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Amended 6/22/15
Reviewed 1/28/19

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **M-21**

Subject: **Use of Cooperative Material, Equipment & Personnel**

Objective: To provide: (1) controlled availability of employees, equipment and material for services to members, and community interests outside the regular scope of operations and maintenance, and (2) to determine billing costs.

Policy: The resources of the cooperative are dedicated to the tasks of system construction, operation and maintenance for electric service to its members. On a case-by-case basis the cooperative may donate such resources, on an in-kind basis, in meeting the cooperative principle of service to the community.

To the extent that providing member services will not be adversely affected, the operations manager/line superintendent may authorize the use of employees, equipment and material for member/contractor requests. The general manager may authorize use of employees, equipment and material for community interests and other specific purposes under the In-Kind Contribution Program.

Unless donated on an in-kind basis, such services shall be billed at rates computed jointly by the finance and engineering and operations departments in accordance with current actual costs. Where both the cooperative's and the other party's interests are involved, a reasonable pro rata distribution of the costs shall be made.

Major equipment items shall be operated only by qualified staff of the cooperative. Generally, services made available by this policy shall be provided at times which coincide with the routine operation of our crews and equipment in the area where the service is needed.

Edward O. Gullickson, President
January 28, 2019