appropriate, to district's avian-safe standards that meet or exceed the APLIC guidelines.

IV. RESPONSIBILITY

District Board and Management endorses and will support this policy and ensure that all supervisors and employees will be provided guidance and resources to meet the expectations of the policy.

Regulatory compliance will be improved and risk to avian species will be reduced through the proactive and innovative resolutions of bird power line interactions guided by this policy.

Dated: September 11, 2013
Revised: June 10, 2022

Attested: 
(Secretary)

Policy Number 212

**COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL
CLEARINGHOUSE**

I. OBJECTIVE

This policy is intended to follow the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol clearinghouse.

II. POLICY CONTENT

This policy outlines an employer's responsibility for employees that hold a commercial driver's license.

III. PROVISIONS

DRUG AND ALCOHOL CLEARINGHOUSE

382.701

(a) *Pre-employment query required.*

(1) The District must conduct a pre-employment, full query of the Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test; or that an employer has reported actual knowledge that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance.

(b) *Annual query required.*

(1) The District must query the Clearinghouse at least once per year for all employees who hold a CDL as an essential job function.

(2) In lieu of a full query, the District may obtain the individual driver's consent to conduct a limited query to satisfy the annual query. The limited query will tell the District whether there is information about the individual driver in the Clearinghouse but will not release that information to the District. The individual driver may give consent to conduct limited queries that is effective for more than one year.

(3) If the limited query shows that information exists in the Clearinghouse about the individual driver, the employer must conduct a full query within 24 hours of conducting the limited query. If the employer fails to conduct a full query within 24 hours, the employer must not allow the driver to continue to perform any safety-sensitive function until the employer conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions or violations.

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- (c) *Prohibition.* The District shall not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test; or that an employer has reported actual knowledge, that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance, except where a query of the Clearinghouse demonstrates:
- (1) That the driver has successfully completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, of this title; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.
 - (2) That, if the driver has not completed all follow-up tests as prescribed by the SAP, the driver has completed the SAP evaluation, referral, and education/treatment process set forth, and achieves a negative return-to-duty test result, and the employer assumes the responsibility for managing the follow-up testing process associated with the testing violation.
- (d) *Recordkeeping required.* The District must retain for 3 years a record of each query and all information received in response to each query made under this section. As of January 6, 2023, an employer who maintains a valid registration fulfills this requirement.

DRIVER CONSENT TO PERMIT ACCESS TO INFORMATION IN THE CLEARINGHOUSE

382.703

- (a) The District shall not query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining that driver's written or electronic consent. The District shall retain the consent for 3 years from the date of the last query.
- (b) Before the District may access information contained in the driver's Clearinghouse, the driver must submit electronic consent through the Clearinghouse granting the employer access to the following specific records:
- (1) A verified positive, adulterated, or substituted controlled substances test result;
 - (2) An alcohol confirmation test with a concentration of 0.04 or higher;
 - (3) A refusal to submit to a test
 - (4) An employer's report of actual knowledge of:
 - (i) On duty alcohol use;
 - (ii) Pre-duty alcohol use;
 - (iii) Alcohol use following an accident; and

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- (iv) Controlled substance use;
 - (5) A SAP report of the successful completion of the return-to-duty process;
 - (6) A negative return-to-duty test; and
 - (7) An employer's report of completion of follow-up testing.
- (c) A driver granting consent must provide consent electronically to the Agency through the Clearinghouse prior to release of information to the District.

REPORTING TO THE CLEARINGHOUSE

382.705

- (a) The District.
- (1) The District must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:
 - (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
 - (ii) A negative return-to-duty test result;
 - (iii) A refusal to test
 - (iv) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report.
 - (2) The information required to be reported must include, as applicable:
 - (i) Reason for the test;
 - (ii) Driver's name, date of birth, and CDL number and State of issuance;
 - (iii) Employer name, address, and USDOT number;
 - (iv) Date of the test;
 - (v) Date the result was reported; and
 - (vi) *Test result*. The test result must be one of the following:
 - (A) **NEGATIVE (ONLY REQUIRED FOR RETURN-TO-DUTY TESTS ADMINISTERED IN ACCORDANCE WITH § 382.309);**

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(B) POSITIVE; OR

(C) REFUSAL TO TAKE A TEST.

- (3) For each report of a violation, the District must report the following information:
- (i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
 - (ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
 - (iii) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported.
- (4) The District must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge of:
- (i) On-duty alcohol use;
 - (ii) Pre-duty alcohol use;
 - (iii) Alcohol use following an accident; and
 - (iv) Controlled substance use.
- (5) For each violation, the District must report the following information:
- (i) Driver's name, date of birth, CDL number and State of issuance;
 - (ii) Employer name, address, and USDOT number, if applicable;
 - (iii) Date the employer obtained actual knowledge of the violation;

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- (iv) Witnesses to the violation, if any, including contact information;
 - (v) Description of the violation;
 - (vi) Evidence supporting each fact alleged in the description of the violation which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to § 382.121), correspondence, or other documentation; and
 - (vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported.
- (b) *C/TPAs*. The District may, in its sole discretion, designate a C/TPA to perform the employer reporting requirement. The District shall enter into a contract with a designated C/TPA that expressly states C/TPA shall bear responsibility for reporting to the Clearinghouse on behalf of the District.

IV. RESPONSIBILITY

The Operation's Manager shall initiate and oversee the administration of this policy.

Created: June 10, 2020

Attested: 
(Secretary)

**OPERATING POLICIES
AND
PROCEDURES**

SERIES 300

<> <> OPEN FOR FUTURE USE <> <>

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**OPERATING POLICIES
AND
PROCEDURES**

SERIES 400

OPERATING PROCEDURES

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POLICY NUMBER 401

CASH CONTROL

The following procedure shall be used in the handling of the cash received in the office from all sources. The larger part of cash will be received on consumer's energy accounts.

1. Cash shall be received by the Cashier both over the counter and through the mail. Meter reading slips showing the amount paid shall accompany each check, cash or money order received for the payment of electrical energy use. Revenue received from all other sources shall be marked in an appropriate manner upon the Daily Cash Collection Sheet.
2. The Cashier shall balance the Daily Cash Collection Sheet daily and record the result on the Cash Collection Sheet and then prepare the bank deposits. A duplicate copy of the deposit slip shall be stapled to the Daily Cash Collection Sheet and deposits turned over to either the General Manager or the Office Manager.
3. The meter reading slips shall be totaled and a batch slip attached, then the reading and cash are to be posted to the consumer accounts on the computer. The total posted to the computer shall agree and balance with the amount on the Daily Cash Collection Sheet for consumer accounts.
4. The Office Manager shall periodically reconcile the Daily Cash Collection Sheets, deposit receipts, consumer ledger accounts and all other accounts connected thereto.
5. In general (1) the Cashier is responsible for cash from the time it is received until it is deposited in the bank, (2) the Billing Coordinator shall be responsible for the consumer ledger accounts, and (3) the Office Manager reconciles the actions of both.

Dated: June 10, 1996

Signed: *Geo. E. Cunningham*

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 402

PROCEDURE ON SERVICE INTERRUPTIONS

One of the objectives of the organization is to provide the best possible service to all consumers. Outages of all types take an important toll of consumer relations besides being costly to the District. Therefore, all outages should be kept to a bare minimum and service restored as soon as possible. However, good safety practices must not be overlooked. A short-cut result in a serious accident and for this reason is not worthwhile.

When receiving reports of outages, each employee shall attempt to determine if the outage is the responsibility of the District and to alert the consumer that a charge will be made if the cause is the result of failure of consumer-owned equipment. This would include, but not be limited to, fuses, connectors, wiring, appliances, etc.

Service interruptions will generally fall into these three categories:

- (01) Unplanned outages resulting from storms, lightning, equipment failure and other sources beyond our immediate control. Such failures should be reported immediately by anyone receiving the notification to the Operations Manager. In absence of the Operations Manager, any member of the management staff should be notified. It is extremely important that one individual be notified of all outages since a new source of trouble may change the dispatching of crews.

Upon receiving a call, it is necessary to get the consumer's name, location and nature of trouble. Ascertain, if possible, if the consumer's neighbors are out of service.

The information thus received should be relayed to various crews to the best advantage in effecting restoration of service. During an outage, all District personnel should remain alert to offer assistance if necessary in the way of relaying messages, taking out material, performing switching duties and other work as required.

When doing switching or sectionalizing work on lines, all orders to close or open switches on lines shall come from the designated individual in charge.

In case of multiple outages, the outage affecting the greatest number of consumers shall receive attention first with transmission and three phase feeder lines being given priority. In sectionalizing, try to get the greatest

number of consumers back in service first. Report when completing one maintenance call before moving to another area to avoid doubling back if another call is received in the same area to prevent interruption of work schedules to request location of individual crews.

On outages of long duration, no one will work more than 14 hours per day without rest unless at the discretion of the supervisor in charge, service can be restored within a reasonable time.

- (02) Unplanned interruptions in power supply or on other lines not under our control should be reported to the office and in turn reported to the Nebraska Public Power District. Nothing can be done on this type of outage except advise consumers of the trouble and that it has been reported to the proper party. Should a two-way or emergency feed be available, immediate steps will be taken to return service from the second source.
- (03) Planned work interruptions that are necessary to perform certain construction of new facilities or moving of present facilities should be of the shortest duration possible. Work should be laid out and everyone notified including consumers, if possible. The office should be notified ahead of time and when the line is actually disconnected. The same switching practices as outline above shall be used.

If at all possible, work shall be done with hot line equipment in lieu of turning off the line, where a number of consumers are involved.

Scheduling of the planned work interruption should be given careful consideration. The best time is generally in the afternoon as the least amount of electricity is being used at that period of the day showing the consumers do not have much demand at that time.

Work that affects a large section of line should be given the consideration of being performed at night – preferable after midnight. The consumer demand for electricity is very low at that time .

Dated: June 10, 1996
Revised: September 10, 2001

Attested:

Aeo. C. Pennington
(Secretary)
manager

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 403

**PROCEDURE ON MATERIAL PURCHASED, RETURNS AND
DISBURSEMENTS**

PURCHASES:

All material purchased shall be listed on a purchase order and signed by a member of the management staff. Where practical, bids shall be received and all of the material purchased from the lowest bidder, quality and delivery considered. The original copy of the purchase order shall be filed in numerical order and kept on file until all material has been received.

Acknowledgments received from suppliers shall be given to the Purchasing Agent. All invoices shall be checked by either the Operations Manager or the Purchasing Agent for verification and extension of pricing and then turned over to the Office Manger. When an invoice can be substantiated by a receiving report, a disbursement for the amount of the invoice will be made.

MATERIAL RECEIVED:

Normally material received will be from three sources: (1) new purchases, (2) return of surplus material on construction or maintenance orders, and (3) salvaged material from retirements.

- (1) Material received on new purchases shall be checked by the Warehouseman to make sure that the quantity received agrees with the packing slip and that none of the material has been damaged. The Warehouseman will then turn the packing slip over to the Staking Engineer and Purchasing Agent who shall record the quantities, descriptions, and stock numbers.
- (2) The Warehouseman shall check all return of surplus material into the warehouse and shall list the surplus material on a return ticket. Work order numbers must be affixed.
- (3) The Warehouseman shall check all salvaged material into the warehouse and shall list the salvaged junked material on a salvage ticket. Only reusable materials shall be listed as returned to stock.

MATERIAL DISBURSEMENTS:

The Warehouseman shall check all material leaving the warehouse and list the quantity, number and either the work order number or maintenance account on a material charge out form. **No material shall leave the warehouse without being reported on a material charge out form.**

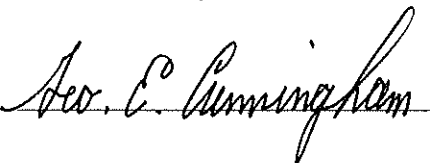
All material forms shall be turned over to the Office Manager at the end of the month for pricing, posting to inventory and material distribution schedule, payment of invoices and billing to others on resale items.

IN GENERAL THE FOLLOWING SHALL APPLY:

- (1) A member of the management staff signs purchase orders.
- (2) The Warehouseman is responsible for receiving and checking out materials.
- (3) The Office Manager keeps perpetual inventory based on data received from the Operations Manager and the Purchasing Agent and prepares checks for payment of invoices.
- (4) The Warehouseman keeps the Purchasing Agent informed as to material needed.

Dated: June 10, 1996
August 28, 2000
September 10, 2001

Signed:



BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 404

TWO-WAY RADIO PROCEDURE

REPORTING:

- (1) While on the job, trucks will remain in contact with the office at all times. Where more than one truck is at a location, one truck may report for all trucks at that location.
- (2) All trucks will report when they are out of service.

REQUIREMENTS:

- (1) Call letters of the base station (WPED 484) must be used at least once during the conversation. This may be done by signing off with the call letters.
- (2) Trucks need not give all letters when in contact with the base station. The truck number may be used.

CODE:

In order that transmission time may be kept to a minimum, standard mobile 10 signals may be used where possible. See Appendix G for a list of the standard mobile 10 signals.

PROHIBITIONS:

- (1) Use of obscene, indecent or profane language
- (2) Unauthorized disclosures or use of messages
- (3) Superfluous, false or deceptive signals or communications
- (4) Transmission of unassigned call signals
- (5) Personal messages
- (6) Rebroadcasts of any AM or FM station

Dated: June 10, 1996

Revised: April 7, 2003

Signed: _____

Geo. C. Cunningham

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

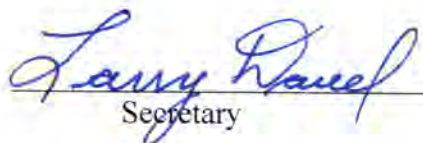
Policy Number 405

WORK ORDER PROCEDURE AND CONTINUING PROPERTY RECORDS

The District will employ a system of Work Order Accounting to follow Rural Utility Service requirements and to properly record plant investments. The basic information required shall consist of staking sheets, e-time, material charge outs and returns, and continuing property records.

1. The Staking Superintendent shall prepare the staking sheets showing construction units and the breakdown of construction units to Record Units. Also, included shall be a complete listing of material used and/or salvaged. After completion of a work order, the staking sheet shall be checked against the construction to ascertain if the staking sheet reflects all the construction units. The Staking Superintendent will close work order in system and then forward with documentation to Market/Comm/Customer Coordinator, who will verify RUS coding; Aid in Construction and miles of line. Draws line on mapping and forwards work orders along with monthly closed report to Accounting/Finance Manager.
2. All labor and vehicle expenses shall be entered against each work order. These expenses are passed from the computer payroll system and the transportation system directly to the work order system.
3. The Accounting/Finance Manager shall enter all miscellaneous expenses and indirect expenses into the work order through the month-end process as well as close all Jobs to Plant. The Accounting/Finance manager will then verify Account 107.2 and 108.80 to the General Ledger.
4. The Accounting/Finance Manager shall balance record units and property records including depreciation with the plant accounts in the General Ledger at month end.
5. The Accounting/Finance Manager shall prepare RUS Form 219, "Inventory of Work Orders." The work order closing report from Marketing/Communication/Customer Coordinator will be submitted to the Board of Directors for approval.
6. The Accounting/Finance Manager will re-calculate record unit costs every 2 years.

Dated: June 10, 1996
August 28, 2000
September 10, 2001
December 11, 2023

Signed: 
Secretary

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

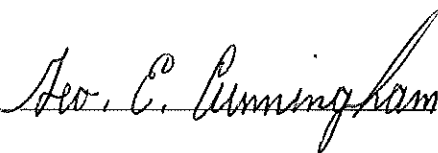
Policy Number 406

WORK ON CONSUMER PREMISES

The following rules shall govern employees while working on a consumer's premises to insure the protection of both the consumer's and the District's property.

- (01) Always be courteous to the consumer and use extreme caution to protect the rights of the consumer and the consumers property. If a problem arises, discuss it with the consumer before leaving.
- (02) After a job is completed, check the premises for debris and general condition of the site. Be sure that all equipment and material is picked up.
- (03) Be sure to check voltage to make sure service is returned to normal before leaving the premises.
- (04) Whenever entering a consumer's premises for any reason, **be sure to read the meter, check the meter seal**, record the reading and meter serial number on the Trouble Report or Work Order Staking Sheet and report the information to the office.
- (05) Complete a charge ticket (statement) for any work and/or material that is to be billed to the consumer and turn charge ticket in to the Operations Manager or Staking Engineer and Purchasing Agent.

