

Board of Directors Annual Meeting  
Executive Committee Meeting  
Public Alliance for Community Energy  
Younes Conference Center South  
416 W Talmadge St, Kearney, NE 68845  
January 22, 2025 - 10:00 a.m. (CT)

**A G E N D A**

All agenda items are for discussion and action will be taken as deemed appropriate.

1. Call to Order
  - A. Section 84-1412 (8) – Nebraska Open Meetings Act
  - B. Roll Call
  - C. Public Comment
2. Introduction and Welcome
  - A. Introductory Remarks
  - B. Welcome New ACE Community Representatives
3. Consent Agenda
  - A. Minutes of the May 15, 2024, Board of Directors Meeting
  - B. Minutes of the November 13, 2024, Executive Committee Meeting
  - C. Next Meeting – March 18, 2025
  - D. Financial Report
  - E. Consent Resolution
4. Reports
  - A. Director of Gas Operations
  - B. Retail Gas Services Coordinator
5. Identity Theft Prevention Program
6. Budget for Fiscal Year 2025-2026
7. Policies and Guidelines Modifications
8. Member Distribution
9. Election of Officers
  - A. Chairperson
  - B. Vice Chairperson
  - C. Secretary-Treasurer
10. Election of At-Large Representatives to the ACE Executive Committee
11. Election of At-Large Representative to the Joint Operating Committee
12. Legislative Report
13. Contracts and General Counsel Report

14. Items for Future Agenda

15. Adjournment

CONSENT AGENDA

Date:	January 22, 2025
Initiator/Staff information source:	Chairperson Devine
Action Proposed:	<u>Approval</u>

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Minutes of the May 15, 2024, Board of Directors meeting were previously distributed to Board Members and are included as Attachment A.

Minutes of the November 13, 2024, Executive Committee meeting were previously distributed to Board Members and are included as Attachment B.

The next meeting of the ACE Board of Directors is set for Tuesday, March 18, 2025, at the NMPP Energy offices, Lincoln, Nebraska.

ACE financials for April, May, June, July, August, September, October, November, and December 2024 were previously distributed. Jamie Johnson, Director of Finance and Accounting, will review the November 2024 financials for the NMPP Energy organizations and December 2024 financials for ACE in more detail at the meeting (see Attachment C).

CONSENT AGENDA (Continued)

Date:	January 22, 2025
Initiator/Staff information source:	Chairperson Devine
Action Proposed:	Approval

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*Consent Resolution*

*WHEREAS, certain business of the Board of Directors of the Public Alliance for Community Energy transpires on a regular and routine basis or is not of a controversial nature; and*

*WHEREAS, roll call votes on each individual issue greatly extend the meeting time.*

*NOW THEREFORE, BE IT RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that in the interest of economizing time yet complying with the Open Meetings Act of the State of Nebraska, which requires roll call voting, the following issues are hereby consolidated in this Consent Resolution:*

- 1. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the minutes of the May 15, 2024, Board of Directors meeting are hereby approved as presented; and*
- 2. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the minutes of the November 13, 2024, Executive Committee meeting are hereby approved as presented; and*
- 3. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the next regularly scheduled meeting will be on Tuesday, March 18, 2025, at the NMPP Energy offices, Lincoln, Nebraska; and*
- 4. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the financial statements for April, May, June, July, August, September, October, November, and December 2024 are hereby reviewed and accepted.*

DIRECTOR OF GAS OPERATIONS

Date:	January 22, 2025
Initiator/Staff information source:	Beth Ackland
Action Proposed:	<u>Informational</u>

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Beth Ackland, Director of Gas Operations, will provide updates on various work activities since the last meeting and a preview of the 2025-26 Choice Gas Program.

RETAIL GAS SERVICES COORDINATOR

Date:	January 22, 2025
Initiator/Staff information source:	Mandy Heermann
Action Proposed:	<u>Informational</u>

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Mandy Heermann, Retail Gas Services Coordinator, will update members on the various activities the ACE team has been working on since the last Board meeting.

