

**MINUTES OF THE
KERRVILLE PUBLIC UTILITY BOARD
REGULAR MONTHLY MEETING
WEDNESDAY, DECEMBER 13, 2023, AT 8:30 A.M.
KPUB CONFERENCE ROOM
KERRVILLE PUBLIC UTILITY BOARD OFFICES
2250 MEMORIAL BLVD.
KERRVILLE, TEXAS**

TRUSTEES PRESENT:

Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew

STAFF PRESENT:

Mike Wittler, General Manager and CEO
Amy Dozier, Director of Finance
Tammye Riley, Director of Operations
Allison Bueché, Director of Customer and Community Relations
Ricardo Berrios, Distribution Engineer
Jill Cook, Accounting Supervisor
Howard Hall, Field Services Supervisor
Brian Mikulencak, Supervisor of Substation Services
DJ Owens, Key Account and Energy Education Specialist
Damon Richardson, Purchasing Agent
Lidia S. Goldthorn, Assistant Secretary to the Board

TRUSTEES ABSENT:

Mayor Judy Eychner

OTHERS PRESENT:

Stephen Schulte, Legal Counsel

1. CALL TO ORDER:

Mr. Mark Cowden, Chairman, called the Regular Monthly Meeting to order at 8:30 a.m.

2. PLEDGE OF ALLEGIANCE

3. CITIZEN/CONSUMER OPEN FORUM:

There were no citizens/consumers to speak.

4. ANNOUNCEMENTS OF COMMUNITY INTEREST:

Ms. Bueché highlighted employee anniversaries for the month of December as well as the staff spotlight for the month, Tammy Raab. Ms. Raab has been with KPUB for two years. Ms. Bueché advised KPUB received three APPA awards at the Customer Connections Conference; the Inaugural Public Power Customer Satisfaction Award, APPA's Excellence in Public Power Communications in Video and social

media categories. KPUB participated in the Holiday Lighted Parade and received the City's Kerrville Kindness Award together with the Kerrville Christmas Lighting Corporation. She also highlighted participation in Thanksgiving Meal Prep at the Kroc. Upcoming community events include a Blood Drive on December 14th. KPUB employees also sponsored six Angel Tree Children. Mr. Wittler noted the following upcoming board meetings tentatively scheduled for:

- *Wednesday, January 17, 2024 at 8:30 a.m.*
- *Wednesday, February 21, 2024 at 8:30 a.m.*
- *Wednesday, March 20, 2024 at 8:30 a.m.*

5. CONSENT AGENDA:

Larry Howard, Vice Chairman, made a motion to accept items in the consent agenda, except for Item 5D.3, which was pulled for discussion. Glenn Andrew, Treasurer, seconded the motion. Vote was by a show of hands. Motion carried 4 – 0.

5A. APPROVAL OF MINUTES.

5B. RESOLUTION NO. 23-18 – AMY DOZIER, DIRECTOR OF FINANCE. A Resolution approving payment to various providers of services or supplies.

5C. RESOLUTION NO. 23-19 – AMY DOZIER, DIRECTOR OF FINANCE. A Resolution for the annual approval of the Board's Investment Policy and Strategy, which also includes authorized brokers and dealers.

5D. APPROVAL AND REPORTING OF PURCHASES AND SALES:

1. Surplus Radio Equipment Donation (Howard Hall, Field Services Supervisor)
2. Wood Pole Inspection and Treatment Services (Ricardo Berrios, Distribution Engineer)
3. Harper T-2 Transformer (Brian Mikulencak, Supervisor of Substation Services)
4. Professional Services, Schneider Engineering (Mike Wittler, CEO)

After discussion, Mr. Howard moved to accept Item 5D.3. Mr. Andrew seconded the motion. Vote was by a show of hands. Motion carried 4 – 0.

END OF CONSENT AGENDA

6. FINANCIAL REPORT – AMY DOZIER, DIRECTOR OF FINANCE:

Ms. Dozier presented the final financial statements for the month of November 2023. Ms. Dozier noted a \$130K increase in net position; \$3.2M in operating revenue; \$3.5M in operating expense; \$244K in operating loss; \$15.0M in over collection of power cost adjustment as of November 30, 2023; and \$43.2M invested in investment pools and an investment account at Happy State Bank. The investment account at Happy State Bank is completely liquid, fully collateralized, and earning 5.48% as of December 7, 2023. Rates in the investment pool accounts are 5.55% at LOGIC and 5.37% at TexPool as of December 9, 2023. She added that a new rate structure was implemented on November 1, 2023. The overall residential bill for 1,000 kWh of power remains at \$102.50, but the power cost portion of the bill was reduced from \$72.95 to \$70.45 by reducing the power cost adjustment factor. The neutral recovery rate for the month of November was \$99.65, resulting in a small increase in the over collection account. Staff will continue to monitor prices closely and recommend keeping the PCA at \$102.50 at this time. Ms. Dozier also provided a power point presentation with highlights and financial metrics from her memo.

7. **DISCUSSION ON KPUB CUSTOMER SATISFACTION SURVEY RESULTS – ALLISON BUECHÉ, DIRECTOR OF CUSTOMER & COMMUNITY RELATIONS:**

Ms. Bueché advised KPUB conducted an annual customer satisfaction survey during spring 2023 through Great Blue Research to help measure the community’s overall satisfaction with the service KPUB provides. The survey was pushed out to customers for response through KPUB’s social media, email, website and bill messages for two months, ending in June 2023. Ms. Bueché went over the results, advising there were 1,937 total customer responses. Ms. Bueché further advised that the survey also included an opportunity for municipally owned utilities that received high marks from their results to be recognized for their positive performance with a 2023 Public Power Customer Satisfaction Award through the American Public Power Association (APPA). The winners of APPA’s Public Power Customer Satisfaction Awards were chosen at gold, silver, and bronze levels based on customer survey responses. The utilities were recognized for setting the highest bar in the industry in terms of engaging, communicating and servicing their customers’ needs. KPUB was one of just nine utilities from the nation that received this prestigious award from APPA based on KPUB’s high ratings. The silver-level Customer Satisfaction Award is the result of receiving average ratings above 90% from customers in the areas of: customer service, field personnel, communication, reliability, value, outage response, innovation, and overall satisfaction. Ms. Bueché had also provided the survey results to the Board for their review. Mr. Wittler added that KPUB received a good value of data and feedback on areas where we can improve for a very minimal cost for the survey. Board Members praised staff for the high survey results and thanked them for a job well done.

8. **REPORT, CONSIDERATION AND ACTION ON KPUB ENERGY EFFICIENCY PROGRAMS – DJ OWENS, KEY ACCOUNTS & ENERGY EDUCATION SPECIALIST:**

Mr. Owens presented a report regarding the KPUB Energy Efficiency Programs. He reviewed a table summarizing the energy efficiency rebate program performance costs for the past two fiscal years. He advised that for fiscal year 2024, Shade Tree and Pump and Motors have been removed from the rebate program due to the low number of applications. He is currently researching replacement rebates to take the place of those removed. Other changes include bringing back in-person home energy audits and release of a new software program called Apogee. This software will help customers do simple self-home energy audits on KPUB’s website, and integrates with NISC to email personalized billing videos every month to help explain billing variances. This will help educate customers about high usage and how weather affects it as well as promote the different rebates currently provided. No action required by the Board.

9. **MOTION TO VOTE AND RECESS THE PUBLIC MEETING AND RECONVENE IN AN EXECUTIVE CLOSED SESSION:**

I. **EXECUTIVE CLOSED SESSION – CONSULTATION WITH ATTORNEY:**

In accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.071, the Kerrville Public Utility Board will recess for the purpose of “Consultation With Attorney” regarding the following matter:

- A. Consultation with Attorney Regarding Pending or Contemplated Litigation – Mike Wittler, CEO

II. **EXECUTIVE CLOSED SESSION – COMPETITIVE MATTERS:**

In accordance with Texas Statutes Subchapter D, chapter 551, Government Code Section §551.086, the Kerrville Public Utility Board will recess to discuss and take any necessary action on the following “Competitive Matters”:

- A. Bidding and pricing information for purchased power, generation and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies; Risk management information, contracts, and strategies, including fuel hedging and storage;
 - (1) Discussion and Possible Action on Hedging Activities, ERCOT Invoicing and Purchased Power Contracts – Mike Wittler, CEO
- B. Related to plans, studies, proposals, and analyses for system improvements, additions, or sales
 - (1) Discussion and Possible Action on plans, studies, proposals and analyses for potential expansion of infrastructure and service – Mike Wittler, CEO

Mr. Andrew made a motion that the Board convene in Executive Closed Session to discuss “Consultation With Attorney” in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.071, and “Competitive Matters” in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.086. Mr. Howard seconded the motion. Vote was by show of hands. Motion carried 4 – 0.

The Board entered Executive Closed Session at 9:36 a.m. Chairman Cowden adjourned the Executive Closed Session and reconvened into Open Session at 9:57 a.m.

10. CONSIDERATION AND ACTION AS A RESULT OF EXECUTIVE CLOSED SESSIONS:

No action taken by the Board.

11. PRESENTATION FROM AMERICAN PUBLIC POWER ASSOCIATION GOVERNANCE ESSENTIALS – MIKE WITTLER, CEO:

Mr. Wittler presented a short video from an American Public Power Association Governance Essentials series for the Board to watch as an additional resource for Board Members to have.

12. ADJOURNMENT

Chairman Cowden adjourned the Regular Board Meeting at 10:17 a.m.

Date Approved: _____

Mark Cowden, Chairman

ATTEST

Lidia S. Goldthorn, Assistant Secretary to the Board

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Amy Dozier

Date: January 10, 2024

Re: Agenda Item No. 5B – Resolution No. 24-02

In accordance with Board Resolution No. 10-06 that requires monthly reporting of wire transfers exceeding \$20,000, this memo reports the following transfers between December 5, 2023 and January 10, 2024 for Board approval:

| | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Date</u> |
|---|--------------------|------------------------------|---------------|-------------|
| Purchased Power: | | | | |
| 1 | ERCOT | Annual - July 2024 | 202,154.95 | 12/05/2023 |
| 2 | NextEra | November 2023 | 470,092.00 | 12/19/2023 |
| 3 | CPS | November 2023 | 762,216.11 | 12/20/2023 |
| 4 | DG Solar | November 2023 | 34,499.71 | 12/22/2023 |
| 5 | Engie | November 2023 | 61,558.07 | 12/29/2023 |
| 6 | Garland | November 2023 | 43,769.49 | 12/29/2023 |
| 7 | LCRA | November 2023 | 646,738.07 | 12/29/2023 |
| Payroll: | | | | |
| 1 | Payroll | Pay period ending 12/02/2023 | 142,104.17 | 12/08/2023 |
| 2 | Payroll | Pay period ending 12/16/2023 | 142,762.90 | 12/22/2023 |
| 3 | Payroll | Pay period ending 12/30/2023 | 138,730.20 | 01/05/2024 |
| 4 | Payroll Taxes | Pay period ending 12/02/2023 | 50,364.20 | 12/13/2023 |
| 5 | Payroll Taxes | Pay period ending 12/16/2023 | 49,866.40 | 12/27/2023 |
| 6 | Payroll Taxes | Pay period ending 12/30/2023 | 50,468.98 | 01/10/2024 |
| Employee Benefits: | | | | |
| 1 | TX Health Benefits | Health Insurance - January | 90,444.47 | 01/02/2024 |
| 2 | TMRS | Pension - November Payroll | 81,682.23 | 12/12/2023 |
| Investment Transfers (from Operating Account to Investment Account at Happy State Bank): | | | | |
| 1 | Happy State Bank | Investment Transfer | 500,000.00 | 12/08/2023 |
| 2 | Happy State Bank | Investment Transfer | 600,000.00 | 12/22/2023 |
| 3 | Happy State Bank | Investment Transfer | 600,000.00 | 12/29/2023 |
| 4 | Happy State Bank | Investment Transfer | 400,000.00 | 01/05/2024 |

I am happy to answer any questions regarding these transfers at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Amy Dozier". The signature is written in a cursive style and is contained within a light blue rectangular border.

Amy Dozier
Director of Finance

RESOLUTION NO. 24-02

A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD CONFIRMING AND AUTHORIZING THE PAYMENTS OF INVOICES AS APPROVED AND PRESENTED BY THE CHIEF FINANCIAL OFFICER AND GENERAL MANAGER / CEO.

WHEREAS, the providers of services or material have submitted invoices for payment;
and

WHEREAS, the Chief Financial Officer or General Manager/CEO has reviewed the invoices and approved payments for services rendered or material received.

WHEREAS, the items marked "Paid" have been previously approved by the Board and are included in this Resolution for information; now, therefore,

BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD THAT:

Section 1. That the Kerrville Public Utility Board review payment of the items set forth on the preceding Schedule.

Section 2. That the Kerrville Public Utility Board instructs the General Manager/CEO or his designee to make said payments and ratifies the payment of the items marked "Paid."

Section 3. This Resolution shall take effect immediately from and after its passage.

PASSED, APPROVED AND ADOPTED on this 17th day of January, 2024

Mark Cowden, Chairman

ATTEST:

Bill Thomas, Secretary

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Howard Hall

Date: January 11, 2024

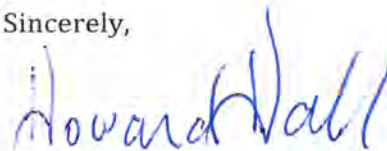
Re: Agenda Item No. 5C – Approval and Reporting of Purchases and Sales

Presented for your consideration and review are these recommendations for purchase and/or sale of goods or services.

- C1. Tree Trimming Services.** Staff recommends approval of a blanket purchase order to Townsend Tree Service Company LLC, for an estimated \$686,346.80 for one year of tree trimming and right-of-way clearing services by two crews and equipment and a billable General Foreman for twenty hours a week. Bids were requested for a one year contract with up to four one year extensions. Future extensions will be presented to the Board for approval. Townsend Tree Service Company LLC has provided quality tree trimming services to KPUB since 2006. Services are invoiced weekly based on actual billable hours. After the bid evaluation, Townsend had a weighted score of 89.3 and Asplumdh had an 86.06. Although Townsend was not the lowest bidder, we have had excellent service from them with low employee turnover and prompt responses when any extra services are needed. Staff feels that their service offered would be the best value for KPUB.
- C2. Fleet Purchase.** Staff is recommending the approval of a purchase order to Altec Industries Inc. for a total of \$164,824 to purchase two 2025 F-350 Ford Pick-Ups with Utility Beds. These will be replacing Units 3238 and 3244. Both are Ford F-350's with approximately 80,000 and 95,000 miles on them. These will be budgeted for the 2024/2025 budget year but the builds are two years out at this time. Truck specifications meet those of Sourcewell which is a cooperative purchasing program used by the two leading cooperative purchasing organizations, National IPS and U.S. Communities. Attached is the quote received.

Please let me know if you have any questions or concerns.

Sincerely,



Howard Hall
Supervisor, Field Services

Tree Trimming Services

January 2024 Bids

| | Asplundh Tree Expert Co. | McCoy Tree Surgery | Monarch Mountain Inc. | Townsend Tree Service Company LLC | Pannell Tree Service | Trees, Inc | Wolf Tree Experts Inc. |
|---------------------------------------|--------------------------|--------------------|-----------------------|-----------------------------------|----------------------|------------|------------------------|
| Labor: (per hour) | | No Bid | No Bid | | No Bid | No Bid | No Bid |
| A. Foreman | \$ 40.27 | | | \$ 47.28 | | | |
| B. Climber A | \$ 34.64 | | | \$ 41.76 | | | |
| C. Climber B | \$ 30.71 | | | \$ 34.26 | | | |
| General Foreman | \$ 41.97 | | | \$ 49.22 | | | |
| Equip.: (per crew hour worked) | | | | | | | |
| A. 55' Aerial Lift Truck with Tools | \$ 23.83 | | | \$ 20.14 | | | |
| B. Brush Chipper | \$ 6.05 | | | \$ 6.36 | | | |
| C. Pick-up | \$ 12.76 | | | \$ 12.72 | | | |
| | | | | | | | |
| Crew 1: 3 Person Bucket | \$ 135.50 | | | \$ 149.80 | | | |
| Crew 2: 3 Person Bucket | \$ 135.50 | | | \$ 149.80 | | | |
| General Foreman | \$ 54.73 | | | \$ 61.94 | | | |
| | | | | | | | |
| Total Crew: | \$ 271.00 | | | \$ 299.60 | | | |
| Total Annual General Foreman: | \$ 55,824.60 | | | \$ 63,178.80 | | | |
| Estimated Annual Cost: | \$ 619,504.60 | | | \$ 686,346.80 | | | |
| | | | | | | | |
| Evaluation Score: | 86.06 | | | 89.3 | | | |



January 5, 2024

Mr. Howard Hall, Supervisor of Field Services
KPUB
2250 Memorial Blvd.
Kerrville, TX 78028

Re: RFP/Tree Trimming Services

Dear Mr. Hall,

Townsend Tree Service Company LLC appreciates being afforded the opportunity to work with Kerrville Public Utility Board in 2023. Please find our pricing enclosed for 2024 Projects.


- **Townsend had added fuel surcharge language that would apply to this contract.**
- **All pricing is contingent upon a mutually agreed upon contract between KPUB and Townsend Tree Service Company.**

Our Mission is to provide our clients with outstanding service quality in a safe and reliable manner. We endeavor to develop long-term relationships with our customers by consistently delivering superior service excellence while adhering to the highest ethical and professional standards in our industry. We are committed to reliability, responsiveness, and customer-centered solutions.

Our Core Values are Safety, Excellence, Integrity, Character, and Accountability. We are committed to following our Core Values with every project, every client, every day.

If you should have questions or need additional information, please contact Mr. Mark Dalland at 512-470-1708.

Sincerely,


Amy E. Townsend, CEO

1015 W. Jackson Street, Muncie, IN 47305
765-468-1417



In the event that Fuel Prices Increase by more than 10% from the date the bid was submitted during the term of this contract, Townsend Tree Service Company reserves the right to invoice a fuel surcharge for the difference in increased fuel prices monthly until fuel decreases to the level they were at the date of submittal. The fuel surcharge will be calculated as follows:

"Current Price of Fuel (Unleaded and Diesel) actually purchased, minus (-) the price of fuel at submittal date, using the (info below) (x) the number of actual gallons purchased in each month."

Unleaded https://www.eia.gov/dnav/pet/pet_pri_gnd_a_epmru_pte_dpgal_w.htm

Diesel https://www.eia.gov/dnav/pet/pet_pri_gnd_a_EPD2DXLO_pte_dpgal_w.htm

PADD Map-3 Gulf Coast https://www.eia.gov/petroleum/gasdiesel/diesel_map.php



1. Briefly describe your company's background:
 - a. Origin, organizational structure (supply an organizational chart if available)
 - i. **See attached, Executive Summary and Company Overview**
 - b. Size of technical staff performing tree services.
 - i. **Townsend currently has approximately 1,600 Employees**
 - c. Location of main office, other office locations and addresses
 - i. **Corp Office at 1015 W. Jackson Street, Muncie, Indiana, 47305**
 - ii. **Local office at 1619 E Common St. STE 204, New Braunfels, TX 78130**
 2. Number of years your company has been providing tree trimming services.
 - a. **Townsend was formed in 1945.**
 3. Provide names and background of employees who will be providing services to KPUB's customers.
 - a. **Brian Dalland/ Regional Manager-Resume attached.**
 - b. **Mark Dalland/Area Manager-Resume attached.**
 - c. **David Diaz will serve as General Forman.**
 4. Provide copy of your safety program policy.
 - a. **2024 Safety Outline attached. Full safety program and policies available upon request.**
 5. Briefly describe your company's drug testing policy.
 - a. **Drug Testing policies attached.**
 6. Provide three utility references for which you have provided tree trimming services in the past 12 months. Provide name of utility, contact name, address and phone number. By submission of a proposal to this RFP, you are authorizing KPUB to contact these references and for them to discuss their relationship and experience with your company.
 - a. **References attached.**
- Please confirm that your company maintains the types of insurance and the minimum coverage amount as follows: **Workers compensation as prescribed by the State of Texas General Liability \$1,000,000/personal injury, \$1,000,000/occurrence \$1,000,000/aggregate.**
- a. **Current certificate of insurance attached.**
7. Provide a statement regarding any citations by OSHA, Department of Labor or other governmental agency within last two years and explanation of findings.
 - a. **Not applicable.**
 8. Provide any other information you feel pertinent to this Request for Proposal.
 - a. **Townsend Tree Service has partnered with KPUB for over a decade and is proud of the work we have accomplished together to reduce tree caused outages and to help increase reliability. Townsend appreciates working alongside KPUB as a partner and the opportunity to bid on this proposal. We hope to continue our successful working relationship.**
 9. Complete and return Rates, Charges and Expenses.
 - a. **See attached.**
 10. Complete and return Checklist of Included Proposal Items.



11. Types of Equipment:

- 2019 F750 with 55' WH Altec boom and forestry unit
- 2017 F750 with 55' WH Altec boom and forestry unit
- 2006 Vermeer BC 1000
- 2017 Vermeer BC 1000
- 2022 Chevrolet 3/4ton 4X4

- Additional equipment available upon request
 - Squirt booms for tight locations.
 - Back yard track machines to access off road locations.
 - Skid steer mowers for Right of Way and clearing of brush.
 - Variety of specialty equipment. List attached.

12. Tree Trimming and Clearing Procedures:

Crews are trained in ANSI Z 133 safety policies and A300 trimming standards. Crews are trained and certified line clearance tree trimmers and ground personnel and have continuing training on a monthly, quarterly, and annual basis along with applicable skills assessments.

We plan to utilize 2 – 3-man crews with local supervision. We have dependable equipment currently being utilized on the KPUB system with additional equipment available locally if needed for extra work or equipment breakdowns. If additional resources are needed in the case of a storm event, Townsend has local crews that can be called upon. We have an additional 3 crews that can be available within 2 hours, 12 crews available within 24 hours and 40- 100 crews available within 48-72 hours depending on crew type and needs.



Executive Summary

Townsend Tree Service is uniquely qualified to provide the vegetation management services requested by Kerrville Public Utility Board for a number of reasons that serve as added benefits. These include the following:

- The southeast, south central and Midwest are core areas for Townsend Tree Service with several hundred associates working for various utilities throughout Indiana, Ohio, Kentucky, Missouri, Texas, Georgia, Alabama, Virginia, Tennessee and other nearby states.
- Townsend Tree Service is the first in the utility industry to receive accreditation as Utility Contractor - Tree Service Company in the Accreditation program administered by the Tree Care Industry Association (TCIA). TCIA Accreditation provides clients with third-party verification of:
 - Best management practices
 - Internal human resource/insurance policies, procedures and training
 - Adherence to government regulations, licensing, reporting and certifications
 - Best business practices for meeting industry standards for quality, performance and safety
 - Internal Safety training and qualification program
 - Arborist/Utility Specialist and TCIA Certified Tree-care Safety Professionals on staff
 - Validation of comprehensive Safety Program and verification of results
- Townsend Tree Service employs 1,600 people and operates over 3000 vehicle assets, providing assurance for BVU Authority that additional resources are available for emergency response, special projects or other projects that may arise requiring increased resources. Many of these resources are employed in nearby areas, further enhancing our ability to scale up should the need arise. We recognize this type of flexibility is crucial for our clients and make every effort to be responsive to many varying resource needs that arise, whether planned or unexpected.
- We treat Safety as a value, not just a program. When safety is a value and a culture, working safe is done because it is the right thing to do and inherent in how we work, not just an act to be compliant with a program. We emphasize safe work through weekly safety briefings; job briefings performed prior to beginning each job, regular crew audits, and executive visits.
- We invest in Safety, employee Training and Development, project management and performance; we emphasize client service and communications throughout the contract. We strive to contribute to the success of our clients by understanding their objectives and nurturing a culture of excellence, safety, integrity and continuous improvement.



Overview – Townsend Tree Service Company LLC

The Townsend Corporation was started as a family-owned business in 1945 and is headquartered in Muncie, Indiana, have revenues close to \$200M, and roughly 2200 employees. See our website at www.townsendcorporation.com.

Our core business is providing vegetation management (tree trimming/removals) for electric utilities for their electrical rights of way (ROW). This accounts for over 85% of our business. We work for approximately 80 electric utilities in 30 states. We are the 5th largest company in the utility vegetation management market.

Townsend Tree Service is an operating unit of The Townsend Corporation providing tree-trimming, clearance and integrated vegetation management services for power and communication lines, pipelines and roadways. It is the largest business unit of Townsend Corporation with nearly 1,600 employees. Our website is: <https://www.townsendcorporation.com/townsend-tree-service>

Clients include:

- Major investor-owned utilities, municipal systems and electric cooperatives
- Pipeline companies
- State Departments of Transportation.

The company possesses extensive equipment capabilities and resources, with one of the largest fleets of bucket trucks, All Terrain Aerial Buckets (ATAB), Right-of-Way (ROW) brush mowers, remote trimmers, spray application vehicles and other specialty equipment.

Townsend Tree Service provides mechanical trimming, line clearance, mowing, reclamation of Right-of-Ways (ROW) and herbicide application services that best meet a client's strategy and goals. Our field managers work with clients to offer the optimum solutions to meet their needs. We understand that many customer requirements may be driven by local government or environmental concerns. And we know that in many cases a longer-term Integrated Vegetation Management strategy may be the lowest cost approach to meeting these requirements. The team at Townsend Tree is well-versed on all power line clearance regulations across the United States.

Operating safely and efficiently cannot be overstated especially in industries known for difficult working conditions. Safety is essential to the health, well-being, and family welfare of our associates.

To create and grow an excellent safety culture we aggressively employ multiple strategies to assure excellence in safety including:

- Daily and weekly communications to all employees on safety issues
- A zero-tolerance policy on substance abuse, driving records and employee documentation
- Positive reinforcement of proper safety behavior that include incentives and awards
- Weekly management updates on safety issues
- Dedicated safety training professionals support ongoing education for new and current employees
- Regular meetings with clients to review performance, issues and performance metrics

Townsend is committed to improving safety from on-site to in-house operations. This commitment emanates from the highest levels of corporate management and resounds throughout the entire organization. Our focus on safety is a never-ending obligation to our customers and employees.



Brian M. Dalland

647 Crooked Oak Lane, Round Mountain, Texas 786636 (Mobile) 512-470-1358 bdalland@townsendtree.com

EDUCATION

- December 1998 Southwest Texas State University, San Marcos Texas
BS in Business Administration

CERTIFICATIONS

- ISA Certified Arborist
- ISA Certified Utility Specialist
- Oak Wilt Certified by the Texas Forest Service
- Certified Tree Care Safety Professional by Tree Care Industry Association
- Certified Commercial Applicator by Texas TDA
-

EXPERIENCE

January 2018 to Present Row Care LLC/ Regional Manager Townsend Tree Service Company LLC

President

- Oversee and Manage all Row Care Pipeline ROW Projects in over 10 States.
- Oversee and Manage all Townsend Tree Service Company Projects in Missouri and Texas
- Manage financial reports for both Row Care and Townsend Tree Service Company.
- Bid projects working along with Area Managers.

January 2001-2017 Townsend Tree Service Company LLC/Row Care LLC

Vice President

- Oversee and Manage operations for the Townsend Tree Service in Missouri, Tennessee and Texas.
- Oversee and Manage operations for Row Care LLC in 10 States.
- Bid and manage all company projects
- Manage and access financial reports



January 1999 – January 2001 National Tree Expert Company

Operations Manager

- Manage all National Tree crew operations
- Help with bidding and job management

August 1997 – January 1999 National Tree Expert Company

Safety Manager

- Responsible for management and establish of Safety program

July 1995-August 1997 National Tree Expert Company

Crew Foreman

- Responsible for crew production on ROW clearing/Manage production and safety of crew members.



Mark William Dalland

201 Polo Pony Liberty Hill, TX (Mobile) 512-470-1708 mdalland@national-tree.com

EDUCATION

Sul Ross State University 1997-1999

CERTIFICATIONS

- Certified Tree Care Safety Professional by Tree Care Industry Association
- ISA Certified Arborist
- Certified EMT by Texas Department of State Health Services
- Certified EMT Basic by National Registry Emergency Medical Technicians
- Certified Fire Fighter by Texas Commission on Fire Protection

EXPERIENCE

January 1999-Present National Tree Expert Co./Townsend Tree Service Company LLC

December 2014-Present

Manager

- Oversee and Manage all operations in Texas
- Bid and manage all company projects
- Manage and access financial reports

July 2002-December 2014

General Foreman

- Manage National Tree crew operations
- Help with bidding and job management

September 2008- November 2012

Firefighter

- Certified Firefighter and EMT at Oak Hill Fire Department

February 2006- Present

Safety Manager

- Responsible for management of Safety program

September 1999- July 2002

Crew Foreman –Contractor for LCRA

- Responsible for crew production on ROW clearing
- Manage production and safety of crew member



The Townsend Companies
Corporate Safety Program
(As of January 2024)

Current Program Outline

1. Safety is our First and Most Important Core Value.
2. Thorough Employee Orientation process with follow up retention quiz.
3. Safety & Health Observations:
 - Completed by safety staff as well as local supervision on no less than a quarterly basis.
4. Corporate Health & Safety Compliance Observations:
 - Performed by both safety and operations personnel to ensure compliance with corporate and regional safety guidelines.
5. Trending Analysis:
 - Quarterly/annual observation trending analysis with focus on leading indicators.
6. Skills Assessments:
 - To be completed monthly by on-site supervision.
 - All significant skill requirements to be observed on an annual basis.
 - Skills assessments trended electronically for proactive training.
7. Safety Committee
 - Regional Safety Committees represent regions on corporate safety committee.
 - To include representative from multiple levels of field supervision
 - To include representation from field labor operations
 - Safety personnel function as moderators and do not carry voting authority.
8. Certifications:
 - QLCTT Certification for current level of performance to be attained within 90 days of employment, and employee to work under direct supervision and observation of certified colleague until certification is attained.
 - Designated employees to complete the TCIA EHAP program within 6 months of promotion to position.
 - CPR/FA certifications to be attained within 90 days of employment with at least two employees certified at all times on any given crew.
 - Equipment operator Certification for applicable positions.
 - Tree Risk Analysis certification.
 - Aerial Rescue certification by minimum of two employees on each crew.
 - Maintain Flagger certification as required (bi-annually)

- Safety Personnel certified under Tree Care Industry Association Certified Tree Care Safety Professional (CTSP) Program.
- Safety personnel certified in OSHA 10 Hour and OSHA 30 Hour course for construction.
- Numerous personnel are certified as CUSP (Certified Utility Safety Professional) through the Utility Safety & operations Leadership Network.
- In house instructor for OSHA 10 Hour and OSHA 30 Hour course for general industry.
- Tree Felling Certification

9. Safety Culture Survey:

- All salaried employees and random craft employees surveyed at a saturation rate of no less than 25% of employee base. The survey will inquire as to completion of required safety culture activities and practices.
- Follow-up inspections and training will occur as a result of survey feedback.

10. Safety Incentive Programs

11. Numerous personnel trained in Tap Root Cause Analysis.

12. DOT Inspection Incentive

13. Keys to Life- Nine key safety performance metrics.

14. "5 To Stay Alive"- Five non-negotiable safety performance metrics.

15. Outage Eradication Initiative

16. Electrical Hazards Live Line Demonstration training

17. Safety Guiding Principles

18. Fire Prevention/Suppression/Evacuation Protocol- Pre-established protocol for the prevention and/or suppression of fires in high potential fire areas.

19. Pre-Job Briefing

- A job hazard recognition/mitigation briefing SHALL be performed by the employee in charge before the start of all jobs and again as the scope of work changes. A template of the required briefing is attached.