Dated: June 10, 1996
August 28, 2000

Signed: 

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 407

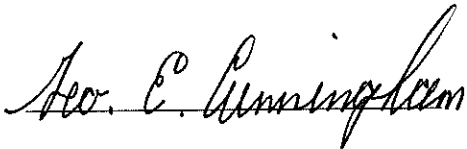
FPC ACCOUNT ASSIGNMENTS

The District uses the Uniform System of Accounts as prescribed for Electric borrowers of the Rural Utility Service (RUS).

All employees shall log all labor and expenses incurred to the prescribed FPC Account as per Appendix B of this manual. If an employee is unsure of the correct FPC Account assignment, the employee shall seek assistance from his/her immediate supervisor. It shall be the responsibility of the Operations Manager, Office Manager, Staking Engineer and Purchasing Agent and Customer Service Manager to verify and approve FPC Account assignments assigned by personnel under their supervision.

See Appendix B for a listing of FPC Account numbers. The list is NOT all inclusive, but contains those accounts that are used on a regular basis.

Dated: June 10, 1996
August 28, 2000
September 10, 2001

Signed: 

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 408

AREA MAINTENANCE MAN DUTIES

SUPERVISOR: Operations Manager

FUNDAMENTAL DUTIES:

To operate, maintain, and repair electrical transmission and distribution lines and substations. To keep lines and equipment in operating condition, and assist in some construction of line when necessary.

RESPONSIBILITIES AND PURPOSE:

01. Each Area Maintenance Man shall be assigned a specific geographical area and be accountable for the operations, maintenance, and some construction of lines and substations throughout this area.
02. Work should be planned and scheduled in advance so the Operations Manager and Staking Engineer/Purchasing Agent can provide the required manpower and equipment.
03. Maps, Line Inspection Sheets, Trouble Reports, Hazard Reports, and any Staking Sheets should be maintained which identify pole replacement, trees to be trimmed or removed, Idle Services that can be removed, and services to be rebuilt.

04. Operations and Maintenance:

The Journeyman Lineman/Lead Lineman is expected to be able to perform all the responsibilities of the Journeyman-Lineman/Construction.

The area Maintenance Man will be expected to work alone when called upon to perform the following duties except when safety concerns indicate that additional help is needed:

- (a) Tighten loose guy wires
- (b) Line patrol and records of
- (c) Pole inspection (without climbing)
- (d) Customer complaints, inquires and collecting delinquent bills
- (e) Underground cable locating
- (f) Meter reading

- (g) Substation readings and inspection of
- (h) Helping with PCB cleanup
- (i) Testing irrigation horsepower
- (j) Help with snow removal at District office and other District property
- (k) Mowing and general upkeep of District property
- (l) Weed and grass control at substations
- (m) Heat and water heater inspections for rebate
- (n) Right-of-way clearing when one person can do it
- (o) Maintaining security lights
- (p) Setting of and removing meters
- (q) Repair pole ground and restaple from ground or from insulated aerial lift and no closer than 2 feet 6 inches to the nearest energized part
- (r) Tighten loose service wires under 600 volts
- (s) Fuse transformers from the ground or insulated aerial lift with the proper live-line tools at a safe distance
- (t) Connecting and disconnecting of services from the ground or insulated aerial lift with the proper live-line tools at a safe distance
- (u) Operation of street lighting and signal systems
- (v) Changing and or installing transformers from insulated aerial lift with the proper live-line tools at a safe distance
- (w) Load tests on voltage surveys of feeder lines and circuits from the ground or insulated aerial lift with the proper live-line tools at a safe distance
- (x) Voltage checks at secondaries
- (y) Help maintain load management equipment
- (z) Disconnecting service for non-payment of energy billing but in some cases or special circumstances that may require two (2)
- (aa) Stand by accident or unsafe area and safeguard area for the safety of the general public
- (bb) Splicing broken secondary conductor
- (cc) Emergency repairs to the extent necessary to safeguard the general public
- (dd) Any other duties that can be done with one person safely

Two (2) men should work together on the following duties:

- (a) Changing out insulators and suspension insulators
- (b) Tightening of hardware
- (c) Tie in a floater
- (d) Change out hotline clamp
- (e) Replace lightning arrester
- (f) Replace combination cutout and lightning arrester
- (g) Right-of-way clearing and tree trimming within 2 feet 6 inches of energized parts

- (h) Restoring service due to an outage
- (i) Splicing broken primary conductors
- (j) Transferring and switching lines and changing source of feed
- (k) Eliminating line noise
- (l) Checking junctions and transformers
- (m) Replace of damaged material on overhead lines
- (n) Replace meter sockets and loops
- (o) Any other duties that may be assigned from time to time that requires two (2) men

Two (2) or more men should work together on any other obvious jobs (according to safe work practice manual) such as replacing, realigning, straightening or stubbing poles, replacing OCB's and working on energized lines when more than one (1) man is needed.

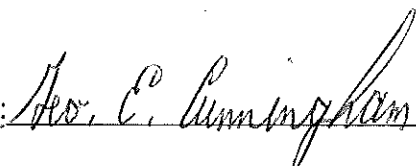
05. Construction

Limited amounts of construction, primarily assisting the construction crew when working on projects in the area of responsibility and when the construction crew needs more help than what is assigned to them on a daily basis.

06. General

- (a) Maintain service vehicle in good working condition. Inspect at regular intervals and report required repairs to the Operation Manager.
- (b) Repair and maintain line tools and goods.
- (c) Follow the District Recommended Safe Work Practices Manual and procedures at all times and encourage fellow workers to do the same.
- (d) Report unsafe conditions to the Operations Manager
- (e) Prepare reports and records of work performed as specified by the Operations Manager.
- (f) To promote and maintain good customer relationship.
- (g) To perform customer service work as required and authorized.
- (h) To maintain personal neatness and appearance during working hours.
- (i) To perform work on energized lines.
- (j) To do related work as required.
- (k) Maintain facilities and grounds in a clean and orderly state.

Dated: June 10, 1996
 Revised: July 11, 2000
 Revised: January 25, 2002

Signed: 

BUTLER PUBLIC POWER DISTRICT DAVID CITY, NEBRASKA

Procedure Number 409

SEVERE OUTAGE RESPONSE

Severe weather related outage response will likely involve additional personnel. The senior member of the first or second crew called should contact the Operations Manager, General Manager, Technical Systems Manager, Accounting Manager or Staking Superintendent.

The senior management person shall contact the remaining management personnel, and decide how many additional personnel shall be called in to help with telephone, media, supplies, etc. A discussion should be held to determine if outside PPD crews will be requested. Also, other personnel (retirees, high school students, NECC students) may be called in to help with phones, deliver supplies, building cross arms or patrol lines.

As outages are reported, personnel answering phones will record customer outages into the Outage Management System (OMS). The information will then be passed onto the appropriate dispatcher. Personnel answering the phones shall keep track of outages and call the customers to ensure that power has been restored and generators have been turned off.

Emergency Organization Assignments

General Manager:

Securing Additional Manpower and Equipment:

Contact the NREA personnel as follows: (1) Job Training & Safety Coordinator, (2) General Manager, (3) Government Relations Director, (4) Regulatory Compliance Coordinator, and (5) Office Manager. Consider surrounding crews and available construction crews.

Crew Location:

Daily keep track of crew locations and log crews and equipment activities.

F E M A Grants:

Go to FEMA website for info on grant application, request public assistance (FEMA form 90-49), assure damage photos are taken, see FEMA sheet.

Releasing Assisting Crews:

When the situation changes or assisting crews and equipment are released, notify the Nebraska Rural Electric Association and the assisting system of the anticipated date and time of release. Thanks the crews afterward.

Crews Home Office Communications:

Contact each assisting crew's home office daily keeping them informed.

Customer Service Coordinator:

Public Relations and Customer Inquires:

Visit with those customers who stop by the office or call with specific concerns. Such as advising or helping with securing generators, and make recommendations to repair customer owned services.

BUTLER PUBLIC POWER DISTRICT DAVID CITY, NEBRASKA

Technical Systems Manager:

Equipment Repair, Parts and Towing:

Maintain a list of equipment repair shops, parts stores and towing services in and near the service area.

Mobile Radios:

Assure crews have mobile radios with charged batteries and program frequency in assisting truck radios.

Medical Needs:

Secure transportation to medical appointments when necessary.

Fuel:

Maintain a list of fuel suppliers in and near the service area. Notify suppliers of potential purchase and arrange for charging of fuel. Explain to suppliers that all charge tickets must be signed by a system employee and include the system name and truck number. Notify fuel supplier to keep fuel in the tank for the standby generator located at the District office.

Operations Manager:

Assessment of Damages:

Responsible for coordination of timely damage assessment.

Power Sources:

Responsible for making sure each crew is aware of source of all power being fed into the area being worked. Switching at substations will be done by District crews when at all possible.

Outside Crew Assignments:

Responsible for assigning work to all crews including crews from other systems and contractors.

Maps:

Responsible for keeping extra, up-to-date system maps to assist all crews.

Dispatching and Switching:

Responsible for keeping log on switching activities.

Staking Superintendent:

When hazardous conditions involving other utilities (i.e. pipe lines, gas lines, telephone lines, etc.) are reported to the District office, the Staking Superintendent shall notify the One-Call Center.

Administrative Assistant:

Media Releases:

Prepare and coordinate news releases for radio, TV and newspapers. (Manager Approval).

Photo and Written Communications:

Collect and file all newspaper articles and photographs.

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Accounting Manager:

Lodging:

Responsible for securing lodging and maintaining a list of available lodging in and near the service area. Keep records of room assignments. Dispense maps of David City and surrounding area.

Meals/Drinks:

Notify all area restaurants and eating establishments and arrange for meals and the charging of same. Order supplies for breakfasts, lunches and breaks. Coordinate volunteer schedules and donations. Develop plan for inventory and distribution of water/gatorade. Keep supply of ice on hand (summer).

Laundry:

Coordinate pickup and delivery of laundry for assisting crew members.

Office Staff:

Telephones:

Responsible for all incoming calls during major outages and receiving damage and outage reports from customers or the general public. Maintain the District's Outage Management System (OMS).

Warehouseman:

Ordering Material:

Call vendors immediately to alert of situation. Place orders for material and poles with vendors.

Materials:

Check in/out all material used by line crews. Checks in all material received from vendors. Inform the Operations Manager when getting low on items so that a reorder can be entered.

Line Personnel:

Assess Damage, Repair and/or Rebuild System:

Assess first then repair and/or rebuild the distribution and transmission system of the District as directed by the Management of the District.

Dated: June 10, 1996, August 28, 2000

Revised: January 10, 2006

Revised: May 7, 2018

Signed: _____


General Manager

POLICY NUMBER 410
EXTERNAL COMMUNICATIONS

I Policy

This Butler Public Power District (District) policy is based on the principle that effective communication is the cornerstone of successful operations. In order to maintain public trust and credibility, the District has an obligation to speak with a consistent voice, openly and honestly, about its operations, events, actions and policies.

The District's external communications are defined as the formal expressions (written, visual or oral) of District policy intended to convey to the general public or to specific publics, and its customers, (1) policy as adopted by the Board of Directors or management, and (2) actions and events of the District that affect its customers.

II Media Relations Guidelines

- A) The General Manager is the chief spokesperson for the District. However, the Operations Manager, the Customer Service Coordinator, the Staking Engineer/Purchasing Agent, the Administrative Assistant, or the Office Manager may serve as the General Manager's representative with the media. Each has the responsibility to represent or speak on behalf of the District, and to plan and coordinate the District's media relations programs.
- (B) It is the policy of the District to be cooperative and responsive to news media inquiries. While there are times when management will be approached directly by reporters, it is best to use the guidelines to organize information, and prepare to meet with the media using Appendixes D, E, and F.
- (C) Management is encouraged to speak to reporters openly and fully about matters within their area of responsibility and professional expertise. This practice will help assure that our industry's position on current issues is accurately and fully reported in trade journals and the general media. However, prior to dealing with injury issues it is important to review Operating Policy Number 411.
- (D) Where conflicts arise between media requests for information and the District's ability to respond, mutually acceptable solutions will be actively sought while still protecting proprietary information about the District. Generally, a "no comment", response is not effective and implies there is something to hide causing suspicion even if the situation is entirely innocent. The media will write something anyway so it is better to respond with a statement about initial response, concern for safety and promising to inform the media later as facts become more available.
- (E) If the situation appears large enough to become a regional news item, early contact with the Nebraska Rural Electric Association would be advised. Either, the NREA General Manager, Public Affairs Director, Governmental Affairs Director, or the Job Training & Safety Coordinator should be contacted.

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

- (F) Letters to the editor, feature articles, columns or other opinion pieces for public consumption that relate to District policies and activities should be cleared by the General Manager and coordinated with the Administrative Assistant. The Administrative Assistant will assist as appropriate in the development of such material.

III Employees

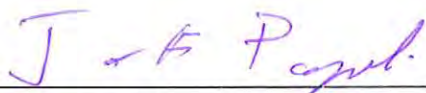
- A) Timely internal communications is also critical. An outage of long duration, an injury or death, or a significant decision with the potential to affect District operations should be addressed among the employees as soon as possible.
- B) If inquiry occurs between the media and an employee regarding District activities it is requested that the employee informs the General Manager or his representative of the contact and referred as stated below.
 - (i) Refer the inquiry whenever an employee:
 - (A) receives a call from local or national newspapers, magazines, broadcast networks.
 - (B) other than the General Manager, or his designee is asked to speak on behalf of the District.
 - (C) is asked for the public power position on or reaction to "breaking" news or new developments involving political or policy questions.
 - (D) is asked to express an opinion or position statement outside the employee's area of expertise and job responsibility.
 - (E) is reluctant to talk to the media.
 - (ii) Handle the inquiry and inform the General Manager or his designee whenever an employee:
 - (A) is asked for routine information previously released, either in a publication, statement or news release.
 - (B) is asked to explain or clarify previously released information within the employee's area of expertise and responsibility.
- C) If inquiry occurs between the media and a Director regarding District activities it is suggested that the Director request the media communicate with the General Manager or his representative. However, if the activity the media wishes to discuss is a Board matter the Director is requested to ask the media to communicate with the Board President.

Dated: June 10, 1996

Dated: August 28, 2000

Revised: July 12, 2005

Attested _____



(Secretary)

POLICY NUMBER 411

SEVERE INJURY and/or DEATH OF AN EMPLOYEE (Work Related)

I PURPOSE:

Butler Public Power District (District) is concerned about the safety, health and well-being of its employees and their relatives. The purpose of this procedure is to provide staff and/or supervisors with information regarding the required administrative procedures, and reporting and recording responsibilities following the severe injury or death of an employee.

II PROCEDURE - DEATH

The person in charge at the site shall immediately contact the District office. The senior person at the office shall immediately notify the General Manager, other Managers and the Board Chairman. After medical personnel have been contacted, the sheriff's office shall be informed.

Notification of next-of-kin is the responsibility of the Coroner, which may be the Sheriff. However, as soon as is practical a personal visit (NOT A PHONE CALL) shall be conducted by either the General Manager or the Manager whom the employee worked for accompanied by another District representative.

Media discussion: Under no circumstances shall the victim's name be given to the press. The District's first concern is the victim and his/her family.

III PROCEDURE – SEVERE INJURY OR ILLNESS

The person in charge at the site shall immediately contact the District office. The senior person at the office shall immediately notify the General Manager, other Managers and the Board Chairman. After medical personnel have been contacted, the sheriff's office shall be informed. If the work-related injury involves a driver holding a CDL the proper authorities need to be informed so that proper testing can be done at the closest facility to the scene of the work-related injury.

Either the General Manager or the Manager whom the employee worked for accompanied by another District representative will notify the family as soon as possible (NOT by Phone). The District will provide transportation of family members to the hospital and check with the family to see who else should be notified. Suggest that the family refer media calls to the District. Offer to assist the family in any manner in making calls or handling arrangements.

Media discussion: Under no circumstances shall the victim's name be given to the press. The District's first concern is the victim and his/her family.

IV INVESTIGATION

The Operations Manager will initiate an investigation to include all observations including but not limited to pictures, maps of the incident, and detailed eye witness information. An accident investigation kit is available at all times and will be reviewed and updated annually.

V EMERGENCY CONTACT INFORMATION

Next-of-kin and emergency contact personal information shall be updated January of each year.