20. Drop Zone/Fell Zone Program

- Drop/fell zone perimeter identified with eight physical identifying markers. Three-way communication used to enter drop zone.

21. Positive Control Program/Training

22. Use of directional felling using the 70 Degree Walk Away tree felling technique.

23. Training Program

- Onsite training as needed by certified training personnel.
- Mobile Training Centers (3)
- "Daily Safety Nugget"- Daily field correspondence based on recent performance or training needs.
- Client specific training
- Weekly Tailgate Safety Sessions supplemented by video.
- Train the Trainer Program
- Value Added Training services for clients.
- Live Line Electrical Demonstration unit

24. DOT/CDL Compliance & Training

25. Certified Equipment Operator Program

26. Driver Safety Training

- Smith Systems Training
- Supervision Driving Observation
- Active Cab training

27. Drug/Alcohol Program

- To be administered as pre-employment, random (at rate of 50%), reasonable suspicion, post-accident, and return to duty testing.

28. OSHA mandated safety programs (Fall protection, HazCom/RTK, PPE, etc.)

29. Supervision mentoring program.

- All supervision shall be mentored by competent and successful colleagues for the first two weeks in the position and then evaluated by safety staff and management as to further mentoring or training needs.

30. Weekly Safety Tailgate Sessions

- Weekly safety session established at inception of year to cover designated safety topics.

31. Post Incident Accountability Meeting

- All personnel involved in an incident, as well as two levels of supervision, and all safety personnel participate in a meeting to discuss incident, causal factors, and mitigating actions.

32. Lessons Learned Discussion

- A weekly discussion with all supervision and safety staff to discuss prior incidents and Lessons Learned regarding the incident.

33. Weekly Supervision/Safety Calls

- Bi-Weekly telephonic meetings conducted by regional management and supervision to discuss safety activities and concerns in their local area. In most cases and regional safety representative is also on this call.

- Bi-weekly calls between Safety personnel and GFs in each region to discuss safety activities and concerns in their local area.
34. Project S.A.F.E. – Safety Awareness Family Education; This is a quarterly communication to the families of our employees. The communication encourages safe behaviors with encouragement by family member to “come home safe.”
 35. Involvement of third-party safety consultative services.
 36. Safety team Certified Tree care Safety Professional (CTSP) designation.
 37. Numerous personnel are certified as Certified Utility Safety Professionals (CUSP).
 38. Director is certified as Certified Treecare Safety Professional (CTSP), Certified Utility Safety Professional (CUSP), and OSHA Outreach Instructor for General Industry.
 39. 2 Way Dash-Cams installed in mobile power units.
 40. Active involvement in industry associations such as Tree Care Industry Association (TCIA), International Society of Arboriculture (ISA), Utility Arborist Association (UAA), Utility Line Clearance Safety Partnership (ULCSP) formerly ULCC, Utility Safety & Operations Leadership Network (USOLN), and American National Standards Institute (ANSI).

ADDENDUM FOR CDL DRIVERS

Drug and Alcohol Policy

The Townsend Corporation

Human Resource Department

Updated 12/30/2019

***THIS DRUG AND ALCOHOL POLICY ADDENDUM IS NOT AN EMPLOYMENT CONTRACT,
OR AN OFFER OF AN EMPLOYMENT CONTRACT.***

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**DRUG AND ALCOHOL POLICY ADDENDUM
For DOT-covered employees of The Townsend Corporation (“Townsend”)**

I. PURPOSE

Townsend is committed to maintaining a safe, healthful and efficient working environment for all its employees. Townsend recognizes that safety problems may be created when employees use controlled substances and/or abuse alcohol. The presence of alcohol and drugs in the workplace, and the influence of those substances on employees during working hours has the potential to pose serious safety and health risks to both the user and to all those who work with him/her. Impairment caused by drugs and alcohol threatens everyone’s safety and the success of Townsend.

Townsend will not accept any risk to safety, quality or productivity that may be caused by an employee who uses drugs and/or misuses alcohol. Because even a small amount of such substances may be capable of impairing the user to some degree, it is Townsend’s goal, through this Drug and Alcohol policy addendum, to achieve a workplace that is free of drugs and alcohol.

Townsend has established this alcohol and controlled substances testing program for its employees who are drivers of Townsend’s Commercial Motor Vehicles (CMVs) and who require Commercial Drivers Licenses (CDLs), to meet requirements of the Federal Motor Carrier Safety Administration (FMCSA) and the U.S. Department of Transportation (DOT). The overall goals of this testing program are to ensure a safe and drug-free transportation environment, to reduce the potential for accidents and casualties related to accidents involving Company-owned vehicles, and to cooperate with the U.S. Department of Transportation and the transportation industry in efforts to eliminate the misuse of alcohol and the illegal use of controlled substances by our drivers.

With these objectives in mind, Townsend has established the following policy and procedures for DOT-covered employees. Full compliance with this policy is a condition of employment with Townsend.

II. SCOPE

Townsend’s Drug and Alcohol Policy for DOT-Covered Employees applies to all full-time, part-time, and temporary employees who are “covered drivers” as defined in Section VII [A]. In addition, this policy covers all applicants for positions that require Commercial Drivers Licenses (CDL) for the operating of Commercial Motor Vehicles as described in Section VII [A]. In circumstances not addressed by DOT regulations or in this policy, DOT-covered employees are also subject to Townsend’s Drug and Alcohol Policy for all employee classifications.

III. REFERENCES

Title 49 CFR Part 382, et al., Federal Motor Carrier Safety Administration (FMCSA) Regulations on Controlled Substances and Alcohol Use and Testing Title 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs *Note:* Should there be conflicts between federal regulations and this policy, attributed in part to revisions to the law or changes in interpretations, and when those changes have not been updated or accurately reflected in this policy, the federal law shall prevail.

IV. DEFINITIONS

- **Accident** means an occurrence involving a commercial motor vehicle operating on a public road, and/or company roads, in which:
 - a. There is the loss of human life; or
 - b. The driver receives a citation under State or local law for a moving traffic violation arising from the accident; **and**
 - (1) Any involved vehicle sustains disabling damage as defined in this policy; and/or
 - (2) Anyone receives bodily injury that requires immediate medical treatment away from the accident scene.

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- **Actual knowledge** means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance use. Because our non-DOT testing is conducted under the same strict collection and laboratory standards as our DOT tests, we also consider a positive drug test result to be actual knowledge that an employee is using a controlled substance without authorization.
- **Adulterated specimen** means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **Alcohol concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (BrAC).
- **Alcohol screening test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
- **Alcohol use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.
- **Breath Alcohol Technician (BAT)** is an individual who is certified as trained to operate an Evidential Breath Testing device (EBT) and who is proficient in breath-testing procedures.
- **Canceled test** means a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is otherwise required, by Part 40, to be canceled. A canceled test is neither a positive nor a negative test. N.G. Gilbert will not take adverse job action based on a canceled test.
- **Collection site** means a place designated by N.G. Gilbert where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances, or for purposes of providing a or breath sample to be analyzed for alcohol concentration.
- **Confirmatory test**
 - a. For alcohol testing, a confirmatory test is a second test following a screening test with a result of 0.02 or greater, conducted 15-30 minutes later, that provides quantitative data of alcohol concentration. This test is performed on an Evidential Breath Testing device (EBT), and is conducted by a Breath Alcohol Technician (BAT).
 - b. For controlled substances testing, a confirmatory test is a second analytical procedure to identify the presence of a specific drug or metabolite. This confirmatory test is independent of the initial test and uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.
- **Consortium** means an entity, including a group or association of employers or contractors that provides services related to alcohol and controlled substances testing as required by the DOT rules and regulations, and that acts on behalf of the employer.
- **Controlled substances** means marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines.)
- **DER (designated employer representative)** means an employee(s) authorized by N.G. Gilbert to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. A DER also receives test results, SAP reports, and other communications on behalf of N.G. Gilbert. (N.G. Gilbert's primary DER is the Director, Human Resources, but the company may, if needed, designate additional personnel to server as DERs.)
- **DHHS-approved laboratory** means a laboratory that is certified under the U.S. Department of Health and Human Services Mandatory Guidelines for federal workplace drug testing programs. Drug tests for N.G. Gilbert drivers will be performed by a DHHS-certified laboratory.
- **Dilute specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
- **Disabling damage** means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

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Inclusions . Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
Exclusions.
 i. Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
 ii. Tire disablement without other damage even if no spare tire is available.
 iii. Headlight or taillight damage.
 iv. Damage to turn signals, horn, or windshield wipers that make them inoperative.

• **DOT rules and regulations** include rules and regulations established by U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA).

• **Driver** means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to N.G. Gilbert, or who operate a commercial motor vehicle at the direction of or with the consent of N.G. Gilbert.

• **Employer** means any person who owns or leases a commercial motor vehicle or who assigns persons to operate such a vehicle. In this policy, employer means Townsend, including Townsend's agents, officers and representatives.

• **FMCSA** means Federal Motor Carrier Safety Administration, an Operating Administration of the U.S. Department of Transportation (DOT).

• **Initial test** (for drugs) means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

• **Injury** (for post-accident testing) excludes
 (i) an occurrence involving only boarding or alighting from a stationary motor vehicle; or
 (ii) an occurrence involving only the loading or unloading of cargo; or
 (iii) An occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by an employee, unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be placarded.

• **Invalid drug test** means a result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

• **Job applicant** means a person, independent contractor, or person working for an independent contractor, who applies to become a driver/employee of N.G. Gilbert, and includes a person who has received a job offer made contingent on the person passing a drug test.

• **Medical Review Officer** means a licensed physician responsible for receiving laboratory results generated by N.G. Gilbert's drug testing program who has knowledge of substance abuse disorders and who has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information.

• **Townsend property** means all Townsend-owned and/or -leased property, including but not limited to owned and/or leased buildings and other real estate, parking lots and vehicles located on parking lots, driveways and right-of-ways, and Company-owned and/or -leased vehicles, lockers, and desks.

• **Positive Test (alcohol)** occurs when a driver's confirmatory test result reads 0.04% BrAC or higher.

• **Positive Test (drug)** occurs when a driver's confirmatory test or retest result is at or above cutoff levels specified by DHHS in DOT rules and regulations, and has been verified by the MRO to be a positive test.

• **Random selection** means a scientifically valid method for selection of drivers to be tested that result in an equal probability that any driver from a group of drivers subject to the selection mechanism will be selected, and does not give an employer discretion to waive the selection of any employee under the mechanism. Thus, a driver might be selected more than once during a year.

• **Reasonable suspicion** means a belief that a driver has violated alcohol or controlled substances prohibitions, based on specific, contemporaneous, documentable observations concerning the appearance, behavior, speech, or body odors of that driver. In the case of controlled substances, the observations may include indicators of the chronic and withdrawal effects of controlled substances.

- **Refusal to submit to a required alcohol test** includes failure to appear for any test, failure to provide a breath or saliva specimen for a required test, failure to remain at the testing site until the testing process is complete, failure to provide a sufficient breath specimen without a medical explanation, failure to undergo a medical examination following inability to provide a sufficient breath specimen, refusal to sign Step 2 of the Alcohol Testing Form, and failure to cooperate with the testing process.

- **Refusal to submit to a required drug test** includes failure to appear for any test within a reasonable time, failure to remain at the collection site until the testing process is complete, refusal to provide a urine specimen for a required drug test, failure to permit a directly observed or monitored collection when required, failure to provide a sufficient amount of urine without a medical explanation, failure to take a second test when required by a collector or this employer, failure to undergo a medical examination following inability to provide a sufficient urine sample, and failure to cooperate with the collection/testing process (including refusing to empty pockets at the collection site).

(Under Townsend's independent authority, an employee/driver who refuses to submit to required alcohol and controlled substances testing will be considered to have voluntarily resigned.)

- **Safety-sensitive function** means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- a) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;

- b) All time inspecting equipment as required by Parts 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

- c) All time spent at the driving controls of a commercial motor vehicle in operation;

- d) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of Part 393.76);

- e) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and

- f) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. A driver is considered to be performing a safety-sensitive functions during any period in which he/she is actually performing, ready to perform, immediately available to perform safety-sensitive functions.

- **Screening test** (for alcohol) means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

- **Substance Abuse Professional (SAP)** means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission [NAADAC] or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse [ICRC]), with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. A SAP evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

- **Substituted specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

- **Testing levels** means levels established by the U.S. DHHS, at which a specimen or sample is determined to be either negative or positive, according to 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

V. POLICY / RULES OF CONDUCT

A driver who violates the FMCSA prohibitions of this policy (Section VII[B]), including a refusal to be tested, must be immediately removed from all FMCSA safety-sensitive functions, including driving, in accordance with 49 CFR Part 382.501, FMCSA rules and regulations. Under Townsend's independent authority, the driver will be immediately terminated from employment.

Townsend also reserves the right to take action against an employee, where appropriate, for violation of other general Company policies, procedures and/or rules, established separately from this policy.

A. A covered driver may not engage in any of the conduct(s) prohibited in Section VII [B].

B. An employee/driver who refuses to submit to required testing (see definition of *refusal*), under Townsend's independent authority will be considered to have voluntarily resigned.

C. Under independent authority, Townsend prohibits the possession of alcohol, or the sale, purchase, manufacture, possession or transfer of an illegal drug, or being under the influence of alcohol or of an illegal drug, during all work time, including meals and breaks, or at any time while on Company property, while performing service on behalf of the Company, at a passenger-pickup or drop-off site, at a rest area, or in a Company-owned or -leased vehicle.

D. Under independent authority, Townsend prohibits the use of any over-the-counter medication by an employee during working time if such use may detrimentally affect or impair the safety of coworkers, customers or members of the public, or the employee's job performance, or the safe or efficient operation of the Company, or its property.

E. A driver who uses prescribed medication(s) will not be permitted or required to operate a Commercial Motor Vehicle until and unless Townsend is provided with appropriate authorization from the prescribing licensed medical professional. [See Section VI, Authorized Use of Controlled Substances.]

F. If a driver is called to duty during the driver's typical "off-duty" time, the driver may report to work only if he/she has not consumed alcohol at any time during the previous four (4) hours. When a driver has used alcohol during four (4) hours prior to his/her providing safety-sensitive duty, he/she will be expected to acknowledge such use at the time he/she is called. If it is not possible for the supervisor to delay the requested start time so as to accommodate FMCSA's pre-duty requirement, the employee will not report to work. If an on-call employee acknowledges the use of alcohol, he/she will be permitted to determine a start time that will comply with the 4-hour prohibition. Under Townsend's independent authority, no discipline will be taken against an employee who acknowledges his/her use of alcohol during the four (4) hours prior to being called to duty, unless such conduct has the effect of making that employee repeatedly unavailable for duty.

G. If an employee is concerned about drug and alcohol use by a coworker at work, or of drug trafficking, or of safety or job performance as it relates to another employee's drug and alcohol use, including managers and supervisors, under independent authority such concern may be reported confidentially to Townsend's DER.

H. Townsend reserves the right to test a FMCSA-covered employee for alcohol or controlled substance use under its independent authority when FMCSA regulations do not apply. These circumstances would include suspected impairment, violation of a Company rule as stated in this policy, and causing or being involved in an accident or injury of self or another employee. These testing levels would be identical to DOT levels, but the test would be conducted as a non-DOT test, and would use non-DOT forms.

VI. AUTHORIZED USE OF CONTROLLED SUBSTANCES

If a driver undergoes prescribed medical treatment with a controlled substance, the driver is required to report this treatment to Townsend's DER, who will take steps to investigate whether the driver's job assignment could be temporarily changed during the period of treatment or whether other accommodations may be appropriate. Further, Townsend reserves the right to place any driver taking medication(s) on a leave without pay, pending a decision as to whether the driver may continue to perform his/her regular job duties while taking the medication(s).

Townsend requires a driver to make such notification as soon as possible, and prior to performing a safety-sensitive function, and to provide written documentation from the prescribing licensed medical practitioner that the medication(s) will not affect the driver's ability to safely operate a commercial motor vehicle. The Company reserves the right to obtain an independent medical opinion regarding the potential effects of a prescription or over-the-counter drug on a driver's ability to perform safety-sensitive functions or other aspects of his/her job.

VII. TESTING FOR CONTROLLED SUBSTANCES AND ALCOHOL

Townsend will conduct controlled substance and alcohol testing of driver/applicants and its driver/employees (including mechanics and management drivers) in compliance with regulations established by the U.S. Department of Transportation (DOT), 49 CFR Part 40 and the Federal Motor Carrier Safety Administration (FMCSA), 49 CFR Part 382.

A. COVERED DRIVERS

In accord with U.S. Department of Transportation FMCSA Regulations, drivers subject to drug and alcohol testing are those employees of Townsend who are required to hold a Commercial Driver's License (CDL) and who operate a commercial motor vehicle (CMV), when that vehicle:

- has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designed to transport 16 or more persons including a driver; or
- *is a vehicle of any size* that transports materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103[b]) and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations (40 CFR Part 172, Subpart F).

B. FMCSA PROHIBITED CONDUCT:

A driver shall not:

- Report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- Use alcohol, including medications containing alcohol, while performing safety-sensitive functions.
- Perform safety-sensitive functions within four (4) hours after using alcohol, including the use of medications that contain alcohol.
- Use alcohol for eight (8) hours following an accident, or until the driver has undergone a post accident Test, whichever occurs first.
- Refuse to submit to a pre-employment, post-accident, random, reasonable suspicion, or follow up alcohol or drug test.
- Report for duty or remain on duty requiring the performance of safety-sensitive functions when he/she uses any controlled substances, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle safely.
- Report for duty, remain on duty, or perform safety-sensitive functions if he/she tests positive for controlled substances.

If a driver engages in any of the conduct(s) prohibited in (B) above, the driver is not qualified, under FMCSA regulations, to drive a commercial motor vehicle. He/she shall be immediately removed from all safety-sensitive functions including driving, and under Townsend's independent authority will be terminated from employment.

Under FMCSA regulations, a driver who is found to have an alcohol concentration of 0.02 or greater, but less than 0.04, may not operate or continue to operate a commercial motor vehicle or provide other safety sensitive functions for a twenty-four (24) hour period. Such driver will, under independent authority, be on leave without pay for any hours not worked.

In this regard, under independent authority, Townsend will terminate a driver whose alcohol test result is greater than 0.02 but below 0.04 on a third incident in any twelve-month period.

A driver who violates the requirements of 49 CFR Part 382 or the requirements of 49 CFR Part 40 is subject to the civil and/or criminal penalty provisions of 49 U.S.C. 521(b).

C. REQUIRED TESTING

As provided in FMCSA rules and regulations, a driver who must possess a CDL shall be subject to pre-employment/pre-placement testing (drug only), and random, reasonable suspicion, post accident, return-to-duty and follow-up testing for alcohol and controlled substances.

1. Pre-employment / Pre-placement Testing

Every applicant for a driving position who receives a job offer from Townsend must submit to a urine drug test. The offer is contingent on the applicant's providing a negative test result. Each applicant will be asked whether he/she has tested positive, or refused to be tested, on a DOT pre-employment drug or alcohol test for any DOT employer during the previous two years. An applicant who has previously tested positive, or refused to be tested, will not be considered for employment until or unless he/she successfully completes DOT's return to duty process. (See Section IX, Consequences of Prohibited Conduct).

If the applicant is a new hire, the testing must be completed, and a negative test result must be received, before the driver will be permitted to provide safety-sensitive function. If the pre-employment test result is positive, the job offer will be immediately withdrawn.

An applicant who has previously refused to be tested or who provided a positive test result on a DOT pre-employment drug test for any other employer will be expected to report those test results at the time of application. Under Townsend's independent authority, failure to do so will constitute falsification of application information, and when discovered, will result in removal from consideration for employment, or, if already hired, immediate termination of employment.

If an applicant has recently complied with a SAP's recommendations as the result of a violation while working for a previous employer, the applicant's pre-employment test will be considered to also be a Return-to-Duty test. An applicant is required to sign a form authorizing Townsend to obtain from all previous employers (in the previous two [2] years) a report of all DOT violations, including positive test results and refusals to be tested. Townsend will also request copies of Substance Abuse Professional (SAP) reports related to any of these violations.

An applicant with a violation cannot be hired until Townsend has received a SAP's report of compliance, including a follow-up testing requirement. If the applicant is a current employee who is promoted or transferred to a position or assignment that requires the driver to possess a CDL, a negative pre-employment drug test result must be received before the employee assumes the new position or assignment.

If the test result is positive, the offer of promotion or transfer will be immediately withdrawn, and the employee will be subject to Townsend's drug and alcohol policy for non-DOT employees.

When Townsend uses but does not employ a driver to operate a Commercial Motor Vehicle more than once a year, the driver will be required to provide authorization for Townsend to obtain verification at least once every six (6) months that the driver is participating in a qualified drug and alcohol testing program, that there have been no

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refusals to be tested for alcohol or controlled substances, the dates the driver was last tested for alcohol and/or controlled substances, the results of any tests within the previous six (6) months, and, under Townsend's independent authority, any *other* violation of prohibited conduct as defined in Section VII(B) above. If Townsend is unable to satisfactorily obtain this information, the driver will be required to submit to a pre-employment drug test with a negative test result prior to being permitted to or requested to provide safety-sensitive functions on Townsend's behalf, and will then be included in Townsend's random testing pool.

2. Post-accident Testing

As soon as possible following an accident involving a commercial motor vehicle on a public highway, (See Section IV, Definitions), the surviving FMCSA driver(s) involved in the accident must be tested for alcohol and controlled substances.

- a. A post-accident alcohol test, when required, must be administered as soon as possible, but within eight (8) hours following the accident. If testing is required but is not conducted within two (2) hours, the reasons the test was not conducted must be documented. If testing is required but is not able to be conducted within the next six (6) hours, the reasons the test was not conducted must again be documented. After eight (8) hours, there will be no more attempts to conduct an alcohol test.
- b. A post-accident drug test, when required, must be administered as soon as possible, but within thirty-two (32) hours following the accident. If testing is required but is not able to be conducted within thirty-two (32) hours, the reasons the test was not conducted must be documented. After thirty-two (32) hours, there will be no more attempts to conduct a drug test. A driver who is subject to post-accident testing shall remain readily available for such testing. If the driver is not available for any reason, except for leaving the accident scene for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care, Townsend will consider the driver to have refused to submit to testing, and to have voluntarily resigned. After a driver has submitted to a post-accident test, he/she will be permitted to return immediately to safety-sensitive functions only if a negative test result is received. If the test result is positive, under independent authority the driver will be immediately terminated from employment.

Even if highway enforcement or other officials conduct a drug or alcohol test following an accident, drivers are still subject to DOT testing under these employer rules. In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, and a DOT test is required but is not able to be conducted, the tests conducted by law enforcement may meet the requirement of this section, provided those tests conform to applicable federal, state, or local requirements. The Company will request test results and other pertinent documentation from such agencies or law enforcement authorities, and will require the driver to sign a release allowing Townsend to obtain such information. Under Townsend's independent authority, refusal to sign such a release will be grounds for termination of employment.

In the event that a driver is so seriously injured that the driver cannot provide a sample of urine or breath at the time of the accident, Townsend requires that the driver provide necessary authorization for Townsend to obtain hospital records or other documents that would indicate whether controlled substances or alcohol were present (and the resulting levels) in the driver's body at the time of the accident. Under Townsend's independent authority, refusal to sign such a release will be grounds for termination of employment.

3. Random Testing

A percentage of drivers will be subject to random alcohol and drug testing each year. The percentage of drivers to be tested will be as determined annually by FMCSA and published in the Federal Register every January. (At the effective date of this policy, the minimum annual percentages are ten [10] percent of the average number of driver positions for alcohol testing, and fifty [50] percent of the average number of driver positions for drug testing.)

Selections of drivers to be tested shall be done by a scientifically valid method that provides that each driver will have an equal chance of being selected each time that selections are made. Thus, a driver might be selected more than once during a year.

- a. Random tests will be unannounced; the dates for random tests will be spread throughout the year.

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b. A driver who is selected for random testing will be required to report to the collection site immediately upon notification. If the driver engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered as a refusal to submit to a test. The driver will be in a duty status (paid) from the time he/she leaves to go to the collection site until the time he/she returns from the collection site.

c. A random test for alcohol shall be scheduled to occur only just prior to, during, or just after performing a safety-sensitive function, or at any time that the driver is in readiness to provide safety-sensitive function.

d. A random test for controlled substances can be scheduled at any time the driver is on duty, and is not related to when the driver is performing safety-sensitive function.

e. An employee who has been selected for random testing must be tested in that testing period. FMCSA regulations do not permit a replacement to be named if the selected employee is unavailable for testing.

f. Townsend will maintain participation in a qualified consortium for its random selection process.

4. Reasonable Suspicion Testing

Townsend shall require an employee to submit to drug and/or alcohol testing for reasonable suspicion when a supervisor has reason to believe that an employee has engaged in prohibited conduct (See Section VII[B], Prohibited Conduct), based on observation of the employee's appearance, behavior, speech, and/or body odor. Such employee conduct must be witnessed and documented by a supervisor who has been trained in compliance with FMCSA rules and regulations. Should a supervisor determine that an employee might have violated a prohibition of these regulations, the employee must submit to testing. Documentation is required for both drug and alcohol reasonable suspicion. Documentation for a drug test must be signed and submitted to the DER within 24 hours, and for an alcohol test, prior to the conducting of the alcohol test.

An employee who is represented by a bargaining unit and who is requested by a supervisor to submit to reasonable suspicion testing may request to have a union representative present, provided the employee signs a consent for the supervisor to notify the union representative of the request for testing. When the suspicion involves drugs only, the Company will allow a maximum of one-half hour for the union representative to arrive and accompany the employee through the collection process.

When the suspicion involves alcohol only, or alcohol and drugs, the union representative may be notified, but because FMCSA requires alcohol testing to occur in a timely manner, the half-hour time allowance will not apply. If the union representative is not immediately available, he/she may have to arrange independent transportation to the collection site, as regulations do not allow for delay of the collection process.

Observation and testing for reasonable suspicion for controlled substances use can occur at anytime the employee is on duty, and is not related to when he/she performs safety sensitive functions. A trained supervisor's determination will be based on an employee's appearance, behavior, speech and/or body odor, and on chronic and withdrawal effects of drug use. An employee who is suspected of controlled substances use must be immediately withdrawn from safety-sensitive functions and is required to undergo drug testing.

Observation and testing for reasonable suspicion for alcohol use can occur only just prior to, during, or just after the employee's performance of safety-sensitive function, or at any time that the employee is in readiness to provide safety-sensitive function. A trained supervisor's determination of suspected alcohol use will be based on an employee's appearance, behavior, speech and/or body odor. An employee who is suspected of alcohol misuse must be immediately withdrawn from safety-sensitive functions and cannot return unless an alcohol test has been conducted with an alcohol concentration that measures less than 0.02, or (if no test is conducted) twenty-four (24) hours have elapsed since the reasonable suspicion determination occurred.

An alcohol test for reasonable suspicion should be administered within the first two (2) hours, or within the next six (6) hours, but no more than eight (8) hours after the initial observation occurred. If alcohol testing is not conducted within two (2) hours, the reasons the test was not conducted must be documented. If alcohol testing then is not conducted within the next six (6) hours, the reasons the test was not conducted must again be documented. After eight (8) hours, there will be no more attempts to conduct an alcohol test. If no alcohol test is conducted at all, the driver cannot perform safety-sensitive functions until twenty-four (24) hours have elapsed following the original determination of reasonable suspicion of alcohol use. If this employee must return to safety-sensitive functions before 24 hours have passed, he/she may do so only after taking another alcohol test and receiving a test result below 0.02.

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5. Return-to-Duty Testing

DOT and FMCSA regulations require an employee to provide a negative result on a return-to-duty test. But because Townsend will immediately terminate an employee for a violation of DOT and FMCSA regulations, there will be no need to conduct return-to-duty testing.

6. Follow-up Testing

A driver who returns to duty after complying with the recommendation(s) of a Substance Abuse Professional, and after providing a negative result on a Return-to-Duty test, is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the Substance Abuse Professional. Follow-up testing may be scheduled for a period of up to sixty (60) months, and must include no fewer than six (6) tests to be conducted in the first twelve (12) months after the employee's return-to-duty date.

Follow-up alcohol testing shall be conducted only just prior to, during, or just after the driver's performance of safety-sensitive functions, or when the driver is in readiness to perform safety-sensitive function.

Under independent authority, Townsend requires that the cost of all follow-up tests will be borne by the driver. When Townsend, under independent authority, has terminated a driver from employment, the responsibility for any remaining follow-up tests recommended by a SAP must be assumed by the driver's gaining employer, provided the driver is offered employment as a DOT-covered employee with a new employer.

If a newly-hired driver is subject to follow-up testing from a previous violation while working for a previous employer, that driver will, under independent authority, be responsible for the cost of any remaining follow-up tests as required by the Substance Abuse Professional, and such costs, if not paid by cash or personal check, will be deducted from the driver's next paycheck.

D. GENERAL TESTING INFORMATION (STANDARDS AND INTEGRITY OF THE TESTING PROCESS)

1. All tests shall be conducted as specified in U. S. Department of Transportation's 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.
2. An applicant or driver has the right to request and receive from a copy of the test result report on any drug or alcohol test for which he/she provided a urine or breath sample. The request, in writing, should be addressed to the DER for alcohol test results, and to the MRO for drug test results.
3. Collection and testing procedures will be such as to protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that test results are attributed to the correct driver.
4. When an employee is required to obtain a medical examination by a medical specialist (related to inability to provide a sufficient breath or urine specimen), the Company will not be responsible for any costs associated with that examination.

E. ALCOHOL TESTING AND THE REPORTING OF TEST RESULTS

1. Alcohol tests (screening and confirmatory) will be performed on a device that appears on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) and that meets the DOT's testing requirements.
2. When a specific time for an employee's test has been scheduled, and the employee does not appear at the collection site at the scheduled time, the BAT will contact our DER, who may determine that the employee has refused to be tested.

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3. For alcohol testing (screening and confirmatory), a breath sample will be collected and analyzed by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing device (EBT).
4. If the result of the screening test indicates an alcohol concentration of 0.02 or greater, a Breath Alcohol Technician (BAT) will perform a confirmatory test, no less than fifteen (15) and no more than thirty (30) minutes after the completion of the screening test.
5. If the confirmatory test is positive (0.04 and above, BrAC), the Breath Alcohol Technician (BAT) shall immediately notify Townsend's DER.
6. Random, reasonable suspicion and follow-up alcohol testing must be done just before, during, or just after a driver performs safety-sensitive function, or at anytime the driver is in readiness to perform safety-sensitive function.
7. Results of additional tests arranged by an employee, or requested by a medical practitioner, will not be considered. This includes testing of blood samples, hair samples, DNA, or any other testing methods or protocols.