VI OTHER NOTIFICATIONS

The Office Manager/Accounting Manager is responsible for the following:

- (i) All severe injuries and/or deaths are to be reported as per OSHA requirements following sections 29 CFR Part 1960, found @ website: <http://www.osha.gov/recordkeeping/index.html> within 24 hours.
- (ii) Provide appropriate notification to co-workers, the Board, and the District's attorney. Offer Employee Assistance Program (EAP) services to all co-workers and/or bring a team onsite to allow employees to work through the grief as a whole.
- (iii) Act as the contact for family members if they have questions. Provide information to help the employee's family understand what is needed. Provide documentation or forms as required. Offer EAP services to family members.
- (iv) Process NRECA notifications and claims as well as continuation of benefits for the employee's survivors.
- (v) Work to coordinate payment of outstanding wages and annual leave, to make sure the final check is issued to the proper person(s) in accordance to Federal and State laws.
- (vi) Write a letter of condolence to the immediate family.
- (vii) Notify the District's Insurance carrier (Federated).
- (viii) Provide information for obituary, including a photograph, upon request.
- (ix) Handle calls regarding the death of an employee. Working in conjunction with the District's attorney to handle media related announcements, statements and/or questions.
- (x) NREA needs to be notified.

VII FUNERAL ATTENDANCE

The District shall make reasonable accommodation to permit all employees time off with pay to attend the viewing and/or funeral of an employee. Time shall be coordinated to continue to meet the needs and expectations of the customers.

VIII RESPONSIBILITY

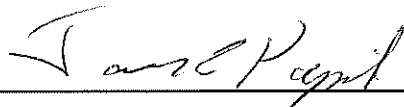
The General Manager is responsible for the administration of this procedure.

Dated: June 10, 1996

Dated: August 28, 2000

Revised: March 10, 2008

Attested _____


(General Manager)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

Policy Number 412

PROCEDURE FOR THE USE OF SERVICE ORDERS

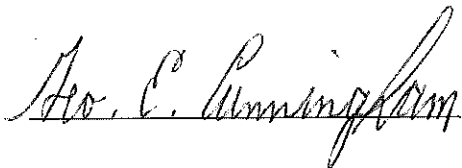
To better track maintenance and resale work that is being performed by district personnel, the District uses service orders. All service orders are computer generated. These orders are printed on different colored paper for their classification. Orders on blue paper are for irrigation load control maintenance, red paper is used for urgent orders and orange paper is used for all other types of orders.

Service orders should be filled out immediately after being notified that a problem exists and then given to either the Operations Manager or Staking Engineer, who will relay the information to one of the maintenance crews. If neither the Operation Manager nor the Staking Engineer is available the information should be relayed by radio to one of the maintenance crews if the job needs to be done the same day and this should be noted on the service order. After the work is completed, the lineman performing the work should fill out the Lineman's Report section of the form and as much of the Outage Section data as can be completed at that time. The lineman should then turn in the completed form to the service order file, which is located in the Lineman's Room. Any information that is recorded by the lineman is then entered into the computer and the service order is closed.

In the case of a trouble call after hours the maintenance crew will fill out a green Trouble Report form. When this form is completed the lineman will return the completed form to the service order file in the Lineman's Room.

All completed service orders and trouble reports are filed by the month and then are sorted by date the job was completed. The district is required by the "Nebraska Records Management Division" to keep these records on file for six (6) years.

Dated: June 01, 1997
September 10, 2001
April 21, 2003

Signed: 

**BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632**

Procedure Number 413
Computer Logins/Passwords/Network Usage

- Computer Logins
 - Each user will have a unique Windows® login on their computer. This login will consist of operator's first name plus the first letter of last name. Example: johnv
 - On certain computers, there will be a generic login to be used when the main user is out of the office. This will allow other users to run the necessary software on that computer while keeping the security of individual passwords and files.
- Passwords
 - Each user will need to create a password that is at least six characters long, made up of a combination of numbers as well as both upper and lowercase letters. Nobody else will need to know your password, so try to create one that can be easily remembered. One way to do this is to create a password based on a name, song title, affirmation, or other phrase.
 - Passwords will be set to expire in 180 days.
 - You will not be able to use the same password two times in a row.
- Logging Off
 - Each night, users should log-off of Windows®, but still leave their computers on.
 - On weekends, users should completely shutdown their computers.
- Network Use
 - All computers are connected to a common network. They all have the ability to share files in certain folders and printers that are designated as "shared". If you are unable to access a printer or a file that you need, or if you notice that you are able to access files that you feel shouldn't be shared, contact the Technical Systems Manager.
 - Files that contain critical data should be stored on a network server so they are frequently backed up.
 - Virus Scans and backups are scheduled during the week and will run while the computers are logged out of Windows®.

PROCEDURE NO. 414

HEAT-RELATED ILLNESS PROCEDURE

I. OBJECTIVE

To establish policy for heat related illnesses.

II. PROVISIONS

- A. Butler Public Power District will ensure that on days in which the heat index is expected to be 80 degrees or warmer (“Heat Days”), employees will have access to cool water throughout the workday.
- B. Butler Public Power District will ensure that on Heat Days, employees will be permitted, as necessary **and** at the site supervisor's discretion, to take rest and water breaks to prevent heat-related illness.
- Employees are encouraged to take rest breaks in the shade or other cooling areas, when possible.
- C. Butler Public Power District will ensure that employees are informed of the proper information relating to heat-related illness and working in high-heat conditions. This includes:
- The environmental and personal risk factors that cause heat-related illness.
 - Substances that can increase the likelihood of heat-related illness, including:
 - Alcohol
 - Caffeine
 - Illegal Drugs
 - Amphetamines
 - Diuretics – water pills
 - Antihypertensives – blood pressure medication
 - Anticholinergics – for treatment of COPD
 - Antihistamines – allergy medications
 - First aid procedures.
 - The importance of urgent reporting of signs of heat-related illness.
 - The importance of following acclimatization procedures.
- D. Butler Public Power District will provide training on heat-related illness. This includes:

- How to avoid heat-related illnesses by recognizing and avoiding situations that can lead to heat-related illnesses.
 - How to recognize the signs and symptoms of heat-related illness in yourself and others.
 - How to report signs and symptoms, how to administer first aid if necessary, and how to contact emergency personnel.
- E. Butler Public Power District will implement proper health screening and acclimatization procedures. This includes:
- As workload and weather conditions permit, allow new workers to get used to hot working environments by using a staggered approach over 7-14 days. For example, purposes only, new workers may begin work with a reduced percentage of the normal workload and time spent in the hot environment, and then gradually increase the time over a 7-14-day period. The same may be done for workers returning from an absence of three or more days, starting 50% of the normal workload and time spent in the hot environment, then staging acclimatization over three consecutive days.
- F. Butler Public Power District will ensure there is an employee in a supervisory role with first aid training the signs of heat-related illness, when possible.
- G. If possible, Butler Public Power District will implement administrative and workplace controls to reduce the chance of heat-related illness. This includes:
- Scheduling hot jobs for cooler parts of the workday, and scheduling routine maintenance and repair work during cooler seasons of the year when possible.
 - Providing adequate, cool drinking water on the worksite that is easily accessible.
 - Permitting employees to take reasonable rest and water breaks.
 - Using work/rest schedules, as are practical.

Dated: May 22, 2023

Attested: Mark J. Kilby
General Manager

**OPERATING POLICIES
AND
PROCEDURES**

SERIES 5 0 0

< > < > RATE SCHEDULES < > < >

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 501A

RATE SCHEDULE A-1 -- Single Phase -- Monthly Service {Rate 01}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|--|
| 11 | Residential – Rural |
| 13 | Residential – Rural with Electric Heat |
| 21 | Stock Pump / Farmstead |
| 23 | Cabin – with Electric Heat |
| 24 | Cabin Only |
| 31 | Residential – Village |
| 33 | Residential – Village with Electric Heat |
| 51 | Commercial/Industrial – Small |
| 53 | Commercial/Industrial – Small with Electric Heat |
| 81 | Public Building |
| 82 | Public Building - Rural |

AVAILABLE

In the general area served by the District.

APPLICABLE

To single phase service at a nominal potential of 120/240 volts, 60 cycle, to rural, commercial and non-residential establishments for lighting, heating and power purposes which may be served from existing distribution lines of 12,470 volts or less.

BASIC RATES:

| | |
|-------------------------------|--|
| Monthly Facility Charge: | \$28.50 |
| Electric Water Heater Credit: | \$1.50 (monthly residential services only) |
| Energy Charge: | |
| | <u>WINTER</u> (effective October through May usage) |
| \$ 0.0905 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0644 | Per kWh for all additional kWh per month |
| | <u>SUMMER</u> (effective June through September usage) |
| \$ 0.1036 | Per kWh for the first 5,000 kWh per month |
| \$ 0.0674 | Per kWh for all additional kWh per month |

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

WATER HEATER CREDIT

A credit will be applied to monthly residential facility charges beginning March 1, 2007 if the customer certifies with the District use of electric water heater \geq 40 gallons. A minimum of 300 kWh per month is required to receive the credit.

MINIMUM BILL

Facility Charge

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District’s General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District’s policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 501B

RATE SCHEDULE A-2 -- Single Phase -- Monthly Service {Rate 02}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|--|
| 24V | Non Residential - Village |
| 31V | Residential – Village |
| 33V | Residential – Village with Electric Heat |
| 51V | Commercial/Industrial – Small – Village |
| 53V | Commercial/Industrial – Small with Electric Heat – Village |
| 82V | Public Building – Village |

AVAILABLE

In the general area served by the District.

APPLICABLE

To single phase service at a nominal potential of 120/240 volts, 60 cycle, to rural, commercial and non-residential establishments for lighting, heating and power purposes which may be served from existing distribution lines of 12,470 volts or less.

BASIC RATES

| | |
|-------------------------------|--|
| Monthly Facility Charge: | \$27.95 |
| Electric Water Heater Credit: | \$1.50 (monthly residential services only) |
| Energy Charge: | |
| | <u>WINTER</u> (effective October through May usage) |
| \$ 0.0789 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0645 | Per kWh for all additional kWh per month |
| | <u>SUMMER</u> (effective June through September usage) |
| \$ 0.1019 | Per kWh for the first 5,000 kWh per month |
| \$ 0.0645 | Per kWh for all additional kWh per month |

LEASE PAYMENT

Customers who are served from distribution facilities for which the District has a Lease Payment obligation will be assessed a Lease Payment based on a percentage of the basic rates. The percentage of the basic rates is to be determined by the village board.

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

WATER HEATER CREDIT

A credit will be applied to monthly residential facility charges beginning March 1, 2007 if the customer certifies with the District use of electric water heater \geq 40 gallons. A minimum of 300 kWh per month is required to receive the credit.

MINIMUM BILL

Facility Charge

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District’s General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District’s policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 502A

RATE SCHEDULE B-1 -- Three Phase -- Monthly Service {Rate 03}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|-------------------------------|
| 14 | Residential – Rural |
| 54 | Commercial/Industrial – Small |
| 84 | Public Building |

AVAILABLE

In the general area served by the District.

APPLICABLE

To three phase service at a nominal potential of 120/240 volts, 60 cycle, to rural, commercial and non-residential establishments for lighting, heating and power purposes which may be served from existing distribution lines of 12,470 volts or less. Single phase motors shall not exceed ten (10) horsepower.

BASIC RATES

| | |
|-------------------------------|--|
| Monthly Facility Charge: | \$56.25 |
| Electric Water Heater Credit: | \$1.50 (monthly residential services only) |
| Energy Charge: | |
| | <u>WINTER</u> (effective October through May usage) |
| \$ 0.0974 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0604 | Per kWh for all additional kWh per month |
| | <u>SUMMER</u> (effective June through September usage) |
| \$ 0.1023 | Per kWh for the first 5,000 kWh per month |
| \$ 0.0632 | Per kWh for all additional kWh per month |

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

WATER HEATER CREDIT

A credit will be applied to monthly residential facility charges beginning March 1, 2007 if the customer certifies with the District use of electric water heater \geq 40 gallons. A minimum of 300 kWh per month is required to receive the credit.

MINIMUM BILL

Facility Charge

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

POWER FACTOR ADJUSTMENT

The rates set forth in this schedule are based on maintenance by the customer of a power factor of not less than 90% at all times. If it is determined by test that the power factor at the time of the consumer's peak load is less than 90%, the District at its option may correct the power factor of the consumer's load at the expense of the consumer.

FLUCTUATING LOADS

Customer's operating equipment having a highly fluctuating or large instantaneous demand, such as welders and x-ray machines, shall be required to pay all non-betterment costs of isolating the load from the balance of the District's system so that the load will not unduly interfere with service on the District's lines. In addition, customers who fail to provide adequate corrective equipment shall be required to own and maintain their own transformers.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 502B

RATE SCHEDULE B-2 -- Three Phase -- Monthly Service {Rate 04}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|---|
| 54V | Commercial/Industrial – Small – Village |
| 84V | Public Building – Village |

AVAILABLE

In the general area served by the District.

APPLICABLE

To three phase service at a nominal potential of 120/240 volts, 60 cycle, to rural, commercial and non-residential establishments for lighting, heating and power purposes which may be served from existing distribution lines of 12,470 volts or less. Single phase motors shall not exceed ten (10) horsepower.

BASIC RATES

Monthly Facility Charge: \$55.50

Energy Charge:

| | |
|---|---|
| <u>WINTER</u> (effective October through May usage) | |
| \$ 0.0930 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0630 | Per kWh for all additional kWh per month |

| | |
|--|---|
| <u>SUMMER</u> (effective June through September usage) | |
| \$ 0.1050 | Per kWh for the first 5,000 kWh per month |
| \$ 0.0785 | Per kWh for all additional kWh per month |

LEASE PAYMENT

Customers who are served from distribution facilities for which the District has a Lease Payment obligation will be assessed a Lease Payment based on a percentage of the basic rates. The percentage of the basic rates is to be determined by the village board.

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT:

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

MINIMUM BILL

Facility Charge

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

POWER FACTOR ADJUSTMENT

The rates set forth in this schedule are based on maintenance by the customer of a power factor of not less than 90% at all times. If it is determined by test that the power factor at the time of the consumer's peak load is less than 90%, the District at its option may correct the power factor of the consumer's load at the expense of the consumer.

FLUCTUATING LOADS

Customers operating equipment having a highly fluctuating or large instantaneous demand, such as welders and x-ray machines, shall be required to pay all non-betterment costs of isolating the load from the balance of the District's system so that the load will not unduly interfere with service on the District's lines. In addition, customers who fail to provide adequate corrective equipment shall be required to own and maintain their own transformers.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 503A

-----NOT USED-----

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 503B

-----NOT USED-----

POLICY NUMBER 504A

RATE SCHEDULE D-1 -- Single / Three Phase -- Dryer Service {Rate 08 & 09}

| <u>Rate Class</u> | <u>Type of Service</u> |
|-------------------|------------------------------------|
| 27 | Dryer – Single Phase |
| 28 | Dryer and Farmstead – Three Phase |
| 29 | Dryer Only – Three Phase |
| 29V | Dryer Only – Village – Three Phase |

AVAILABLE

In the general area served by the District.

APPLICABLE

To single phase service at a nominal potential of 120/240 volts, 60 cycle, to rural cabins, stock pumps, grain dryers and other uses may be served from existing distribution lines of 12,470 volts or less. Single phase motors and heating apparatus are permitted under this schedule.

To three phase service at a nominal potential of 120/240 volts, to rural, commercial and non-residential establishments for lighting, heating and power purposes which may be served from existing distribution lines of 12,470 volts or less. Single phase motors shall not exceed ten (10) horsepower.

BASIC RATES

Monthly Facility Charge: \$28.50 – Single Phase
\$55.75– Three Phase

Energy Charge (single phase):

| | |
|-----------|---|
| \$ 0.0900 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0609 | Per kWh for all additional kWh per month |

Energy Charge (three phase):

| | |
|-----------|---|
| \$ 0.1070 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0665 | Per kWh for all additional kWh per month |

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed a In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District’s power supplier.

MINIMUM BILL

Facilities Charge or \$1.50 per installed KVA, whichever is greater.

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District’s General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District’s policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 504B

-----NOT USED-----

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 505

RATE SCHEDULE B-3 -- Three Phase -- Monthly Service (with Irrigation) {Rate 05}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|-------------------------------------|
| 15 | Residential – Rural with Irrigation |

AVAILABLE

In the general area served by the District.

APPLICABLE

To three phase service at a nominal potential of 120/240 volts, 60 cycle, to rural, commercial and non-residential establishments for lighting, heating, irrigation pumps and power purposes which may be served from existing distribution lines of 12,470 volts or less. Single phase motors shall not exceed ten (10) horsepower.

BASIC RATES

| | |
|-------------------------------|--|
| Monthly Facility Charge: | \$58.15 |
| Electric Water Heater Credit: | \$1.50 (monthly residential services only) |
| Energy Charge: | |
| | <u>WINTER</u> (effective October through May usage) |
| \$ 0.1023 | Per kWh for the first 2,000 kWh per month |
| \$ 0.0645 | Per kWh for all additional kWh per month |
| | <u>SUMMER</u> (effective June through September usage) |
| \$ 0.1705 | Per kWh per month |

LEASE PAYMENT

Customers who are served from distribution facilities for which the District has a Lease Payment obligation will be assessed a Lease Payment based on a percentage of the basic rates. The percentage of the basic rates is to be determined by the village board.