F. CONTROLLED SUBSTANCES TESTING, THE MRO PROCESS AND THE REPORTING OF TEST RESULTS

1. All controlled substances testing specimens shall be analyzed by a laboratory that is approved by the U. S. Department of Health and Human Services (DHHS), and that observes applicable chain-of-custody procedures.
2. When a specific time for an employee's test has been scheduled, and the employee does not appear at the collection site at the scheduled time, the collection site personnel will contact our DER, who may determine that the employee has refused to be tested.
3. At the collection site, the employee will be required to empty his/her pockets and display the items in them. A refusal to empty all pockets as directed by the collector will be a refusal to be tested.
4. If a urine specimen temperature is outside the acceptable range (90 – 100 degrees F.), the collector must immediately require a new collection, under direct observation. An employee who refuses to provide a second specimen, or who refuses to permit a direct observation collection, will be determined to have refused to be tested.
5. The DHHS-approved testing laboratory shall forward the results of every drug test to a Company-designated Medical Review Officer (MRO) for review.
6. If the test result is negative, the result will be reported by the MRO to Townsend's DER.
7. If the test result is confirmed positive, adulterated, substituted or invalid, the employee will be given an opportunity to discuss the test result with the MRO.
8. If the test result is verified as positive, or as a refusal to test because of adulteration or substitution, the MRO shall inform the employee of his/her right to request a retest of the same specimen at a different DHHS-approved laboratory, and of the process for doing so. Such request must be made by the employee within seventy-two (72) hours of the employee having been informed of a verified positive test result.
9. Townsend, under independent authority, requires that the cost of a retest shall be borne by the driver, and will be deducted from the driver's subsequent paycheck.
10. If, after making 3 attempts in a 24-hour period, the MRO is not able to contact the driver, the MRO shall report to Townsend's DER that all reasonable efforts have been made to contact the driver, without success. The DER shall then, as soon as practicable, ask the driver to contact the MRO within the next seventy-two (72) hours, and shall apprise the MRO that the driver has been so notified.
11. The MRO may verify a test as positive without communicating with the driver if:
 - a. The driver expressly declines the opportunity to discuss the test result; or

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b. Townsend's DER has successfully made and documented a contact with the driver and instructed the driver to contact the MRO and more than 72 hours have passed since the time the employee was successfully contacted by the DER; or

c. Neither the MRO nor the DER, after making all reasonable efforts, has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory.

12. If a test is verified positive under the circumstances specified in #11 (b,c) above, the employee may, within 60 days, present to the MRO information documenting that serious illness, injury or other circumstances unavoidably prevented the employee from being contacted by the MRO or Townsend's DER, or from contacting the MRO, as applicable, within the times provided. The MRO, on the basis of such information, may reopen the verification, allowing the employee to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO will declare the test to be negative.

13. When a required drug test (pre-employment, return-to-duty, or follow-up) is canceled, the employee will be required to immediately take another test, with minimum advance notice.

14. Results of additional tests that are arranged by an employee, or requested by a medical practitioner, will not be considered. This includes testing of blood samples, hair samples, DNA, or any other testing methods or protocols.

15. A negative dilute drug test result, or the report of an invalid specimen, will result in the employee's being required to immediately take another test, with minimum advance notice.

16. If, in the MRO's opinion, the employee provides information that medically disqualifies the employee from providing safety-sensitive functions, or that causes the MRO to have concern about the employee's ability to safely perform his/her safety-sensitive duties, the MRO is required to give that information to our DER.

17. After verifying the test results, the MRO shall report the test results in a confidential manner to Townsend's DER. The MRO's report will include:

a. The driver's name and Social Security # or employee ID #;

b. The date of the collection;

c. The reason for the test (e.g., random, post-accident, etc.);

d. The test results will be reported as either positive (with the identity of the specific controlled substance), negative, dilute, refusal to test, or canceled, and the date the result was verified by the MRO.

18. A required Return-to-Duty drug test must be completed, with a negative test result, prior to a driver returning to performing any safety-sensitive function.

VIII. TEST RECORDS

Records pertaining to the alcohol and controlled substances testing program shall be maintained in secured and locked confidential files in Human Resources. Access to these records shall be limited to management officials on a need-to-know basis, as determined by Human Resources.

Records and report data shall be maintained as specified in FMCSA's rules and regulations. Except as required by law or expressly authorized or required by FMCSA's rules and regulations, driver testing information maintained under the alcohol and controlled substances testing program will be released only to the driver (on written request), or to an identified person as directed by the specific, written consent of the driver authorizing the release of the information.

IX. CONSEQUENCES OF PROHIBITED CONDUCT

When a DER receives notice of a driver's verified positive drug or alcohol test result, or of a verified refusal to be tested, or of any other violation of DOT rules (See Section VII[B], Prohibited Conduct), the driver will be immediately removed from all FMCSA safety-sensitive functions (see definition), including driving, and will be immediately terminated from employment.

If a driver refuses to submit to testing, Townsend will, under independent authority, consider the driver to have voluntarily resigned.

Employee drivers who have been terminated for violation of this policy, including a refusal of testing, will be ineligible for rehire for a period of three (3) years from the date of the offense.

X. EDUCATION AND TRAINING

Any employee who has questions or concerns regarding this policy may seek clarification and further details from Townsend's Director of Human Resources.

Educational materials, including a copy of this policy, and information concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life, signs and symptoms of an alcohol or controlled substances problem (the driver's or a coworker's) and available methods for intervening when an alcohol or controlled substances problem is suspected, will be provided to each driver.

Additional materials may be requested and answers to questions about the materials may be obtained by contacting Townsend's Director, Human Resources. Attendance at training programs will be mandatory for supervisors and other employees involved in administering the controlled substances/alcohol testing program.

Supervisors who are designated to determine whether or not reasonable suspicion exists and who then order a DOT FMCSA-driver to undergo testing under FMCSA rules and regulations, will receive at least 60 minutes of training on recognizing alcohol misuse, and at least 60 minutes of training on recognizing controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

All supervisors who participate in training will be given a certificate of completion of such training. The original certificate will be kept in Company records, and a copy will be provided to each supervisor for his/her own records, when requested.

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XI. OTHER CONSEQUENCES

The following consequences (any other consequences described in this policy that differ from the minimum requirements of FMCSA rules and regulations) are imposed by Townsend under independent authority, and are not required by FMCSA regulations.

A. Termination of Employment

1. Townsend will immediately terminate an employee on a first violation of FMCSA regulations (Section VII[B]).
2. A driver who is convicted of driving under the influence of controlled substances and/or alcohol while on duty will be immediately terminated from employment.
3. An employee/driver who refuses to submit to required testing for alcohol and/or controlled substances will be considered to have voluntarily resigned.
4. The services of any non-employee driver (a student, a contract driver, or an independent owner-operator) who engages in prohibited conduct will be immediately discontinued.
5. A driver who, in any twelve-month period, provides three alcohol test results that are greater than 0.02 but below 0.04, will be terminated from employment.
6. When it is discovered that an employee provided false information regarding previous test results on pre-employment tests, the employee will be immediately terminated.

B. Suspended Status

1. When a driver's alcohol test result is above 0.02 but less than 0.04, FMCSA regulations require that the driver be removed from safety-sensitive functions for twenty-four (24) hours. Under independent authority, Townsend considers this to be leave without pay.
2. When a driver is using a prescription medication and provides no written notice or authorization from a licensed medical practitioner advising that the driver may continue to safely operate a Commercial Motor Vehicle while using the medication, Townsend reserves the right to place the driver on leave without pay until such information is received by Townsend's DER or until the medication is no longer required. (See Section V[E] and Section VI.)
3. A driver who is charged by any governmental authority with driving under the influence of controlled substances and/or alcohol while on duty will be placed on leave without pay, pending resolution of the charge.

C. Additional Testing for Drugs and Alcohol

1. A driver will be required to submit to a non-DOT test for reasonable suspicion in those circumstances when the driver is suspected of drug or alcohol use, or has violated a work rule as stated elsewhere in this policy, or is involved in or may have contributed to the causing of an accident, or causes injury to him/herself or to another person, when the circumstances related to that incident do not meet the requirements of a DOT test. (See Section V[J, K]).

***THIS DRUG AND ALCOHOL POLICY IS NOT AN EMPLOYMENT CONTRACT,
OR AN OFFER OF AN EMPLOYMENT CONTRACT.***

Townsend may change, alter, or eliminate any or all portions of this policy as it deems appropriate, or as mandated or permitted by applicable laws, and may interpret it in response to any particular circumstance. An up-to-date copy of the policy is kept in Human Resources. Employees may request to see the policy at any time during normal business hours.

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Addendum
FMCSA Clearinghouse

Effective January 6, 2020 in accordance with 49 CFR, all drivers shall be subjected to a query of the FMCSA Clearinghouse prior to employment as well as yearly throughout the driver's employment with this company.

Drivers should also note that the following information will be reported to the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test;
- An employer's report of actual knowledge, as defined at 49 CFR § 382.107;
- On duty alcohol use pursuant to 49 CFR § 382.205;
- Pre-duty alcohol use pursuant to 49 CFR § 382.207;
- Alcohol use following an accident pursuant to 49 CFR § 382.209;
- Drug use pursuant to 49 CFR § 382.213;
- A SAP's report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and,
- An employer's report of completion of follow-up testing.

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**THE TOWNSEND CORPORATION
ALCOHOL AND DRUG TESTING POLICY
FOR ALL NON CDL EMPLOYEE CLASSIFICATIONS**

Section 1. Policy Statement

The Townsend Corporation ("Townsend") recognizes the problems caused by drug and alcohol use in the workplace and has a strong commitment to provide a safe workplace for its employees. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. Accordingly, and to further the aims of the Drug-Free Workplace Act of 1988, 41 U.S.C. 701, The Townsend Corporation has adopted the following alcohol and drug testing policy for its non-CDL employees.

Section 2. Who Must Be Tested Under this Policy.

All employee classifications are subject to testing under this Policy.

Section 3. Definitions.

- A. **Alcohol.** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.
- B. **Controlled Substance.** Any substance (other than alcohol) that has known mind or function-altering effects on the human subject, including without limitation any psychoactive substance such as marijuana (THC), cocaine, opioids, phencyclidine (PCP), and amphetamines (including methamphetamine).

NOTE: (In this document, the terms "drugs" and "controlled substances" are used interchangeably and have the same meaning.)

- C. **Reasonable Suspicion.** A supervisor or other official of Townsend shall have reasonable suspicion to conduct an alcohol and/or drug test if specific, contemporaneous, and articulable observations concerning the appearance, speech, behavior, performance or body odor indicate drug or alcohol use or impairment. The information shall come from firsthand personal observations or a reliable, credible source.

Section 4. Prohibitions

- A. Townsend prohibits the inappropriate use of alcohol or controlled substances by any employee. Therefore, no employee shall:

- (1) Use alcohol or controlled substances at any time when it could affect job performance.
- (2) Report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
- (3) Report for duty or remain on duty when the employee uses any controlled substance, except when that use is in strict compliance with the prescription or manufacturer's recommendations and pursuant to physician's instructions advising that the substance does not adversely affect or impair the employee's ability to perform his or her job duties in a safe manner.
- (4) Refuse to submit to reasonable suspicion test, random test, post-accident test or follow-up test.
- (5) Report for duty or remain on duty if the employee has engaged in conduct prohibited by this policy.

B. No supervisor shall:

- (1) Permit an employee to remain on duty, having actual knowledge that employee has a measured alcohol concentration of 0.02 or greater or possesses or is using alcohol.
- (2) Permit the employee to remain on duty, having actual knowledge that employee has used a controlled substance (Townsend may require the employee inform it of any therapeutic drug use) or
- (3) Permit an employee who refuses to submit to testing under this Policy to remain on duty.

C. Other Prohibited Conduct and/or Related Notices

Employees are required to stay in contact with the program administrator or Risk Management Specialist while awaiting the results of a drug or alcohol test.

Equipment may be randomly inspected for drugs or alcohol, related paraphernalia and all other contraband items. Discovery of such items will result in discipline, up to and including termination, and prosecution per Townsend policies.

In addition:

- (1) **Employees may not park at a tavern or bar with Townsend equipment.** Employees may not consume any alcoholic beverage or use of controlled substance while on Townsend property or while in possession of Townsend equipment whether on or off duty at any location.
- (2) **Use of Hemp products.** Hemp products may contain substances which can result in a positive test for tetrahydrocannabinol (THC) (whether or not such ingredients are listed on the product label). The use of products containing Hemp for any reason (including "medical" or "nutritional") will not be considered a legitimate explanation for a positive drug test.
- (3) **Prescription or other use of Marijuana or THC will not be accepted** as an explanation for a positive test. The only allowable medical explanation for the presence of THC is notification (provided to Townsend in writing prior to use) of a valid prescription for Marinol® for a DEA-approved use.
- (4) **Compliance with this policy is a condition of employment.** Refusal to take a required drug or alcohol test, or failure of such test(s) shall result in discharge.

Section 5. Required Testing.

A. Pre-employment. Offers of employment are made contingent upon taking and passing a pre-employment controlled substances test. Applicants who receive employment offers are cautioned against giving notice at their current place of employment or incurring any costs associated with accepting employment with Townsend until medical clearance has been received. A positive drug screen disqualifies the applicant from further hiring consideration for a period of three (3) years after the date of the positive drug screen.

B. Reasonable Suspicion. An employee shall be tested if a supervisor or manager reasonably suspects, or if information is provided whereby Townsend has reasonable suspicion to believe an employee is under the influence of alcohol or drugs on duty or has violated the above Townsend rules prohibiting the inappropriate use of alcohol and/or controlled substances. A determination that reasonable suspicion exists to conduct an alcohol test must be based on specific, contemporaneous, and articulable observations concerning the appearance, speech, behavior, or body odors of the employee. These observations may include indications of the chronic long-term and withdrawal effects of controlled

substances. **Testing must be made within eight (8) hours after the determination is made that reasonable suspicion exists.**

The person who makes the determination that reasonable suspicion exists shall not conduct the screening test. Further, a written record shall be made of the observations leading to a controlled substances or alcohol reasonable suspicion test, and signed by the individual who made the observations, within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier. An employee who is required to undergo reasonable suspicion testing will be considered unqualified to perform their job duties and will be suspended from performing any such function pending the results of the test.

The required observations will be made by a supervisor or other Townsend official who has received at least 60 minutes of training on alcohol misuse and at least an additional 60 minutes of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Employees will be transported to the specimen collection site and be tested as directed (alcohol and/or drugs) as soon as possible. Townsend will make arrangements for suitable transportation to transport the employee to his/her home following reasonable suspicion testing.

Employees who are required to take reasonable suspicion tests are considered unqualified to work and placed on immediate suspension.

An employee who refuses to be tested, or who refuses to be escorted to or from the test site will be subject to discharge and disqualified from further hiring consideration for a period of three (3) years after the date of the refusal or positive drug screen.

- C. **Random.** Townsend will randomly select at least ten percent (10%) of its non-CDL non-exempt employees to submit to a random substance abuse test each year. The number of non-CDL employees to be tested during the year shall be established on January 1 each year and said number shall be spread out equally over the 12 months of the year. The selection process used will remove discretion in selection from any supervisory personnel, and will be a scientifically valid method assuring each driver in a driver position will have an equal chance of being tested every time selections are made. Random testing will be unannounced and the dates for testing will be spread reasonably throughout the calendar year. All non-CDL employees remain in the random selection pools at all times, regardless of whether or not they have been previously selected for testing.

Non-CDL employees selected for random testing must report to the specimen collection site immediately (allowing for reasonable travel time) following notification.

A non-CDL employee who fails or refuses to submit to random testing immediately following notification shall be immediately removed from the job site, and is **subject to discharge**. An employee who fails or refuses to submit to random testing will be prohibited from further hiring consideration for a period of three (3) years after the date of the positive drug screen or refusal.

- C. **Post-Accident Testing.** An employee, if he appears to have caused the accident, will be tested for the use of drugs within two hours after an accident regardless of whether a human fatality is involved or if the employee receives a citation for a moving violation arising from the accident. If a drug test cannot be taken within the prescribed two hours, then a report needs to be filed by the department head detailing the reason or reasons why the test was not promptly administered. In any event, the employee must be tested no later than 12 hours (for drug testing) after an accident.

In order to facilitate compliance with the post accident testing requirements:

- (1) Employees must contact their immediate supervisor or another Company official as soon as possible following the accident and remain readily available for testing or may be deemed by Townsend to have refused to submit to testing. **AND**,
- (2) Employees who submit to drug or alcohol testing conducted by a law enforcement officer must contact their supervisor (or another Townsend official) immediately and provide the name, badge number and telephone number of the officer who conducted the testing.

At Townsend's discretion, Employees who are required to submit to post accident drug or alcohol testing may be placed on non-disciplinary suspension, while awaiting the post accident test results.

Employees who fail to comply with Townsend's post accident testing procedures, will be subject to discharge.

An employee subject to post-accident testing shall remain readily available for testing or may be deemed by Townsend to have refused to submit to testing. An "accident" includes but is not limited to an accident which results in the death of a human being, bodily injury to a person who, as a result of the injury immediately receives medical treatment away from the scene of the accident or disabling property damage. A positive drug screen disqualifies the applicant from further hiring consideration for a period of three (3) years after the date of the positive drug screen.

D. **Retesting.** Any employees who test positive have the right to have their sample retested. **The retesting will be done at the individual's expense.** Request for retesting must be sent to the Medical Review Officer (MRO), in writing, within 72 hours of notification of the positive result. Prior to retesting a certified check or money order for the cost of retesting must be received in the office of the independent testing company within 5 calendar days of receipt of certified mailed billing. If not received within 5 calendar days the request for retesting will be null and void.

E. **Return-to-Duty Testing.** Prior to returning to duty an employee who tests positive for alcohol at a concentration of .02 to .039 BAC shall be required to:

- (1) Serve a disciplinary suspension of at least five (5) work days.
- (2) Be evaluated by a substance abuse professional (SAP) chosen by Townsend, who will determine what assistance, if any, the Employee needs in resolving problems associated with alcohol misuse.
- (3) Execute Townsend's "last-chance" agreement.
- (4) Pass a return-to-duty alcohol test with a BAC of less than .02.

Such Employees must also be further evaluated to determine their compliance with any rehabilitation program if prescribed by the SAP. Any Employee who refuses to execute Townsend's "last-chance" agreement, who fails to fully cooperate and comply with any SAP rehabilitation program, who refuses to submit to a return to duty test, or who fails to test at less than .02 BAC prior to reinstatement shall be terminated.

F. **Termination of Employment; Re-Employment.** Employees who test positive to an alcohol test with an alcohol concentration of *0.04 percent or greater will be terminated. Employees who test positive for controlled substance use will be terminated.* Additionally, any employee who is seeking re-employment after being removed from his duties for refusal to submit to alcohol or controlled substances testing is not eligible for re-employment for a period of three (3) years after the date of the refusal to submit. In

addition, in order to be eligible for re-employment the employee must submit to the requested test prior to being considered eligible for re-employment and to any other required post offer pre-employment drug testing required by Townsend.

Section 6. Testing Procedures

- A. **Consent Forms.** The employee shall sign a consent form authorizing the medical clinic or, in the case of an alcohol test, a certified breath alcohol technician, to withdraw a specimen of urine and/or breath and the release of the laboratory testing results to Townsend and the medical review officer. Refusal by an employee to sign a consent form shall be treated under Section 7B. (2) of this Policy.

All applicants and employees must sign a Certificate of Receipt that they have had this policy explained to them and that they have received a copy. The Certificate of Receipt will be filed in the employees' medical file.

- B. **Collection Site.** All employees tested must provide a urine and/or breath specimen for testing purposes at a collection site to be designated by Townsend. The collection site will have the necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage and, if necessary, the transportation or shipment of the samples to an approved laboratory. While allowing employees privacy for collection of the specimen, employees are required to remove any unnecessary outer garments which may conceal substances or items used to adulterate a urine sample. **Failure of the specimen donor to remain at the collection site or to provide an adequate specimen within 3 hours of the first unsuccessful attempt will be considered a "refusal to submit to testing".**

- C. **Accreditation.** All laboratories used by Townsend to perform drug tests shall be required to perform all of the necessary testing procedures and will be accredited by the United States Department of Health and Human Services. In addition, all breath alcohol technicians ("BAT") used by Townsend to perform alcohol breath tests will be required to undergo the necessary training for evidential breath testing ("EBT") training, and each EBT used for alcohol breath testing will meet the minimum requirements of NHTSA's conforming products list.

- D. **Medical Review Officer.** A qualified medical review officer ("MRO") will be appointed to review, interpret and report positive drug test results.

- E. **Chain of Possession Procedure.** To ensure the integrity of the testing procedure, a chain of possession procedure will be followed to ensure the samples tested are those of the employee or applicant from whom they were obtained.

- F. **Laboratory Testing Methodology.** Because of the consequences of a positive test result, Townsend employs a two-stage testing program.

(1) Drug Testing Procedures.

- (a) Drug tests for applicants and for employees will be conducted to screen the presence of the following drugs and their metabolites: marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) as well as any other drugs specified by applicable DOT regulations.
- (b) All urine samples will first be subjected to an Enzyme Multiplied Immunoassay Test (EMIT) screening process.

- (c) Those samples having a negative screen (no illegal or illicitly used substances present) will be considered to have "passed" the test and no further testing will be done on that sample.
 - (d) All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques.
 - (e) Specimens which test negative on either the initial test or the GC/MS confirmatory test shall be reported as negative and no further action will be taken.
 - (f) If the sample is confirmed positive by GC/MS and reported as such by the Medical Review Officer (MRO), the employee is entitled to have the sample retested by a different NIDA laboratory. The retesting will be done at the individual's expense.
 - (g) Upon retesting of the sample, if the results are still positive the employees will not be reinstated and employment will be terminated.
- (2) Alcohol Testing Procedures
- (a) The specimen shall be collected only by a breath alcohol technician (BAT) or by a Screening Test Technician (STT) trained to proficiency in the operation of an evidential breath testing (EBT) or screening test device (STD). The technician will first complete a Breath Alcohol Testing Form, which is to be signed by the tested employee. Refusal by the employee to sign the form shall be regarded as a refusal to take the test. Prior to completing the test, the technician will require the employee to provide photo identification. The technician will then explain the alcohol testing procedure to the employee. The technician will next instruct the employee to blow forcefully into the mouthpiece of the testing device for at least six seconds or until the testing device indicates that an adequate amount of breath has been obtained. If the result of the screening test is a breath alcohol concentration of less than 0.02 percent, the technician shall sign the testing form certification noting the negative result.
 - (b) If a tested employee shows a breath alcohol concentration of at least 0.02 percent, a confirmation test must be conducted within 20 minutes after completing the screening test. Before the confirmation test is administered, the technician shall ensure that the testing device registers on 0.00 percent on an air blank. The result of the confirmation test shall be affixed to the back of the Breath Alcohol Testing Form.
 - (c) The confirmation test results determine any action taken.
 - (d) Employees who test positive for alcohol (.04 Breath Alcohol Content (BAC) or greater) will be dismissed.
 - (e) Employees testing .02 to .039 BAC are also considered positive and shall be removed from duty, without pay, for at least five (5) work days and may return to work after this time provided the employee meets the Return to Duty Requirements set forth in Section 5.E.
 - (f) EBT or STD will be used for confirmatory alcohol tests.

G. **Notification of Test Results.** Townsend shall notify employees of the results of reasonable suspicion or post-accident drug tests and, if positive, the identity of the controlled substances for which the tests were positive.

(1) **Drug Screens.** With regard to drug tests only, the MRO will report in writing to Townsend within three days of receiving laboratory reports whether a drug test was positive or negative, and, if positive, the identity of the controlled substance for which the test was positive. However, the MRO shall afford the tested employee the opportunity to discuss a positive drug test result with the MRO before reporting the positive test result to Townsend. If the MRO, after making and documenting all reasonable efforts, is unable to contact the tested employee, the MRO shall contact a designated management official of Townsend to arrange for the employee to contact the MRO prior to going on duty. The MRO may verify a positive drug test without having communicated with the employee about the results of the test if:

(a) The employee expressly declines the opportunity to discuss the results of the drug test; or

(b) If within five days after a documented contact by a designated management official of Townsend instructing the employee to contact the MRO, the employee has not done so; and

(c) All positive drug tests reported to Townsend by the MRO in which the MRO did not discuss the results with the employee are noted and are accompanied by a complete documentation of the MRO's efforts to contact the employee including contacts with Townsend's designated management official.

(2) **Alcohol Screens.** With regard to alcohol use tests only, the technician shall immediately notify a designated Townsend official by writing, in person or by telephone or electronic means of the results of the testing. If the initial transmission is not in writing, Townsend will verify the identity of the testing technician and follow up the initial transmission by receiving from the technician the Breath Alcohol Testing Form. All initial and follow up transmissions of alcohol use test results will be handled in a confidential manner.

H. **Confidentiality.** Any and all communications involved in the testing procedures and results will be handled in a confidential manner to the extent permitted by federal and state laws. Regardless of the type of test given, the MRO will report to Townsend the result of the test and, if positive, the identity of the substance for which the employee tested positive. Townsend will maintain a separate file for each employee which will contain all appropriate and legally required information. The MRO will maintain individual test results for a minimum of five years. No such information will be released, except as required by state or federal law or with express written consent of the subject employee. Testing results shall only be used to ensure compliance with this Policy and not for any diagnostic or therapeutic purpose.

Section 7. Positive Test Results/Refusal to Submit to Testing.

A. **Disciplinary Action Based on Positive Test Results.** An employee who tested positive for the use of alcohol where the blood alcohol concentration is equal to or greater than 0.04 percent, or illegal drugs will be discharged.

Employees testing .02 to .039 BAC shall be removed from duty, without pay, for at least five (5) work days and meets the return to duty requirements set forth in Section 5.E.

B. **Disciplinary Action Based on Refusal to Submit to Testing.** Refusal to submit to testing means any of the following:

- (1) failing to provide an adequate urine specimen (within 3 hours of the first unsuccessful attempt) for a drug test without a valid medical explanation; or
- (2) failing to provide an adequate breath sample for an alcohol test without a valid medical explanation; or
- (3) failing to submit to a test as directed (including failing to report to the collection site immediately following notification, or failure to remain at the collection site and provide adequate specimens for testing); or
- (4) otherwise engaging in any conduct that clearly obstructs the testing process.

Examples of such conduct that clearly obstructs the testing process may include (but are not limited to); leaving the scene of an accident without a valid medical reason or safety purpose, not reporting for a test at the time directed, substitution or adulteration of or tampering with a urine specimen, tampering with an alcohol testing device, failing to follow Townsend's testing procedures; failing to cooperate with federal, state or local law enforcement officers at the accident scene, or failing to promptly advise Townsend when a post accident test is conducted by law enforcement officers.

An Employee who refuses to undergo testing for alcohol and/or controlled substances as outlined in this policy will not be permitted to perform any safety-sensitive function and will be discharged. An employee's acceptance to submit to testing under Townsend program will not serve as a waiver of disciplinary action. An employee who refuses to undergo testing for alcohol and/or controlled substances as outlined in this policy is disqualified from re-employment consideration for a period of three (3) years after the effective date of the termination of employment due to such a refusal.

Section 8. Townsend Disciplinary Rights.

Nothing herein shall limit or condition in any way, directly or indirectly, Townsend's right and responsibility to discipline and/or discharge any employee for violation of any part of this Policy.

Section 9. Notification of Policy Violations.

IF THERE IS A VIOLATION, OR A SUSPICION OF A VIOLATION, OF THIS POLICY, THE HUMAN RESOURCES DIRECTOR, AND THE GENERAL MANAGER ARE TO BE IMMEDIATELY NOTIFIED. THEY WILL TAKE APPROPRIATE ACTION AND NOTIFY THE PRESIDENT AND/OR LOCAL LAW ENFORCEMENT OFFICIALS AS DEEMED NECESSARY.

Section 10. Changes or Modifications.

The purpose of this policy is to assure consistent application of the procedural guidelines. Townsend reserves the right to change the provisions of this Policy and Testing Program at any time in the future. Any prospective change to these guidelines will be approved by the Human Resources Director of Townsend.

Section 11. Drug Free Workplace Act.

Townsend recognizes the importance of keeping the workplace free from drugs, and has a policy of maintaining a drug-free workplace. In pursuit of this goal, Townsend complies with and enforces the Federal Drug-Free Workplace Act of 1988. It is unlawful for any Townsend employee to illegally manufacture, distribute, dispense, possess or use a controlled substance during working time or on Townsend premises.

Townsend employees must not unlawfully manufacture, distribute, dispense, possess or use a controlled substance during working time or on Townsend premises. If an employee receives a criminal drug statute conviction for a violation occurring during working time or on Townsend premises, the employee must notify the Human Resources Director within five (5) calendar days after such a conviction. An employee who receives such a conviction will be discharge. However, an employee who receives such a conviction may be required by Townsend,

in lieu of termination, to participate in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local law.

To assist in ensuring compliance with Townsend's Drug-Free Workplace Policy, Townsend has established a drug-free awareness program to inform employees about: (a) the dangers of drug abuse in the workplace; (b) Townsend's policy of maintaining a drug-free workplace; (c) any available drug counseling, rehabilitation, and employee assistance programs; and, (d) the penalties that may be imposed upon employees for drug abuse violations. Participation in Townsend's drug-free awareness program by all employees is mandatory.

Any employee who is charged with a violation of a Federal, State, or Local Drug Statute, shall notify Townsend immediately.

Section 12. Motor Vehicle License.

Any employee who operates a Townsend vehicle and who is charged with a D.W.I. or other alcohol related offense, or whose driver's license is revoked or suspended for any reason shall notify his Department Head immediately.

Employees who operate a Townsend vehicle, or and who are convicted of D.W.I. or other alcohol related offense shall notify their Department Head, in writing, of such conviction within 5 days of conviction.

Section 13. Inspections.

Townsend will conduct inspections to the extent considered necessary where reasonable suspicion exists in order to insure compliance with the Alcohol and Drug Abuse Policies. Entry onto Townsend property, including parking areas, and work site areas, is deemed consent to an inspection of person, vehicle and personal effects at any time while entering, on, or leaving the property, as well as off Townsend premises while engaged in Townsend business. It is not the intent to make inspections indiscriminately, but when there is a reasonable suspicion that there may be a violation of the Alcohol and Drug Abuse Policy/Program.

A. Must Have Reasonable Suspicion Before Acting. In order to conduct an inspect Townsend must have "reasonable suspicion" to believe that the individual is under the influence of alcohol or drugs, or other controlled substance or has violated the above Townsend rules prohibiting the inappropriate use of alcohol or controlled substances, including the possession of drug paraphernalia or other contraband. In order to establish "reasonable suspicion", it must be based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or body odors of the individual. These observations may include indications of the chronic (long-term) and withdrawal effects of controlled substances. The required observations will be made by a supervisor or other Townsend official, or their designated representative, who has received at least 60 minutes of training on alcohol misuse and at least an additional 60 minutes of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The person who makes the determination that reasonable suspicion exists shall not conduct the inspection. Further, a written record shall be made of the observations leading to a determination of reasonable suspicion, which must be signed by the individual who made the observations, within 24 hours of the observed behavior and before any inspection may be made.

B. Employee Inspection Procedure. Inspection of clothing and personal effects shall be conducted under the direct supervision of management accompanied by a witness, in the presence of the employee if he or she is reasonably available. In the event the employee is not reasonably available, the inspection will be conducted in the presence of a member of management and a witness. Inspections will include but are

not limited to, lockers, lunch boxes, packages, tool boxes, desks, vehicles, personal effects from pockets or handbags.

Body type searches, e.g., frisking, strip searches, etc. **will not be conducted by Townsend.**

Employees who refuse to cooperate shall not be forcibly inspected, but they will be told that submission to inspection is a condition of employment and failure to cooperate will result in suspension without pay for whatever time is necessary for Townsend to investigate the matter and determine if any disciplinary action, up to and including discharge, will be taken.

- C. **Disposition of Seized Property.** Any alcohol/drugs, or controlled substance (or suspected drugs or controlled substance) will be impounded and sealed in a container.

The sealed container shall bear the date, names of the persons present and a general description of the item, etc. A receipt shall be given for such seized property. Seized items shall be retained in a locked cabinet under the exclusive control of the Human Resources Director or the Administrator's representative. If possession is transferred, a chain of receipts shall be established. Seized alcohol, drugs, controlled substances, drug paraphernalia or contraband will not be returned. Notwithstanding the preceding, legally prescribed medications will be returned to the employee after the investigation.

If not already involved, local or state law enforcement personnel should be notified in order to communicate, as appropriate, with local authorities concerning identification of the material and possible prosecution if federal, state, or local laws have been broken.

Section 15. Contractor's Employees/Visitors.