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

WATER HEATER CREDIT

A credit will be applied to monthly residential facility charges beginning March 1, 2007 if the customer certifies with the District use of electric water heater \geq 40 gallons. A minimum of 300 kWh per month is required to receive the credit.

MINIMUM BILL

Facility Charge

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due upon receipt and are delinquent after the last day of the month.

POWER FACTOR ADJUSTMENT

The rates set forth in this schedule are based on maintenance by the customer of a power factor of not less than 90% at all times. If it is determined by test that the power factor at the time of the customer's peak load is less than 90%, the District at its option may correct the power factor of the customer's load at the expense of the consumer.

FLUCTUATING LOADS

Customers operating equipment having a highly fluctuating or large instantaneous demand, such as welders and x-ray machines, shall be required to pay all non-betterment costs of isolating the load from the balance of the District's system so that the load will not unduly interfere with service on the District's lines. In addition, customers who fail to provide adequate corrective equipment shall be required to own and maintain their own transformers.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 01, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 506

RATE SCHEDULE I-1 -- Irrigation

| <u>Rate Class</u> | <u>Type of Service</u> |
|-------------------|-------------------------|
| 42 | No Control |
| 43 | 1 Day Per Week Control |
| 44 | 2 Days Per Week Control |
| 45 | Daily Control |
| 46 | 3 Days Per Week Control |

AVAILABLE

In the general area served by the District.

APPLICABLE

To year-round irrigation service to consumers who may be served from existing single or three phase distribution lines of 12,470 volts or less.

BASIC RATES

Annual Facility Charge: \$396.00

Capacity Charge Per Horsepower:

| | |
|-------------------|----------|
| Rate -- 42 | \$ 55.50 |
| Rate -- 43 | \$ 52.60 |
| Rate -- 44 | \$ 46.10 |
| Rate -- 45 | \$ 22.20 |
| Rate -- 46 | \$ 27.30 |

Minimum Capacity Charge: \$396.00

Energy Charge by Rate:

| | |
|-------------------|------------------------------|
| Rate -- 42 | \$0.1000 per kWh for all kWh |
| Rate -- 43 | \$0.0724 per kWh for all kWh |
| Rate -- 44 | \$0.0722 per kWh for all kWh |
| Rate -- 45 | \$0.0716 per kWh for all kWh |
| Rate -- 46 | \$0.0712 per kWh for all kWh |

COMBINATION IRRIGATION AND GRAIN DRYING

Energy consumption used for irrigation will not be combined with energy consumption used for grain drying for the purpose of billing by rate blocks.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

MINIMUM BILL

Facility Charge plus Capacity Charge

BILLING PROCEDURE

Refer to Operating Policy 109 – "Irrigation Billing Procedure"

TERMS OF PAYMENT

Bills are due and payable upon receipt.

DETERMINATION OF CONNECTED LOAD

The connected load in horsepower shall be the metered demand or by an actual measurement of horsepower input to the motor operating under maximum load conditions. The District reserves the right to check the consumer's load for recalculation of the connected load.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 01, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 507

RATE SCHEDULES I-2 and I-3 -- Irrigation -- Wheels Only

| <u>Rate Class</u> | <u>Type of Service</u> |
|-------------------|----------------------------|
| 40 | Wheels Only – Single Phase |
| 41 | Wheels Only – Three Phase |

AVAILABLE

In the general area served by the District.

APPLICABLE

To year-round irrigation service to consumers who may be served from existing single or three phase distribution lines of 12,470 volts or less for pivot drives (wheels only) and are not subject to load control.

BASIC RATES

| | | |
|-------------------------|-------------------|----------|
| Annual Facility Charge: | Rate -- 40 | \$216.00 |
| | Rate -- 41 | \$390.00 |

Capacity Charge per Horsepower: \$47.20

Minimum Capacity Charge: \$216 (Rate 40), \$390.00 (Rate 41) or \$15.50 per HP, whichever is greater

Energy Charge: \$0.0803 – Rate 40
\$0.0804 – Rate 41

COMBINATION IRRIGATION AND GRAIN DRYING

Energy consumption used for irrigation will not be combined with energy consumption used for grain drying for the purpose of billing by rate blocks.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

MINIMUM BILL

Facility Charge plus Capacity Charge

BILLING PROCEDURE

Refer to Operating Policy 109 – "Irrigation Billing Procedure"

TERMS OF PAYMENT

Bills are due and payable upon receipt.

DETERMINATION OF CONNECTED LOAD

The connected load in horsepower shall be the metered demand or by an actual measurement of horsepower input to the motor operating under maximum load conditions. The District reserves the right to check the consumer's load for recalculation of the connected load.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 01, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 509

RATE SCHEDULE LP-1 -- Large Power -- Commercial and Industrial {Rate 06 & 07}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|-----------------------------------|
| 59 | Commercial/Industrial -- Small |
| 68 | Commercial/Industrial -- Large |
| 62VD | Commercial/Industrial -- Villages |

AVAILABLE

In the general area served by the District.

APPLICABLE

To any customer whose entire requirements are taken through one meter under a contract of standard form. Not applicable to resale, standby or auxiliary services.

CHARACTER OF SERVICE

A.C., 60 cycles, single or three phase at any of the District's standard voltages (34,500 or less) where the service may be supplied by a single power transformer.

BASIC RATES

RATES – 06

Monthly Facility Charge: \$113.00

Demand and Energy Charge:

WINTER (effective October through May usage)

Demand Charge \$13.00 per kW per month of maximum or billing demand

Energy Charge \$0.0467 per kWh per month

SUMMER (effective June through September usage)

Demand Charge \$18.00 per kW per month of maximum or billing demand

Energy Charge \$0.0467 per kWh per month

RATE – 07

Monthly Facility Charge: \$86.00

Demand and Energy Charge:

WINTER (effective October through May usage)

Demand Charge \$11.10 per kW per month of maximum or billing demand

Energy Charge \$0.0401 per kWh per month

SUMMER (effective June through September usage)

Demand Charge \$14.75 per kW per month of maximum or billing demand

Energy Charge \$0.0429 per kWh per month

LEASE PAYMENT

Customers who are served from distribution facilities for which the District has a Lease Payment obligation will be assessed a Lease Payment based on a percentage of the basic rates. The percentage of the basic rates is to be determined by the village board.

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

MINIMUM BILL

The minimum monthly charge shall be the greater of the following:

1. The minimum specified in the Application/Agreement for Electric Service
2. The sum of Facility, Energy and Demand Charges
3. All seasonal grain services used for drying or storage in these rate schedules are subject to a charge of \$1.50 per installed Kva for their monthly minimum.

BILLING PROCEDURE

Refer to Operating Policy 104 – “Monthly Billing Procedure”

TERMS OF PAYMENT

Bills are due and payable upon receipt.

DETERMINATION OF MAXIMUM DEMAND

The maximum demand for the billing period shall be the highest integrated kilowatt load during any fifteen (15) minute period occurring in the billing period for which the determination is made.

DETERMINATION OF BILLING DEMAND

The billing demand shall be the applicable one of the following

1. The maximum demand or 60% of the highest demand established during June, July, August or September of the preceding eleven months, whichever is large.
2. The maximum demand corrected for power factor or 60% of the highest corrected demand established during June, July, August or September of the preceding eleven months, whichever is greater.

POWER FACTOR ADJUSTMENT

The rates set forth in this schedule are based on maintenance by the customer of a power factor of not less than 90% at all times. If it is determined by test that the power factor at the time of the customer's peak load is less than 90%, the District, at its option, may correct the power factor of the customer's load at the expense of the customer.

FLUCTUATING LOADS

Customers operating equipment having a highly fluctuating or large instantaneous demand, such as welders or x-ray machines, shall be required to pay all non-betterment costs of isolating the load from the balance of the District's system so that the load will not unduly interfere with service on the District's lines. In addition, customers who fail to provide adequate corrective equipment shall be required to own and maintain their own transformers.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 01, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 510

RATE SCHEDULE LP-2 -- Large Power -- Commercial and Industrial -- Off Peak {Rate 06}

| <u>Class</u> | <u>Type of Service</u> |
|--------------|------------------------|
| None | Commercial/Industrial |

AVAILABLE

In the general area served by the District.

APPLICABLE

To any customer whose entire requirements are taken through one meter under a contract of standard form and whose requirements are expected to be less than 1,000 Kw with greatest portion of the demand requirements to be during "off-peak" periods or waived periods. Not applicable to resale, standby or auxiliary services.

CHARACTER OF SERVICE

A.C., 60 cycles, single or three phase at any of the District's standard voltages (34,500 or less) where the service may be supplied by a single power transformer.

BASIC RATES

| | |
|--|---|
| Monthly Facility Charge: | \$113.00 |
| Demand and Energy Charge: | |
| <u>WINTER</u> (effective October through May usage) | |
| Demand Charge | \$13.00 per kW per month of maximum or billing demand |
| Energy Charge | \$0.0467 per kWh per month |
| <u>SUMMER</u> (effective June through September usage) | |
| Demand Charge | |
| <i>On-Peak</i> | \$18.00 per kW per month of maximum or billing demand |
| <i>Off-Peak</i> | \$6.00 per kW per month of maximum or billing demand |
| Energy Charge | \$0.0467 per kWh per month |

LEASE PAYMENT

Customers who are served from distribution facilities for which the District has a Lease Payment obligation will be assessed a Lease Payment based on a percentage of the basic rates. The percentage of the basic rates is to be determined by the village board.

IN-LIEU-OF-TAX

Customers who are served from distribution facilities for which the District has a Gross Revenue Tax obligation will be assessed an In-Lieu-of-Tax equal to 5% of the basic rates.

PRODUCTION COST ADJUSTMENT

In addition to the above base rates, the District may assess a monthly charge for each kilowatt-hour consumed which shall be equal to the cost charged to the District for the fossil fuel used in the plants of the District's power supplier.

MINIMUM BILL

The minimum monthly charge shall be the greater of the following:

1. The minimum specified in the Application/Agreement for Electric Service
2. The sum of Facility, Energy and Demand Charges

BILLING PROCEDURE

Refer to Operating Policy 104 – "Monthly Billing Procedure"

TERMS OF PAYMENT

Bills are due and payable upon receipt.

DETERMINATION OF MAXIMUM DEMAND

The maximum demand for the billing period shall be the highest integrated kilowatt load during any fifteen (15) minute period occurring in the billing period for which the determination is made.

DETERMINATION OF ON-PEAK DEMAND

The on-peak demand shall be the applicable one of the following

1. The maximum demand or 60% of the highest demand established during periods other than off-peak or waived periods June, July, August or September of the preceding eleven months, whichever is larger.
2. The maximum demand corrected for power factor or 60% of the highest corrected demand established during periods other than off-peak or waived periods during June, July, August or September of the preceding eleven months, whichever is greater.

DETERMINATION OF OFF-PEAK DEMAND

The off-peak demand shall be the maximum demand less the on-peak billing demand.

OFF-PEAK PERIODS

Until and unless revised by the Board of Directors of the District, the off-peak hours for the purpose of this schedule shall mean:

1. All hours on Sundays.
2. All hours of the following holidays: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day.
3. A 10 hour period on all other days during the billing periods of June, July, August and September commencing at 11:00 p.m. (2300 hour) through 9:00 a.m. (900 hour) of the following day based on Central Daylight Saving Time, except that all hours on the days of September 16 through September 30 shall be off-peak hours.
4. Any other hours waived by the Butler Public Power District.

All other hours are considered to be on-peak hours.

POWER FACTOR ADJUSTMENT

The rates set forth in this schedule are based on maintenance by the customer of a power factor of not less than 90% at all times. If it is determined by test that the power factor at the time of the customer's peak load is less than 90%, the District, at its option, may correct the power factor of the customer's load at the expense of the customer.

FLUCTUATING LOADS

Customers operating equipment having a highly fluctuating or large instantaneous demand, such as welders or x-ray machines, shall be required to pay all non-betterment costs of isolating the load from the balance of the District's system so that the load will not unduly interfere with service on the District's lines. In addition, customers who fail to provide adequate corrective equipment shall be required to own and maintain their own transformers.

GENERAL TERMS AND CONDITIONS

1. Service will be furnished under the District's General Terms and Conditions.
2. Extensions made for service are subject to the provisions of the District's policies governing Extension of Service and Facilities.

MODIFICATION OF RATES

The rates herein provided are subject to modification by the District to reflect wholesale power rate adjustments and other changes in costs to the District after giving notice to the customers.

EFFECTIVE DATE

January 01, 2024

BUTLER PUBLIC POWER DISTRICT
 DAVID CITY, NEBRASKA 68632

POLICY NUMBER 512

EXHIBIT C -- SCHEDULE LP-3 -- LARGE POWER SERVICE OVER 7,500
 INSTALLED kVa (Rate 49}

Availability

Available to customers of the District requiring 7,500 kVa or more of installed transformer capacity and located on or near District's three-phase or subtransmission facilities for all type of usage, subject to District's established rules and regulations.

Type of Service

Alternating current, 60 cycles, three-phase, at any voltage of the District's standard voltages, (12,500 volts or less) where service may be supplied by single or multiple transformer installations.

Rates

| | Winter (October — May) | Summer (June — September) |
|--|---------------------------|------------------------------|
| POWER SUPPLY | | |
| Demand Charges | | |
| Per kW of Billing Demand | \$12.31 | \$13.97 |
| Summer demand charged based maximum kW occurring during current month and previous three summer months. | | |
| Transmission Charges | | |
| Transmission Demand Charge | \$5.54 | \$5.54 |
| Transmission Energy Charge | \$0.00046 | \$0.00046 |
| Monthly charge per kW and kWh determined based on Transmission Charge Billing Demand described on page two | | |
| Energy Charges | | |
| <i>On-Peak</i> | \$0.0345 | \$0.0374 |
| Per kWh for the all energy used — During On-Peak Hours as defined by the Nebraska Public Power District | | |
| <i>Off-Peak</i> | \$0.0235 | \$0.0201 |
| Per kWh for all energy used — During Off-Peak Hours as defined by the Nebraska Public Power District | | |
| LOCAL DISTRIBUTION/TRANSMISSION CHARGES | | |
| | \$3.85 | \$3.85 |
| Maximum billing demand kW occurring during the current month and previous 11 months | | |
| Customer Charges | | |
| Monthly Customer Charges | \$672.00 | \$672.00 |

Contribution in Aid of Construction Credit

Customer may be eligible for a credit as determined by the line extension policy of the District. The credit will be issued monthly and will be based on the number of kW used during the month multiplied by the established credit. The credit will be \$3.97 issued from the in-service date and extend for the first three years of service. After three years credits will no longer accrue. The credits will be limited as follows:

Monthly Limit — The monthly credit shall not exceed the total monthly charges for the Local Distribution/Transmission system.

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

Three Year Limit - The total credit shall not exceed the cost to extend service to the customer as determined by the service contract.

Applicable Sales Tax, if applicable

Production Cost Adder (PCA)

Production Cost Adder adjustments per kWh for the corresponding month's consumption is not applicable for any type of credit.

Determination of Billing Demand — Power Supply

The maximum demand for any billing period shall be the highest integrated kilowatt (kW) load during any consecutive fifteen (15) minute period occurring in the billing period for which the bill is rendered, as indicated, or recorded by a demand meter and adjusted for power factor as provided below.

The Billing Demand shall be the applicable for one of the following:

1. The billing demand for the monthly billing periods of June through September (Summer Season) shall be 100% of the Customer's single highest measured demand during the current billing period or the three (3) preceding summer season monthly billing periods.
2. The billing demand for the monthly billing periods of October through May (Winter Season) shall be the highest measured demand of the current billing period.

Transmission Charge Billing Demand

The Transmission Charge will be assessed monthly based on the highest peak demand created during the month for the Transmission Demand Charge and assessed monthly on the total energy (kWh) used in the billing period for the Transmission Energy Charge.

Determination of Billing Demand - Local Distribution/Transmission System

The local distribution/transmission system charges will be assessed monthly and based on the maximum billing demand expressed in kW occurring during the current month and previous 11 months multiplied by the local distribution/transmission demand charges.

Power Factor Adjustment

Demand charges will be adjusted for customers to correct for the peak power factor lower than 93%. If the power factor for the month is less than ninety three percent (93%) at the point of delivery, the kW billing demand will be increased by multiplying the demand by 93% and dividing by the measured power factor expressed in percent.

Production Costs Adders (PCA)

In the case the rate under which the District purchases power at wholesale is adjusted in accordance with a cost adjustment provision in District's wholesale power contract, the foregoing energy charges shall be adjusted each month by the same amount per kWh as the cost adjustment per kWh in District's wholesale power bill for the corresponding month, plus kWh losses.

Minimum Monthly Bill

The minimum monthly bill shall be the sum of the following charges as determined for the customer (at the time service is available to a customer):

- (1) Customer Charge, plus
- (2) Greater of maximum demand charges for Local Distribution/Transmission System or \$1.67 per kVa of installed transformer capacity, plus

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA 68632

- (3) The billing demand charge for the monthly billing periods of June through September (Summer Season) of 100% of the Customer's single highest measured demand during the current billing period or the three (3) proceeding summer season monthly billing periods.
- (4) The billing demand for the monthly billing periods of October through May (Winter Season) shall be the highest measured demand of the current billing period
- (5) Determination of the minimum monthly bill excludes credit amount as determined by Line Extension Policy Service Provisions
Delivery Point: If service is furnished at secondary voltage, the delivery point shall be the metering point unless otherwise specified in the contract for service. All wiring, pole lines and other electric equipment on the load side of the delivery point shall be owned and maintained by the consumer.

If service is furnished at the District's primary line voltage, the delivery point shall be the point of attachment as specified in the service contract. All wiring, pole lines and electric equipment (except metering equipment) on the load side of the delivery point shall be owned and maintained by the consumer.

Terms of Payment

Late charges shall be imposed at a rate of 1.33% of the unpaid balance if the monthly bill is not paid by date specified on statement date, or as specified in service contract.

Tax Clause

In the event of the imposition of any new tax or the increase of any existing or any payment in lieu of tax thereof by any lawful authority on the transmission, production or sale of power and energy, the energy charge to be paid for each kilowatt-hour delivered and the charges based on demand when included in any rate may be increased by the amount of the tax.

Board Action Date: October 10, 2023

EFFECTIVE DATE: January 1, 2024

BUTLER PUBLIC POWER DISTRICT
DAVID CITY, NEBRASKA

POLICY NUMBER 513

CHARGE-OUT RATES

| | <u>RATES</u> |
|---|---------------|
| DISCONNECT FEE – Non Payment | \$ 60.00 |
| RECONNECT FEE – Idle Service | \$ 60.00 |
| | |
| LABOR | \$ 72.00/hr. |
| LABOR (Overtime) | \$ 108.00/hr. |
| | |
| VEHICLES & EQUIPMENT: | |
| T-3, T-4, T-20 (45' Bucket), T-13 (40' Bucket), and T-6 (4x4 Digger), T-15 | \$ 75.00/hr. |
| T-5, T-14 (60' Bucket) | \$ 80.00/hr. |
| T-7 (6x6 Digger) | \$ 130.00/hr. |
| Dump Truck | \$ 50.00/hr. |
| | |
| Trencher | \$ 65.00/hr. |
| Chipper | \$ 50.00/hr. |
| Tractor | \$ 47.50/hr. |
| Skid Steer Loader | \$ 55.00/hr. |
| Fault Locator | \$ 30.00/hr. |
| Vac- Tron | \$ 100.00/use |
| | |
| MILEAGE: | |
| Pickups/ Service Truck & Suburban (T-1, T-2, T-9, T-10, T-11 T-17) | \$ 1.50/mile |

MATERIALS & SUPPLIES:

Includes: Poles, conductors, Cost plus 20%
Salvage: All salvage materials, supplies and equipment will be returned to customer's
warehouse/storage.

Butler PPD will pay customers a TOW FEE of \$250 per tow.

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*NOTE: Except as may be otherwise mutually agreed in writing, billings for services provided by Butler PPD shall be due within 30 days after such billings are rendered by Butler PPD. In the event customer fails to make full payment on or before said due date, customer shall pay interest on any unpaid amount from the date due to the date upon which payment is received by Butler PPD. Such interest shall accrue at the rate of one percent (1%) per month or prorate portion thereof. The Butler PPD Board may adjust these rates as they deem appropriate.*

**Non-District Charge-out Rates**

**Effective May 1, 2023**

Operating Policies and Procedures

03/13/23

513-01

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 514**

**-----NOT USED-----**

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 515**

**RATE SCHEDULE WS-1 – Wheeling Rate Schedule**

AVAILABLE

For municipalities, villages or public power districts (Receiver) requiring the use of Butler Public Power District's (BPPD) subtransmission or distribution facilities to transmit their wholesale and/or retail power and energy requirements, whether purchased from BPPD or any other power supplier having such rights to provide wholesale power.

CHARACTER OF SERVICE

Three-phase, 60-cycle, alternating current, at standard BPPD voltages.

RATES

These wheeling rates are formulated using the attached calculations and are applied as specified. Said rate will be recalculated as outlined in applicable Subtransmission Service Agreement effective as of January 1, 2021 the monthly rates are as follows:

Subtransmission Facilities

The following rates are applied monthly to the Receiver's highest measured demand, adjusted for losses to BPPD's Point of Receipt, in any of the current or preceding eleven (11) months:

|                                                 |             |
|-------------------------------------------------|-------------|
| 69 or 34.5 kV Line Portion                      | \$0.94 / kW |
| 69 or 34.5/lower voltage Transformation Portion | \$0.74 / kW |

Distribution Facilities

*Line Portion:* Applied as a fixed rate by multiplying the number of line segment miles used for wheeling purposes by the average value of distribution line plant per mile of distribution line in service. This result is divided by the total value of distribution line plant and then multiplied by the total distribution line revenue requirements to arrive at the revenue requirements necessary from the line segment used for wheeling purposes. This result is prorated to the Receiver based on the Receiver's proportionate share of the load on the facilities identified, and then divided by twelve (12) to establish a fixed monthly charge.

*Transformation Portion:* Applied as a fixed rate by multiplying the transformation kVa installed for the Receiver's use by the rate below and dividing by twelve (12) to establish a monthly charge.

Distribution Transformation Charge: Not applicable  
As of 09-01-00

ADDITIONAL FACILITIES

Any charges and terms of payment for additional facilities shall be as outlined in Article 2 of the applicable Subtransmission Service Agreement.

### BILLING PERIOD

The billing period shall mean the monthly period between two successive meter readings taken for the purpose of billing, which readings shall be taken as near as practicable on the first day of each calendar month. Service for any portion of a given month shall constitute an entire billing period.

### POWER FACTOR ADJUSTMENT

The municipality, village or public power district shall maintain a power factor as determined by watt-var measurements equal to or above that specified in BPPD's Wholesale Power Contract. Penalties for failure to maintain said power factor will be computed as outlined in Article 8 of the applicable Subtransmission Service Agreement.

### TERMS OF PAYMENT

The municipality, village or public power district shall adhere to the terms of payment as outlined in Article 5 of the applicable Subtransmission Service Agreement.



**OPERATING POLICIES  
AND  
PROCEDURES**

**SERIES 600**

**<> <> OPEN FOR FUTURE USE <> <>**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**OPERATING POLICIES  
AND  
PROCEDURES**

**SERIES 700**

**A P P E N D I C E S**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632



**GLOSSARY**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**F P C ACCOUNT ASSIGNMENTS**  
**AS OF: FEBRUARY 11, 2002**

107.20 CONSTRUCTION WORK IN PROCESS:

All labor and expenses incurred with new construction, including preparing for the job, checking out material and installation of material and equipment.

108.80 RETIREMENT WORK IN PROCESS:

All labor and expenses incurred with removal of materials and equipment and subsequent return to stock of reusable items.

163.00 STORES EXPENSE – UNDISTRIBUTED:

All labor and expenses incurred in the operation of general storerooms, including purchasing, storage, handling and distribution of materials (except when assigned to a specific work order or maintenance account).

01. Inspecting and testing materials and supplies.
02. Unloading from shipping facility and placing in storage.
03. Getting materials from stock.
04. Maintaining stores equipment.
05. Cleaning storage areas.
06. Collecting and handling scrap materials.
07. Keeping all stock records.
08. All supplies used in cleaning storage areas.
09. Losses due to breakage, leakage, fire or other causes.

163.10 STORES EXPENSE – CLEARING:

All labor and expenses incurred during the annual inventory of stock on hand and adjustments of Inventories of materials.

184.10 TRANSPORTATION EXPENSE:

All labor and expenses incurred during the usage and maintenance of vehicles, trenchers, saws, etc (except when assigned to a specific work order or maintenance account).

242.30 HOLIDAY

242.31 VACATION

242.32 SICK LEAVE

These accounts shall include LABOR only and should not exceed more than eight hours per day. When entering holiday time for your birthday, the hours should be circled and marked "Birthday".

416.00 CONSUMER SERVICES (Cost of Merchandising, etc):

All labor and expenses incurred from the sale of merchandise and jobbing or contract work. Normally this shall include all work performed beyond the consumers meter.

416.10 DBS MERCHANDISING:

All labor and expenses incurred during the saleing and maintenance of DBS equipment. This includes, but is not limited to, advertising, equipment purchase, promoting, installing, etc.

571.00 MAINTENANCE OF TRANSMISSION LINES:

All labor, mileage and material expense necessary to maintain transission lines, including line patrol.

571.99 MAINTENANCE OF TRANSMISSION LINES -- MAJOR STORM DAMAGE

582.00 STATION EXPENSE:

All labor, mileage and material expenses incurred in the operation of distribution substations.

01. Supervising station operations.
02. Inspecting, adjusting and testing station equipment.
03. Keeping records and logs.
04. Operating switching equipment.
05. Care of grounds, including snow removal and mowing.

582.99 STATION EXPENSE -- MAJOR STORM DAMAGE.

583.00 OVERHEAD LINE EXPENSES (Operations):

All labor, mileage and material expense incurred in the operation of overhead distribution lines.

01. Changing/installing transformers due to increased load and for new services.
02. Routine line patrol.
03. Load tests and voltage surveys of feeder lines and circuits.
04. Voltage checks at secondaries.
05. Transferring and switching lines and changing source of feed.
06. Reading substation meters
07. Safety meetings and schools.
08. Testing for PCB contamination.

583.99 OVERHEAD LINE EXPENSES -- MAJOR STORM DAMAGE.

584.00 UNDERGROUND LINE EXPENSES (Operations):

All labor, mileage and material expense incurred in the operation of underground distribution lines.

584.99 UNDERGROUND LINE EXPENSES -- MAJOR STORM DAMAGE.

585.00 STREET LIGHTING AND SIGNAL SYSTEMS:

All labor, mileage and material expense incurred in the operation of street lighting and signal systems owned or leased by the District and the operation and maintenance when owned by the consumer.

585.99 STREET LIGHTING AND SIGNAL SYSTEMS -- MAJOR STORM DAMAGE.

586.00 METER EXPENSE:

All labor, mileage and material expense in the operation of consumer metering.

01. Connecting or disconnecting service.
02. Removing or installing meters.
03. Routine testing of meters on consumer premises as a result of a consumer complaint.
04. Routine changing of meters for testing purposes.

587.00 CONSUMER INSTALLATION EXPENSE:

All labor, mileage and material expense for work performed on consumer premises beyond the meter for which a charge is not made to the consumer. If a charge is to be made refer to FPC account 416.00.

01. Inspecting premises for condition of wiring.
02. Investigating service complaints (except meter complaints), including load tests and voltage.
03. Removing, renewing or replacing fuses or breakers at main disconnect.
04. All costs to maintain security lights except installation and removal.

- 587.99 CONSUMER INSTALLATION EXPENSE -- MAJOR STORM DAMAGE.
- 588.00 MISCELLANEOUS DISTRIBUTION EXPENSE:  
All labor, mileage and material expense incurred in distribution system operations not provided for elsewhere.
01. Snow removal and grass cutting at district office.
  02. General maintenance of grounds at district office.
  03. Cleaning of vehicle parking area.
- 592.00 MAINTENANCE OF STATION EQUIPMENT:  
All labor, mileage and material expense incurred in the maintenance of distribution substations.
- 592.99 MAINTENANCE OF STATION EQUIPMENT -- MAJOR STORM DAMAGE.
- 593.00 MAINTENANCE OF OVERHEAD LINES:  
All labor, mileage and material expense incurred in the maintenance of overhead distribution lines.
01. Replace damaged material (except poles, crossarms and arrestors).
  02. Moving material due to road improvements unless assigned to a work order.
  03. Realigning, straightening and stubbing poles.
  04. Changing burned out or defective transformers.
  05. Restoring service due to an outage.
  06. Removing, resetting, cleaning and repairing reclosers.
- 593.10 TREE CLEARING AND TRIMMING:  
All labor, mileage and material expense incurred in the cutting and trimming of trees and chemical treatment and/or clearing brush, except for new construction.
- 593.20 MAINTENANCE OF OVERHEAD BREAKERS:  
All labor, mileage and material expense incurred in the maintenance of overhead breakers.
- 593.30 MAINTENANCE -- MUTUAL AID:  
All labor, mileage and material expense incurred at another power District or Coop when working under the Mutual Aid agreement.
- 593.98 TREE CLEARING AND TRIMMING -- MAJOR STORM DAMAGE.
- 593.99 MAINTENANCE OF OVERHEAD LINES -- MAJOR STORM DAMAGE.
- 594.00 MAINTENANCE OF UNDERGROUND LINES:  
All labor, mileage and material expense incurred in the maintenance of underground distribution lines.
- 595.00 MAINTENANCE OF LINE TRANSFORMERS:  
All labor, mileage and material expense incurred in maintaining and testing line transformers.
01. Changing oil.
  02. Minor repairs (i.e. bushings, etc.)\
  03. Refusing or resetting.
- 595.99 MAINTENANCE OF LINE TRANSFORMERS -- MAJOR STORM DAMAGE.

- 597.00 MAINTENANCE OF METERS:  
All labor, mileage and material expense incurred in maintaining meters.
- 01. Repair and calibration.
  - 02. Routine testing.
  - 03. Meter schools.
- 598.00 MISCELLANEOUS DISTRIBUTION EXPENSE:  
All labor, mileage and material expense incurred in the maintenance of distribution lines not provided for elsewhere.
- 902.00 METER READING EXPENSE:  
All labor, mileage and material expense incurred in reading consumer meters.
- 903.00 CONSUMER RECORDS AND COLLECTIONS EXPENSE:  
All labor, mileage and material expense incurred in maintaining records for billing and accounting, to include collecting delinquent bills and all related activities such as disconnecting service for non-payment.
- 912.00 DEMONSTRATION AND SELLING EXPENSE:  
All labor, mileage and material expense incurred in promotional, demonstrating and selling activities, the object of which is to promote the use of electricity.
- 920.00 ADMINISTRATIVE AND GENERAL:  
All labor, mileage and material expense incurred by District employees for utility operations that are not directly chargeable to a particular operating function.
- 932.00 MAINTENANCE OF GENERAL PLANT:  
All labor, mileage and material expense incurred when maintaining district property and buildings (not charged anywhere else).
- 932.10 MAINTENANCE OF LOAD CONTROL EQUIPMENT:  
All labor, mileage and material expense incurred in the maintenance and operation of load control equipment.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**DISTRICT FACT SHEET**

Butler Public Power District "District" held the first organizational meeting on January 29, 1937. Acting under the terms of the Rural Electrification Act which was passed on May 20, 1936, the group applied for and received a Certificate of Approval of the State Engineer dated April 7, 1937 and was organized as a public power district, a political subdivision of the State of Nebraska, having no authority to levy taxes.

Originally the District was organized to provide electricity to the rural areas of Butler County and the western one-third of Saunders County in Nebraska. In 2000 realignment was completed of seven towns in the Butler service area. The District has 6,427 meters and serves nearly 1,708 miles of power lines.

The District's service area is all of Butler County and western Saunders County north to about 5 miles east of Linwood and then southeast to Wahoo. Then west to Weston and south to Saunders County line. The service area includes the Villages of Abie, Bellwood, Bruno, Dwight, Garrison, Linwood, Malmo, Octavia, Rising City, Surprise, Ulysses & Valparaiso. It does not include the towns of David City, Brainard, Prague, Weston or Wahoo.

In order to receive electricity, a person must make application with the District. The area residents have right to elect seven persons (one from each director district) from the District service area to the Board of Directors which sets policy and hires a General Manager to operate the business. Elections are held every two years in the general election for certain Directors each elected to serve six-year term.

The District currently has 26 full time employees.

The District purchases a diverse generation mix, from its customers and the Nebraska Generation and Transmission Cooperative, Inc. (NE G&T) of Columbus, NE. The NE G&T power is generated/provided by Nebraska Public Power District of Columbus, NE.

The Districts mission statement is as follows; We will provide safe, low cost, reliable, excellent electric service to our customers and be actively involved in the areas we serve.