Contractors are to be informed of the Policy on drug and alcohol abuse. If a contractor's employee or a visitor is in violation of the program, he or she should be immediately escorted off the premises by the supervisor or general manager, and reported to local law enforcement authorities, if appropriate.

Section 16. General Summary.

All pre-employment applicants who are offered employment and all Townsend non-CDL employees will receive a copy of this Policy and sign a statement in recognition that the employee understands this Policy. One copy will be returned to the employee or applicant, and the second copy will be put into the employee's medical file.

Failure to sign a release for alcohol and drug testing will be classified as insubordination and the employee shall be terminated from employment.

Refusal to submit to alcohol/drug, or controlled substance testing, as required by Townsend policy, will be recorded as a positive test and the employee will be dismissed. Refusal to submit to an alcohol or controlled substance test means:

- (1) failing to provide an adequate urine specimen (within 3 hours of the first unsuccessful attempt) for a drug test without a valid medical explanation; or
- (2) failing to provide an adequate breath sample for an alcohol test without a valid medical explanation; or
- (3) failing to submit to a test as directed (including failing to report to the collection site immediately following notification, or failure to remain at the collection site and provide adequate specimens for testing); or
- (4) otherwise engaging in any conduct that clearly obstructs the testing process.

TO BE FILED IN THE EMPLOYEES CONFIDENTIAL FILE

CERTIFICATE OF RECEIPT

I have read and understand the requirements of Townsend Alcohol and Drug Policy and have received a copy of the same. I understand that my test results will be discussed with appropriate members of Management, Human Resources Director or their designated representatives. I also understand that I must abide by all the rules and regulations of this Policy.

Employee/Applicant Signature SS # _____ - _____ - _____ _____
Date

Print Employee/Applicant Name Department

Witness Printed Name

Witness Signature



Texas References

Central Texas Electric Cooperative
Mr. Mitch Elmore, Director of Operations
386 Friendship Lane, Fredericksburg, TX 78624
830-997-2126
Mitch.elmore@ctec.coop

Guadalupe Valley Electric
Mr. Jeff Siegel, Vegetation Control Manager
825 E. Sarah DeWitt Drive, Gonzales, TX 78629
830-857-1151
jseigel@gvec.org

City of Georgetown
Mr. Mike Westbrook, Electric Operations Manager
300-1 Industrial Ave., Georgetown, TX 78626
512-930-3114
Mike.westbrook@georgetown.org

Kerrville Utility Board
Mr. Howard Hall, Supervisor of Field Services
2250 Memorial Blvd., Kerrville, TX 78028
830-257-3050
hhall@kpub.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|------------------------------------|
| PRODUCER Bowen, Miclette & Britt Insurance Agency, LLC 2800 North Loop West, Suite 1100 Houston TX 77092 | CONTACT NAME: Christina Casanova | |
| | PHONE (A/C No, Ext): 713-880-7100 | FAX (A/C, No): 713-880-7166 |
| E-MAIL ADDRESS: ccasanova@bmbinc.com | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURER A : Liberty Mutual Fire Ins Co | | 23035 |
| INSURER B : | | |
| INSURER C : | | |
| INSURER D : | | |
| INSURER E : | | |
| INSURER F : | | |

| | | |
|------------------|---------------------------------------|-------------------------|
| COVERAGES | CERTIFICATE NUMBER: 1313975482 | REVISION NUMBER: |
|------------------|---------------------------------------|-------------------------|

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|-----------------|-------------------------|-------------------------|---|---------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | Y | Y | TB2691471375013 | 3/1/2023 | 3/1/2024 | EACH OCCURRENCE | \$ 10,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000 |
| | | | | | | | MED EXP (Any one person) | \$ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 10,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 20,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 20,000,000 |
| | | | | | | | | \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | Y | Y | AS2691471375033 | 3/1/2023 | 3/1/2024 | COMBINED SINGLE LIMIT (Ea accident) | \$ 10,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | Phys Damage - | \$ Self Insd |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | WA269D471375023 | 3/1/2023 | 3/1/2024 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER | |
| | | | | | | | E.L. EACH ACCIDENT | \$ 10,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 10,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 10,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Named Insureds Include: The Townsend Corporation; Townsend Tree Service Company, LLC; Townsend Electrical Construction Company, LLC; Reliable Equipment Leasing, LLC fka Townsend Leasing, LLC; N.G. Gilbert Corp.; Kelley Electric, LLC; ROW-Care, LLC; Townsend Residential Services, LLC fka Wind Energy, LLC; ECO Pak, LLC; Integrated Vegetation Management, LLC; Townsend Tree Service Company LLC dba National Tree Expert Co.; Townsend Tree Service Company LLC dba Crafton Tree Service; The Townsend Corporation dba The Townsend Tree Corporation; TTC Real Estate, LLC; N.G. Gilbert Services, LLC; Townsend Residential Services, LLC.

The following policy provisions and/or endorsements form part of the policies of insurance represented by this certificate of insurance. The terms contained in the policies and/or endorsements supersede the representations made herein. Electronic copies of the policy provisions and/or endorsements listed below are See Attached...

| | |
|---|---|
| CERTIFICATE HOLDER Kerrville Public Utility Board 2250 Memorial Blvd. PO BOX 911 Kerrville TX 78029-0911 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |



ADDITIONAL REMARKS SCHEDULE

| | | | |
|---|-----------|---|--|
| AGENCY Bowen, Miclette & Britt Insurance Agency, LLC | | NAMED INSURED The Townsend Corporation 1015 W. Jackson Street Muncie, IN 47305 | |
| POLICY NUMBER | | EFFECTIVE DATE: | |
| CARRIER | NAIC CODE | | |

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

available by emailing contact as shown above.

General Liability:

Blanket additional insured Ongoing Operations per form #CG 20 10 12 19
 Blanket additional insured Completed Operations per form #CG 20 37 12 19
 Blanket waiver of subrogation per form #CG 24 04 12 19
 Blanket primary/non-contributory per form #CG 20 01 12 19

Automobile:

Blanket additional insured per form #CA 20 48 10 13
 Blanket waiver of subrogation per form #CA 04 44 10 13
 Blanket non-contributory per form #AC 84 23 08 11

Worker's Compensation:

Blanket waiver of subrogation per form #WC 42 03 04B - Texas
 Blanket waiver of subrogation per form #WC 00 03 13 - Other States

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

SCHEDULE

**Name Of Additional Insured Person(s)
Or Organization(s):**

Location(s) Of Covered Operations

All persons or organizations with whom you have entered into a written contract or agreement, prior to an "occurrence" or offense, to provide additional insured status.

All locations as required by a written contract or agreement entered into prior to an "occurrence" or offense.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

PRICING

Cost of One year round crew for everyday tree trimming.

Tree trimming crew consist of the following:

Hourly Standard Bucket Truck \$ 20.14 per hour

Hourly Pick-Up Truck \$ 12.72 per hour

Brush Chipper \$ 6.36 per hour

Working Foreman \$ 47.28 per hour

Climber \$ 41.76 per hour

Ground person \$ 34.26 per hour

Total cost for Crew \$ 162.52 per hour

General Foreman (20 hours per week) \$ 49.22 per hour

TYPES OF EQUIPMENT -Attached on Feedback File.

Please list in detail the type and model of equipment you will use to provide these services and the age of each piece of equipment. Also list your plans for replacement or a "spare" if equipment is out of service for more than two to three days.

TREE TRIMMING AND CLEARING PROCEDURES -Attached on Feedback File.

Please provide a detailed explanation of your procedures and processes used to safely trim trees and clear right-of-ways.

SCOPE OF WORK FOR TREE TRIMMING SERVICES

The tree trimming services provided to KPUB should be performed by professional and knowledgeable personnel who will provide quality services to KPUB customers.

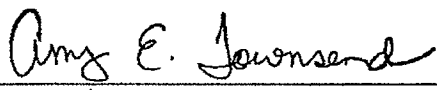
Length of Contract

The length of contract is to be one year with an option of four, one year extensions.

Service Provider Responsibilities include:

- To furnish all labor, material, supervision and equipment to perform tree trimming services and consultation for The KPUB Service Territory.
 - Clearing of brush and tree limbs near power lines.

Townsend Tree Service Company LLC

Signed: 
Amy E. Townsend, CEO

Date: 01-05-2024

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

SCHEDULE

**Name Of Additional Insured Person(s)
Or Organization(s):**

All persons or organizations with whom you have entered into a written contract or agreement, prior to an "occurrence" or offense, to provide additional insured status.

Location And Description Of Completed Operations

All locations as required by a written contract or agreement entered into prior to an "occurrence" or offense.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.



**KERRVILLE
PUBLIC
UTILITY
BOARD**

STATE REQUIRED DECLARATIONS

Company Name: Townsend Tree Service Company LLC

Signature: *Amy E. Townsend* Printed Name: Amy E. Townsend

Title: CEO Date: 01-04-2024

BID RFP-2023-12-19 TREE TRIMMING

The following terms and conditions are required by the Texas State Legislature. Kerrville Public Utility Board cannot enter into a contract without a statement from the Vendor affirming that they agree to the terms and conditions below.

PROHIBITION OF BOYCOTT OF ENERGY COMPANIES:

By accepting this contract or purchase order, Vendor verifies that is does not Boycott Energy Companies and agrees that during the term of this Agreement will not Boycott Energy Companies as that term is defined in Texas Government Code Section 809.001, as amended. This section does not apply if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; and only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement.

PROHIBITION OF DISCRIMINATION AGAINST FIREARM ENTITIES AND FIREARM TRADE ASSOCIATIONS:

By accepting this contract or purchase order, Vendor verifies that is does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement; and does not apply: (i) if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

PROHIBITION OF BOYCOTT OF ISRAEL AND OF DOING BUSINESS WITH CERTAIN ENTITIES:

By accepting this contract or purchase order, Vendor verifies that his/her company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and Subchapter F, Government Code Chapter 2252:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with Kerrville Public Utility Board; and
3. Does not do business with Iran, Sudan, or a Foreign Terrorist Organization.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Pursuant to Section 2252.151, Texas Government Code:

1. "Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.

PRICING

Cost of One year round crew for everyday tree trimming.

Tree trimming crew consist of the following:

Hourly Standard Bucket Truck \$ 23.83 per hour

Hourly Pick-Up Truck \$ 12.76 per hour

Brush Chipper \$ 6.05 per hour

Working Foreman \$ 40.27 per hour

Climber \$ 34.64 per hour

Ground person \$ 30.71 per hour

Total cost for Crew \$ 148.26 per hour

General Foreman (20 hours per week) \$ 41.97 per hour

TYPES OF EQUIPMENT

Please list in detail the type and model of equipment you will use to provide these services and the age of each piece of equipment. Also list your plans for replacement or a "spare" if equipment is out of service for more than two to three days.

TREE TRIMMING AND CLEARING PROCEDURES

Please provide a detailed explanation of your procedures and processes used to safely trim trees and clear right-of-ways.

SCOPE OF WORK FOR TREE TRIMMING SERVICES

The tree trimming services provided to KPUB should be performed by professional and knowledgeable personnel who will provide quality services to KPUB customers.

Length of Contract

The length of contract is to be one year with an option of four, one year extensions.

Service Provider Responsibilities include:

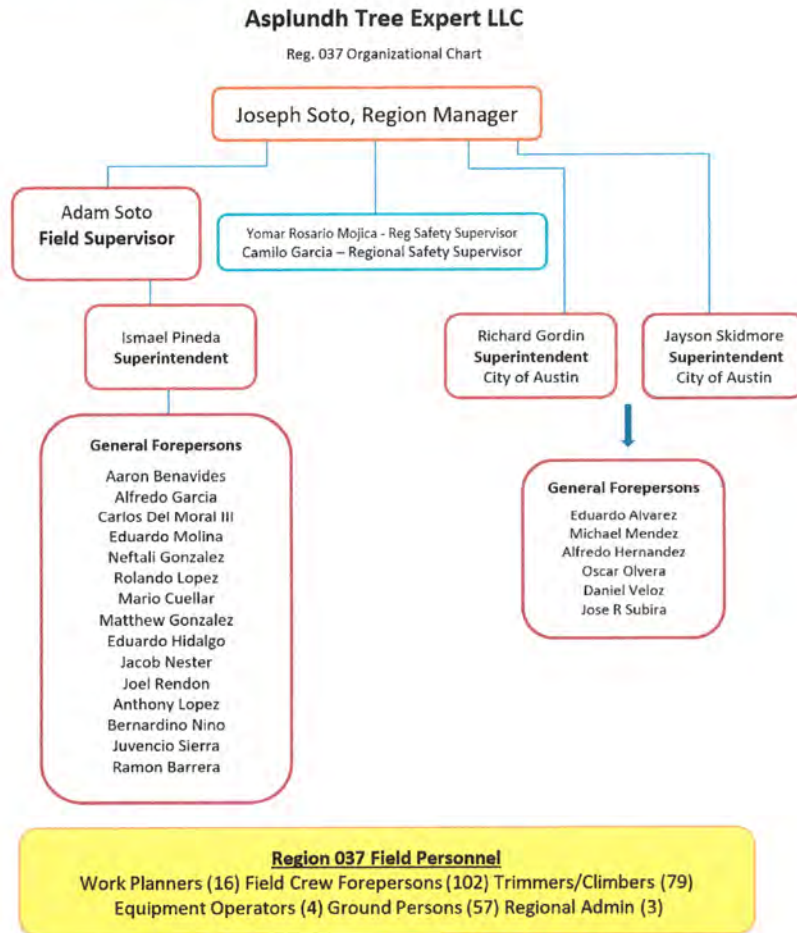
- To furnish all labor, material, supervision and equipment to perform tree trimming services and consultation for The KPUB Service Territory.
 - Clearing of brush and tree limbs near power lines.

Kerrville Public Utilities Board - RFPv2 Tree Trimming Services

PROPOSAL REQUIREMENTS

1. Briefly describe your company's background:
 - a. Origin, organizational structure (supply an organizational chart if available)
 - b. Size of technical staff performing tree services
 - c. Location of main office, other office locations and addresses
- a. Asplundh Region 037 was established in 1986 and it has grown at one time from covering the Southern District in Texas to include Houston, Beaumont, Abilene, Louisiana, and New Mexico. Asplundh is the largest utility line clearance and right-of-way maintenance contractor in the United States.
- b. We have been engaged in distribution and transmission vegetation management operations similar or identical to the scope of work of this RFP for substantially longer than the past three years. This includes managing anywhere between 150 to 300 vegetation management personnel (approximately 100 crews which is roughly 300 employees) on an ongoing basis for the duration of that time.

Current Organizational Structure Region 037



c. Asplundh Tree Expert, LLC

Corporate Headquarters
Asplundh Tree Expert, LLC
Mr. Randal Haines, VP
708 Blair Mill Road
Willow Grove, PA 19090

Region 037 Office
Asplundh Tree Expert, LLC
Mr. Joseph Soto RM
728 Diamond Cut Dr. Ste. D
Corpus Christi, TX 78409

Resident Office
Asplundh Tree Expert, LLC
Mr. Richard Gordin Supv
13131 Pond Springs Rd.
Austin, TX 78729

2. Number of years your company has been providing tree trimming services.

Please refer to our response Item 1. a.

- Operate as: LLC
- Originated: August 1928
- State: PA corporation, licensed to operate in all 50 states

3. Provide names and background of employees who will be providing services to KPUB’s customers.

It is difficult, at this time, to project the potential employees who will be working on this project, however once awarded this bid, Asplundh will establish the requested crew make up required for this RFP from the surrounding areas.

Asplundh Professional Personnel to be assigned to Kerrville Public Utilities Board. Their primary work assignment (General Foreperson, Work Planner etc.) is noted below. (General Forepersons, Work Planners, and field personnel to be determined) Please refer to our response to item 1. a. Organizational Structure

1. Joseph Soto, Region Manager
2. Adam Soto, Supervisor
3. Yomar Rosario Mojica, Regional Safety Supervisor
4. Camilo Garcia, Regional Safety Supervisor
5. General Foreperson (to be announced)

Once awarded this bid, Asplundh will establish the requested crew make up required for this RFP from the surrounding areas. Working forepersons will have a minimum of three (3) years’ experience in all tree trimming procedures, and the trimmer will have at least one (1) year experience in climbing and trimming procedures.

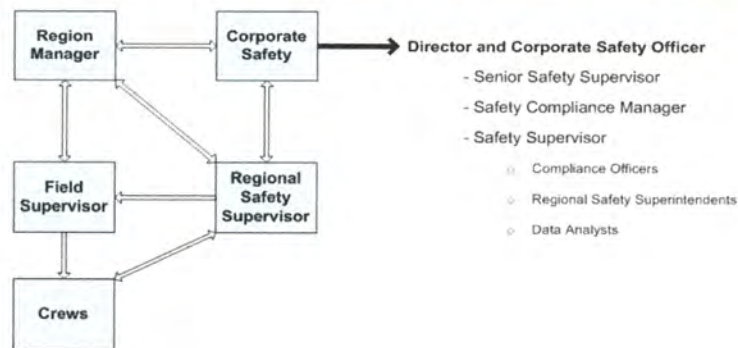
Asplundh implementation model:

| If Asplundh is the successful bidder, we will immediately execute our implementation Plan. Below are general milestones and expected timeline delivery. | | |
|---|--|-------------|
| Key Milestone | Description | Responsible |
| Pre Award | | |
| 1. PREPARATION | Supervisor Meeting - Finalize with regional supervision implementation and transition expectation, roles and responsibilities | ATE |
| 2. FINAL PREPARATION | Supervisor Meeting, Austin office, OR closest location - Final assessment for personnel needs, equipment needs, logistical planning, job fair planning, training program schedule, new hire, internal promotions | ATE |
| Notice of Award | | |
| 3. GROUP EMPLOYEE MEETINGS | Discuss and explain implementation and transition plans and our expectations and individual roles and responsibilities in the plan | ATE |
| 4. INTERVIEWS / JOB FAIR | Asplundh would interview existing employees and, after determining if they are qualified candidates, offer them a position. | ATE |
| 5. ORGANIZATIONAL MEETING | Finalize work scope and needs by geographic location | ATE/KPUB |
| 6. EQUIPMENT DELIVERY | Trucks ATE equipment yard. Accept delivery of all required tools and equipment as needed for this contract | ATE |
| 7. NEW EQUIPMENT | Receive Notification Vehicles for this contract. | ATE |
| 8. EMPLOYMENT OFFERS | Offer qualified applicants employment opportunities | ATE |
| 9. ADDITIONAL SUPERVISION | New ATE supervisory personnel shadow with current supervisory personnel | ATE |
| 10. EMPLOYEE TRAINING | New Employee Orientation and New Employee Certification Training sessions, coincides with LCQS Training program. Primary site – TBD. Number of sites used will be dependent on where the majority of new employees live. | ATE |

| Key Milestone | Description | Responsible |
|--------------------|---|-------------|
| MANPOWER SHORTAGES | <p>When manpower shortages occur, and depending on the type of shortfall we face, we use one or more of the following options:</p> <ol style="list-style-type: none"> 1. Utilize Asplundh Outsource Division crews. ATE outsource crews can be brought in to fill temporary workforce shortages on relatively short notice. 2. Contact Asplundh's corporate manager of Field Personnel for assistance in locating individuals within the company (nationwide) who may be interested in relocating to KPUB service territories. 3. Contact other Asplundh divisions that have had a recent cut back in workforce, and locate employees interested in relocating to KPUB service territories. 4. Job posting in local print media and on CareerBuilder.com or equivalent. 6. Faxing of job opportunities to local unemployment offices as required by Federal Law as a Federal contractor. | ATE |

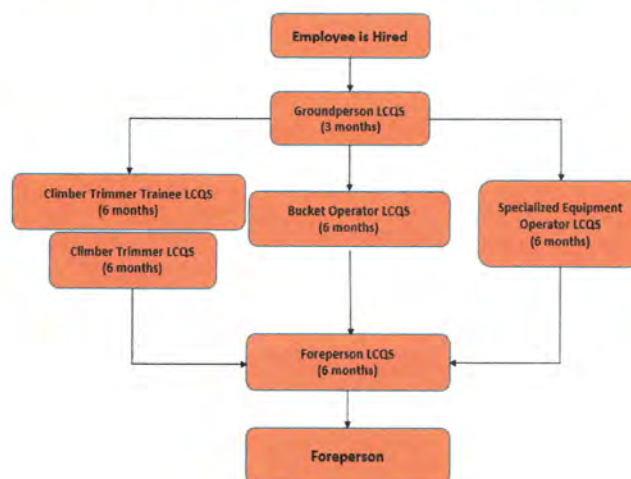
4. Provide copy of your safety program policy.

Asplundh has a safety program in place which includes consistent training methods through our LCQS manual, a system of oversight with checks and balances to ensure no unsafe practices slip through the cracks (flow chart)



Training publications distributed on a weekly basis with documented review with each employee, and a safety management process designed to instill a culture of safety throughout the company from the executive level to the newest field employee.

The Asplundh Line Clearance Qualification Standard (LCQS) All field crews are trained using the LCQS training and certification program which is the backbone of the company's training program.



This program consists of several training modules that cover safety rules, work practices, utility arboriculture, and other knowledge necessary for developing the skills for each employee’s job assignment in compliance with the requirements of OSHA regulations, company policies, and work practices.

All employees involved with line clearance and vegetation management participate in this program and must demonstrate proficiency in all job requirement categories prior to becoming certified at different levels in the LCQS Program. Personnel must be certified for a job classification before they are allowed to perform the respective job on their own.

Our safety manual is quite extensive, and as requested in this RFP our response should be limited to absolute minimum, the Table of Contents, as an example, is as such:

| TABLE OF CONTENTS | |
|--|----|
| <i>Table of Contents</i> | 3 |
| <i>Executive Summary – Commitment to Health & Safety</i> | 4 |
| <i>Purpose</i> | 4 |
| <i>Health & Safety Policy</i> | 5 |
| <i>Governance</i> | 5 |
| <i>Introduction</i> | 6 |
| <i>Element Frame Work</i> | 7 |
| <i>Definitions</i> | 8 |
| | |
| 1) <i>Management Leadership & Commitment</i> | 10 |
| 2) <i>Communication & Safety Suite Documentation</i> | 13 |
| 3) <i>Assessments, Audits, and Continuous Improvement</i> | 15 |
| 4) <i>Hazard Recognition, Evaluation and Control</i> | 16 |
| 5) <i>Incident Reporting, Investigation, Case Management and Follow-Up</i> | 17 |
| 6) <i>Operational Safety Programs</i> | 18 |
| 7) <i>Employee Involvement & Recognition</i> | 19 |
| 8) <i>Motivation, Behavior and Attitudes</i> | 21 |
| 9) <i>Training & Orientation</i> | 22 |
| 10) <i>Statistical Reporting and Trend Analysis</i> | 24 |
| | |
| <i>Safety Management Process Overview Checklist</i> | 26 |
| <i>Corporate Safety Vision, Policy and Principles</i> | 29 |
| <i>Health and Safety Responsibilities</i> | 30 |
| All rights reserved | |
| 3 | |

5. Briefly describe your company’s drug testing policy.

Asplundh Drug Testing Policy is quite extensive, however in a brief description it states that we are committed to maintaining a safe, productive work environment at all Company facilities and work sites, and to safeguarding Company property. We recognize that our employees are our most valuable resource and, in an effort to maintain their health, safety and welfare, the following statement of policy is established.

The use of a controlled substance can undermine employee performance and morale. For these reasons Company has implemented the Substance Abuse Policy.

Additionally, the Company is required to enforce compliance with Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) Regulations regarding both controlled substances and alcohol, the Drug-Free Workplace Act of 1988 as amended, various other applicable Federal and State laws, and the Company’s customers’ drug and alcohol-free workplace requirements. If at any time these regulations, laws, or requirements change, such changes shall become a part of this Policy without amendment and shall become effective as required,

except to the extent that such change or amendment is a mandatory subject of bargaining under any applicable Bargaining Agreement.

This Policy applies to all employees of the Company on the job as well as to situations where an employee's off-the-job conduct might impair work performance, employee safety, safety of the public, Company, or customer equipment, or harms the reputation of the Company or its customers.

Our complete Drug Testing Policy can be made available to Kerrville Public Utilities Board upon request.

6. Provide three utility references for which you have provided tree trimming services in the past 12 months. Provide name of utility, contact name, address, and phone number. By submission of a proposal to this RFP, you are authorizing KPUB to contact these references and for them to discuss their relationship and experience with your company.

Asplundh References

| | |
|----------------------|--------------------------|
| Company's Name | AEP Texas |
| Name of Contact | Don Fields |
| Title of Contact | Forestry Supervisor |
| E-Mail Address | dfields@aep.com |
| Present Address | 539 N Carancahua |
| City, State Zip Code | Corpus Christi, TX 78401 |
| Telephone Number | (361) 881-5641 |

| | |
|----------------------|----------------------------------|
| Company's Name | CPS Energy |
| Name of Contact | Isidro "Sid" Bonilla |
| Title of Contact | Manager - VM and Circuit Patrols |
| E-Mail Address | ibonilla@cpsenergy.com |
| Present Address | 10830 Nacogdoches Rd. |
| City, State Zip Code | San Antonio, TX 78217 |
| Telephone Number | (210) (210) 353-5243 |

| | |
|----------------------|------------------------------------|
| Company's Name | City of Austin / Ausin Energy |
| Name of Contact | Carl Schattenberg |
| Title of Contact | Project Supervisor (Transmission) |
| E-Mail Address | carl.schattenberg@austinenergy.com |
| Present Address | 721 Barton Springs Rd. |
| City, State Zip Code | Austin, TX 78723 |
| Telephone Number | (512) 322-6931 |

Please confirm that your company maintains the types of insurance and the minimum coverage amount as follows: **Workers compensation as prescribed by the State of Texas General Liability \$1,000,000/personal injury, \$1,000,000/occurrence \$1,000,000/aggregate.**

Asplundh will comply with the required minimum coverage amounts this Agreement will require. WC and all other coverages required for the State of Texas.

7. Provide a statement regarding any citations by OSHA, Department of Labor or other governmental agency within last two years and explanation of findings.

Asplundh has had no citations from the US Department of Labor within the last two years, nor have we had any OSHA Citations.

8. Provide any other information you feel pertinent to this Request for Proposal.

N/A

9. Complete and return Rates, Charges and Expenses.

Please see Asplundh's Rates, Charges and Expenses attached.

10. Complete and return Checklist of Included Proposal Items.

All required documentation shall be submitted.

TYPES OF EQUIPMENT

Please list in detail the type and model of equipment you will use to provide these services and the age of each piece of equipment. Also list your plans for replacement or a "spare" if equipment is out of service for more than two to three days.

Asplundh will provide all necessary supervision, labor, equipment, tools, apparatus, and conveyances included in our pricing to perform tree trimming and ROW services within the KPUB system easements, rights-of-way, and substation facilities or generating plants either owned or operated by the KPUB.

With the assistance of our fleet department, which manages over 35,000 pieces of equipment, and neighboring utilities that we work with currently, access to this equipment is always available. We would also work with Kerrville Public Utility to review trim plans as far out as possible to help identify any specialized equipment opportunities and make recommendations of crew make ups to help reduce cost per mile and/or improve productivity.

Asplundh Region 037 current fleet inventory attached.

TREE TRIMMING AND CLEARING PROCEDURES

Please provide a detailed explanation of your procedures and processes used to safely trim trees and clear right-of ways.

Asplundh has a firm understanding of the requirements as stated in the RFP and will perform all vegetation maintenance and removal operations in accordance with ANSI A300, "Standard for Tree Care Operations". In the case of contradiction or discrepancy between the ANSI standards and KPUB Specification, the KPUB Specification shall prevail.

In the case of tree pruning operations, a natural pruning system will be employed to direct growth away from conductors. This includes directional pruning and drop crotch pruning methods. Proper cuts will be made with respect to location of branch collar, parent stem/lateral branch diameter ratios for reduction cuts, cut location choices with respect to clearance requirements and suitable branch union location, and treatment with plant growth regulators where appropriate and practical. Modern, industry-approved methods will be employed to minimize extent of tree injury during pruning operations, including cutting methods such as the three-cut method to reduce the risk of bark tear-down. City clearance requirements will be adhered to; extent and severity of pruning will be increased where practical for fast-growing species. Consideration of pruning cycle length will also be factored into extent and severity of pruning.

Pruning cuts and final stump cuts on oak trees will be treated with paint or other wound dressing.

Decision to remove trees will be determined by tree condition, species, placement, and priority. In general, a tree will be considered for removal if a utility facility is present as a target (the tree or tree parts are capable of contacting or striking the utility facility) and health and/or structural defects make the tree or tree part(s) likely to fail. Trees will also be considered for removal when pruning is impractical due to severity of conflict or nature of tree species/growth rate, growth habit of the tree makes natural pruning impossible/structure and/or health of the tree will be irreparably compromised to obtain proper clearance/safety, or the tree is of an age, location, and species that removal would be an economical way of preventing future reliability concerns. A tree will only be removed with the informed consent of its owner. Trees will only be considered for removal from within the right-of-way unless a tree rooted outside the right-of-way presents a danger to a utility facility. Stumps shall be cut as low as possible to the ground, and stumps will be treated with EPA-approved herbicide to prevent resprouting where tree owner/stakeholder consent can be obtained, therefore City code and ordinances shall be followed with regard to notification and permitting, where applicable.

For foliar herbicide applications, direct application of appropriate herbicide will be provided to all undesirable woody plants under approximately eight feet in height, for effective control to meet the desired objective.

Wood chips, logs, branches, slash, and other cut material will be disposed of in accordance with City, County, State, and Federal regulations. Debris will be cleaned up from work sites promptly. Every effort will be made to find dump sites near to the work location.

Asplundh Tree Expert is an industry leader in utility vegetation management (UVM) in the United States and participates in the development and revision of industry standards, best management practices, and educational materials. In addition to the Company's local team of professionals who have substantial knowledge and experience performing vegetation management operations on transmission and distribution systems, Asplundh's large size and presence in the UVM and arboricultural fields means the company is uniquely equipped to handle the Kerrville Public Utilities UVM needs effectively on every scale.

ASPLUNDH TREE EXPERT LLC
Reg. 037 - TX
Owned Equipment

12/12/2023

| Equip.# | Description | Make | Model | Model Yr | Vin # | Status |
|----------|-----------------------|---------------|---------------|----------|--------------------|------------|
| 009-0632 | 4WD TRACTOR W/LOGGER | JOHNDEERE | 6330 | 2010 | L06330A659031 | In Service |
| 038-2520 | MOWERS (BROWN CUTTRS | RAYCO | FM120 | 2022 | 1T0MH60DJM0001297 | In Service |
| 038-2566 | MOWERS (BROWN CUTTRS | LAMTRAC | UNKNOWN | 2022 | LS2200-03EA | In Service |
| 038-2586 | MOWERS (BROWN CUTTRS | FECON | UNKNOWN | 2022 | 0VM6020A10180 | In Service |
| 038-3529 | BROWN TCO2620C OPEN | BROWN | TCO2620C | 2013 | T620C0392 | In Service |
| 038-3555 | MOWERS (BROWN CUTTRS | LAMTRAC | LS2200 | 2023 | LS220003ED | In Service |
| 038-3558 | MOWERS (BROWN CUTTRS | LAMTRAC | LS2200 | 2023 | LS220003EB | In Service |
| 038-8508 | MOWERS (BROWN CUTTRS | RAYCO | C100 | 2018 | FM1006R0090618 | In Service |
| 038-9565 | FECON BULLHOG 120 CU | FECON | BH120 | 2019 | 00BH120010344 | In Service |
| 077-3589 | ALL TERRAIN VEHICLE | POLARIS | RANGERCREW570 | 2023 | 3NSMAA575PE325849 | In Service |
| 077-3590 | ALL TERRAIN VEHICLE | POLARIS | RANGERCREW570 | 2023 | 3NSMAA571PE325850 | In Service |
| 077-4557 | POLARIS RANGER 570 U | POLARIS | RANGER570 | 2014 | 4XARH57AXEE800740 | In Service |
| 077-9597 | ALL TERRAI N VEHICLE | POLARIS | RANGERCREW570 | 2019 | 3NSRDA57XKE738324 | In Service |
| 102-2552 | SKID STEER LOADERS (| FECON | UNKNOWN | 2022 | 0135VRT221014 | In Service |
| 102-5500 | VERMEER S725TX COMPC | VERMEER | S725TX | 2015 | 1VRD070Y8F1000539 | In Service |
| 110-2505 | 6X10 TRAILER W/RAMP | UNITEDTRAILER | UT | 2012 | 1U9BP10142W074710 | In Service |
| 110-5515 | LAMAR 77"X12' PIPE T | LAMAR | LL | 2015 | 5RVSA1214FM026139 | In Service |
| 110-9540 | 1 AXLE TRL SINGLE WH | DIAMONDC | GSA135L14X77 | 2019 | 46UFU141XK1216451 | In Service |
| 111-1662 | 2 AXLE TRL SINGLE WH | UNKNOWN | UNKNOWN | 2021 | 5VNBU1427MT226856 | In Service |
| 111-1671 | 2 AXLE TRL SINGLE WH | FELLING | FELLING | 2021 | 4ZECH1827M1239672 | In Service |
| 111-3512 | INTERSTATE 20DT TAG | INTERSTATE | 20DT | 2013 | 1JK0DT204DM012348 | In Service |
| 111-3584 | TRAILER | FELLING | FELLING | 2023 | 5FTCE3120P1011641 | In Service |
| 111-3597 | 2 AXLE TRL SINGLE WH | UNKNOWN | UNKNOWN | 2023 | 7M3BU1420PNDT8081 | In Service |
| 111-3602 | 2 AXLE TRL SINGLE WH | UNKNOWN | UNKNOWN | 2023 | 7M3BU142XPNDT8086 | In Service |
| 111-5614 | 8'X25' TRAILER FOR B | SURETRAC | UNKNOWN | 2015 | 5JW2U2520G3126347 | In Service |
| 114-3505 | MCEL RATH 20TN UNIVER | MCEL RATH | UNKNOWN | 2013 | 1M9FE3128DS284892 | In Service |
| 114-5500 | G20DT GOOSENECK TRAI | INTERSTATE | G20DT | 2015 | 1JKGDT202FM014083 | In Service |
| 115-0563 | 2 AXLE DUAL WHEEL | INTERSTATE | 20DT | 2020 | 1JK0DT205LM017508 | In Service |
| 115-1534 | 2 AXLE DUAL WHEEL | KAUFMAN | FHPP10K25 | 2021 | 5VGFH2526ML005377 | In Service |
| 115-1535 | 2 AXLE DUAL WHEEL | KAUFMAN | FHPP10K25 | 2021 | 5VGFH2528ML005994 | In Service |
| 115-3555 | 2 AXLE DUA L WHEEL | KAUFMAN | | 2023 | 7UZFH2525PB000206 | In Service |
| 115-5580 | INTERSTATE G20DT GO | INTERSTATE | G20DT | 2015 | 1JKGDT200FM014079 | In Service |
| 115-5804 | INTERSTATE 20DT TRAI | INTERSTATE | 20DT | 2015 | 1JK0DT209DM012782 | In Service |
| 115-8513 | 2 AXLE DUA L WHEEL | INTERSTATE | 20DT | 2018 | 1JK0DT204JM016752 | In Service |
| 125-3603 | FECON FTX2 50 (GEO-B | LINEBACKER | QUADTRACK | 2023 | LWH000123C0395 | In Service |
| 125-3604 | FECON FTX2 50 (GEO-B | LINEBACKER | QUADTRACK | 2023 | LWH000123C0410 | In Service |
| 125-5603 | 4WD GEO-BOY TRACTOR | GEOBOY | UNKNOWN | 2015 | WH082GB0165 | In Service |
| 130-2510 | SKID STEER LOADER (L | JOHNDEERE | 333 | 2022 | 1T0333GMCNCF420264 | In Service |
| 130-2518 | SKID STEER LOADER (L | LAMTRAC | LTR6160T | 2022 | 6C160CT03F9 | In Service |
| 130-3528 | SKID STEER LOADER (L | LAMTRAC | LTR6160T | 2023 | 6C160CT0417 | In Service |
| 130-3530 | SKID STEER LOADER (L | LAMTRAC | LTR6160T | 2023 | 6C160CT041A | In Service |
| 130-8501 | SKID STEER LOADER (L | RAYCO | C100 | 2018 | C100R0110618 | In Service |
| 140-8502 | STUMP CUTT R - VERME | VERMEER | S725TX | 2018 | 1099645 | In Service |
| 177-1529 | ALTEC AT37-GW ARTICU | ALTEC | AT37GW | 2021 | 0621DE23717 | In Service |
| 177-3512 | TDA58 BACKYARD TRACK | ALTEC | TDA58 | 2023 | 1122GC0466 | In Service |
| 177-5614 | MINI-ARBORIST SUPER | SKYLIFT | SUPER53 | 2015 | 2138MA53TD | In Service |
| 363-3507 | 4WD REG CAB F450 P/U | FORD | F450 | 2013 | 1FDUF4HY0DEA19847 | In Service |
| 412-7535 | MORBARK M12R GAS DRU | MORBARK | M12RX | 2017 | 4S8SZ1615HW031266 | In Service |
| 412-7570 | MORBARK M12R GAS DRU | MORBARK | M12R | 2017 | 4S8SZ1618HW072362 | In Service |
| 412-7571 | MORBARK M12R GAS DRU | MORBARK | M12R | 2017 | 4S8SZ1610HW072369 | In Service |
| 412-7572 | MORBARK M12R GAS DRU | MORBARK | M12R | 2017 | 4S8SZ1617HW072370 | In Service |
| 412-7573 | MORBARK M12R GAS DRU | MORBARK | M12R | 2017 | 4S8SZ1619HW072371 | In Service |
| 412-7613 | M12R GAS DRUM CHIPPE | MORBARK | M12R | 2017 | 4S8SZ1612HW072373 | In Service |
| 412-7614 | M12R GAS DRUM CHIPPE | MORBARK | M12R | 2017 | 4S8SZ1614HW072374 | In Service |

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| 412-7615 | M12R GAS DRUM CHIPPE | MORBARK | M12R | 2017 | 4S8SZ1615HW072397 | In Service |
| 412-9518 | M12RX GAS DRUM CHIPP | MORBARK | M12RX | 2019 | 4S8SZ1617KW032152 | In Service |
| 415-6590 | MORBARK - M12D GAS D | MORBARK | M12D | 2016 | 4S8SZ161XGW011500 | In Service |
| 415-6591 | MORBARK - M12D GAS D | MORBARK | M12D | 2016 | 4S8SZ1617GW011499 | In Service |
| 415-6592 | MORBARK - M12D GAS D | MORBARK | M12D | 2016 | 4S8SZ1615GW011498 | In Service |
| 415-7516 | MORBARK - M12D GAS D | MORBARK | M12D | 2017 | 4S8SZ161XHW011546 | In Service |
| 415-7517 | MORBARK - M12D GAS D | MORBARK | M12D | 2017 | 4S8SZ1611HW011547 | In Service |
| 415-7540 | M12RX GAS DISC CHIPP | MORBARK | M12RX | 2017 | 4S8SZ161XHW031425 | In Service |
| 415-7541 | M12RX GAS DISC CHIPP | MORBARK | M12RX | 2017 | 4S8SZ1611HW031426 | In Service |
| 415-7542 | M12RX GAS DISC CHIPP | MORBARK | M12RX | 2017 | 4S8SZ1613HW031427 | In Service |
| 440-3550 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2013 | 5WDS41510DC200547 | In Service |
| 440-3551 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2013 | 5WDS41519DC200546 | In Service |
| 440-3581 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2013 | 5WDS41518DC200330 | In Service |
| 440-5514 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2015 | 5WDS41513FC200125 | In Service |
| 440-5515 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2015 | 5WDS41519FC200131 | In Service |
| 440-5516 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2015 | 5WDS41510FC200132 | In Service |
| 440-5529 | DC1317 DIESEL DISC C | ALTEC | DC1317 | 2015 | 5WDS41512FC200276 | In Service |
| 440-7168 | A.E.P. LL C DIESEL D | ALTEC | DC1217 | 2007 | 5WDS415187S200905 | In Service |
| 440-8023 | A.E.P. LL C DIESEL D | ALTEC | DC1217 | 2008 | 5WDS415138S200330 | In Service |
| 440-8027 | A.E.P. LL C DIESEL D | ALTEC | DC1217 | 2008 | 5WDS415108S200334 | In Service |
| 455-0695 | BC1000XL DIESEL DRUM | VERMEER | BC1000XL | 2020 | 1VRY11191L1030092 | In Service |
| 455-0696 | BC1000XL DIESEL DRUM | VERMEER | BC1000XL | 2020 | 1VRY11193L1030093 | In Service |
| 455-0697 | BC1000XL DIESEL DRUM | VERMEER | BC1000XL | 2020 | 1VRY11195L1030094 | In Service |
| 455-6502 | BC1000XL 49HP DIESEL | VERMEER | BC1000XL | 2016 | 1VRY11197G1022925 | In Service |
| 464-2511 | BC1200XL GAS DRUM CH | VERMEER | BC1200XL | 2022 | 1VRD14AD7N1050015 | In Service |
| 464-3528 | BC1200XL GAS DRUM CH | VERMEER | BC1200XL | 2023 | 1VRD14AD4P1050055 | In Service |
| 465-3612 | BC1000XL 74HP DIESEL | VERMEER | BC1000XL | 2013 | 1VRY11190D1019182 | In Service |
| 465-4590 | BC1000XL 74HP DIESEL | VERMEER | BC1000XL | 2014 | 1VRY11194E1020627 | In Service |
| 465-5526 | BC1000XL 74HP DIESEL | VERMEER | BC1000XL | 2015 | 1VRY11192F1021924 | In Service |
| 465-6515 | VERMEER BC1000XL 74H | VERMEER | BC1000XL | 2016 | 1VRY11198G1022898 | In Service |
| 465-7565 | BC1000XL 74HP CHIPPE | VERMEER | BC1000XL | 2017 | 1VRY11192H1025250 | In Service |
| 466-2503 | VERMEER 14 OR 15 DRU | VERMEER | BC1500 | 2022 | 1VRD18AE1N1050060 | In Service |
| 466-2504 | VERMEER 14 OR 15 DRU | VERMEER | BC1500 | 2022 | 1VRD18AE6N1050054 | In Service |
| 476-3506 | AEP WC126A GAS DRUM | ALTEC | WC126A | 2013 | 5WDS11018DC200067 | In Service |
| 476-3543 | AEP WC126A GAS DRUM | ALTEC | WC126A | 2013 | 5WDS11013DC200753 | In Service |
| 477-3501 | ALTEC WC126A DIESEL | ALTEC | WC126A | 2013 | 5WDS11015DC200074 | In Service |
| 481-5509 | DRM12 DIESEL DRUM 85 | ALTEC | DRM12 | 2015 | 5WDS1515FC200028 | In Service |
| 481-7530 | ALTEC DRM12 DIESEL D | ALTEC | DRM12 | 2017 | 5WDS1516HC200123 | In Service |
| 482-1508 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP5151XMM001124 | In Service |
| 482-1509 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP51510MM001147 | In Service |
| 482-1510 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP51519MM001146 | In Service |
| 482-1511 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP51517MM001145 | In Service |
| 482-1512 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP51515MM001144 | In Service |
| 482-1513 | ALTEC DRM12 GAS DRUM | ALTEC | DRM12 | 2021 | 4HAP51515MM001130 | In Service |
| 484-6504 | MPS ALTEC CFD DRUM C | ALTEC | DRM12 | 2016 | 5WDSH1514GC200172 | In Service |
| 484-6507 | MPS ALTEC CFD DRUM C | ALTEC | DRM12HE | 2016 | 5WDSH151XGC200256 | In Service |
| 490-2501 | BC1800XL DIESEL CHIP | VERMEER | BC1800XL | 2012 | 1VRY131Z7C1003281 | In Service |
| 490-6012 | WHOLE TREE CHIPPER | VERMEER | BC1800XL | 2006 | 1VRY131Z661001400 | In Service |
| 490-8500 | BC1800XL BRUSH CHIPP | VERMEER | BC1800XL | 2018 | 1VRY151Z1J1006833 | In Service |
| 493-0670 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2020 | 1VRY11198L1030624 | In Service |
| 493-1589 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2021 | 1VRY11192M1034685 | In Service |
| 493-1592 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2021 | 1VRY1119XM1034644 | In Service |
| 493-1593 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2021 | 1VRY11191M1034645 | In Service |
| 493-2682 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC0N1051190 | In Service |

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| 493-2685 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC6N1051193 | In Service |
| 493-2714 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC3N1051460 | In Service |
| 493-2715 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC5N1051461 | In Service |
| 493-2716 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC7N1051462 | In Service |
| 493-2787 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC1N1051246 | In Service |
| 493-2788 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC7N1051249 | In Service |
| 493-2789 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC3N1051250 | In Service |
| 493-2790 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC5N1051251 | In Service |
| 493-2791 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2022 | 1VRD11AC7N1051252 | In Service |
| 493-3508 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC7P1052545 | In Service |
| 493-3509 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC5P1052544 | In Service |
| 493-3510 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC3P1052543 | In Service |
| 493-3511 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC1P1052542 | In Service |
| 493-3512 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13ACXP1052541 | In Service |
| 493-3513 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC8P1052540 | In Service |
| 493-3514 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC1P1052539 | In Service |
| 493-3515 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13ACXP1052538 | In Service |
| 493-3516 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC8P1052537 | In Service |
| 493-3517 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC6P1052536 | In Service |
| 493-3518 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC4P1052535 | In Service |
| 493-3519 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC2P1052534 | In Service |
| 493-3520 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13ACXP1052491 | In Service |
| 493-3521 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC6P1052651 | In Service |
| 493-3522 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC8P1052652 | In Service |
| 493-3523 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC4P1052650 | In Service |
| 493-3524 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC8P1052649 | In Service |
| 493-3525 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2023 | 1VRD13AC6P1052648 | In Service |
| 493-9653 | VERMEER BC1000XL GAS | VERMEER | BC1000XL | 2019 | 1VRY11190K1028719 | In Service |
| 493-9735 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11190K1028915 | In Service |
| 493-9736 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11192K1028916 | In Service |
| 493-9737 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11194K1028917 | In Service |
| 493-9738 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11196K1028918 | In Service |
| 493-9739 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11194K1028920 | In Service |
| 493-9740 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11196K1028921 | In Service |
| 493-9741 | BC1000XL GAS DRUM CH | VERMEER | BC1000XL | 2019 | 1VRY11198K1028922 | In Service |
| 604-2589 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH2NLD18559 | In Service |
| 604-2625 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH9NLD18476 | In Service |
| 604-2661 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH8NLD18484 | In Service |
| 604-2667 | COMPACT GE NERAL FOR | FORD | RANGER | 2022 | 1FTER1FH1NLD18553 | In Service |
| 604-2677 | COMPACT GE NERAL FOR | FORD | RANGER | 2022 | 1FTER1FH2NLD18402 | In Service |
| 604-2692 | COMPACT GE NERAL FOR | FORD | RANGER | 2022 | 1FTER1FH1NLD18469 | In Service |
| 604-2701 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH6NLD18516 | In Service |
| 604-2713 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH7NLD18461 | In Service |
| 604-2734 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH8NLD18369 | In Service |
| 604-2741 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH4NLD18353 | In Service |
| 604-2780 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH3NLD18389 | In Service |
| 604-2783 | COMPACT GENERAL FORE | FORD | RANGER | 2022 | 1FTER1FH9NLD18557 | In Service |
| 604-2785 | COMPACT GE NERAL FOR | FORD | RANGER | 2022 | 1FTER1FH2NLD18447 | In Service |
| 604-7655 | COMPACT GF 4WD EXT C | TOYOTA | TACOMA | 2017 | 5TFSZ5AN3HX085425 | In Service |
| 604-7659 | COMPACT GF 4WD EXT C | TOYOTA | TACOMA | 2017 | 5TFSZ5AN6HX084351 | In Service |
| 613-2538 | GF 4WD CREW CAB P/U | FORD | F150 | 2022 | 1FTEW1EP8NFA74268 | In Service |
| 613-2539 | GF 4WD CREW CAB P/U | FORD | F150 | 2022 | 1FTEW1EP6NFA74267 | In Service |
| 613-2542 | GF 4WD CREW CAB P/U | FORD | F150 | 2022 | 1FTEW1EPXNFA74269 | In Service |
| 614-1662 | GF 4WD EXT CAB P/U W | FORD | F150 | 2021 | 1FTEX1EP6MKD91551 | In Service |

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| 614-1663 | GF 4WD EXT CAB P/U W | FORD | F150 | 2021 | 1FTEX1EP8MKD91552 | In Service |
| 614-1665 | GF 4WD EXT CAB P/U W | FORD | F150 | 2021 | 1FTEX1EP6MKD91548 | In Service |
| 614-1829 | 4WD EXT CAB P/U W/TR | FORD | F150 | 2021 | 1FTEX1EP3MKF03013 | In Service |
| 614-1830 | 4WD EXT CAB P/U W/TR | FORD | F150 | 2021 | 1FTEX1EP5MKF03014 | In Service |
| 614-2812 | GF 4WD EXT CAB P/U W | FORD | F150 | 2022 | 1FTEX1EP6NFB88976 | In Service |
| 614-2835 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP4NFB97966 | In Service |
| 614-2836 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP5NFB89147 | In Service |
| 614-2838 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP6NFB87567 | In Service |
| 614-2842 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP7NFB91692 | In Service |
| 614-2846 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP8NFB89160 | In Service |
| 614-2851 | 1/2 TON GF P/U 4WD | FORD | F150 | 2022 | 1FTEX1EP9NFB97798 | In Service |
| 614-6070 | 1/2 TON GF P/U 4WD | FORD | F150 | 2016 | 1FTEX1EP9GFB31254 | In Service |
| 622-6557 | F250 2WD EXT CAB P/U | FORD | F250 | 2016 | 1FT7X2A6XGEB54155 | In Service |
| 624-1841 | GF 4WD EXT CAB P/U W | CHEVROLET | SILVERADO2500 | 2021 | 1GC2YLE77MF305071 | In Service |
| 624-7518 | GF 4WD EXT CAB P/U | FORD | F250 | 2017 | 1FT7X2B63HEB86946 | In Service |
| 624-8554 | 4WD EXT CAB GF P/U W | CHEVROLET | SILVERADO2500 | 2018 | 1GC2KUEGXJZ310170 | In Service |
| 624-9642 | GF 4WD EXT CAB P/U W | CHEVROLET | SILVERADO2500 | 2019 | 2GC2KREG9K1170488 | In Service |
| 632-6676 | 4WD GF EXT CAB P/U, | CHEVROLET | SILVERADO1500 | 2016 | 1GCVKNECXGZ391647 | In Service |
| 632-8623 | 4WD GF CREW CAB P/U | CHEVROLET | SILVERADO1500 | 2018 | 1GCVKNEC3JZ272054 | In Service |
| 665-0612 | MGR 4WD CREW CAB P/U | FORD | F150 | 2020 | 1FTEW1E48LKE89181 | In Service |
| 665-3596 | MGR/SUPV P /U 2WD-4W | FORD | F150 | 2023 | 1FTFW1E88PKE22996 | In Service |
| 665-3659 | MGR/SUPV P /U 2WD-4W | FORD | F150 | 2023 | 1FTFW1E87PKE23007 | In Service |
| 665-6573 | MGR/SUPV P/U 2WD-4WD | CHEVROLET | SILVERADO2500 | 2016 | 1GC1KUEG6GF194004 | In Service |
| 665-9629 | SUPV 4WD CREW CAB P/ | CHEVROLET | SILVERADO1500 | 2019 | 1GCUYDEED9KZ201083 | In Service |
| 669-7500 | SUV | CHEVROLET | TRAVERSE | 2017 | 1GNKVFKDXHJ116980 | In Service |
| 723-1893 | 4WD CREW CAB P/U W/C | FORD | F250 | 2021 | 1FT7W2B66MEC74466 | In Service |
| 723-1894 | 4WD CREW CAB P/U W/C | FORD | F250 | 2021 | 1FT7W2B68MEC74467 | In Service |
| 723-1895 | 4WD CREW CAB P/U W/C | FORD | F250 | 2021 | 1FT7W2B61MEC74469 | In Service |
| 723-1896 | 4WD CREW CAB P/U W/C | FORD | F250 | 2021 | 1FT7W2B6XMEC74471 | In Service |
| 723-8665 | 4WD GF CREW CAB P/U | CHEVROLET | SILVERADO1500 | 2018 | 3GCUKNEC7JG535366 | In Service |
| 723-9559 | 2500 GF 4WD CREW CAB | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG7KF237657 | In Service |
| 723-9560 | 2500 GF 4WD CREW CAB | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG2KF237646 | In Service |
| 723-9561 | 2500 GF 4WD CREW CAB | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG4KF237194 | In Service |
| 723-9676 | F150 GF 4WD CREW CAB | FORD | F150 | 2019 | 1FTEW1EP7KKC79440 | In Service |
| 723-9677 | 2500 GF 4WD CREW CAB | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG6KF247113 | In Service |
| 723-9678 | 2500 GF 4WD CREW CAB | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG6KF247161 | In Service |
| 723-9743 | GF 4WD CREW CAB P/U | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG2KF249165 | In Service |
| 723-9769 | GF 4WD CREW CAB P/U | CHEVROLET | SILVERADO2500 | 2019 | 1GC1KREG6KF249301 | In Service |
| 734-0512 | SUPPORT TRUCK | FORD | F550 | 2020 | 1FDUF5HT2LED43262 | In Service |
| 734-1515 | F750 2WD SUPPORT TRU | FORD | F750 | 2011 | 3FRXF7FCXBV407988 | In Service |
| 734-1528 | SUPPORT TRUCK | FORD | F550 | 2021 | 1FD0W5HT5MED23068 | In Service |
| 734-1555 | 4WD CREW CAB SUPPORT | CHEVROLET | SILVERADO6500 | 2021 | 1HTKJPVM7MH660623 | In Service |
| 734-3511 | 4WD F550 CREW CAB HA | FORD | F550 | 2013 | 1FD0W5HT0DEB20511 | In Service |
| 734-6510 | SUPPORT TRUCK | FORD | F550 | 2016 | 1FD0W5HT6GEC19175 | In Service |
| 734-6527 | 4WD REG CAB W/PLATFO | FORD | F550 | 2016 | 1FDUF5HY6GEC26933 | In Service |
| 734-7511 | SUPPORT TRUCK | FORD | F550 | 2017 | 1FD0X5HT1HEB42357 | In Service |
| 734-7535 | SUPPORT TRUCK | FORD | F550 | 2017 | 1FD0W5HT1HEB94185 | In Service |
| 734-7536 | 4WD EXT CAB SUPPORT | FORD | F550 | 2017 | 1FD0X5HT8HEC69168 | In Service |
| 734-9554 | CREW CAB SUPPORT TRU | FORD | F550 | 2019 | 1FD0W5HT8KEG11101 | In Service |
| 749-3520 | 75' JARRAFF WHEELED | JARRAFF | 4WHEELDRIVE | 2013 | WH659J0999 | In Service |
| 749-8503 | AERIAL TRIMMER | RAYCO | AT71 | 2018 | AT710050618 | In Service |
| 752-2541 | 4X4 W/CHIP BOX (MINI | FORD | F550 | 2022 | 1FD0W5HT0NEC27799 | In Service |
| 752-9573 | 4X4 W/CHIP BOX (MINI | CHEVROLET | SILVERADO6500 | 2019 | 1HTKJPVM4KH305101 | In Service |
| 752-9574 | 4X4 W/CHIP BOX (MINI | CHEVROLET | SILVERADO6500 | 2019 | 1HTKJPVMXKH305104 | In Service |

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| 752-9575 | 4X4 W/CHIP BOX (MINI) | CHEVROLET | SILVERADO6500 | 2019 | 1HTKJPVM8KH305179 | In Service |
| 770-2072 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN1NDF07301 | In Service |
| 770-2073 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN3NDF07302 | In Service |
| 770-2074 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN5NDF07303 | In Service |
| 770-2536 | 2WD REG CAB DIESEL S | FORD | F750 | 2012 | 3FRNF7FC5CV418146 | In Service |
| 770-2538 | 2WD REG CAB DIESEL S | FORD | F750 | 2012 | 3FRNF7FC2CV418153 | In Service |
| 770-2625 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN6NDF01543 | In Service |
| 770-2626 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN0NDF01554 | In Service |
| 770-2629 | STANDARD SPLIT DUMP | FORD | F750 | 2022 | 1FDNF7AN5NDF03395 | In Service |
| 770-3508 | 2WD REG CAB DIESEL S | FORD | F750 | 2013 | 3FRNF7FC0DV768768 | In Service |
| 770-3592 | 2WD REG CAB GAS SPLI | FORD | F650 | 2013 | 3FRNF6HP4DV787964 | In Service |
| 770-3669 | 2WD REG CAB DIESEL S | FORD | F750 | 2013 | 3FRNF7FC0DV788034 | In Service |
| 770-5582 | 2WD REG CAB DIESEL S | FORD | F750 | 2015 | 3FRNF7FC4FV687663 | In Service |
| 770-5583 | 2WD REG CAB DIESEL S | FORD | F750 | 2015 | 3FRNF7FCXFV687666 | In Service |
| 770-5611 | 2WD REG CAB DIESEL S | FORD | F750 | 2015 | 3FRNF7FC5FV687669 | In Service |
| 770-5613 | 2WD REG CAB DIESEL S | FORD | F750 | 2015 | 3FRNF7FC5FV687736 | In Service |
| 770-5676 | 2WD REG CAB GAS SPLI | FORD | F650 | 2015 | 3FRNF6HPXFV643998 | In Service |
| 770-5785 | STANDARD SPLIT DUMP | FORD | F750 | 2015 | 3FRNF6HP7FV644008 | In Service |
| 772-5504 | ALTEC FORESTRY UNDER | FORD | F750 | 2015 | 3FRNX7FC9FV730665 | In Service |
| 772-5509 | ALTEC FORESTRY UNDER | FORD | F750 | 2015 | 3FRNX7FCXFV018813 | In Service |
| 773-2554 | AF1360L FORESTRY 2WD | FORD | F750 | 2022 | 1FDNX7DC8NDF1448 | In Service |
| 773-5520 | ALTEC AF1360L FOREST | FORD | F750 | 2015 | 3FRNX7FC6FV018887 | In Service |
| 773-7510 | AF1360L FORESTRY 2WD | FORD | F750 | 2017 | 1FDNX7DC9HDB03965 | In Service |
| 773-7511 | AF1360L FORESTRY 2WD | FORD | F750 | 2017 | 1FDNX7DC7HDB03964 | In Service |
| 818-0514 | LT40 FORESTRY LIFT | RAM | 5500 | 2020 | 3C7WRNBL9LG209180 | In Service |
| 818-1528 | LT40 FORESTRY LIFT | RAM | 5500 | 2021 | 3C7WRNBL1NG274558 | In Service |
| 818-2535 | LT40 FORESTRY LIFT | RAM | 5500 | 2022 | 3C7WRNBL4NG274490 | In Service |
| 818-2536 | LT40 FORESTRY LIFT | RAM | 5500 | 2022 | 3C7WRNBL8NG274587 | In Service |
| 818-2537 | LT40 FORESTRY LIFT | RAM | 5500 | 2022 | 3C7WRNBL8NG204619 | In Service |
| 818-2538 | LT40 FORESTRY LIFT | RAM | 5500 | 2022 | 3C7WRNBL7NG328770 | In Service |
| 818-7501 | METROLIFT | RAM | 5500 | 2017 | 3C7WRNBL2HG686685 | In Service |
| 818-7504 | METROLIFT | RAM | 5500 | 2017 | 3C7WRNBLXHG727662 | In Service |
| 818-7513 | LT40 FORESTRY LIFT | RAM | 5500 | 2017 | 3C7WRNBL0HG760444 | In Service |
| 832-9578 | REVERSE MOUNT 4WD LI | FREIGHTLINER | M2 | 2019 | 3ALDCXFC7KDKP4684 | In Service |
| 834-8515 | AT37G 4WD MINI FORES | FORD | F550 | 2018 | 1FDUF5HT7JDA04774 | In Service |
| 834-9514 | AT37G 4WD MINI FORES | FORD | F550 | 2019 | 1FDUF5HTXKDA17472 | In Service |
| 838-6502 | TELELECT X T55 & XT6 | FORD | F750 | 2016 | 3FRNF7FB9FV712578 | In Service |
| 839-0506 | XT55 LIFT 2WD FOREST | FORD | F750 | 2010 | 3FRNF7FD5AV275981 | In Service |
| 859-2037 | STD LR860E70 2WD LIF | FORD | F750 | 2022 | 1FDPF7DC0NDF02674 | In Service |
| 869-6646 | STD 60/70 ALTEC LR7 | FREIGHTLINER | M2106 | 2016 | 1FVACXDU1GHHL5736 | In Service |
| 881-2557 | ALTEC LR858RM FLATDE | FORD | F750 | 2022 | 1FDNF7DC4NDF11322 | In Service |
| 881-2564 | ALTEC LR858RM FLATDE | FORD | F750 | 2022 | 1FDNF7DC1NDF11312 | In Service |
| 881-2565 | ALTEC LR858RM FLATDE | FORD | F750 | 2022 | 1FDNF7DC9NDF11316 | In Service |
| 881-8508 | STANDARD 56' FORESTR | FREIGHTLINER | M2 | 2018 | 1FVACWFD5JHJT1604 | In Service |
| 881-8509 | STANDARD 56' FORESTR | FREIGHTLINER | M2 | 2018 | 1FVACWFD3JHJT5327 | In Service |
| 896-0527 | FREIGHTLINER XT PRO | FREIGHTLINER | M2 | 2020 | 1FVACWFD6LHLG0386 | In Service |
| 896-0528 | FREIGHTLINER XT PRO | FREIGHTLINER | M2 | 2020 | 1FVACWFD0LHLG0416 | In Service |
| 896-0529 | FREIGHTLINER XT PRO | FREIGHTLINER | M2 | 2020 | 1FVACWFD9LHLG0401 | In Service |
| 896-2530 | 58-60' 2WD FORESTRY | FREIGHTLINER | M2 | 2022 | 1FVACWFDXNHNA9675 | In Service |
| 896-2532 | 58-60' 2WD FORESTRY | FREIGHTLINER | M2 | 2022 | 1FVACWFD0NHNC1530 | In Service |
| 896-2535 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC7NDF01075 | In Service |
| 896-2536 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC9NDF02664 | In Service |
| 896-2537 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC4NDF03320 | In Service |
| 896-2538 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC0NDF01077 | In Service |