**MEDIA RELATIONS FACT SHEET**

*Get the facts:*

- WHO** Who was involved, names of bystanders, phone numbers for follow-up?
- WHAT** What happened, what led up to it, what are the consequences, what is being done to control the situation, are there hazardous materials involved, is there an environmental impact, any affect on neighbors?
- WHERE** Where did it happen, general as well as specific location
- WHEN** Date, day, and time
- WHY** Answer only if you really know, don't invent, get the facts, explain
- HOW** Get the answer from the person in charge, don't invent

**WHO** \_\_\_\_\_

\_\_\_\_\_

**WHAT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHERE** \_\_\_\_\_

\_\_\_\_\_

**WHEN** \_\_\_\_\_

\_\_\_\_\_

**WHY** \_\_\_\_\_

\_\_\_\_\_

**HOW** \_\_\_\_\_

\_\_\_\_\_

**SPOKESPERSON GUIDELINES**

01. When human safety or other serious concerns are involved, deal with those considerations first.
02. Communicate only information approved for distribution. Always tell the truth.
03. Know to whom you are speaking. Get the person's name and telephone number if necessary.
04. Do not be intimidated. You may tell a reporter you need to clarify an important matter before you can answer questions.
05. Talk from the public's viewpoint. Avoid jargon. Speak within the audience's frame of reference.
06. If the questions are beyond your area of expertise, find the appropriate technical advisor or spokesperson.
07. State the most important fact at the beginning. Place your own headline on the answer.
08. Attack problems in you answers -- not people.
09. Do not repeat offensive or negative language. Do not let other people put words in your mouth.
10. Direct questions deserve equally direct and forthright answers.
11. Do not exaggerate the facts. Listen to how your answer "sounds" when spoken.
12. Ignore cameras and microphones. Talk to the reporter.
13. During videotaped interviews, it is all right to stop your statement and start over.
14. Do not say "no comment". Explain why you do not have an immediate answer.
15. Keep your composure, even if the reporter gets snappy.
16. Be prepared to provide sufficient evidence for statements you make.
17. Be especially alert about photos. You have little control over photos taken off District property, but you have every right to control photos taken on District property..



**QUESTION PREPARATION**

01. What happened and where? When did this occur?
02. Are there injuries or deaths as a result? How many and to whom?
03. What action is the District taking to control the situation?
04. Have chemicals or other hazardous substances been released into the environment? What kinds? How much? Were PCB's involved?
05. What type of hazards are presented to persons off-site?
06. How are the District's operations affected? When will power be restored?
07. How many people are employed in this operation.
08. How old is the facility/equipment (substation, power line, etc.)? Does it meet current regulations?
09. Why did this situation occur? (DO NOT SPECULATE!)
10. Are there safety rules covering the situation? Where they violated?
11. Does the District have an emergency plan? What does that involve?
12. Tell me about the District. Are there dangers involved in this business?
13. Will this have an affect on rates?
14. How much money will this cost the District?
15. Is there insurance coverage for the loss or damage? How much?
16. Will Rural Utility Service get involved in handling this situation?
17. Has this happened in your District before? What have you done to prevent it? Why weren't you better prepared? Why didn't you inform the public?
18. What do the District's employees think about this situation.

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
 DAVID CITY, NEBRASKA

STANDARD MOBILE 10 SIGNALS

|       |                                                                                 |       |                                                                                                                         |
|-------|---------------------------------------------------------------------------------|-------|-------------------------------------------------------------------------------------------------------------------------|
| 10-1  | Unable to copy<br>J 1 signal breaking up<br>J 2 signal weak<br>J 3 signal noisy | 10-51 | School Bus inspection at <u>(location)</u>                                                                              |
| 10-2  | Signal good                                                                     | 10-52 | Out of vehicle-check at <u>(location)</u>                                                                               |
| 10-3  | Stop transmitting                                                               | 10-53 | Phone (location) no. _____ contact                                                                                      |
| 10-4  | Message received                                                                | 10-54 | Meet at <u>(location/time)</u>                                                                                          |
| 10-5  | Relay                                                                           | 10-55 | Dispatch ambulance                                                                                                      |
| 10-6  | Busy, stand by                                                                  | 10-56 | Dispatch fire truck <u>(town,location)</u>                                                                              |
| 10-7  | Out of service at <u>(location)</u>                                             | 10-57 | .....                                                                                                                   |
| 10-8  | In service                                                                      | 10-58 | Advise operators lic nr, date issued<br>(name, address, birth date)                                                     |
| 10-9  | Repeat                                                                          | 10-59 | Attention all units                                                                                                     |
| 10-10 | On minor detail, subject to call                                                | 10-60 | Check suspension op. lic.                                                                                               |
| 10-11 | Talking to fast                                                                 | 10-61 | Officer Nr _____ taking sick leave date                                                                                 |
| 10-12 | Visitors or officials present                                                   | 10-62 | Motorist assist at <u>(location)</u>                                                                                    |
| 10-13 | Weather and road conditions                                                     | 10-63 | Out of unit - serving warrant                                                                                           |
| 10-14 | Convoy or escort                                                                | 10-64 | .....                                                                                                                   |
| 10-15 | Have prisoner in custody                                                        | 10-65 | Probable dealb<br>J 1 accident<br>J 2 suicide<br>J 3 felonious possibility                                              |
| 10-16 | Pick up prisoner at <u>(location)</u>                                           | 10-66 | Equipment _____ in unit keys available                                                                                  |
| 10-17 | Pick up papers at <u>(location)</u>                                             | 10-67 | .....                                                                                                                   |
| 10-18 | Urgent-rusb present detail                                                      | 10-68 | .....                                                                                                                   |
| 10-19 | Return to you station                                                           | 10-69 | .....                                                                                                                   |
| 10-20 | Location                                                                        | 10-70 | Message for you                                                                                                         |
| 10-21 | Call this station by phone                                                      | 10-71 | Burglar alarm active at <u>(location)</u>                                                                               |
| 10-22 | Disregard last information                                                      | 10-72 | Place road block at _____                                                                                               |
| 10-23 | Having interference                                                             | 10-73 | Pedestrian drunk                                                                                                        |
| 10-24 | Trouble at station, help needed                                                 | 10-74 | Watch for _____                                                                                                         |
| 10-25 | Do you have contact with _____                                                  | 10-75 | Stolen motor vehicle                                                                                                    |
| 10-26 | .....                                                                           | 10-76 | Ending tour of duty                                                                                                     |
| 10-27 | Any answer our number _____                                                     | 10-77 | No contact with _____                                                                                                   |
| 10-28 | Full registration information                                                   | 10-78 | For your information                                                                                                    |
| 10-29 | Check records for wanted                                                        | 10-79 | Use emergency frequency                                                                                                 |
| 10-30 | Does not conform to rules and regulations                                       | 10-80 | Bomb threat at <u>(location)</u>                                                                                        |
| 10-31 | Is lie detector available                                                       | 10-81 | Emergency 30 minute alert until further notification                                                                    |
| 10-32 | .....                                                                           | 10-82 | Reserve hotel room for _____                                                                                            |
| 10-33 | Emergency traffic this station                                                  | 10-83 | Have officer nr _____ call _____ contact _____                                                                          |
| 10-34 | Disturbance at <u>(location)</u>                                                | 10-84 | Advise phone nr _____ your city officer nr _____ will not arrive until <u>(date, time)</u>                              |
| 10-35 | Confidential information - have hit NIC/NIS can you copy                        | 10-85 | Message for delivery by mobile unit                                                                                     |
| 10-36 | Correct time                                                                    | 10-86 | Obtain fuel commercially unless an emergency                                                                            |
| 10-37 | Operator or officer on duty                                                     | 10-87 | .....                                                                                                                   |
| 10-38 | .....                                                                           | 10-88 | Advise present phone nr of _____ for station to station call being made by _____ from <u>(town)</u>                     |
| 10-39 | Registration info without VIN                                                   | 10-89 | Request assistance                                                                                                      |
| 10-40 | Drug violation <u>(location)</u>                                                | 10-90 | Tower lights burning properly<br>J 1 out all levels<br>J 2 out top level<br>J 3 out middle level<br>J 4 out lower level |
| 10-41 | Beginning tour of duty                                                          | 10-94 | Give test without voice                                                                                                 |
| 10-42 | Officer nr _____ at home                                                        | 10-95 | Give test with voice                                                                                                    |
| 10-43 | Return to this station                                                          | 10-97 | Arrived at scene                                                                                                        |
| 10-44 | Accident (place) property damage (if hit and run, state)                        | 10-98 | Finished with last assignment                                                                                           |
| 10-45 | Accident (place) personal injury (if hit and run, state)                        | 10-99 | Unable to receive your signal                                                                                           |
| 10-46 | Dispatch wrecker                                                                |       |                                                                                                                         |
| 10-47 | Driving while intoxicated                                                       |       |                                                                                                                         |
| 10-48 | Speeder                                                                         |       |                                                                                                                         |
| 10-49 | Cover traffic at <u>(location)</u>                                              |       |                                                                                                                         |
| 10-50 | Use caution                                                                     |       |                                                                                                                         |

## PHONETIC ALPHABET

A - ADAM

B - BOY

C - CHARLES

D - DAVID

E - EDWARD

F - FRANK

G - GEORGE

H - HENRY

I - IDA

J - JOHN

K - KING

L - LINCOLN

M - MARY

N - NORA

O - OCEAN

P - PAUL

Q - QUEEN

R - ROBERT

S - SAM

T - TOM

U - UNION

V - VICTOR

W - WILLIAM

X - XRAY

Y - YOUNG

Z - ZEBRA

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**APPLICATION TO INSPECT BOOKS AND RECORDS  
OF BUTLER COUNTY RURAL PUBLIC POWER DISTRICT**

The undersigned hereby does make application to inspect certain of the books and records of the Butler County Rural Public Power District and in support thereof makes the following application:

1. Applicant ( ) is ( ) is not a consumer of the above-mentioned power district.
2. Applicant states that the purpose in seeking inspection is:

---

---

3. The books and records which the applicant wishes to inspect are specifically described as follows:

---

---

4. The applicant would like to make inspection at the following date and time, or such other time as such books and records may conveniently be made available:

---

---

5. If the request is made on applicant's behalf plus that of others, please state the names, addresses and telephone numbers of the others (state only names of persons who have authorized you to request this information on their behalf):

---

---

(Attach additional pages if necessary)

6. If applicant is represented by an attorney in this request, please state the attorney(s) name:

---

---

**IT IS UNDERSTOOD AND AGREED THAT, BY EXECUTING THIS REQUEST FOR INFORMATION, APPLICANT AGREES NOT TO PUT OR PERMIT OTHERS TO PUT SUCH INFORMATION TO USE OTHER THAN ABOVE STATED.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

---

**Applicant (Printed Name)**

---

**Applicant (Signature)**

---

**Address**

---

**City, State, Zip**



## CO-SIGNER RESPONSIBILITY AGREEMENT

In lieu of the Customer Deposit, I (We) \_\_\_\_\_ will be  
**Co-Signer(s)**

responsible for all of \_\_\_\_\_'s unpaid monthly billings and final  
**Applicant(s)**

balance upon disconnection as stated in Paragraph II-A-g of Operating Policy No. 112 quoted below:

“In lieu of deposits required... responsibility for payment of service may be placed in the name of the applicant’s co-signer who is an existing RESIDENTIAL customer of the District and who has established a satisfactory credit record with the District in accordance with this policy. When an account is billed in this manner, the existing customer/co-signer will be responsible for payment of any delinquent or final unpaid electric bill and the existing customer’s/co-signer’s own service shall be subject to disconnect in the event all amounts due are not paid.”

It is also understood that a customer deposit may be required from the applicant upon the first Delinquent Notice of any billing.

|      |           |
|------|-----------|
| Date | Co-Signer |
| Date | Co-Signer |
| Date | Applicant |
| Date | Applicant |

1331 N 4<sup>th</sup> Street ♦ David City, Nebraska 68632  
 Phone: 402-367-3081 ♦ 800-230-0569 ♦ Fax: 402-367-6114

# TELEPHONE OR BOMB-THREAT CHECKLIST

Time Received: \_\_\_\_\_ Time Completed: \_\_\_\_\_ Date: \_\_\_\_\_

- Remain Calm, Be Courteous, Listen Carefully, and DO NOT Interrupt
- If available RECORD the phone call – (Select the “Record” button on the phone)
- Get attention of another person – Give note saying “CALL POLICE – BOMB THREAT” **9 911**
- Document Caller ID phone number
- Write down exact words of the caller and threat
- Notify a Supervisor

**Exact Wording of the Threat:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**QUESTIONS TO ASK:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

Caller ID Number: \_\_\_\_\_ Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_

|                       |
|-----------------------|
| <b>CALLER'S VOICE</b> |
|-----------------------|

- |                                  |                                   |                                   |                                          |                                         |
|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Soft     | <input type="checkbox"/> Distinct | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Loud     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep            | <input type="checkbox"/> Disguised      |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Ragged          | <input type="checkbox"/> Accent         |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Crying   | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Familiar       |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Normal   | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Whispered      |

If voice is familiar, who did it sound like? \_\_\_\_\_

|                          |
|--------------------------|
| <b>BACKGROUND SOUNDS</b> |
|--------------------------|

- |                                                          |                                           |                                            |                                        |
|----------------------------------------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Street noises                   | <input type="checkbox"/> Music            | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local         |
| <input type="checkbox"/> Crockery (plates, dishes, cups) | <input type="checkbox"/> House Noises     | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices                          | <input type="checkbox"/> Motor            | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> PA System                       | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Static            |                                        |

Other: \_\_\_\_\_

|                        |
|------------------------|
| <b>THREAT LANGUAGE</b> |
|------------------------|

- |                                                 |                                     |                                       |
|-------------------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well Spoken (Educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped        |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message Read |

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**OPERATION GUIDELINES - APPENDIX K**

**TREE TRIMMING AND BRUSH CONTROL NEAR ELECTRIC LINES**

**I. PURPOSE**

This guideline outlines the procedures to be followed in the control of trees and brush along Butler Public Power District's (District) electric lines. Safety, reliability, and efficiency of operations of overhead lines are dependent on adequate tree clearance and control.

The District's right-of-way easements usually contain the right to trim and/or remove trees and underbrush. If there is any doubt about the District's easement rights, the easement should be checked before beginning work.

Even though the District has the right-of-way to maintain the easement to continue good public relations, the landowner should be notified of the work to be done before beginning any tree maintenance work. A form exists which should be filled out and signed by the landowner giving the District permission to complete said work. Any overt act of the landowner in impeding or stopping the progress of the work should be immediately reported to management.

**II. TRANSMISSION LINES**

It is the direct responsibility of the Operations Manager to see that proper tree and brush clearance is maintained along transmission line rights-of-way. However, each District employee has the obligation to report tree clearance issues as appropriate.

**III. DISTRIBUTION LINES**

Each Lead Lineman (Maintenance) is responsible for keeping the trees and brush properly trimmed along distribution line rights-of-way within their respective areas. However, each District employee has the obligation to report tree clearance issues as appropriate.

**IV. LOCAL, STATE, AND FEDERAL LAWS**

Tree and brush spraying, burning and removal must be in accordance with all local, state, and federal laws or ordinances. Wind conditions must be favorable so that no waterways or ponds are polluted and adjacent landowner's property is protected. Certain conditions may cause "NO SPRAY AREAS" to exist.



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DAVID CITY, NEBRASKA

The State of Nebraska (State) requires that written permission be obtained from the Department of Roads (DOR) prior to conducting tree maintenance functions on State rights-of-way. Such requests to perform tree maintenance should be submitted to the DOR District Engineer.

The Nebraska Game and Parks Commission (NGPC) also requires that written permission be obtained from the NGPC prior to trimming or removing trees on NGPC lands. The NGPC address is P O Box 30370, Lincoln, NE 68503 – 0370.

V. CHEMICALS AND CERTIFICATION OF APPLICATORS

Questions pertaining to chemicals, which may be used in tree maintenance operations, should be addressed to any of the District's Certified Applicators. Nebraska Law requires that all commercial applicators, including the District, be trained and certified on the application of restricted use chemicals. The District requires that, at a minimum, the Tree Crew Foreman and the Operations Manager be Commercial Certified Applicators.

VI. TREE TRIMMING TECHNIQUES

The Nebraska Forest Service has developed a manual entitled "Line Clearing Manual on Overhead Conductors." This manual provides directional tree maintenance techniques and should be used as a reference for additional tree maintenance guidelines, procedures, and safe work habits.

VI. TREE CLEARANCE GUIDELINES

The key to success in tree clearance is preventive maintenance practices. Volunteer trees should be controlled during earliest stages of growth through chemical applications or removal. To eliminate re-growth of trees, chemically treating stumps must occur as soon after removal of trees as possible.