ASPLUNDH TREE EXPERT LLC
Reg. 037 - TX
Owned Equipment

12/12/2023

| Equip.# | Description | Make | Model | ModelYr | Vin # | Status |
|----------|----------------------|--------------|-------|---------|--------------------|------------|
| 896-2569 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC2NDF08872 | In Service |
| 896-2570 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC4NDF08873 | In Service |
| 896-2571 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDNF7DC3NDF08847 | In Service |
| 896-2669 | 58-60' 2WD FORESTRY | FORD | F750 | 2022 | 1FDNF7DCXNDF08988 | In Service |
| 896-2670 | 58-60' 2WD FORESTRY | FORD | F750 | 2022 | 1FDNF7DCXNDF08991 | In Service |
| 896-2672 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDPF7DC9NDF09364 | In Service |
| 896-2673 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDPF7DC5NDF09572 | In Service |
| 896-2676 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDPF7DC3NDF11224 | In Service |
| 896-2677 | ALTEC LR856 FORESTRY | FORD | F750 | 2022 | 1FDPF7DCXNDF11222 | In Service |
| 896-3522 | LIFT LR756 FORESTRY | FORD | F750 | 2013 | 3FRNF7FC3DV028535 | In Service |
| 896-3523 | LIFT LR756 FORESTRY | FORD | F750 | 2013 | 3FRNF7FC5DV037740 | In Service |
| 896-3545 | 58-60' 2WD FORESTRY | FORD | F750 | 2023 | 1FDNF7DC7PDF05307 | In Service |
| 896-3573 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN6PDF05286 | In Service |
| 896-3574 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN8PDF06035 | In Service |
| 896-3576 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN4PDF05545 | In Service |
| 896-3577 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN2PDF06029 | In Service |
| 896-3578 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN4PDF05531 | In Service |
| 896-3579 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7ANXPDF05520 | In Service |
| 896-3580 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN2PDF05530 | In Service |
| 896-3581 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN0PDF05543 | In Service |
| 896-3582 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN6PDF06034 | In Service |
| 896-3584 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN8PDF10375 | In Service |
| 896-3595 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN1PDF10413 | In Service |
| 896-3596 | ALTEC LR856 FORESTRY | FORD | F750 | 2023 | 1FDNF7AN6PDF12044 | In Service |
| 896-5557 | ALTEC LIFT LR7-56 FT | FORD | F750 | 2015 | 3FRNF7FC8FV747993 | In Service |
| 896-5564 | LIFT LR7-56 FT (NON | FORD | F750 | 2015 | 3FRNF7FC7FV747998 | In Service |
| 896-5586 | LIFT LR756 / LR758RM | FREIGHTLINER | M2106 | 2015 | 1FVACWDUXFHGN2461 | In Service |
| 896-5587 | LIFT LR756 FORESTRY | FORD | F750 | 2015 | 3FRNF7FC3FV728347 | In Service |
| 896-5588 | LIFT LR756 / LR758RM | FORD | F750 | 2015 | 3FRNF7FC1FV728346 | In Service |
| 896-5601 | LIFT LR756 / LR758RM | FORD | F750 | 2015 | 3FRNF7FCXFXV687733 | In Service |
| 896-5607 | LIFT LR756 / LR758RM | FORD | F750 | 2015 | 3FRNF7FC2FV689184 | In Service |
| 896-5628 | ALTEC LR756 FORESTRY | FORD | F750 | 2015 | 3FRNF7FC5FV728320 | In Service |
| 896-5629 | ALTEC LR756 FORESTRY | FORD | F750 | 2015 | 3FRNF7FC7FV728318 | In Service |
| 896-5630 | ALTEC LR756 FORESTRY | FORD | F750 | 2015 | 3FRNF7FC5FV728348 | In Service |
| 896-8523 | ALTEC LR756 FORESTRY | FREIGHTLINER | M2 | 2018 | 3ALACWFD8JDJN3859 | In Service |
| 896-9598 | ALTEC LR756 FORESTRY | FORD | F750 | 2019 | 1FDNF7DC0KDF04265 | In Service |
| 897-2536 | STD ALTEC LR756 LIFT | FORD | F750 | 2012 | 3FRPF7FC6CV479398 | In Service |
| 897-3738 | STD ALTEC LR756 LIFT | FORD | F750 | 2013 | 3FRPF7FC4DV031792 | In Service |
| 897-3740 | STD ALTEC LR756 LIFT | FORD | F750 | 2013 | 3FRPF7FC6DV031809 | In Service |
| 897-3839 | STD ALTEC LR756 LIFT | FORD | F750 | 2013 | 3FRPF7FC3DV031864 | In Service |
| 897-3849 | STD ALTEC LR756 LIFT | FORD | F750 | 2013 | 3FRPF7FC1DV033807 | In Service |
| 897-3873 | STD ALTEC LR756 LIFT | FORD | F750 | 2013 | 3FRPF7FC0DV031904 | In Service |
| 897-5916 | STD ALTEC LR756 LIFT | FORD | F750 | 2015 | 3FRPF7FC3FV687582 | In Service |
| 897-5956 | STD ALTEC LR756 LIFT | FORD | F750 | 2015 | 3FRPF7FC8FV687514 | In Service |



**KERRVILLE
PUBLIC
UTILITY
BOARD**

STATE REQUIRED DECLARATIONS

Company Name: Asplundh Tree Expert LLC

Signature: *Joseph Soto*

Printed Name: Joseph Soto

Title: Region Manager

Date: 01/04/2024

BID RFP-2023-12-19 TREE TRIMMING

The following terms and conditions are required by the Texas State Legislature. Kerrville Public Utility Board cannot enter into a contract without a statement from the Vendor affirming that they agree to the terms and conditions below.

PROHIBITION OF BOYCOTT OF ENERGY COMPANIES:

By accepting this contract or purchase order, Vendor verifies that is does not Boycott Energy Companies and agrees that during the term of this Agreement will not Boycott Energy Companies as that term is defined in Texas Government Code Section 809.001, as amended. This section does not apply if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; and only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement.

PROHIBITION OF DISCRIMINATION AGAINST FIREARM ENTITIES AND FIREARM TRADE ASSOCIATIONS:

By accepting this contract or purchase order, Vendor verifies that is does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (ii) will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Professional (or Contractor) has ten (10) or more fulltime employees and (ii) this Agreement has a value of \$100,000.00 or more to be paid under the terms of this Agreement; and does not apply: (i) if Professional (or Contractor) is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

PROHIBITION OF BOYCOTT OF ISRAEL AND OF DOING BUSINESS WITH CERTAIN ENTITIES:

By accepting this contract or purchase order, Vendor verifies that his/her company, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and Subchapter F, Government Code Chapter 2252:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with Kerrville Public Utility Board; and
3. Does not do business with Iran, Sudan, or a Foreign Terrorist Organization.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

Pursuant to Section 2252.151, Texas Government Code:

1. "Foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States secretary of state as authorized by 8 U.S.C. Section 1189.



Quote Number: 1469105
 Opportunity Number: 23061472
 Sourcwell Contract #: 110421-ALT
 Date: 12/7/2023

Quoted for: Kerrville PUD
 Customer Contact: Howard Hall
 Phone: / Email: 830-739-5983

Quoted by: Jesse Boyd
 Phone: / Email: jesse.boyd@altec.com
 Altec Account Manager: Travis Shadrach

| REFERENCE ALTEC MODEL | | Sourcwell Price |
|-----------------------|--|-----------------|
| GB5-108S | General service body (GB), built for a single rear wheel chassis Crew cab, Gas | \$87,364 |

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

| | | |
|---|--|--|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

| | | |
|---------------------------|--|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| SOURCEWELL OPTIONS TOTAL: | | \$87,864 |

(B.) OPEN MARKET ITEMS (Customer Requested)

| | | | |
|----------------------------|----------------------|--|-----------|
| 1 | UNIT | | \$0 |
| 2 | UNIT & HYDRAULIC ACC | | \$0 |
| 3 | BODY | Flip top boxes, Full Length, CS and SS | \$3,397 |
| 4 | BODY & CHASSIS ACC | Transerse Drawer kit, full of drawers CS | \$1,835 |
| 5 | ELECTRICAL | | \$0 |
| 6 | FINISHING | | \$0 |
| 7 | CHASSIS | | \$0 |
| 8 | OTHER | Model year 2025 | -\$13,264 |
| OPEN MARKET OPTIONS TOTAL: | | | -\$8,032 |

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$79,332.00
 Delivery to Customer: \$3,080.00
 Extended Warranty:
 FET:
 Multi-unit discount (6-10 units) :
 Estimated Taxes (%):
 TOTAL FOR UNIT/BODY/CHASSIS: \$82,412.00

(C.) ADDITIONAL ITEMS (items are not included in total above)

| | | |
|---|--|--|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Pricing valid for 45 days

NOTES

PRICING: Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model year beyond the current open order bank, should be considered estimates only. Altec's turn-key pricing is subject to change in accordance with chassis pricing received from the OEM. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM and that chassis price difference will be passed through to the customer.

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: No later than 15-18 months ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Please ask your Altec Account Manager for more information

BUILD LOCATION: Birmingham, AL

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420

Client Proposal

Prepared by:

KACI SCHNEIDER

Office: 816-901-4841

Email: Kaci.schneider@altec.com

Quote ID: 240034

Date: 08/22/2023



Valley Ford of Huron, Inc. | 55 Cleveland Rd. E, Huron, Ohio, 448391744

Office: 419-433-4404



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

As Configured Vehicle

| Code | Description |
|------------------------------|--|
| Base Vehicle | |
| W3F | Base Vehicle Price (W3F) |
| Packages | |
| 630A | <p>Order Code 630A</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road. - Electronic-Locking w/4.30 Axle Ratio - GVWR: 11,400 lb Payload Package - Wheels: 18" Argent Painted Steel <p><i>Includes painted hub covers/center ornaments.</i></p> <ul style="list-style-type: none"> - HD Vinyl 40/20/40 Split Bench Seat <p><i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i></p> <ul style="list-style-type: none"> - Radio: AM/FM Stereo w/MP3 Player <p><i>Includes 6 speakers.</i></p> <ul style="list-style-type: none"> - SYNC 4 Communications & Entertainment System <p><i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.</i></p> |
| Powertrain | |
| 99N | Engine: 7.3L 2V DEVCT NA PFI V8 Gas |
| 44G | <p>Transmission: TorqShift 10-Speed Automatic</p> <p><i>10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.</i></p> |
| X4M | Electronic-Locking w/4.30 Axle Ratio |
| STDGV | <p>GVWR: 11,400 lb Payload Package</p> <p>Complete restrictions/requirements not available.</p> |
| Wheels & Tires | |
| TDX | <p>Tires: LT275/70Rx18E BSW AT</p> <p><i>Spare may not be the same as road tire.</i></p> |
| 64F | <p>Wheels: 18" Argent Painted Steel</p> <p><i>Includes painted hub covers/center ornaments.</i></p> |
| Seats & Seat Trim | |
| A | HD Vinyl 40/20/40 Split Bench Seat |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

As Configured Vehicle (cont'd)

| Code | Description |
|----------------------|---|
| | <i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i> |
| Other Options | |
| PAINT | Monotone Paint Application |
| 179WB | 179" Wheelbase |
| STDRD | Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i> |
| 473 | Snow Plow Prep Package <i>Includes:</i> <i>- SYNC 4 Communications & Entertainment System</i> <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.</i> |
| 41H | Engine Block Heater |
| 86K | Programmable Engine Idle Shutdown Timer <i>Selection of this option enables the driver to select a time period between 1 to 30 minutes before the engine will shut off after idling. There will not be an option to override this timing. Customers needing to idle their vehicles for longer periods should not select this option.</i> |
| 41P | Transfer Case Skid Plates |
| 18Y | Ford Pro Upfit Integration System Removal |
| 86M | Dual 68 AH/65 AGM Battery |
| 67B | 410 Amp Dual Alternators <i>Includes 250 Amp + 160 Amp.</i> |
| 18B | Platform Running Boards |
| 153 | Front License Plate Bracket Standard in states requiring 2 license plates and optional to all others. |
| 872 | Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i> |
| 43C | 110V/400W Outlet |

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08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

As Configured Vehicle (cont'd)

| Code | Description |
|------|-------------|
|------|-------------|

Includes 1 in-dash mounted outlet.

Includes:
- Dual 68 AH/65 AGM Battery

Fleet Options

WARANT

Fleet Customer Powertrain Limited Warranty

Requires valid FIN code.

Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.

Emissions

425

50-State Emissions System

Exterior Color

Z1_01

Oxford White

Interior Color

AS_03

Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



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08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Selected Equip & Specs

Dimensions

- Conventional Capacity: 13,500 lbs.
- Fifth-wheel towing capacity: 19,300 lbs.
- Vehicle body length: 265.2"
- Vehicle body height: 81.2"
- Front track: 68.3"
- Vehicle turning radius: 29.4'
- Rear tire outside width: 79.6"
- Frame section modulus: 12.7 cu.in.
- Frame rail width: 34.1"
- Front bumper to back of cab: 158.1"
- Rear brake diameter: 14.3"
- Max interior rear cargo volume: 52.1 cu.ft.
- Headroom first-row: 40.8"
- Leg room first-row: 43.9"
- Shoulder room first-row: 66.7"
- Hip room first-row: 62.5"
- GCWR: 27,200 lbs.
- Gooseneck towing capacity: 19,400 lbs.
- Vehicle body width: 80.0"
- Wheelbase: 179.0"
- Rear track: 68.1"
- Cab to axle: 60.0"
- Axle to end of frame: 47.2"
- Frame yield strength (psi): 50000.0
- Front bumper to front axle: 38.3"
- Front brake diameter: 14.3"
- Interior rear cargo volume with seats folded: 52.1 cu.ft.
- Total passenger volume: 131.7 cu.ft.
- Headroom second-row: 40.4"
- Leg room second-row: 43.6"
- Shoulder room second-row: 65.9"
- Hip room second-row: 64.7"

Powertrain

- 7.3L V-8 DEVCT variable valve control, engine with 335HP
- Injection Type: sequential MPI
- Horsepower: 335 HP@3750 RPM
- * **Engine block heater**
- Auxiliary power take-off
- Part-time 4WD
- Recommended fuel: regular unleaded
- Auto locking hub control
- Driver selectable rear locking differential
- Engine cylinders: V-8
- Spark ignition system
- Torque: 468 lb.-ft.@3750 RPM
- Radiator
- 10-speed automatic
- Four-wheel drive
- All-speed ABS and driveline traction control
- Electronic transfer case shift

Fuel Economy and Emissions

- Gasoline secondary fuel type
- Federal emissions

Suspension and Handling

- Firm ride suspension
- Heavy-duty rear shock absorbers
- Heavy-duty front shock absorbers

Driveability

- 4-wheel disc brakes
- 4-wheel antilock (ABS) brakes
- Front and rear ventilated disc brakes
- Four channel ABS brakes

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Selected Equip & Specs (cont'd)

- Brake assist system
- Mono-beam rigid axle front suspension
- Front coil springs
- Leaf spring rear suspension
- Hydraulic power-assist steering system
- 2-wheel steering system
- Hill Start Assist
- Front anti-roll bar
- Rigid axle rear suspension
- Rear anti-roll bar
- Re-circulating ball steering

Body Exterior

- Trailer wiring harness
- 4 doors
- Monotone paint
- Black windshield trim
- Black front bumper
- 2 front tow hooks
- Black door mirrors
- Convex spotter in driver and passenger side door mirrors
- Conventional left rear passenger door
- * **LT275/70RS18 AT BSW front and rear tires**
- * **Side assist steps**
- Clearcoat paint
- Black side window trim
- Black door handles
- Black front bumper rub strip
- Black grille
- Manual extendable trailer mirrors
- Turn signal indicator in door mirrors
- Conventional right rear passenger door
- 18 x 8-inch front and rear argente steel wheels

Convenience

- Power door locks with 2 stage unlocking
- All-in-one remote fob and ignition key
- FordPass Connect smart device vehicle start control
- Power first-row windows
- Illuminated locking glove box
- Front beverage holders
- 8 beverage holders
- Dashboard storage
- PRND in IP
- Upfitter switches
- Keyfob activated door locks
- Cruise control with steering wheel mounted controls
- Day/Night rearview mirror
- Fixed rear windshield
- Illuminated glove box
- Rear beverage holders
- Instrument panel covered bin
- Retained accessory power
- Trip computer
- Over the air updates

Comfort

- Manual climate control
- Rear under seat climate control ducts
- Full headliner coverage
- Full floor coverage
- Carpet rear seatback upholstery
- Manual telescopic steering wheel
- Cabin air filter
- Cloth headliner material
- Full vinyl floor covering
- Vinyl rear seat upholstery
- Manual tilting steering wheel
- Urethane steering wheel

Seats and Trim

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08/22/2023

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2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Selected Equip & Specs (cont'd)

- Seating capacity: 6
- Split-bench front seat
- Front passenger seat with 4-way directional controls
- Manual front seat head restraint control
- Front seat armrest storage
- Manual driver seat fore/aft control
- Manual passenger seat fore/aft control
- Split-bench rear seat
- Manual driver seat lumbar
- 40-20-40 split-bench front seat
- Driver seat with 4-way directional controls
- Height adjustable front seat head restraints
- Front seat center armrest
- Manual reclining driver seat
- Manual reclining passenger seat
- Fixed rear seats
- Height adjustable rear seat head restraints
- Vinyl front seat upholstery

Entertainment Features

- 2 total number of 1st row displays
- Primary touchscreen display
- In-vehicle audio
- FM radio
- SYNC 4 external memory control
- Standard grade speakers
- SYNC 4 voice activated audio controls
- Wireless audio streaming
- 8 inch primary LCD display
- AM/FM stereo radio
- AM radio
- Seek scan
- Speakers number: 6
- Steering wheel mounted audio controls
- Speed sensitive volume
- Fixed audio antenna

Lighting, Visibility and Instrumentation

- Digital/analog instrumentation display
- Trip odometer
- Compass
- Driver information center
- Tachometer
- Engine/electric motor temperature gauge
- Engine hour meter
- Aero-composite headlights
- Autolamp auto on/off headlight control
- Delay-off headlights
- Variable intermittent front windshield wipers
- Illuminated entry
- Variable instrument panel light
- Cab clearance lights
- Fade interior courtesy lights
- Configurable instrumentation gauges
- In-radio display clock
- Exterior temperature display
- Gauge cluster display size (inches): 4.20
- Oil pressure gauge
- Transmission fluid temperature gauge
- Light tinted windows
- Halogen headlights
- Multiple enclosed headlights
- DRL preference setting
- Front reading lights
- Rear reading lights
- Daytime running lights
- Remote activated perimeter approach lighting

Technology and Telematics

- SYNC 4 911 Assist emergency SOS system via mobile device
- SYNC 4 handsfree wireless device connectivity

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Price Level: 420 | Quote ID: 240034

Selected Equip & Specs (cont'd)

- AppLink/Apple CarPlay and Android Auto smart device wireless mirroring
- 2 USB ports
- FordPass Connect 4G mobile hotspot internet access

Safety and Security

- Driver front impact airbag
- Safety Canopy System curtain first and second-row overhead airbags
- Seat mounted side impact front passenger airbag
- Front height adjustable seatbelts
- Remote panic alarm
- Pre-Collision Assist with Automatic Emergency Braking (AEB) forward collision mitigation
- AdvanceTrac w/Roll Stability Control electronic stability control system with anti-roll
- Seat mounted side impact driver airbag
- Passenger front impact airbag
- 6 airbags
- SecuriLock immobilizer
- Lane Departure Warning
- * **Rear mounted camera**
- Manual rear child safety door locks

Dimensions

General Weights

| | | | |
|-------------|-------------|------------------|------------|
| Curb weight | 6,579 lbs. | Rear curb weight | 2,628 lbs. |
| GVWR | 11,400 lbs. | Payload | 4,820 lbs. |

Trailer Weights

| | | | |
|-----------------------------|-------------|---------------------------|-------------|
| Fifth-wheel towing capacity | 19,300 lbs. | Gooseneck towing capacity | 19,400 lbs. |
| Conventional capacity | 13,500 lbs. | GCWR | 27,200 lbs. |

Front Weights

| | | | |
|------------------------------------|-------------------|------------------------------|-------------------|
| Front curb weight | 3,951 lbs. | * GAWR front | 5,990 lbs. |
| Axle capacity front | 6,000 lbs. | * Spring rating front | 5,990 lbs. |
| * Tire/wheel capacity front | 7,180 lbs. | | |

Rear Weights

| | | | |
|--------------------|------------|-----------------------------------|-------------------|
| GAWR rear | 6,780 lbs. | Axle capacity rear | 7,230 lbs. |
| Spring rating rear | 6,780 lbs. | * Tire/wheel capacity rear | 7,180 lbs. |

Off Road

| | |
|----------------------|------|
| Min ground clearance | 8.6" |
|----------------------|------|

Exterior Measurements

| | | | |
|--------------------------|--------|----------------------------|--------|
| Vehicle body length | 265.2" | Vehicle body width | 80.0" |
| Vehicle body height | 81.2" | Wheelbase | 179.0" |
| Front brake diameter | 14.3" | Rear brake diameter | 14.3" |
| Rear frame height loaded | 28.9" | Rear frame height unloaded | 33.5" |
| Front track | 68.3" | Rear track | 68.1" |

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Selected Equip & Specs (cont'd)

| | | | |
|-----------------------------|-------------|----------------------------|---------|
| Vehicle turning radius | 29.4' | Cab to axle | 60.0" |
| Rear tire outside width | 79.6" | Axle to end of frame | 47.2" |
| Frame section modulus | 12.7 cu.in. | Frame yield strength (psi) | 50000.0 |
| Frame rail width | 34.1" | Front bumper to front axle | 38.3" |
| Front bumper to back of cab | 158.1" | | |

Interior Measurements

| | | | |
|--------------------------------|-------------|--|-------------|
| Max interior rear cargo volume | 52.1 cu.ft. | Interior rear cargo volume with seats folded | 52.1 cu.ft. |
|--------------------------------|-------------|--|-------------|

Interior Volume

| | |
|------------------------|--------------|
| Total passenger volume | 131.7 cu.ft. |
|------------------------|--------------|

Headroom

| | | | |
|--------------------|-------|---------------------|-------|
| Headroom first-row | 40.8" | Headroom second-row | 40.4" |
|--------------------|-------|---------------------|-------|

Legroom

| | | | |
|--------------------|-------|---------------------|-------|
| Leg room first-row | 43.9" | Leg room second-row | 43.6" |
|--------------------|-------|---------------------|-------|

Shoulder Room

| | | | |
|-------------------------|-------|--------------------------|-------|
| Shoulder room first-row | 66.7" | Shoulder room second-row | 65.9" |
|-------------------------|-------|--------------------------|-------|

Hip Room

| | | | |
|--------------------|-------|---------------------|-------|
| Hip room first-row | 62.5" | Hip room second-row | 64.7" |
|--------------------|-------|---------------------|-------|

Powertrain

Engine

| | | | |
|---------------------------|--|-----------------------|-----------------------|
| Engine | 7.3L V-8 DEVCT variable valve control, engine with 335HP | Valves per cylinder | 2 |
| Engine cylinders | V-8 | Injection type | sequential MPI |
| Engine location | Front mounted engine | Ignition | Spark ignition system |
| Engine mounting direction | Longitudinal mounted engine | Engine block material | Iron engine block |
| Cylinder head material | Aluminum cylinder head | | |

Engine Specs

| | | | |
|-------------------|-------|----------|-------------------|
| Displacement | 7.3L | cc | 445 cu.in. |
| Bore | 4.21" | Stroke | 3.98" |
| Compression ratio | 10.5 | SAEJ1349 | AUG2004 compliant |

Engine Power

| | | | |
|------------|-----------------|--------|----------------------|
| Horsepower | 335 HP@3750 RPM | Torque | 468 lb.-ft.@3750 RPM |
|------------|-----------------|--------|----------------------|

Alternator

| | | | |
|---------------------|------|-------------------|-----------------|
| Alternator amps | 250A | * Alternator type | Dual alternator |
| * Alternator rating | 160A | | |

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Price Level: 420 | Quote ID: 240034

Selected Equip & Specs (cont'd)

Battery

| | | | |
|-----------------------|-------------|-----------------------------|-------------------------------|
| * Battery amps | 68Ah | * Battery type | Dual lead acid battery |
| Battery rating | 750CCA | Battery run down protection | Battery run down protection |

Engine Extras

| | | | |
|--------------------------|----------------------------|----------|----------|
| * Block heater | Engine block heater | Radiator | Radiator |
| Auxiliary power take-off | Auxiliary power take-off | | |

Transmission

| | | | |
|------------------------------|------------------------------|---------------------------------|--------------------------------------|
| Transmission | 10-speed automatic | Transmission electronic control | Transmission electronic control |
| Overdrive transmission | Overdrive transmission | Lock-up transmission | Lock-up transmission |
| First gear ratio | 4.615 | Second gear ratio | 2.919 |
| Third gear ratio | 2.132 | Fourth gear ratio | 1.773 |
| Fifth gear ratio | 1.519 | Sixth gear ratio | 1.277 |
| Reverse gear ratio | 4.695 | Seventh gear ratio | 1 |
| Eighth gear ratio | 0.851 | Ninth gear ratio | 0.687 |
| Tenth gear ratio | 0.632 | Stall ratio | 1.97 |
| Selectable mode transmission | Selectable mode transmission | Sequential shift control | SelectShift Sequential shift control |
| Transmission oil cooler | Transmission oil cooler | PTO transmission provision | PTO transmission provision |

Drive Type

| | | | |
|----------|---------------|------------|------------------|
| 4WD type | Part-time 4WD | Drive type | Four-wheel drive |
|----------|---------------|------------|------------------|

Drivetrain

| | |
|------------|-----|
| Axle ratio | 4.3 |
|------------|-----|

Exhaust

| | |
|----------|--------------------------------|
| Tailpipe | Stainless steel single exhaust |
|----------|--------------------------------|

Fuel

| | |
|-----------|------------------|
| Fuel type | regular unleaded |
|-----------|------------------|

Fuel Tank

| | |
|--------------------|------------|
| Fuel tank capacity | 40.00 gal. |
|--------------------|------------|

Drive Feature

| | | | |
|------------------|--|---------------------------|---|
| Traction control | All-speed ABS and driveline traction control | Locking hub control | Auto locking hub control |
| Transfer case | Electronic transfer case shift | Rear locking differential | Driver selectable rear locking differential |

Provisions

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Selected Equip & Specs (cont'd)

* Provisions Snow plow provisions

Fuel Economy and Emissions

Fuel Economy

Secondary fuel type Gasoline secondary fuel type

Emissions

Emissions Federal emissions

Suspension and Handling

Suspension

Suspension Firm ride suspension Front shock absorbers Heavy-duty front shock absorbers
Rear shock absorbers Heavy-duty rear shock absorbers

Driveability

Brakes

Brake type 4-wheel disc brakes Ventilated brakes Front and rear ventilated disc brakes
ABS brakes Four channel ABS brakes ABS brakes 4-wheel antilock (ABS) brakes

Brake Assistance

Hill start assist Hill Start Assist Brake assist system Brake assist system

Front Suspension

Anti-roll bar front Front anti-roll bar Suspension ride type front Mono-beam rigid axle front suspension

Front Spring

* HD front springs Heavy-duty front springs Springs front Front coil springs

Rear Spring

Springs rear Rear leaf springs Rear springs Heavy-duty rear springs

Rear Suspension

Anti-roll bar rear Rear anti-roll bar Suspension type rear suspension Leaf spring rear suspension
Suspension ride type rear suspension Rigid axle rear

Steering

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Selected Equip & Specs (cont'd)

| | | | |
|-----------------|---------------------------------|-------------------------|------------------------------|
| Steering system | Hydraulic power-assist steering | Steering type | Re-circulating ball steering |
| Steering type | number of wheels | 2-wheel steering system | |

Exterior

Front Wheels

| | | | |
|-----------------------|-----|--------------------|----|
| Front wheels diameter | 18" | Front wheels width | 8" |
|-----------------------|-----|--------------------|----|

Rear Wheels

| | | | |
|----------------------|-----|-------------------|----|
| Rear wheels diameter | 18" | Rear wheels width | 8" |
|----------------------|-----|-------------------|----|

Front And Rear Wheels

| | | | |
|------------|--------|----------|-------|
| Appearance | argent | Material | steel |
|------------|--------|----------|-------|

Front Tires

| | | | |
|-----------------|-----------|----------------------------|------------|
| * Aspect | 70 | Diameter | 18" |
| Sidewalls | BSW | Speed | S |
| * Tread | AT | Type | LT |
| Width | 275mm | * Front wheel - RPM | 628 |

Rear Tires

| | | | |
|-----------------|-----------|---------------------------|------------|
| * Aspect | 70 | Diameter | 18" |
| Sidewalls | BSW | Speed | S |
| * Tread | AT | Type | LT |
| Width | 275mm | * Rear wheel - RPM | 628 |

Body Exterior

Trailer

| | | | |
|-----------------------|------------------------|-------------------------|--------------------------|
| Towing wiring harness | Trailer wiring harness | Towing brake controller | Trailer brake controller |
| Towing trailer sway | Trailer sway control | | |

Exterior Features

| | | | |
|---------------------|--------------------------|--------------------------------------|------------------------------------|
| Number of doors | 4 doors | * Skid plate | 1 underbody skid plate |
| * Side steps | Side assist steps | * License plate front bracket | Front license plate bracket |

Body

Body panels Aluminum body panels with side impact beams

Mirrors

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Selected Equip & Specs (cont'd)

Convex spotter Convex spotter in driver and passenger side door mirrors

Turn signal in door mirrors Turn signal indicator in door mirrors

Tires

Front tires LT load rating E

Rear tires LT load rating E

Wheels

Wheel covers Wheel hub covers

Convenience

Door Locks

Door locks Power door locks with 2 stage unlocking
All-in-one key All-in-one remote fob and ignition key

Keyfob door locks Keyfob activated door locks

Cruise Control

Cruise control Cruise control with steering wheel mounted controls

Key Fob Controls

Fob remote vehicle controls FordPass Connect smart device vehicle start control

Rear View Mirror

Day/Night rearview mirror Day/Night rearview mirror

Exterior Mirrors

Door mirrors Power door mirrors
Heated door mirrors Heated driver and passenger side door mirrors

Folding door mirrors Manual folding door mirrors

Front Side Windows

First-row windows Power first-row windows

Overhead Console

Overhead console Full overhead console

Overhead console storage Overhead console storage

Passenger Visor

Visor passenger mirror Passenger visor mirror

Power Outlets

12V power outlets 2 12V power outlets

+ 120V AC power outlets 1 120V AC power outlet

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Selected Equip & Specs (cont'd)

Rear Windshield

Rear windshield Fixed rear windshield

Storage

| | | | |
|----------------------------|-----------------------|--------------------------------------|-------------------------------|
| Number of beverage holders | 8 beverage holders | Beverage holders | Front beverage holders |
| Beverage holders rear | Rear beverage holders | Glove box | Illuminated locking glove box |
| Illuminated glove box | Illuminated glove box | Instrument panel storage covered bin | Instrument panel |
| Dashboard storage | Dashboard storage | | |

Windows Feature

| | | | |
|----------------------|----------------------|------------------------|----------------------|
| One-touch up window | Driver and passenger | One-touch down window | Driver and passenger |
| one-touch up windows | | one-touch down windows | |

Windows Rear Side

Second-row windows Power second-row windows

Miscellaneous

| | | | |
|----------------------|----------------------|-----------------|--------------------------|
| Trip computer | Trip computer | PRND in IP | PRND in IP |
| Upfitter switches | Upfitter switches | Accessory power | Retained accessory power |
| Over the air updates | Over the air updates | | |

Comfort

Climate Control

| | | | |
|-----------------------|---------------------------------------|------------------|------------------|
| Climate control | Manual climate control | Cabin air filter | Cabin air filter |
| Rear under seat ducts | Rear under seat climate control ducts | | |

Headliner

Headliner material Cloth headliner material Headliner coverage Full headliner coverage

Floor Trim

Floor covering Full vinyl floor covering Floor coverage Full floor coverage

Second-Row Seat Trim

Rear seat upholstery Vinyl rear seat upholstery Rear seatback upholstery Carpet rear seatback upholstery

Steering Wheel

| | | | |
|--|----------------------------------|-------------------------|-------------------------|
| Steering wheel telescopic steering wheel | Manual telescopic steering wheel | Steering wheel material | Urethane steering wheel |
| Steering wheel tilt | Manual tilting steering wheel | | |