Tree clearances required for tree trimming should be based on maximum sag of the lines expected under either high temperature or ice conditions (whichever has a greater sag effect), and extreme conductor position under high wind conditions. When possible, every effort should be made to obtain a clearance between three (3) and four (4) years' trimming cycle. The following tree clearance guidelines are only suggested distances.

A. TRANSMISSION 34.5 kV – 69 kV

1. Conductor sag and span lengths vary considerably from one line to another, which may affect the tree clearance required. When possible any tree beneath or to the side of a conductor that would interfere at mature height should be removed.

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2. All overhanging limbs should be eliminated.
3. A ten (10) foot clearance under and adjacent to the conductor should be maintained.

B. PRIMARY DISTRIBUTION 2.4 kV – 24.9 kV

1. When possible, any tree beneath or adjacent to the conductor that would interfere at mature height should be removed.
2. All overhanging limbs should be eliminated.
3. A six (6) foot clearance under and adjacent to the conductor and around pole mounted electrical equipment, including transformers, capacitors, etc. should be maintained.

C. SECONDARY DISTRIBUTION 120V – 480 V

1. A clearance of three (3) to six (6) foot over, under and adjacent to the conductor should be maintained.

VII. DEVIATION FROM THIS GUIDELINE

These guidelines are intended to offer direction toward the proper and efficient tree/brush removal near District electric lines. Spraying, trimming or removing trees not associated with District lines shall only be conducted when the crew is in the area.

It is unacceptable to assist private contractors who are hired by others to remove trees from private property. Trees located on private property between the meter and the property being served shall only be trimmed or removed if District personnel are on site to remove trees located on or adjacent to District electric lines, or to restore power due to an outage caused by trees on private property. In these cases the customer shall be billed appropriately.

Initiated September 9, 2004

Gary S. Westphal  
General Manager

**HOUSE MOVING TERMS AND CONDITIONS**

It is Butler Public Power District's (BPPD) intent to recover its costs involved in house moving jobs with minimal inconvenience to its customers and least disruption to its regularly scheduled work. Accordingly, the following Terms and Conditions apply to house (includes structure, building, grain bin, etc.) moves in the BPPD service territory.

- 1) The Owner or Mover will pay BPPD a \$250.00 nonrefundable deposit for any inquiries regarding house moves. The \$250.00 is for the time involved in reviewing the route, getting measurements, and preparing the estimate. The deposit will be applied toward the final bill if the house or building is moved. If the move is cancelled, the \$250 will not be refunded.
- 2) The Owner/Mover must provide a map with a suggested route at least 3 weeks prior to the scheduled move to BPPD. BPPD will prepare a written *Cost Estimate* and submit it to Owner/Mover prior to the move. The estimate will include the route which may be modified by BPPD.
- 3) The roof, including the peaks, must be the highest point of the structure being moved. It is the Owner or Mover's responsibility to remove all extremities of the structure being moved. This includes, but is not limited to, chimneys, lightning rods, wire, weathervanes, and antennae. Estimated height is\_\_\_\_\_’.
- 4) An additional deposit (*Cost Estimate* = \$\_\_\_\_\_) must be submitted to BPPD at least 48 hours prior to beginning of scheduled move. It must be paid in the form of Cash, Certified Check, Cashier's Check, or Bank Draft. This additional deposit is generally determined by route mileage and height of structure to be moved.
- 5) Seventy-two hours' notification to BPPD from Owner/Mover is requested before the move actually takes place, but in no instance shall a move be undertaken with less than forty-eight (48) hours notice. (see *Neb. Rev. Statute 48-436 to 48-442*) Notification of move cancellation must be made no less than four (4) hours prior to the start of the move to avoid any charges and/or loss of deposit.
- 6) Upon completion of the move, a billing will be rendered to the Owner/Mover with the deposited amounts credited. Any refunds will be made on a timely basis.
- 7) Because of the negative impact on irrigators, house moves will not be allowed during irrigation season, generally from May 15 through September 15.
- 8) Butler PPD has the right to postpone any move due to any condition affecting its ability to serve customers. Those conditions include storm damage, flooding, etc.

The authorization for modification of any terms provided herein requires approval of the General Manager. The Owner/Mover understands and agrees to the foregoing Terms and Conditions.

Signed: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_  
Owner or Mover

Signed: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_  
Butler Public Power District Representative

# APPLICATION FOR ELECTRIC IRRIGATION SERVICE

The undersigned Tenant-Owner (hereinafter "APPLICANT") hereby applies for electric irrigation service with the Butler Public Power District, a public subdivision of the State of Nebraska (hereinafter "DISTRICT"), upon the following terms and conditions:

1. The APPLICANT will, when electric facilities become available, purchase from the DISTRICT all the electric energy used for irrigation service on the premises described below now owned or occupied by the APPLICANT and abide by all the rules and regulations and rate schedules established by the DISTRICT.
2. The APPLICANT agrees to pay the DISTRICT for all electric energy supplied at the rates and upon the terms and conditions set forth in the DISTRICT'S Schedule I, irrigation service rate, and will be responsible for all facility charges, horsepower and energy bills incurred against this irrigation service.
3. The APPLICANT will be responsible to furnish and install motor, motor control appliances, service switch and wiring. The installation of motor and appliances, service switch and wiring shall comply with the National Electric Safety Code and the rules and regulations of the DISTRICT as well as all required permits must be obtained from the Nebraska State Electrical Division before the electrical service will be energized. The applicant is responsible for tree removal if located on proposed overhead line route.
4. The acceptance of this application by the DISTRICT shall constitute an agreement between the APPLICANT and the DISTRICT and the contract so made for electric service shall continue in force seven (7) years from the date electric energy is made available by the DISTRICT to the APPLICANT.
5. Upon installation of the line and electrical equipment the billing shall commence.
6. The DISTRICT shall make every reasonable effort to make irrigation service available to the APPLICANT, but the DISTRICT shall not be liable to the APPLICANT in damages or otherwise for failure to make such service available. To assure availability of service application must be submitted by April 15th.
7. After irrigation service is made available to the APPLICANT, the DISTRICT shall make every reasonable effort to continue such service without interruption, but the DISTRICT shall not be liable to the APPLICANT for interruptions, regardless of the cause thereof.
8. If APPLICANT wishes to terminate this contract, at least thirty (30) days written notice shall be given the DISTRICT on or before April first (1st) of that season. In the event of such termination, the facility and horsepower charge for the balance of the seven (7) year contract shall be due and payable to the DISTRICT immediately unless the service is assumed by another customer. The DISTRICT reserves the right to remove the electrical line and equipment installed by the DISTRICT if not assumed by another. The cost of re-installation of such electrical line and equipment at a later date shall be borne by the APPLICANT. ( \_\_\_\_\_ Applicant Agrees)
9. APPLICANT (excluding wheels only and reuse pumps) is required to be on load control and not offered the "Non-Operating" option for the term of this seven (7) year contract. The "No Control" rate is NOT an option during the term of the contract. Electrical service will NOT be energized until a load control agreement has been signed. ( \_\_\_\_\_ Applicant Agrees)

\_\_\_\_\_  
Applicant – Signature Date

\_\_\_\_\_  
Print Applicant's Name

The application for electric service accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mailing Address

BUTLER PUBLIC POWER DISTRICT

\_\_\_\_\_  
Service Address

By: \_\_\_\_\_

\_\_\_\_\_  
Phone Number(s)

Title: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Social Security Number

*May be used for a credit check to determine deposit.*

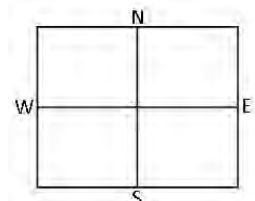
Load Control Agreement Signed

Check box – If billings should be mailed to a different address.  
(Please include the information on the back or bottom of the contract)

Irrig Type \_\_\_\_\_ NP HP \_\_\_\_\_ VFD: YES NO Grain Dryer: YES NO

Acct # \_\_\_\_\_ W.O.# \_\_\_\_\_ AIC \$ \_\_\_\_\_ Check # \_\_\_\_\_ Paid Date \_\_\_\_\_

The pump is located in the \_\_\_\_\_ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ County \_\_\_\_\_ and is approximately \_\_\_\_\_ feet from existing primary line.



Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

Date entered into SEDC \_\_\_\_\_

10.10.2013



**INTERRUPTIBLE IRRIGATION SERVICE AGREEMENT  
(LOAD CONTROL)**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Butler Public Power District (hereinafter referred to as "DISTRICT") and \_\_\_\_\_ (hereinafter referred to as "CUSTOMER"), shall continue for a period of one (1) year and thereafter from year to year until terminated by either party giving to the other one (1) month notice in writing.

WITNESSETH;

1. The "INTERRUPTIBLE IRRIGATION SERVICE AGREEMENT" shall not in any manner void or replace the "APPLICATION FOR ELECTRIC IRRIGATION SERVICE", but shall be supplemental to said agreement.
2. CUSTOMER agrees to accept service under the appropriate rate schedule in effect and to abide by the terms and conditions of said schedule. Under this schedule, irrigation pumping service may be interrupted by the DISTRICT during periods of maximum electrical demand as follows:

- |                                                                                                                                    |                                                         |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Any time on a stated day of the week, but not in excess of 12 hours per day. (Weekly control)             | (1-day, rate 43)<br>M · T · W · Th · F · S              |
| <input type="checkbox"/> Any time on two (2) consecutive days of the week, but not in excess of 12 hours per day. (Weekly control) | (2-day, rate 44)<br>M,T · T,W · W,Th · Th,F · F,S · S,M |
| <input type="checkbox"/> Any time on three (3) alternate days of the week, but not in excess of 12 hours per day. (Weekly control) | (3-day, rate 46)<br>M,W,F · T,Th,S                      |
| <input type="checkbox"/> Any time, on any day of the week, but not in excess of 12 hours per day. (Daily control)                  | (Daily, rate 45)                                        |

3. CUSTOMER agrees that the DISTRICT may install load control equipment on or near the pump motor controller for the purpose of interrupting irrigation pump service and shall permit the DISTRICT to enter CUSTOMER'S premises at all reasonable times in order to carry out the provisions hereof. Ownership of all required remote control switches will remain with the DISTRICT.
4. Load control equipment shall remain sealed at all times and only opened by an authorized representative of the DISTRICT. Any tampering with or override of the interruptible function of the control unit by unauthorized persons shall be grounds for the DISTRICT to change the CUSTOMER to the "NO CONTROL" rate. The CUSTOMER shall pay any penalty assessable under Nebraska law plus the service charge in effect at the time of the change plus all charges incurred on the "NO CONTROL" rate schedule less any charges paid on the existing rate schedule.
5. If service should be interrupted by causes not reasonably within the DISTRICT'S control, causing CUSTOMER undue hardship, the DISTRICT may upon request of the CUSTOMER temporarily suspend the agreed controlled interruption periods and "override" the control equipment without penalty to the CUSTOMER. Such suspension must be approved by authorized DISTRICT personnel on an individual basis and will only be made if service was inoperative in excess of the hours indicated in paragraph #2 of this agreement.
6. The CUSTOMER agrees that if CUSTOMER cancels this agreement during the irrigation season, the CUSTOMER forfeits all rights under this agreement. If the CUSTOMER wants to change to a lessor interruptible rate during the summer months of June through September, one can make one change per year and sign a new agreement and further agrees to pay the service charge in effect at the time of change and will pay all charges incurred on the applicable rate schedule less any charges paid on the existing rate schedule.
7. CUSTOMER shall hold the DISTRICT harmless for any crop loss or damage which may occur or be alleged to occur as a result of a scheduled interruption of service by the DISTRICT under the terms of this agreement.
8. This agreement shall be binding upon and inure to the benefit of the successors, legal representatives and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives all as of the day and year first written above.

BY \_\_\_\_\_  
**BUTLER PUBLIC POWER DISTRICT**

BY \_\_\_\_\_  
**OWNER – CUSTOMER**

**FOR DISTRICT USE ONLY**

Well Location: \_\_\_\_\_ Meter Number: \_\_\_\_\_ Acct No. \_\_\_\_\_

| 7 YR SERVICE CONTRACT | PREV RATE | CURR RATE | NP H.P. | PREV GROUP # | CURR GROUP # | SERVICE ADDRESS |
|-----------------------|-----------|-----------|---------|--------------|--------------|-----------------|
| YES NO                |           |           |         |              |              |                 |

- SEDC     LMT     Adjustments     Text Message     % Billing

# Butler Public Power District

## Small Generation Interconnection Application

Date Application Received by Butler Public Power District (BPPD): \_\_\_\_\_

Application Received by: \_\_\_\_\_

\_\_\_\_ This application is for net metered qualified generation interconnection

\_\_\_\_ This application is for a non-net metered parallel interconnection

NOTE: The application must be received a minimum of sixty days prior to the interconnection of the

### Section 1 – System Source Type

generation facility to the BPPD's distribution lines.

Methane    Geothermal    Solar    Wind    Biomass

Hydropower    Other-must specify: \_\_\_\_\_

### Section 2 – Customer-Generator Information

Name: \_\_\_\_\_

BPPD Account # (if applicable): \_\_\_\_\_

Address of Installation-include legal description: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Section 3 –Installer Information

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Company Address: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the installer insured or bonded?  Yes  No

Section 4 – Electrical Contractor Information

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Company Address: \_\_\_\_\_

Electrician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Electrical License # \_\_\_\_\_

Is the electrical contractor insured or bonded?  Yes  No

Section 5 – Generation System Characteristics

**Generator Characteristics**

Generator technical information must be filled out completely and representative of the final as-built project design

Generator Manufacturer: \_\_\_\_\_

Manufacturer's Model, Reference Number, Style or Type: \_\_\_\_\_

Generation capacity: \_\_\_\_\_ kW (For net metering it must be 25 kW or less at maximum continuous output and may be different than the "rated capacity")

Projected annual kWh: \_\_\_\_\_ **Must include an explanation of the calculation method used and attach it to this application.**

**Inverter Characteristics**

Inverter Manufacturer \_\_\_\_\_

Inverter Model Number (meets requirements of UL 1741, IEEE 1547): \_\_\_\_\_

Nameplate Rating: \_\_\_\_\_ kW

AC Volt Output: \_\_\_\_\_ DC Volt Input: \_\_\_\_\_ Max Current Output: \_\_\_\_\_ Amps

- A one-line diagram of the generation system plan is attached to this form.  
The one-line diagram of the proposed generator installation of the Member's electrical system shall include, all bus voltages, conductor properties, generating equipment, interconnection point, and location of the interconnection disconnecting device. A site plan and detail sheets/catalog cuts shall be provided with this application. A visible break and lockable disconnect is to be located within 10' of BPPD's electric meter on a separate support structure.

Make and Model of visible break and lockable disconnect: \_\_\_\_\_

Proposed start-up date: \_\_\_\_\_ (must be at least 60 days following submission of this application)

I attest that the information provided is accurate and will meet all the interconnection requirements of BPPD. If applying for net metering, I attest that I will abide by the provisions of law §70-2001- §7-2004, including acquiring a satisfactory inspection from the State Electrical Division.

Installer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Section 6 – Required Documentation/Meeting Requirement

1. This application must be completed and provided to BPPD a minimum of sixty days prior to the member's generation being interconnected to BPPD's distribution system.
2. The customer-generator will meet with a designated representative of BPPD to discuss interconnection requirements including any potential additional costs that may be assessed and to assist with proper sizing of generation resource to meet the customer's load.
3. BPPD's interconnection agreement must be signed and approved by both the customer-generator and BPPD prior to the member's generation being attached to the cooperatives distribution system. A copy of the interconnection agreement will be provided upon receipt of this initial application.
4. Prior to the interconnection of the member's net metering installation, the member must provide written proof of inspection certification from the Nebraska State Electrical Division to the BPPD.
5. The generation facility must meet all applicable safety, performance, interconnection, and reliability standards established by the National Electrical Code, the National Electrical Safety Code, the Institute of Electrical and Electronics Engineers, and the Underwriters Laboratories, Inc.

As the owner/controller of the small generation facility interconnect, I attest that the information on this form is correct and that I will comply with the interconnection requirements of BPPD. If applying for net metering I will abide by the provisions of law —§70-2001-§70-2004. I further acknowledge that I may be subject to immediate disconnect of all services without advance notice or liability if the generation facility causes any electrical problem(s) with other BPPD customers or if the facility may pose a risk to BPPD employees, customers or the general public.

Any additional costs or requirements will be outlined as an addendum to the interconnection agreement.

Customer-Generator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SMALL GENERATION  
INTERCONNECTION AND SERVICE AGREEMENT**  
**Between**  
**Butler Public Power District**  
**And**

---

This Small Generation Interconnection and Service Agreement (“Agreement”) is entered into as of \_\_\_\_\_, 20\_\_, by and between **Butler Public Power District**, a public corporation and political subdivision of the State of Nebraska, hereinafter referred to as “BPPD,” and \_\_\_\_\_, hereinafter referred to as “Customer”, and each at times singularly called ‘Party’ or collectively called ‘Parties’.

**SECTION 1 – GENERAL TERMS AND CONDITIONS**

**1.01** BPPD owns and operates an electric subtransmission and distribution system in the State of Nebraska and is engaged in the purchase, transmission, distribution and sale of electric power and energy, and wishes to accommodate the Customer’s desire to install small generation facilities with a capacity rating of 25 kW or less at a single site.

**1.02** The Customer’s energy generating facilities will be electrically interconnected with BPPD to allow the generating facilities to operate synchronous with BPPD’s system and provide a path for the delivery of energy from BPPD’s system to the Customer’s remaining load or in the event of surplus generation, allow for the delivery of excess energy from the Customer’s generating facilities to BPPD. The Customer’s energy generating facilities will be equipped to automatically isolate the qualified facility from the electrical system in the event of an electrical power outage or other conditions where the line is de-energized.

**1.03** All transactions and service provided to the Customer under this Agreement, including payment to the Customer for excess generation delivered to BPPD, shall be conducted and provided as outlined by the policies and/or pricing exhibits that are attached to and shall become a part of this Agreement. The BPPD retains and reserves the right, power and authority to modify, revise, amend, replace or repeal said policies and/or pricing schedules for any interconnected generation, in whole or in part, by resolution adopted by the BPPD Board of Directors. **For net metering customers only**, the excess generation will be at BPPD’s avoided cost based on the schedules adopted by the BPPD Board of Directors.

**1.04** BPPD shall have the right to require the Customer to immediately disconnect, or BPPD will cause to be disconnected, all services without advance notice or liability if the facility causes any offending power quality issues(s) with other BPPD customers or if the facility may pose a risk to BPPD employees, customers, or the general public. Should this occur, it shall give BPPD the right to terminate its agreement with the Customer and to recover from the Customer the cost and expenses incurred by BPPD.

1.05 This Agreement and all rights, obligations, and performances of the Parties hereunder, are subject to all applicable federal, state and local laws, ordinances, rules and regulations, and other duly authorized action of any governmental authority having jurisdiction over the Parties and/or their respective facilities, including but not be limited to: the National Electric Code, National Electric Safety Code, the Institute of Electrical and Electronics Engineers, and the Underwriters Laboratories, Inc., as identified in the approved application for interconnection.

1.06 Interconnection of the generating facility with BPPD’s utility distribution system does not grant to the Customer the right to export power using the BPPD utility distribution system, nor does it constitute an agreement to wheel excess power.

1.07 Written proof of inspection certification by the Nebraska State Electrical Division must be provide prior to interconnection.

1.08 In the event there is any inconsistency between the provisions of this Agreement and any policy adopted by the BPPD Board of Directors governing small generation purchases, the policy provisions adopted by the BPPD Board of Directors shall govern.

1.09 This Agreement shall become effective on the date of its execution above, and unless sooner terminated in a manner herein provided, shall continue in full force and effect for an initial term of five (5) years, and shall continue thereafter until terminated by not less than one (1) year written notice of termination by either party.

1.10 In the event of a transfer of ownership of the property and associated interconnected generation, it is the customer’s (seller’s) responsibility to notify the utility of the transfer. It is also the responsibility of the customer (seller) and to inform the buyer that prior to operation of the interconnected generation a new interconnection agreement must be signed.

**SECTION 2 – FACILITIES AND METERING**

**2.01 Generator Characteristics**

|                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Generator technical information must be filled out completely<br/>and representative of the final as-built project design</p>                             |
| <p>Generator Manufacturer: _____</p>                                                                                                                         |
| <p>Manufacturer’s Model, Reference Number, Style, or Type: _____</p>                                                                                         |
| <p>Generation capacity: _____ kW (For net metering it must be 25 kW or less at maximum continuous output and may be different than the “rated capacity”)</p> |
| <p>Projected annual kWh: _____ <b>Must include an explanation of the calculation method used and attach it to this application.</b></p>                      |

## 2.02 Inverter Characteristics

|                                                                           |
|---------------------------------------------------------------------------|
| Inverter Manufacturer _____                                               |
| Inverter Model Number (meets requirements of UL 1741, IEEE 1547): _____   |
| Nameplate Rating: _____ kW                                                |
| AC Volt Output: _____ DC Volt Input: _____ Max Current Output: _____ Amps |

**2.03** The Customer grants to BPPD the right to install, test, maintain, inspect, replace, repair, connect, and disconnect equipment or facilities, if any, placed on the property of the Customer under the provisions of this Agreement during the term thereof, and also grants to the other Party the right to remove such equipment and facilities at the expiration of the term thereof.

**2.04** The Customer also grants to BPPD the right of ingress to and egress from the location of the Customer's generation facilities and also grants the right at reasonable times to read and inspect all meters which are installed on the property of the Customer.

**2.05** The customer grants to BPPD, the right to disconnect power to the renewable source to verify that the customer's equipment is not generating back on the District's distribution system during an outage situation. The District will contact the net metering customer in advance of the disconnecting and verifying of the customer's equipment.

**2.06** Metering equipment will be installed in compliance with board policies and will be used to measure the amount of Customer generation output, the amount of electrical power and energy delivered from BPPD to the Customer to serve load, and the amount of electrical power and energy, if any, delivered from the Customer. Additional metering may be installed and used to measure the total amount of customer generation at the generating facility.

**2.07** Any costs associated for additional facilities or upgrades required for installation and service of the generation facility are the responsibility of the customer and are outlined in Operating Policy #101 (Line Extension Policy).

## **SECTION 3 – LIABILITY AND INDEMNITY**

**3.01** The Customer hereby agrees to indemnify and hold harmless BPPD, its respective directors, officers, employees, agents and representatives, from any and all losses, and any and all claims, liabilities, penalties, fines, costs and expenses incurred or paid in connection with any threatened or completed demand, claim, suit, order, injunction, proceeding or other action threatened or brought against an indemnified person for any reason whatsoever including (without limitation) for the loss of or damage to any property, or for the injury, disease or death of any person, caused by (whether in whole or in part), arising from, or in any manner related to any act or omission of the Customer, or any person acting for or on his/her behalf, in connection with any activity performed or undertaken pursuant to this Agreement. This agreement for indemnity shall survive the expiration or other termination of this Agreement.

**3.02** In no event shall BPPD be liable under any provision of this Agreement for special, incidental or consequential damages, including, but not limited to, loss of profits, loss of revenue, loss of use of any property, cost of capital, cost of purchased power, cost of substitute equipment, facilities or services, downtime costs, or claims of Customer for such damages, even if BPPD is expressly informed of the same.

*3.03 The Customer-generator shall provide proof of a minimum \$1,000,000 liability insurance coverage prior to interconnection and shall maintain the liability insurance coverage for the duration of the interconnection with BPPD's primary voltage distribution system. A letter will be sent annually to Customer-generator reminding them of liability insurance coverage.*

**SECTION 4 - APPROVAL**

**4.01** The Parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

**BUTLER PUBLIC POWER DISTRICT:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

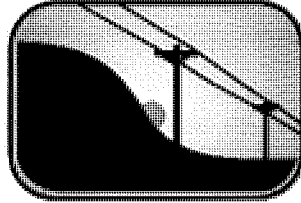
**CUSTOMER:**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Agreement For Standby (Idle) Service

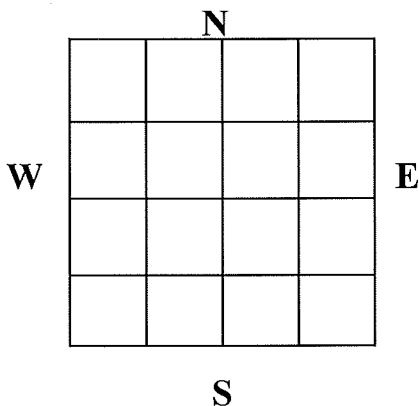
The undersigned customer hereby applies to the Butler Public Power District (hereafter called "District") for Standby (Idle) Service to our existing service as shown below and agrees to the following:

1. Customer will comply with the District's terms and conditions and will pay for Standby (Idle) Service in accordance with the District's rate schedule in effect during the period of disconnected service.
2. Customer agrees the electric service will be disconnected from the date of agreement and shall remain disconnected until customer requests service to be reconnected or removed.
3. The agreement shall be in effect from \_\_\_\_\_, 20\_\_\_\_ Through \_\_\_\_\_, 20\_\_\_\_ and shall automatically be renewed on the first day of \_\_\_\_\_ of each year thereafter unless cancelled by either party.
4. The customer may request, and the District agrees, to reconnect the electric service and the customer shall pay for electric service in accordance with the District's appropriate rate schedule in effect at the time.
5. Customer agrees that in the event the service is re-energized prior to being disconnected for the first 12 months the standard reconnection fee plus the monthly facility charges for those months the service was on Standby (Idle) Service will be charged
6. In the event the customer requests to have the facilities re-energized or removed during the Standby (Idle) Service year the yearly charge will not be pro-rated.
7. In the event the customer fails to pay the yearly charge within 60 days for the Standby (Idle) Service, the District may, at its option, remove any electric facilities necessary for electric service.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Legal: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ County \_\_\_\_\_

Account Number: \_\_\_\_\_ Location: \_\_\_\_\_



BUTLER PUBLIC POWER DISTRICT

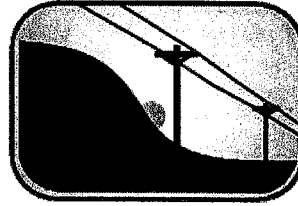
By: \_\_\_\_\_

Date: \_\_\_\_\_

1331 – 4th Street • David City, NE 68632

Phone: 402/367-3081 • 800-230-0569 • Fax: 402/367-6114

Effective: July 2017



**CONFLICT OF INTEREST  
CERTIFICATION AND DISCLOSURE FORM**

1. As described by the District's Conflict of Interest Policy (Operating Policy #134) the undersigned Employee states:
2. I affirm that I have received or have access to, have read, and understand the Procurement Conflict of Interest Policy.
3. I agree to comply with the Procurement Conflict of Interest Policy.
4. Based upon my good faith belief, to the best of my knowledge, and except as disclosed below, I certify that I currently comply with the Policy.
5. I disclose the following information or facts regarding any potential Conflict of Interest or any actual Conflict of Interest that could impact my compliance with the Procurement Conflict of Interest Policy:

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6. Upon discovering any information or fact regarding any potential or actual Conflict of Interest that could impact my compliance with the Procurement Conflict of Interest Policy, I agree to disclose this information or fact to the General Manager.
7. If I do not comply with the Procurement Conflict of Interest Policy, I agree to any sanction, disqualification, removal or other action taken under the Policy, consistent with law and District Bylaws.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

**1331 – 4th Street • David City, NE 68632**

**Phone: 402/367-3081 • 800-230-0569 • Fax: 402/367-6114**

Effective: July 2017



## CONSENT AND AGREEMENT FOR eSt. TEMENTS

Butler PPD's goal is to provide you with an easy and convenient way to receive your monthly statement.

We need your consent to begin sending your statements to you electronically. Please review the information below prior to giving your consent.

Your consent, which will be given by signing this Consent and Agreement and providing it to Butler PPD, will authorize Butler PPD to electronically send your monthly electric statement. If you elect to receive your statement through electronic delivery, Butler PPD will NO longer send you a printed statement through the U.S. mail.

By agreeing to have your statements sent electronically, you also agree to notify Butler PPD immediately in writing of any changes in your e-mail address, other contact information on file with us, or any errors or complications relating to the electronic receipt of your statement. Butler PPD must be notified if eStatements are not received by the 15th of each month.

It is necessary to have Adobe Acrobat Reader installed on your PC to view the statement. You can obtain a free copy of Adobe Acrobat Reader by visiting <http://www.adobe.com> Acrobat Reader is available by clicking the "downloads" link.

To discontinue this electronic service Butler PPD must be notified in writing.

To ensure delivery of eStatements to your inbox, please add [loadmgmt@butlerppd.com](mailto:loadmgmt@butlerppd.com) to your address book or safe sender list.

Butler PPD may change, suspend or eliminate all or any aspect of this delivery service upon notice to you.

By enrolling, you agree to the terms stated above.

**I agree to the terms and conditions and wish to sign up for eStatements.**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Email Address(s): \_\_\_\_\_  
(Limit 2)

Account Number(s): \_\_\_\_\_

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### *Additional Programs Available*

► **PowerPay**

Make life EASIER! Have your monthly bill automatically taken from your bank account or Visa/MasterCard each month.

► **Online Access**

Unlimited access to your account information and online payment ability plus much more.

► **Alerts/Reminders**

Have alerts/reminders concerning due dates, past due reminders and payment conformations sent to you using text messaging and/or email.

► **Budget or Levelized Billing**

This programs is available to most residential customers with a 12 month payment history.

► **Facebook**

Join us on Facebook to receive a variety of timely messages from energy efficiency to daily operational messages.

Contact Butler PPD for more information and enrollment requirements for the above programs.

1331 N 4<sup>th</sup> Street ♦ David City, Nebraska 68632  
Phone: 402-367-3081 ♦ 800-230-0569 ♦ Fax: 402-367-6114



**BUTLER PUBLIC POWER DISTRICT (“District”)  
Net Metering (NMS-1) Rate Schedule  
Page 1 of 2**

**Effective: For service rendered on and after January 1, 2024**

**AVAILABLE:** In the retail distribution service territory of the District.

**APPLICABLE:** To any Customer that has a generation facility (or facilities) that uses as its energy source methane, wind, solar, biomass, hydropower, or geothermal resources and that is interconnected behind their service meter with an aggregate nameplate capacity of 25 kW or less. This Rate Schedule will be made available to new Customers until the aggregate nameplate capacity of participating Customer generation reaches one percent (1%) of the peak annual demand of the District's retail customers.

**RETAIL BILLING PROCEDURE:** The Customer will be allowed to use the electrical output of their applicable generation facility (or facilities) to supply all or a portion of their own load and deliver any surplus to the District. If over the billing period there is a net flow of energy from the District to the Customer, the Customer will be billed for the net use at rates included in their applicable standard retail rate schedule. If over the billing period there is a net flow of energy from the Customer to the District (i.e. Net Excess Generation), the monetary credit for the Net Excess Generation will be determined and carried forward to the subsequent billing period as an offset to the cost of energy owed by the customer. If, at the end of the calendar year (or when the Customer terminates service under this Rate Schedule), an amount is owed to the Customer for accumulated monetary credits associated with Net Excess Generation, then such amount will be paid to the Customer.

A customer-generator receiving service under this Rate Schedule will be subject to the same retail rate as those who are not generators. Customers served under this rate remain responsible for all charges from their normal rate schedule including monthly minimum charges, customer charges, horsepower charges, meter charges, facilities charges, demand charges and surcharges.

The monetary credit for Net Excess Generation is dependent on the type of generation and will be determined based on the following purchase rates:

Summer:

For the period June 1 through September 30, the purchase rate for Net Excess Generation shall be as follows:

Wind generation: \$0.043 per kilowatt hour

Photovoltaic generation: \$0.050 per kilowatt hour

**BUTLER POWER DISTRICT (District)  
Net Metering (NMS-1) Rate Schedule  
Page 2 of 2**

**Effective: For service rendered on and after January 1, 2024**

Winter:

For the period October 1 through May 31, the purchase rate for Net Excess Generation shall be as follows:

Wind generation: \$0.038 per kilowatt-hour

Photovoltaic generation: \$0.049 per kilowatt-hour

If the Customer has installed multiple types of generation facilities, the District will calculate the monetary credit for Net Excess Generation using the purchase rate for the dominant type of installed generation.

The amount of Net Excess Generation shall be fractionalized on the actual days of service when changing from summer to winter or from winter to summer rates.

**TERMS AND CONDITIONS:**

1. The Customer shall comply with all applicable terms and conditions of their appropriate standard rate schedule.
2. The Customer shall comply with all applicable notification, interconnection, approvals, and other requirements established under the District's then current policies for customer generation.
3. The Customer shall maintain ownership of all current and future attributes of an environmental nature (e.g., green tags, allowances, and certificates) associated with the output of their generation.

The District retains and reserves the right, power, and authority to modify, revise, amend, replace, repeal, or cancel this Rate Schedule, at any time and in whole or in part, by resolution adopted by the District's Board of Directors.