Seats and Trim

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Selected Equip & Specs (cont'd)

Seat Capacity

Seating capacity 6

Front Seats

| | | | |
|---------------------------------|--|--------------------------|--|
| Front seat type | Split-bench front seat | Driver seat direction | Driver seat with 4-way directional controls |
| Driver seat fore/aft control | Manual driver seat fore/aft control | Passenger seat direction | Front passenger seat with 4-way directional controls |
| Split front seats | 40-20-40 split-bench front seat | Reclining passenger seat | Manual reclining passenger seat |
| Passenger seat fore/aft control | Manual passenger seat fore/aft control | Front head restraints | Height adjustable front seat head restraints |
| Front head restraint control | Manual front seat head restraint control | Armrests front center | Front seat center armrest |
| Armrests front storage | Front seat armrest storage | Reclining driver seat | Manual reclining driver seat |

Rear Seats

| | | | |
|-----------------------------|---|--------------------------------|---|
| Bench seats | Split-bench rear seat | Rear seats fixed or removable | Fixed rear seats |
| Folding second-row seats | 60-40 folding rear seats | Rear seat direction | Front facing rear seat |
| Rear seat folding position | Fold-up rear seat cushion | Rear head restraints | Height adjustable rear seat head restraints |
| Rear head restraint control | Manual rear seat head restraint control | Number of rear head restraints | 3 rear seat head restraints |

Lumbar Seats

Driver lumbar Manual driver seat lumbar

Front Seat Trim

| | | | |
|-----------------------|-----------------------------|---------------------------|---------------------------------|
| Front seat upholstery | Vinyl front seat upholstery | Front seatback upholstery | Vinyl front seatback upholstery |
|-----------------------|-----------------------------|---------------------------|---------------------------------|

Interior Accents

Interior accents Chrome interior accents

Gearshifter Material

Gearshifter material Urethane gear shifter material

Entertainment Features

LCD Displays

| | | | |
|-----------------------------|-----------------------------|----------------------------------|------------------------------------|
| Primary touchscreen display | Primary touchscreen display | Number of first-row LCD displays | 2 total number of 1st row displays |
|-----------------------------|-----------------------------|----------------------------------|------------------------------------|

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Selected Equip & Specs (cont'd)

LCD primary display size 8 inch primary LCD display

Radio Features

External memory control SYNC 4 external memory Seek scan Seek scan

Speakers

Speakers Standard grade speakers Speakers number 6

Audio Features

Steering mounted audio control Steering wheel mounted audio controls Speed sensitive volume Speed sensitive volume
Voice activated audio SYNC 4 voice activated audio controls Wireless streaming Wireless audio streaming

Lighting, Visibility and Instrumentation

Instrumentation

Trip odometer Trip odometer Instrumentation display Digital/analog instrumentation display
Configurable instrumentation gauges Configurable instrumentation gauges

Instrumentation Displays

Temperature display Exterior temperature display Driver information center Driver information center
Clock In-radio display clock Compass Compass

Instrumentation Gauges

Tachometer Tachometer Oil pressure gauge Oil pressure gauge
Transmission temperature gauge Transmission fluid temperature gauge Engine/electric motor temperature gauge Engine/electric motor temperature gauge
Gauge cluster display size (inches) 4.20 Engine hour meter Engine hour meter

Instrumentation Warnings

Engine temperature warning Engine temperature warning Oil pressure warning Oil pressure warning
Low fuel warning Low fuel warning Low brake fluid warning Low brake fluid warning
Battery charge warning Battery charge warning Headlights on reminder Headlights on reminder
Key in vehicle warning Key in vehicle warning Door ajar warning Door ajar warning
Service interval warning Service interval indicator

Glass

Tinted windows Light tinted windows

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Selected Equip & Specs (cont'd)

Headlights

| | | | |
|-------------------------|--|------------------------|------------------------------|
| Headlights | Halogen headlights | Headlight type | Aero-composite headlights |
| Auto headlights control | Autolamp auto on/off headlight control | Multiple headlights | Multiple enclosed headlights |
| Delay off headlights | Delay-off headlights | DRL preference setting | DRL preference setting |

Front Windshield

| | |
|--------|---|
| Wipers | Variable intermittent front windshield wipers |
|--------|---|

Interior Lighting

| | | | |
|----------------------|----------------------|----------------------|---------------------------------|
| Illuminated entry | Illuminated entry | Variable panel light | Variable instrument panel light |
| Front reading lights | Front reading lights | Rear reading lights | Rear reading lights |

Lights

| | | | |
|------------------|------------------------|-----------------------------|--|
| Running lights | Daytime running lights | Interior courtesy lights | Fade interior courtesy lights |
| Clearance lights | Cab clearance lights | Perimeter approach lighting | Remote activated perimeter approach lighting |

Technology and Telematics

Connectivity

| | | | |
|------------------------|--|--------------------------|--|
| Handsfree connectivity | SYNC 4 handsfree wireless device connectivity | Smart device integration | AppLink/Apple CarPlay and Android Auto smart device wireless mirroring |
| Emergency SOS | SYNC 4 911 Assist emergency SOS system via mobile device | | |

Internet Access

| | |
|-----------------|--|
| Internet access | FordPass Connect 4G mobile hotspot internet access |
|-----------------|--|

USB Ports

| | |
|-----------|-------------|
| USB ports | 2 USB ports |
|-----------|-------------|

Safety and Security

Airbags

| | | | |
|-------------------------------|-------------------------------|---------------------------------|--|
| Front impact airbag driver | Driver front impact airbag | Number of airbags | 6 airbags |
| Front impact airbag passenger | Passenger front impact airbag | Front side impact airbag driver | Seat mounted side impact driver airbag |

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Selected Equip & Specs (cont'd)

Front side impact airbag passenger side impact front passenger airbag
Seat mounted

Overhead airbags
curtain first and second-row overhead airbags
Safety Canopy System

Seatbelts

Height adjustable seatbelts
adjustable seatbelts
Front height

Security System

Immobilizer
SecuriLock immobilizer
Remote panic alarm
Remote panic alarm

Active Driving Assistance

Lane departure
Lane Departure Warning
Forward collision warning
Pre-Collision Assist with Automatic Emergency Braking (AEB)
forward collision mitigation

Cameras

* Rear camera
Rear mounted camera

Traction Control

Electronic stability control
Stability Control system with anti-roll
AdvanceTrac w/Roll

Occupant Safety

Child door locks
locks
Manual rear child safety door

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Warranty

Standard Warranty

Basic Warranty

Basic warranty

36 months/36,000 miles

Powertrain Warranty

Powertrain warranty

60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty

60 months/unlimited

Roadside Assistance Warranty

Roadside warranty

60 months/60,000 miles

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

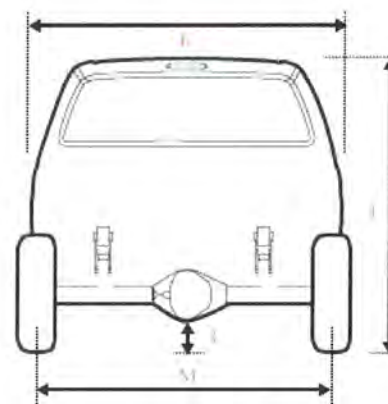
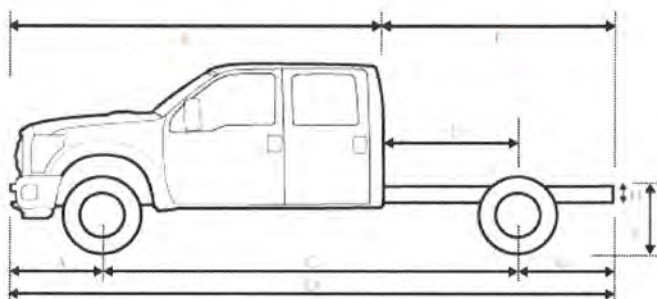
Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Vehicle Dimension and Performance Summary

Performance predictions in this report represent an estimate of vehicle performance based on standard operating conditions. Variations in customer equipment, load configuration, ambient conditions, and/or operator driving techniques can cause significant variations in vehicle performance. These values are not representative of results that may be shown in actual dynamometer tests. This report should therefore be used as a guide for comparative vehicle performance.



Dimensions

| | | |
|---|-----------------------------------|------------|
| A | Front of Bumper to Front Axle | 38.30 in. |
| B | Front Bumper to Back of Cab (BBC) | 158.10 in. |
| C | Wheelbase (WB) | 179.00 in. |
| D | Overall Length (OAL) | 265.20 in. |
| E | Back of Cab to Rear Axle (CA) | 60.00 in. |
| F | Back of Cab to End of Frame | 107.20 in. |
| G | Rear Axle to End of Frame (AF) | 47.20 in. |
| H | Frame Section Height | N/A |
| I | Rear Frame Height Unloaded | 33.50 in. |
| I | Rear Frame Height Loaded | 28.90 in. |
| J | Cab Height | 81.20 in. |
| K | Body Width | 80.00 in. |
| L | Maximum Ground Clearance | N/A |
| L | Minimum Ground Clearance | 8.60 in. |
| M | Front Tread | 68.30 in. |
| M | Rear Tread | 68.10 in. |

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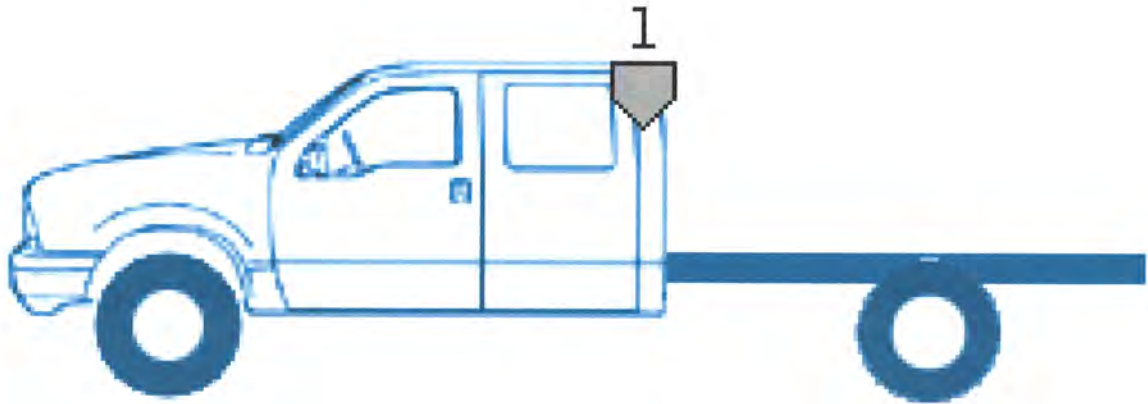
Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Vehicle Dimension and Performance Summary (cont'd)



Weight

| GVW | Front Axle | Rear Axle | Totals |
|-------------------------------|------------------|------------------|-------------------|
| Chassis | 3,951 lbs | 2,628 lbs | 6,579 lbs |
| Body | 0 lbs | 0 lbs | 0 lbs |
| Occupants Weight | 600 lbs | 300 lbs | 900 lbs |
| 1 Max Payload - (Max Payload) | 1,439 lbs | 2,482 lbs | 3,921 lbs |
| TOTAL | 5,990 lbs | 5,410 lbs | 11,400 lbs |

| Ratings | Front Axle | Rear Axle | GVWR |
|------------------|------------------|------------------|-------------------|
| GAWR | 5,990 lbs | 6,780 lbs | 11,400 lbs |
| Wheels/Tires | 7,180 lbs | 7,180 lbs | |
| Suspension | 5,990 lbs | 6,780 lbs | |
| Axle | 6,000 lbs | 7,230 lbs | |
| Legal Axle Limit | 0 lbs | 0 lbs | |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

Price Level: 420 | Quote ID: 240034

Vehicle Dimension and Performance Summary (cont'd)

Start, Grade and Speed

| Start | Ratio | Desired | Calculated |
|---|-------|---------|------------|
| Start grade capability in 1st gear | 4.62 | 15.00 % | 47.10 % |
| Start grade capability in reverse | 4.70 | 15.00 % | 47.91 % |
| Grade | Ratio | Desired | Calculated |
| Maximum grade in 8th gear | 0.85 | 3.00 % | 8.82 % |
| Maximum grade in 9th gear | 0.69 | 3.00 % | 7.12 % |
| Maximum grade in 10th gear | 0.63 | 3.00 % | 6.55 % |
| Speed | | Desired | Calculated |
| Top Speed (level grade) | | 75 mph | 132 mph |
| <i>To meet your requirement you need a maximum axle ratio of 9.07</i> | | | |
| Top Speed on 3% grade | | 55 mph | |
| <i>To meet your requirement you need a maximum of 85 hp</i> | | | |
| Cruise Speed | | 60 mph | 91 mph |
| Engine RPM at desired cruise speed | | | 1,707 rpm |

Variables in Use

Start

| | | | |
|-----------------------------|--------------------------|---------------------------|-------------|
| Rear axle ratio: | 4.30 | Clutch engagement torque: | 234 ft.lbs. |
| Tire size: | 275/70R18 (628 rev/mile) | Torque conversion ratio: | 1.97 |
| Gross Vehicle Weight (GVW): | 11,400 lbs | | |

Grade

| | | | |
|------------------|--------------------------|-----------------------------|-------------|
| Rear axle ratio: | 4.30 | Gross Vehicle Weight (GVW): | 11,400 lbs |
| Tire size: | 275/70R18 (628 rev/mile) | Peak engine torque: | 468 ft.lbs. |

Speed

| | | | |
|------------------|--------------------|--------------------|-----------------|
| Engine Power: | 335 hp @ 3,750 rpm | Worst road surface | Typical Highway |
| Peak Torque RPM: | 3,750 rpm | Final Drive Ratio: | 0.63 |
| Frontal Area: | 40.11 Sq.Ft. | Drag Coefficient | 0.80 |
| Cruising RPM | 2,600 rpm | | |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: KACI SCHNEIDER
08/22/2023

Valley Ford of Huron, Inc. | 55 Cleveland Rd. E Huron Ohio | 448391744

2024 F-350 Chassis 4x4 SD Crew Cab 179" WB SRW XL (W3F)

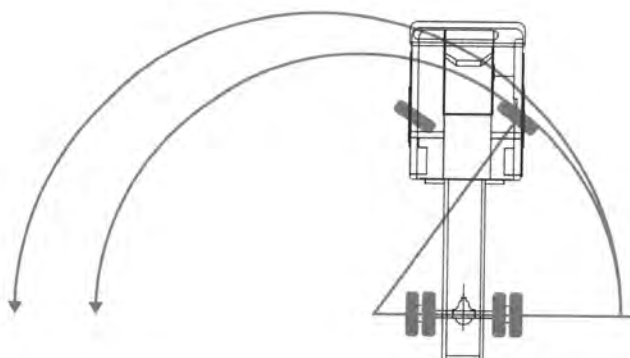
Price Level: 420 | Quote ID: 240034

Vehicle Dimension and Performance Summary (cont'd)

Turning Radius

Turning Radius

29.40 ft



Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Amy Dozier

Date: January 10, 2024

Re: Agenda Item No. 6 – Financial Report

Attached please find financial statements for the month of December 2023.

Highlights include:

- **\$164K decrease in net position** for the month, **\$141K decrease** in net position on a year-to-date (YTD) basis, which is \$299K lower than budget.
- **\$3.4M in operating revenue** for the month, **\$8.6M** on a YTD basis.
 - Through December, operating revenue is 23.5% lower than expected due to low prices for purchased power. kWh sales are slightly (2.2%) lower than budget, but the variance is primarily due to low natural gas-based power prices. Low natural gas prices are driven by a combination of weak weather demand, near record production, inflated storage levels and continued LNG export delays.
- **\$3.7M in operating expense** for the month, **\$9.2M** on a YTD basis.
 - YTD operating expense is 18.4% lower than budget due primarily to low purchased power expenses resulting from low natural gas prices previously discussed.
- **\$329K in operating loss** for the month, **\$580K in operating loss** on a YTD basis.
- **\$15.3M in over collection of power cost adjustment** as of 12/31/2023, an **increase of \$310K** from the prior month.
- **\$42.8M invested** in investment pools and an investment account at Happy State Bank. The investment account at Happy State Bank is completely liquid, fully collateralized, and earning 5.45% as of January 8, 2024. Rates on the investment pool accounts are 5.51% at LOGIC and 5.35% at TexPool as of January 8, 2024.

A new rate structure was implemented on November 1, 2023. The overall residential bill for 1,000 kWh of power remains at \$102.50, but the power cost portion of the bill was reduced from \$72.95 to \$70.45 by reducing the power cost adjustment factor. The neutral recovery rate for the month of December was \$90.70, resulting in a small increase in the over collection account. We continue to monitor prices closely and recommend keeping the PCA at \$102.50 at this time.

Sincerely,



Amy Dozier
Director of Finance

Kerrville Public Utility Board
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Month Ended December 31, 2023
(Unaudited)

| | Comparison to Budget | | | | Comparison to Last Year | | |
|---|----------------------|-----------------------------|----------------------------------|---------------------|--------------------------------|----------------------------------|---------------------|
| | Current Month | Current Month Budget Amount | Variance Favorable (Unfavorable) | Percentage Variance | Current Month Last Year Amount | Variance Favorable (Unfavorable) | Percentage Variance |
| OPERATING REVENUES: | | | | | | | |
| Residential | \$ 1,948,323 | \$ 2,043,084 | \$ (94,762) | -4.64% | \$ 1,967,542 | \$ (19,219) | -0.98% |
| Commercial/Industrial | 1,371,580 | 1,531,226 | (159,646) | -10.43% | 1,319,875 | 51,705 | 3.92% |
| Sales to Public Authorities | 21,794 | 21,500 | 294 | 1.37% | 21,937 | (143) | -0.65% |
| Other | 37,727 | 51,384 | (13,657) | -26.58% | 34,301 | 3,426 | 9.99% |
| TOTAL OPERATING REVENUES | 3,379,423 | 3,647,194 | (267,771) | -7.34% | 3,343,654 | 35,769 | 1.07% |
| OPERATING EXPENSES: | | | | | | | |
| Purchased Power | 2,216,203 | 2,370,971 | 154,767 | 6.53% | 2,209,578 | (6,626) | -0.30% |
| Distribution | 541,836 | 354,784 | (187,053) | -52.72% | 277,876 | (263,960) | -94.99% |
| Customer Accounts | 82,600 | 66,502 | (16,097) | -24.21% | 65,731 | (16,869) | -25.66% |
| Customer Service, Informational & Sales | 35,061 | 36,916 | 1,855 | 5.03% | 36,397 | 1,336 | 3.67% |
| Administrative Expenses | 472,977 | 450,889 | (22,088) | -4.90% | 397,786 | (75,191) | -18.90% |
| Depreciation & Amortization | 359,280 | 358,483 | (797) | -0.22% | 319,500 | (39,780) | -12.45% |
| TOTAL OPERATING EXPENSES | 3,707,957 | 3,638,545 | (69,412) | -1.91% | 3,306,868 | (401,089) | -12.13% |
| OPERATING INCOME (LOSS) | (328,534) | 8,650 | (337,183) | -3898.18% | 36,787 | (365,320) | -993.08% |
| NONOPERATING REVENUES (EXP): | | | | | | | |
| Interest Income - Investments | 201,039 | 135,417 | 65,623 | 48.46% | 112,479 | 88,561 | 78.74% |
| Interest Income - City of Kerrville | 12,857 | 12,857 | - | 0.00% | 15,000 | (2,143) | -14.29% |
| Interest Expense | (9,141) | (7,992) | (1,149) | -14.38% | (8,681) | (460) | -5.30% |
| City of Kerrville - General Fund Transfer | (107,868) | (113,937) | 6,068 | 5.33% | (103,684) | (4,184) | -4.04% |
| City of Ingram - Franchise Fee | (2,647) | (3,162) | 515 | 16.29% | (2,836) | 189 | 6.66% |
| Other - Net | 967 | 2,417 | (1,450) | -59.99% | 1,783 | (816) | -45.77% |
| TOTAL NONOPERATING REVENUES (EXP) | 95,207 | 25,600 | 69,607 | 271.90% | 14,061 | 81,146 | 577.09% |
| INCOME BEFORE CONTRIBUTIONS | (233,326) | 34,250 | (267,576) | -781.25% | 50,848 | (284,174) | -558.87% |
| CAPITAL CONTRIBUTIONS | 68,971 | 30,000 | 38,971 | 129.90% | 38,623 | 30,348 | 78.58% |
| CHANGE IN NET POSITION | \$ (164,355) | \$ 64,250 | \$ (228,605) | -355.81% | \$ 89,470 | \$ (253,826) | -283.70% |
| NET POSITION AT BEGINNING OF MONTH | \$ 78,357,086 | | | | \$ 74,164,956 | | |
| NET POSITION AT END OF MONTH | \$ 78,192,731 | | | | \$ 74,254,426 | | |

Kerrville Public Utility Board
Statement of Revenues, Expenses and Changes in Fund Net Position
For the Month Ended December 31, 2023
(Unaudited)

| | Comparison to Budget | | | | Comparison to Last Year | | |
|---|----------------------|-------------------|-------------------------|---------------------|-------------------------|-------------------------|---------------------|
| | Year to Date | Year to Date | Variance | Percentage Variance | Year to Date | Variance | Percentage Variance |
| | | Budget Amount | Favorable (Unfavorable) | | Last Year Amount | Favorable (Unfavorable) | |
| OPERATING REVENUES: | | | | | | | |
| Residential | \$ 4,820,653 | \$ 6,069,817 | \$ (1,249,164) | -20.58% | \$ 6,078,214 | \$ (1,257,561) | -20.69% |
| Commercial/Industrial | 3,624,503 | 4,989,425 | (1,364,922) | -27.36% | 4,730,224 | (1,105,722) | -23.38% |
| Sales to Public Authorities | 65,140 | 64,500 | 640 | 0.99% | 61,542 | 3,598 | 5.85% |
| Other | 115,205 | 152,657 | (37,452) | -24.53% | 149,522 | (34,317) | -22.95% |
| TOTAL OPERATING REVENUES | 8,625,500 | 11,276,398 | (2,650,898) | -23.51% | 11,019,502 | (2,394,002) | -21.73% |
| OPERATING EXPENSES: | | | | | | | |
| Purchased Power | 5,210,447 | 7,158,546 | 1,948,098 | 27.21% | 7,639,609 | 2,429,162 | 31.80% |
| Distribution | 1,201,102 | 1,314,351 | 113,249 | 8.62% | 767,272 | (433,830) | -56.54% |
| Customer Accounts | 183,585 | 199,507 | 15,922 | 7.98% | 169,330 | (14,255) | -8.42% |
| Customer Service, Informational & Sales | 140,550 | 110,748 | (29,802) | -26.91% | 87,064 | (53,486) | -61.43% |
| Administrative Expenses | 1,389,552 | 1,421,417 | 31,865 | 2.24% | 1,181,812 | (207,740) | -17.58% |
| Depreciation & Amortization | 1,080,489 | 1,070,452 | (10,037) | -0.94% | 957,745 | (122,744) | -12.82% |
| TOTAL OPERATING EXPENSES | 9,205,726 | 11,275,021 | 2,069,295 | 18.35% | 10,802,832 | 1,597,106 | 14.78% |
| OPERATING INCOME (LOSS) | (580,226) | 1,378 | (581,603) | -42219.40% | 216,669 | (796,895) | -367.79% |
| NONOPERATING REVENUES (EXP): | | | | | | | |
| Interest Income - Investments | 591,577 | 406,250 | 185,327 | 45.62% | 308,576 | 283,001 | 91.71% |
| Interest Income - City of Kerrville | 38,571 | 38,571 | - | 0.00% | 45,000 | (6,429) | -14.29% |
| Interest Expense | (27,139) | (25,089) | (2,049) | -8.17% | (27,252) | 114 | 0.42% |
| City of Kerrville - General Fund Transfer | (277,762) | (351,854) | 74,092 | 21.06% | (339,842) | 62,080 | 18.27% |
| City of Ingram - Franchise Fee | (8,212) | (9,394) | 1,183 | 12.59% | (7,769) | (443) | -5.70% |
| Other - Net | 3,083 | 7,250 | (4,167) | -57.48% | 4,261 | (1,178) | -27.66% |
| TOTAL NONOPERATING REVENUES (EXP) | 320,119 | 65,734 | 254,385 | 386.99% | (17,027) | 337,145 | 1980.07% |
| INCOME BEFORE CONTRIBUTIONS | (260,107) | 67,111 | (327,218) | -487.57% | 199,642 | (459,750) | -230.29% |
| CAPITAL CONTRIBUTIONS | 118,697 | 90,000 | 28,697 | 31.89% | 81,082 | 37,615 | 46.39% |
| CHANGE IN NET POSITION | \$ (141,410) | \$ 157,111 | \$ (298,521) | -190.01% | \$ 280,724 | \$ (422,135) | -150.37% |
| NET POSITION AT BEGINNING OF YEAR | \$ 78,334,141 | | | | \$ 73,973,702 | | |
| NET POSITION AT END OF MONTH | \$ 78,192,731 | | | | \$ 74,254,426 | | |

Kerrville Public Utility Board
Balance Sheet
As of December 31, 2023

| ASSETS & DEFERRED OUTFLOWS | December 31, 2023 | September 30, 2023 | LIABILITIES, DEFERRED INFLOWS & NET POSITION | December 31, 2023 | September 30, 2023 |
|--|-----------------------|-----------------------|--|-----------------------|-----------------------|
| CURRENT ASSETS | | | CURRENT LIABILITIES | | |
| Revenue Fund: | | | Current Maturities of Long-Term Liabilities | \$ 635,699 | \$ 633,226 |
| Cash and Cash Equivalents | \$ 689,363 | \$ 720,093 | Accounts Payable - Purchased Power | 9,642,745 | 9,426,795 |
| Investments | 32,816,815 | 30,433,641 | Accounts Payable and Accrued Liabilities | 965,115 | 1,427,823 |
| Less: Customer Deposits | (521,491) | (518,082) | Over Collection of Power Cost Adjustment | 15,320,171 | 12,516,345 |
| Total Revenue Fund | <u>32,984,688</u> | <u>30,635,652</u> | TOTAL CURRENT LIABILITIES | <u>\$ 26,563,731</u> | <u>\$ 24,004,189</u> |
| Construction Fund: | | | NONCURRENT LIABILITIES | | |
| Cash and Cash Equivalents | 5,462 | 5,389 | 2013 Revenue Bonds, net of current portion | \$ 1,965,000 | \$ 2,413,000 |
| Investments | 1,549,440 | 1,528,354 | Lease Liability | 59,931 | 84,352 |
| Total Construction Fund | <u>1,554,902</u> | <u>1,533,743</u> | Subscription Liability | 626,069 | 692,268 |
| Rate Stabilization Fund: | | | Customer Deposits (including interest payable) | 527,874 | 518,082 |
| Investments | 2,039,058 | 2,011,309 | Net Pension Liability | 3,877,307 | 3,877,307 |
| Total Rate Stabilization Fund | <u>2,039,058</u> | <u>2,011,309</u> | Total OPEB Liability | <u>260,808</u> | <u>260,808</u> |
| Long Term Rate Stabilization Fund: | | | TOTAL NONCURRENT LIABILITIES | <u>\$ 7,316,989</u> | <u>\$ 7,845,817</u> |
| Investments | 2,454,602 | 2,421,198 | DEFERRED INFLOWS - PENSION AND OPEB | <u>\$ 132,700</u> | <u>\$ 132,700</u> |
| Total Rate Stabilization Fund | <u>2,454,602</u> | <u>2,421,198</u> | TOTAL LIABILITIES AND DEFERRED INFLOWS | <u>\$ 34,013,420</u> | <u>\$ 31,982,706</u> |
| Customer Accounts Receivable, net of allowance | 1,681,889 | 2,574,253 | TOTAL NET POSITION | <u>\$ 78,192,731</u> | <u>\$ 78,334,141</u> |
| Unbilled Revenue | 2,319,589 | 2,319,589 | | | |
| Materials and Supplies | 1,318,524 | 1,233,153 | | | |
| Other Current Assets | 926,653 | 888,455 | | | |
| Current Portion - Advance to City of Kerrville | 1,071,428 | 1,071,428 | | | |
| TOTAL CURRENT ASSETS | <u>\$ 46,351,334</u> | <u>\$ 44,688,780</u> | | | |
| NONCURRENT ASSETS | | | | | |
| Customer Deposits | \$ 521,491 | \$ 518,082 | | | |
| Interest and Sinking Fund | 87,317 | 440,861 | | | |
| Emergency, Repair, Replace, Contingency Fund | 3,812,589 | 3,760,703 | | | |
| Advance to City of Kerrville, net of current portion | 5,357,143 | 5,357,143 | | | |
| Capital Assets, net of Accum Depreciation | 52,154,493 | 51,570,688 | | | |
| Right to Use Assets, Net of Accum Amortization | 73,582 | 109,047 | | | |
| Subscription Assets, Net of Accum Amortization | 930,203 | 953,542 | | | |
| TOTAL NONCURRENT ASSETS | <u>\$ 62,936,817</u> | <u>\$ 62,710,068</u> | | | |
| DEFERRED OUTFLOWS - PENSION AND OPEB | <u>\$ 2,918,000</u> | <u>\$ 2,918,000</u> | | | |
| TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES | <u>\$ 112,206,151</u> | <u>\$ 110,316,847</u> | TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & NET POSITION | <u>\$ 112,206,151</u> | <u>\$ 110,316,847</u> |

Kerrville Public Utility Board
 Computation of the Monthly and Annual Debt Service Coverage
 For the Month Ended December 31, 2023

| Description | Current Month | Fiscal Year | Previous 12 Months |
|--|---------------|--------------|-----------------------|
| CHANGE IN NET POSITION | \$ (164,355) | \$ (141,410) | \$ 3,938,305 |
| PLUS: | | | |
| Interest Expense (net of amortizations) | 9,141 | 27,139 | 127,184 |
| Depreciation & Amortization Expense | 359,280 | 1,080,489 | 4,207,857 |
| Numerator | 204,065 | 966,217 | 8,273,346 |
| DIVIDED BY: | | | |
| Interest Expense (net of amortizations) | 9,141 | 27,139 | 127,184 |
| Principal Payment Due | 52,769 | 158,307 | 633,227 |
| Denominator | \$ 61,910 | \$ 185,445 | \$ 760,411 |
| DEBT SERVICE COVERAGE RATIO | 3.30 | 5.21 | 10.88 |
| Minimum Requirement per Bond Covenant | | 1.35 | times Debt Service |
| Minimum Requirement Established by KPUB Board for Good Business Practices | | 1.65 | times Debt Service |

Kerrville Public Utility Board
Invested Funds Detail
For the Month Ended December 31, 2023

| | Date | Revenue Fund | Restricted | | | | | Total Funds Invested | |
|--|----------|---------------|-------------------|-------------------------|-----------------------------------|-------------------|-------------------------|----------------------|--|
| | | | Construction Fund | Rate Stabilization Fund | Long Term Rate Stabilization Fund | Debt Reserve Fund | Interest & Sinking Fund | | Emergency Repair, Replacement & Contingency Fund |
| Beginning Fund Balance | | \$ 33,391,234 | \$ 1,542,323 | \$ 2,029,693 | \$ 2,443,328 | \$ - | \$ 43,658 | \$ 3,795,077 | \$ 43,245,314 |
| Withdrawals: | | | | | | | | | |
| Happy Investment - TML | 12/01/23 | (81,045) | | | | | | | (81,045) |
| Happy Investment - ERCOT | 12/05/23 | (202,155) | | | | | | | (202,155) |
| Happy Investment - TMRS | 12/12/23 | (81,682) | | | | | | | (81,682) |
| Happy Investment - ERCOT | 12/15/23 | (142) | | | | | | | (142) |
| Happy Investment - NextEra | 12/19/23 | (470,092) | | | | | | | (470,092) |
| Happy Investment - CPS | 12/20/23 | (762,216) | | | | | | | (762,216) |
| Happy Investment - DG Solar | 12/22/23 | (34,500) | | | | | | | (34,500) |
| Happy Investment - Engie | 12/29/23 | (61,558) | | | | | | | (61,558) |
| Happy Investment - Garland | 12/29/23 | (43,769) | | | | | | | (43,769) |
| Happy Investment - LCRA | 12/29/23 | (646,738) | | | | | | | (646,738) |
| Investments: | | | | | | | | | |
| Happy Investment | 12/08/23 | 500,000 | | | | | | | 500,000 |
| Happy Investment | 12/22/23 | 600,000 | | | | | | | 600,000 |
| Happy Investment | 12/29/23 | 600,000 | | | | | | | 600,000 |
| Fund Balance after Withdrawals & Investments | | 32,707,337 | 1,542,323 | 2,029,693 | 2,443,328 | - | 43,658 | 3,795,077 | 42,561,417 |
| Allocation of: | | | | | | | | | |
| Interest Income | 12/31/23 | 152,929 | 7,117 | 9,366 | 11,274 | - | 208 | 17,512 | 198,405 |
| Total Interest Allocation | | 152,929 | 7,117 | 9,366 | 11,274 | - | 208 | 17,512 | 198,405 |
| Fund Balance After Allocations | | 32,860,266 | 1,549,440 | 2,039,058 | 2,454,602 | - | 43,866 | 3,812,589 | 42,759,822 |
| Interfund Transfers : | | | | | | | | | |
| Debt Service | 12/31/23 | (43,450) | | | | | 43,450 | | - |
| Ending Fund Balance | | \$ 32,816,815 | \$ 1,549,440 | \$ 2,039,058 | \$ 2,454,602 | \$ - | \$ 87,317 | \$ 3,812,589 | \$ 42,759,822 |

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andew
Mayor Judy Eychner

From: Ricardo Berrios

Date: January 5, 2024

Re: Agenda Item No. 7 – Projects and Capital Budget Report

Attached for your review are the first quarter Projects and Capital Budget Report.

First Quarter FY24 Major Projects Update:

- As requested, this is a new table that shows the name, location and number of units of major projects in various states of design.
 - Please let me know of adjustments you would like made and I will revise.

First Quarter FY24 Capital Budget Report:

- This table contains the first quarter expenditures and the budgeted amounts for each capital improvement project.

Please let me know if you have any questions or concerns.

Sincerely,



Ricardo Berrios, Jr.
Distribution Engineer

FY24 Major Projects Quarterly Report

| Project Reference Name | Tech | WO | # Units | Service Type | Transformer Size | Approximate Location | Date/Short Status |
|--|------|----------|---------|---------------|-----------------------|---|--|
| Subdivision / Apartment Buildings | | | | | | | |
| Blue Bell Estates - Responded to initial design | | | 42 | | | Creek Run / Elm Ridge connection | Early design. |
| Brinks Crossing (Apartments) | John | | 156 | | | Just north of Camp Meeting off 16 | 6/30 - Update Electric Routing Information with Cameron. |
| Brinks/Creek Estate Crossing Apartments | John | | 876 | | | Camp Meeting off 16 | Early design. Coordinating design with developer team. |
| Brinks/Creek Estate OH Line Relocation | John | 23001554 | | OH Relocation | | Just north of Camp Meeting off 16 | Sent CIAC to Owner |
| Cibola Trails | | | 44 | | | Coronado and Mountain Laurel | Early design. |
| Reserves at Holdsworth (2) Apartments Buildings | Tom | 23005757 | 41 | | | 239 Holdsworth Drive | Release Job to construction. CIAC paid. Waiting on Developer to install Meter bases and need City Clearance. |
| Residences at The Landing (Phase II) | Guy | 23002098 | 96 | | | Next to existing apartments | Sent Conduit layout. Waiting on Scott Gain to start Ph II. |
| River Rock Apartments | | | | | | 301 Mathison N | |
| Sendero Ridge Phase II | Tom | | 312 | | | Sendero Ridge and 534 Loop | Early design. |
| The Bluewood : J Street Kerrville (By the Sport Complex) | Guy | 23000909 | 275 | UG-Single | | Next to Sport Complex | Coordinating design with developer team. |
| The Reserve at Kerrville | | | 1822 | | | Between 16 and 173 | Postpone For Now |
| Weston Place | | | 45 | | | Weston Loop and Bow Dr (Bhnd Scrhnr) | Early design |
| | | | | | | | |
| | | | | | | | |
| Commercial Business / Special Project | | | | | | | |
| Chase Bank | | | | | | Hwy 27 & Harper Road | Early design |
| Commercial Building (6-Tenants) | Guy | 24003728 | | OH 3-Ph | (3) 50 (120/208) | 120 Blue Ridge | Working on the Design. |
| Kerrville Public Safety Facility Project | Guy | | | UG 3-Ph | 1000 (277/480) | | Early design |
| Kerrville State Hospital (Pump Station) | Walt | 23005668 | 1 | OH 3-PH | (3) 50 (120/240) | State Hospital | Waiting on Easement. Pump Station (OH Service) |
| Mo Ranch | Guy | Future | | | | | Early design |
| OFF THE GRID VENTURES (Unit 1 and 2) | Tom | 23014838 | 1 | OH 3-PH | (3) 25 (120/208) | 606 MILL RUN | Waiting on Customer to pay |
| OFF THE GRID VENTURES (Unit 3 and 4) | Tom | 23014848 | 1 | OH 3-PH | (3) 25 (120/208) | 606 MILL RUN | Waiting on Customer to pay |
| Public Safety Facility | Guy | | | UG 3-Ph | 1000 (277/480) | 365 Clearwater Paseo | Early design |
| Public Safety Facility (TEMP OH) | Guy | 24004881 | | OH 3-Ph | (3) 100 (277/480) | 366 Clearwater Paseo | Sent OH Temp Cost. Waiting on payment. |
| SMITHERS MERCHANT BUILDERS (Riverside Health Care) | Tom | 23003646 | 1 | UG 3-Ph | 750 (120/208) | 1555 BANDERA HWY | Design State, Waiting on Pads and mule tape. |
| TESLA INC | John | 23015749 | 1 | UG 3-Ph | 750 (277/480) | 2141 SIDNEY BAKER ST CHARGING STATION, K | Design State, Waiting for Transformer. |
| Texas Regional Bank | | | 1 | | | 600 Main Street | Early design |
| USDA | John | 23001133 | 1 | UG 3-Ph | 300 (277/480) | SH16 just north of I10 | Building 997: Waiting for customer to install transformer pad. |
| USDA | John | Future | 1 | | | SH16 just north of I12 | Future Building: Waiting on Customer to apply for Service to Building 995 |
| USDA | John | Future | 1 | | | SH16 just north of I10 | Future Building: Waiting on Customer to apply for Service to Building 996 |
| VA Hospital | | | 1 | | | 534 and 27 (Near Kitchen) | Redoing kitchen, will need temporary pad for renovations |
| | | | | | | | |
| | | | | | | | |
| School / Church | | | | | | | |
| Center Point ISD Culinary Arst Lab | John | | | | | | Early design |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Service Completed | | | | | | | |
| Comanche Trace 12A and 12B | Guy | 23008082 | 25 | UG 1-Ph | 37.5, 50, (4) 100 KVA | Comanche Trace Dr | DONE |
| GFP Processors | John | 23013091 | 1 | OH 3-PH | (3) -25 (277/480) | 3330 Junction Hwy | DONE |
| Ingram High School- Softball Field | Tom | 23000627 | 1 | UG 3-Ph | 75 (277/480) | 700 Highway Ingram High School | DONE |
| Kerrville Coffe Shop | Walt | 23007481 | 1 | OH 1-PH | 37.5 KVA | 627 JEFFERSON ST. | DONE |
| Peterson ASC (New Service) | Guy | 23006232 | 1 | UG 3-Ph | 750 (277/480) | 535 HILL COUNTRY DR - Peterson Hospital ASC | DONE |
| Schmidt Hill | Walt | 4215682 | 12 | | (3) 75 KVA | Harper and Jefferson | DONE |
| USDA | John | 23001251 | 1 | UG 3-Ph | 750 (277/480) | SH16 just north of I10 | DONE |

CAPITAL BUDGET REPORT
FISCAL YEAR OCTOBER 1, 2023 - SEPTEMBER 30, 2024

| Budget No. | Description | Budget Amount | October Actual | November Actual | December Actual | Qtr 1 (Oct-Dec) | YTD Total | % Budget Complete |
|------------|--|---------------|----------------|-----------------|-----------------|-----------------|---------------|-------------------|
| 24700 | Aerial Imagery Update | \$ 38,100 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24701 | Existing AMR Systems | \$ 75,000 | \$ 18,240.00 | \$ - | \$ 18,240.00 | \$ 36,480.00 | \$ 36,480.00 | 49% |
| 24714 | Customer Extensions | \$ 1,506,805 | \$ 67,552.09 | \$ 160,181.45 | \$ 160,285.34 | \$ 388,018.88 | \$ 388,018.88 | 26% |
| 24721 | Street Lights | \$ 66,240 | \$ 2,456.03 | \$ 1,923.99 | \$ 4,067.55 | \$ 8,447.57 | \$ 8,447.57 | 13% |
| 24722 | Clay Street Improvements | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24723 | Contingency | \$ 121,324 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24724 | KPD/KCSO/KPUB Reliability Project | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24725 | Harper to Furman Transm. Underbuild | \$ 350,000 | \$ - | \$ 6,228.75 | \$ 1,126.25 | \$ 7,355.00 | \$ 7,355.00 | 2% |
| 24726 | Single to Three-phas. Conv.(HR30 & ST60) | \$ 360,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24727 | Padmount Refurbish & Replacement | \$ 197,260 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24728 | Bucket/Digger | \$ 325,000 | \$ 190,692.00 | \$ 1,622.48 | \$ - | \$ 192,314.48 | \$ 192,314.48 | 59% |
| 24729 | Ford 1/2 Ton Ext. Cab 4X4 Rep. Unit 3239 | \$ 45,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24730 | Ordinary Replacements | \$ 113,142 | \$ 502.95 | \$ 2,501.02 | \$ 5,866.95 | \$ 8,870.92 | \$ 8,870.92 | 8% |
| 24731 | System Improvements | \$ 591,325 | \$ 4,504.45 | \$ 32,099.84 | \$ 4,285.52 | \$ 40,889.81 | \$ 40,889.81 | 7% |
| 24732 | Power Factor Improvement | \$ 43,904 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24733 | Pole Inspection Replacements | \$ 450,000 | \$ - | \$ 13,163.77 | \$ 10,169.49 | \$ 23,333.26 | \$ 23,333.26 | 5% |
| 24734 | Ford 1 Ton Ext. Cab 4X4 Rep. Unit 3241 | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24748 | DA Equipment Deployment | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24749 | New Substation | \$ 250,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24750 | Minor System Improvements | \$ 186,000 | \$ - | \$ 1,247.50 | \$ 337.50 | \$ 1,585.00 | \$ 1,585.00 | 1% |

CAPITAL BUDGET REPORT
FISCAL YEAR OCTOBER 1, 2023 - SEPTEMBER 30, 2024

| Budget No. | Description | Budget Amount | October Actual | November Actual | December Actual | Qtr 1 (Oct-Dec) | YTD Total | % Budget Complete |
|------------|---------------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 24760 | IT Normal Replacements | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24761 | Mobile Workforce (iPad Repl. & Impl.) | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24763 | SCADA Server Upgrade | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24764 | Network Infrastructure | \$ 175,000 | \$ - | \$ - | \$ 39,702.00 | \$ 39,702.00 | \$ 39,702.00 | 23% |
| 24769 | Fiber Optic Communications | \$ 60,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24774 | Office Furniture | \$ 75,000 | \$ 35,749.51 | \$ - | \$ 35,749.51 | \$ 71,499.02 | \$ 71,499.02 | 95% |
| 24775 | Facilities Improvements | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24776 | Radio System Upgrade at Hunt Sub | \$ 554,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24777 | Wire Barn Improvements | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24778 | EV Charging | \$ 875,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24779 | Misc. Capital Tools/Radio | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 24902 | Education & Training FY 24 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| | Totals: | \$ 7,073,100 | \$ 319,697 | \$ 218,969 | \$ 279,830 | \$ 818,496 | \$ 818,496 | 12% |
| | Percent of Total Budget: | | 4.5% | 3.1% | 4.0% | 11.6% | 11.6% | |

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Tammye Riley

Date: January 12, 2024

Re: Agenda Item No. 8 – Reliability Report

Attached for your review is the first quarter Reliability Report for FY 2023-2024.

The report uses the System Average Interruption Durations Index (SAIDI), which is an industry standard metric. SAIDI is how long, on average, each customer was without power in each quarter throughout the fiscal year.

It is important to note that SAIDI is calculated by excluding Major Event Days (MEDs), as defined by the IEEE.

Please let me know if you have any questions or concerns.

Thank you,



Tammye Riley
Director of Operations



KPUB Reliability Report

| Substation | | FY 23 Q4 | FY 24 Q1 | Trend | FY Totals 10/1/23-9/30/2024 | Noted Significant Events |
|--|--------|----------|----------|-------|-----------------------------|---|
| Hunt (Hunt) | w/o ME | 37.33 | 0.79 | | 0.79 | |
| | w/ ME | 81.41 | 0.79 | | 0.79 | |
| Ingram (Ingram) | w/o ME | 37.49 | 0.29 | | 0.29 | |
| | w/ ME | 39.14 | 0.29 | | 0.29 | |
| Jack Furman (Kerrville/Ingram) | w/o ME | 8.10 | 8.94 | | 8.94 | 11/12/2023 - Jack Furman 70: Unknown cause. 43 minute outage affecting 83 customers (Operations is investigating the phasing associated with this outage) 12/17/2023 - Jack Furman 70: Vehicle vs. Pole. 2 hour outage affecting 61 customers. |
| | w/ ME | 82.88 | 8.94 | | 8.94 | |
| Rim Rock (Kerrville South) | w/o ME | 11.94 | 0.69 | | 0.69 | |
| | w/ ME | 11.94 | 0.69 | | 0.69 | |
| Harper (West Kerrville) | w/o ME | 4.74 | 4.93 | | 4.93 | 11/2/2023 - Harper 70: Equipment failure. 1 hour outage affecting 27 customers. 12/2/2023 - Harper 60: Equipment failure. 1.2 hour outage affecting 35 customers. |
| | w/ ME | 16.53 | 4.93 | | 4.93 | |
| Stadium (Central Kerrville) | w/o ME | 5.33 | 0.22 | | 0.22 | |
| | w/ ME | 5.38 | 0.22 | | 0.22 | |
| Travis (Center East Kerrville) | w/o ME | 3.71 | 0.45 | | 0.45 | |
| | w/ ME | 3.89 | 0.45 | | 0.45 | |
| Legion (East Kerrville) | w/o ME | 2.85 | 0.50 | | 0.50 | |
| | w/ ME | 3.08 | 0.50 | | 0.50 | |
| R. F. Barker (Center Point) | w/o ME | 0.32 | 1.57 | | 1.57 | |
| | w/ ME | 0.32 | 1.57 | | 1.57 | |
| Total | w/o ME | 10.22 | 2.04 | | 2.04 | |
| | w/ ME | 24.48 | 2.04 | | 2.04 | |

* ME: Major Event Days

7/1 - 9/30 10/1 - 12/31 2023 Q4-2024 Q1 Annualized

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Allison Bueché

Date: January 10, 2024

Re: Agenda Item No. 9–Update on Annual Community Report

KPUB's fourth annual Community Report, which summarizes our organization's key accomplishments and community impact during FY 2023, is attached.

This report will be distributed to our customers during the month of January through mail, email, a link in our e-bills and various newspaper/social media advertisements.

Please let me know if you have any questions or concerns.

Sincerely,

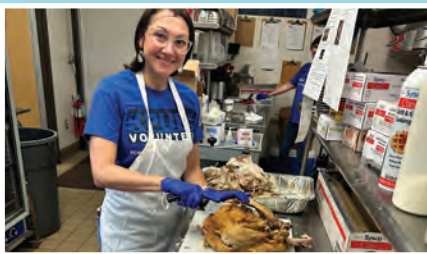


Allison Bueché
Director of Customer & Community
Relations

KPUB FISCAL YEAR 2023

Community Report

2023
A LOOK BACK



CEO CORNER



Priorities of Public Power

Reflecting on the last fiscal year for KPUB, we had many significant accomplishments for our **community-owned, not-for-profit** electric utility company. We celebrated our **35th anniversary**, achieved **2+ years without a lost-time work injury** and received **numerous local and national awards**.

In 2023, KPUB was awarded the inaugural **Public Power Customer Satisfaction Award** from the American Public Power Association (APPA) for **providing excellent service to our customers**. Only nine utilities received this prestigious award across the United States. KPUB also received the **Community Service Award** from APPA, making us one of just five utilities nationwide to be recognized for our **good neighbor efforts**.

We also were recognized as a **Top Workplace** among large employers by the San Antonio Express-News, a testament to our workplace culture through our employees' eyes. Additionally, KPUB received awards for our **excellence in communications, financial reporting and safety**. These are all a tribute to KPUB's value to the area as a public power utility provider.

These are great achievements, but what's most important to us as a public power utility is keeping **the lights on safely** for our community with **reliable, low-cost power**. Despite rising prices and significant supply chain issues in our industry, **KPUB's rates are the lowest** among our neighboring utilities.

There was much to celebrate, but these successes would not be possible without our employees, customers and community. In 2024, KPUB will **power forward** with **new and innovative ways to serve you**. As we continue to invest in evolving technologies and system improvements, **we remain steadfast in our public power priorities** and commitment to our customers.

Mike Wittler
KPUB General Manager & CEO
(110)



Powering a Better Community

Through these efforts and more, we proudly cared for our Kerrville area community:

- **KPUB's Change for Charity Program** granted more than **\$89,000 in bill payment assistance** to **400+ families** right here in Kerr County for our neighbors in need (*in partnership with St. Vincent de Paul*)
- Hosted **4** community blood drives, collecting **110+ units of blood**—saving up to **330 lives**
- **Supported more than 50 community events, nonprofit organizations and our schools** with financial and in-kind resources
- Awarded up to **\$14,000 in KPUB scholarships** to three graduating seniors in our service area

Volunteering in Our Community

- Helped distribute over **140,000 lbs. of food** at **7 mobile food pantry events** (*feeding more than 1,900 families in our community!*)
- Assembled our **community courthouse Christmas tree** and hung **140 street ornaments**
- Assisted with the **UGRA Annual River Cleanup**
- Helped with **2 Habitat for Humanity** workdays
- Volunteered at the **Riverside Nature Center, Kerrville Triathlon** and **Meals on Wheels**
- Rang the bell with the **Salvation Army**

Answering the Call for Help with Mutual Aid

In February 2023, KPUB provided **mutual aid** to **Central Texas Electric Cooperative** for **2+ days** and **304 crew hours** after **Winter Storm Mara** to help them get the lights back on

Serving Our Customers

92.9% average customer satisfaction survey rating in 2023

*source, GreatBlue Research



Helped **4,800+** customers start electric service

Answered **32,000+** phone calls to serve our customers



(111)

Our Public Power Story



Kerrville Public Utility Board (KPUB) was acquired by the City of Kerrville in 1987. Today, KPUB serves more than 24,000 customers throughout our 146 square mile service area, including Kerrville, Center Point, Ingram, Hunt and surrounding areas in Kerr County.



24,000+
customers served



60+
employees



146
square mile
service area



684
miles of
power lines

MISSION

KPUB is a responsive and efficient, locally-owned provider of safe and reliable utility service at the lowest responsible price.

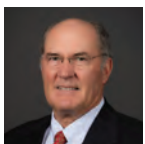
Local Control

As a **community-owned, not-for-profit** electric utility company, KPUB is operated with **local control**. KPUB is overseen by a five-member board of trustees who are appointed by the Kerrville City Council and serve without compensation.

Our customers help determine our responsibly priced, not-for-profit rates through this local control and local decision-making.



2023 KPUB Board of Trustees



Mark Cowden
Chairman



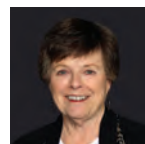
Larry Howard
Vice Chairman



Bill Thomas
Secretary



Glenn Andrew
Treasurer



Judy Eychner
Mayor of Kerrville

Helping Customers Save Money & Energy



Granted **168** customer rebates totaling **\$38,251** for energy-efficient home improvements



Partnered with the **Alamo Area Council of Government (AACOG)** for **2** community weatherization events

Electric Residential Bill Comparison

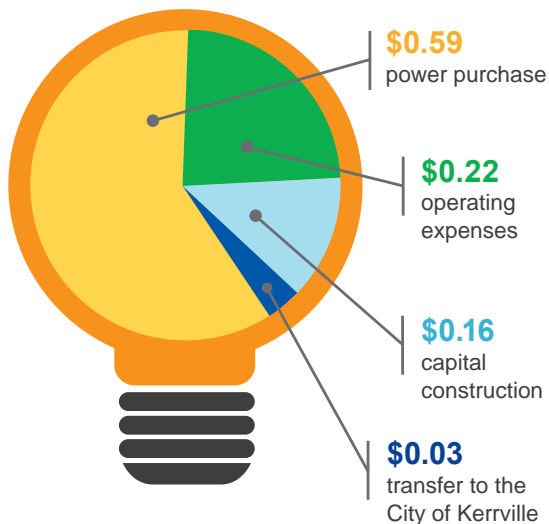
■ Municipally Owned
■ Cooperative

| Utility | Ownership Type | Rate (\$/kWh) |
|--|-------------------|-----------------|
| Kerrville Public Utility Board | Municipally Owned | \$102.50 |
| San Marcos Electric Utility | Municipally Owned | \$104.65 |
| City of Fredericksburg | Municipally Owned | \$106.91 |
| Central Texas Electric Co-op | Cooperative | \$107.70 |
| Pedernales Electric Co-op (Johnson City) | Cooperative | \$116.77 |
| Bluebonnet Electric Co-op (Bastrop) | Cooperative | \$118.48 |
| City of Boerne | Municipally Owned | \$121.75 |
| CPS Energy (San Antonio) | Municipally Owned | \$122.78 |
| Austin Energy | Municipally Owned | \$128.26 |
| Bandera Electric Co-op | Cooperative | \$128.79 |
| New Braunfels Utilities | Municipally Owned | \$132.74 |
| Guadalupe Valley Electric Co-op | Cooperative | \$133.82 |

Comparison based on 1,000 kWh usage.

*residential rate comparison of surrounding area utilities in September 2023

Where Your Money Goes for Every Dollar Sent to KPUB



Awards

The American Public Power Association (APPA) is the voice of not-for-profit, community-owned utilities that power over 2,000 towns and cities nationwide



- 2023 **Inaugural APPA Public Power Customer Satisfaction Award** for providing excellent service to our customers
- 2023 **Top Workplace Award** among large employers by the SA Express-News
- 2023 **APPA Community Service Award** for our good neighbor efforts and commitment to our community
- 2023 **APPA Safety Award of Excellence** for safe operating practices
- 2023 **APPA Award of Excellence in Public Power Communications** (x2!) 🏆 4th year in a row!
- **Certificate of Achievement for Excellence in Financial Reporting** for KPUB's FY 2022 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association (GFOA) 🏆 30th year in a row!
- December 2023 **Kerrville Kindness Award** from the Kerrville City Council for our support of the Kerrville Christmas Lighting Corporation's community Christmas projects
- KPUB holds a **2021-2024 APPA Reliable Public Power Provider (RP3)**[®] designation, which recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development and system improvement



Low, Responsible Rates

KPUB's rates are **37% lower** than the U.S. average and **29% lower** than the Texas average.



Average Residential Electricity Rates

*source, U.S. Energy Information Administration (EIA) for Sept. 2023



KERRVILLE PUBLIC UTILITY BOARD

2250 Memorial Blvd
Kerrville, Texas 78028

830.257.3050 | KPUB.COM



SAFE. RELIABLE. YOURS.

Reliability & System Investments

KPUB works 24/7 to keep the lights on safely and reliably for our community.

To keep our system as reliable as possible, we continuously maintain our equipment and service territory. In 2023, KPUB:

- Completed **193 utility pole replacements** for reliability and outage prevention
- Completed many **system investment projects**, including customer line extensions and an underground line project along Clay St
- Completed **4,000+ hours of tree trimming** work in our service area to prevent electric outages and safety hazards
- **Inspected more than a quarter (26%+) of our service area** by patrolling **180 miles of power lines** for reliability and outage prevention

Industry Yearly Average Outage Times

47
Minutes

KPUB
OUTAGE TIME

76
Minutes

PUBLIC POWER
OUTAGE TIME

138
Minutes

PRIVATE UTILITIES
OUTAGE TIME

Outside of major adverse events (e.g., storms), customers of a public power utility are likely to be without power for less time. Numbers are calculated using the SAIDI index by excluding major event days. Source: APPA. Outage statistics are from KPUB's FY 2023.



"We're very thankful to the KPUB team for their quick response and professionalism. Early this morning, we had a squirrel pop a breaker on a transformer at the Kerrville Daily Times office. By the time I had called the office about the outage, KPUB employees had already been dispatched and had the power restored within minutes. Thank you, KPUB!"

*—Tom Holden, Kerrville Daily Times
(January 2023)
(113)*

MEMORANDUM

To: Mark Cowden
Larry Howard
Bill Thomas
Glenn Andrew
Mayor Judy Eychner

From: Mike Wittler

Date: January 8, 2024

Re: Agenda Item 10 – Consideration and Action on Potential Candidates for Board Position No. 1

The term for Kerrville Public Utility Board Position No. 1, presently filled by Mr. Mark Cowden, Chairman, will expire on April 21, 2024. Thus, the Board will need to send three nominations to the Kerrville City Council during February for consideration. The attached Public Notice has been posted at the KPUB office and at City Hall, as well as on KPUB's and the City's websites. The notice also has been issued to all media outlets in the area and will run in the Kerrville Daily Times two times per week for four weeks and the Hill Country Community Journal once a week for four weeks.

Also attached for your information are a listing of the previous nominations dating back to 1989 and a listing of the current committee assignments, terms, and officer positions of the Board.

Please let me know if I can answer any questions or provide additional information.

Sincerely,



Mike Wittler, P.E.

January 2, 2024

PUBLIC NOTICE

The Kerrville Public Utility Board and the City of Kerrville are accepting applications for appointment to the Kerrville Public Utility Board of Trustees, Position Number One. The Board of Trustees consists of five citizens of the United States of America who reside in or conduct business on a full-time basis in Kerr County, Texas, and who use the System for personal, residential, business, and/or company use. The Mayor of the City of Kerrville is an ex-officio voting member of the Board of Trustees. The term of the office begins on or after April 21, 2024, for a five-year term. The City Council of Kerrville will fill the vacancy by appointment from nominations submitted by the Kerrville Public Utility Board of Trustees. An application form may be obtained from the Kerrville Public Utility Board (KPUB) at 2250 Memorial Blvd. or City Hall at 701 Main Street. You may also contact the KPUB Executive Assistant to the CEO, at 792-8255 or the Kerrville City Secretary at 257-8000. For consideration by KPUB at its February Board Meeting, please submit your application by February 1, 2024.

**INDIVIDUALS NOMINATED
TO THE KERRVILLE CITY COUNCIL
TO SERVE AS A KPUB TRUSTEE**

| Year | | Board Position | | Individual |
|-------------|--|-----------------------|--|---|
| 1989 | | 1 | | Larry Adams Mike Allen Louis Romero* |
| 1990 | | 2 | | Larry Allen W.D. Compton Lester Whitton* |
| 1991 | | 3 | | Richard Eastland Jack Parks* Ray Rothwell |
| 1992 | | 4 | | Billie Davis* Victor Dietzel Veter Joiner |
| 1993 | | - | | - |
| 1994 | | 1 | | Phil Grouthes Louis Romero* Charles Whelan, Jr. |
| 1995 | | 2 | | Ted Burkhart Jack Furman* William Rector |
| 1996 | | 3 | | Richard Eastland John Mildford Mosty Jack Parks* |
| 1997 | | 4 | | Billie Davis* Dennis Glenewinkel Carol Nagle |
| 1998 | | - | | - |

*** Confirmed**

| Year | | Board Position | | Individual |
|-------------|--|-----------------------|--|---|
| 1999 | | 1 | | Cecil R. Atkission Harvey Brinkman Nowlin McBryde* |
| 2000 | | 2 | | Mike Baumann Jack Furman* Doug Sundberg |
| 2001 | | 3 | | Dennis Glenewinkel* Gerald Griffin Doug Sundberg |
| 2002 | | 4 | | Harvey Brinkman Diane Green Blake Smith* |
| 2003 | | - | | - |
| 2004 | | 1 | | Carl Browning John Miller, Jr Patrick Murray* |
| 2005 | | 2 | | Harvey Brinkman* Carl Browning Diane Green |
| 2006 | | 3 | | Stephen Fine* Dennis Glenewinkel Lamar Smith |
| 2007 | | 4 | | Diane Green Blake Smith* Philip Stacy |
| 2008 | | - | | - |
| 2009 | | 1 | | Shawna Huser John E. Sample* Eugene C. Smith |

*** Confirmed**

| Year | | Board Position | | Individual |
|------|--|----------------|--|--|
| 2010 | | 2 | | Fred Gamble* Larry Howard John Rich |
| 2011 | | 3 | | Stephen Fine* Larry Howard Beck Gipson |
| 2012 | | 4 | | Jeffrey Krebs Ward Jones Philip Stacy* |
| 2013 | | - | | - |
| 2014 | | 1 | | Neva Pratt Clay Robertson John E. Sample* |
| 2015 | | 2 | | Fred Gamble* David Rittenhouse John Sheehan |
| 2016 | | 3 | | John Hewitt John Sheehan Bill Thomas* |
| 2017 | | 4 | | Cameron Paul Hinson Truman Martin Philip Stacy* |
| 2018 | | - | | - |
| 2019 | | 1 | | Mark Cowden* Larry Howard Greg Shrader |
| 2020 | | 2 | | Larry Howard* Pat Murray Mindy Wendele |

* Confirmed

| | | | | |
|------|--|---|--|---|
| 2021 | | 3 | | Toby Appleton T. Beck Gipson Bill Thomas* |
| 2022 | | 4 | | Glen Andrew* James Pat Murray John E. Sample |
| 2023 | | - | | - |

*** Confirmed**

**KERRVILLE PUBLIC UTILITY BOARD
(APRIL 22, 2022 – APRIL 21, 2024)**

Trustee Terms

| <u>Name</u> | <u>Position</u> | <u>Expiration</u> |
|--------------|-----------------|-------------------|
| Mark Cowden | 1 | April 21, 2024 |
| Larry Howard | 2 | April 21, 2025 |
| Bill Thomas | 3 | April 21, 2026 |
| Glenn Andrew | 4 | April 21, 2027 |

Officer Positions

| | |
|--------------|---------------|
| Mark Cowden | Chairman |
| Larry Howard | Vice Chairman |
| Bill Thomas | Secretary |
| Glenn Andrew | Treasurer |
| Judy Eychner | Mayor |

Committees

| | |
|--------------------------|--|
| Personnel Committee | Chairman, Vice Chairman, CEO |
| Investment Committee | Vice Chairman, Treasurer, CEO, Director of Finance |
| Budget & Audit Committee | Vice Chairman, Treasurer, CEO, Director of Finance |
| Power Supply Committee | <i>John E. Sample, Glenn Andrew, Mark Cowden, CEO, Director of Finance</i> |

May, 2023