IDENTITY THEFT PREVENTION PROGRAM

Date:	January 22, 2025
Initiator/Staff information source:	Sarah Jones
Action Proposed:	<u>Informational</u>

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Following a review of the Commodity Futures Trading Commission (CFTC) red flags rule by NMPP's legal department, it has been determined ACE is not required to maintain a formalized and documented Identity Theft Prevention Program. The following page summarizes Bob Poehling's discontinuation of this program.

**Discontinuance of the Public Alliance for Community Energy (ACE)  
Identity Theft Prevention Program**

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**Date: January 14, 2025**

ACE Board of Directors,

The following information summarizes my decision to discontinue ACE's Identity Theft Prevention Program (ITPP).

The ITPP was created to comply with the "Red Flags Rule" (16 CFR § 681.1) issued by the Federal Trade Commission in late 2007. The ITPP was approved by the Board of Directors on October 29, 2008, becoming effective on January 1, 2011. At that time, it was felt that ACE, due to the information that it maintained, fell under the Rule and so was required to meet its mandates. The decision was made on the information available at that time and the newly implemented regulations as they were understood, with the goal being to ensure compliance.

In November of 2024, NMPP Energy's Legal Department performed a thorough review of the current regulations and subsequent implementation guidance, what they require, and the way ACE operates. This research determined that the Red Flags Rule only applies to financial institutions and creditors; only these types of institutions are required to create and maintain an identity theft prevention program. ACE is neither a financial institution nor creditor as defined by the statutes.

In addition, ACE has no obligations under the Red Flags Rule despite having access to some forms of personal customer information in its role as what the regulations term a "service provider" to Black Hills Nebraska Gas LLC, through which ACE only *incidentally* obtains certain customer information.

After carefully considering the above information, I have determined the Red Flags Rule is not applicable to ACE, and therefore, the Identity Theft Prevention Program, and its prescribed programmatic requirements that are an unnecessary burden on staff's time, will be discontinued effective January 14, 2025.

1/14/25

Date



Program Administrator  
Robert L. Poehling  
Executive Director/CEO



BUDGET FOR FISCAL YEAR 2025-2026

Date:	January 22, 2025
Initiator/Staff information source:	Jamie Johnson
Action Proposed:	<u>Approval</u>

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Johnson will discuss ACE’s Budget for Fiscal Year 2025-2026. A detailed analysis of the budget including narrative discussion is included in the meeting packet as Attachment D.

Staff recommends the ACE Board of Directors approve the budget for FY 2025-2026 as presented.

*BUDGET RESOLUTION*

*WHEREAS, the ACE Board of Directors is authorized to annually prepare, establish, adopt and maintain a budget of revenues and expenditures; and,*

*WHEREAS, the proposed budget for Fiscal Year Ending March 31, 2026, has been reviewed by the ACE Board of Directors.*

*NOW, THEREFORE, BE IT RESOLVED BY the ACE Board of Directors that the budget for Fiscal Year 2025-2026, as presented, is hereby approved and made a part of the official minutes folder.*

POLICIES AND GUIDELINES MODIFICATIONS

Date:	January 22, 2025
Initiator/Staff information source:	Jamie Johnson
Action Proposed:	Potential Action

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Staff will discuss potential modifications to the ACE Policies and Guidelines. A redline is attached as Attachment E.

Modifications to Section 12: Member Distribution are being contemplated to strengthen elements of the policy related to choosing ACE as supplier for Members' municipally owned natural gas accounts.

Staff recommends eliminating Section 18, which refers to the Identity Theft Prevention Program. The Program will be dissolved as ACE is no longer required to maintain such a program.

MEMBER DISTRIBUTION

Date:	January 22, 2025
Initiator/Staff information source:	Jamie Johnson
Action Proposed:	<u>Approval</u>

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Pursuant to the current ACE Policies and Guidelines Section 12: Member Distribution, the Board will consider whether to authorize a Member Distribution.

The Board will first consider a Member Distribution based on Board meeting attendance. To qualify for the Member Distribution, the Member's representative or alternate representative must have counted toward meeting quorum. The Member Distribution will consist of \$300 for each Board meeting attended in-person by the Member's representative/alternate representative and \$100 for each Board meeting attended virtually by the Member's representative/alternate representative, rolling distribution to distribution.

The Board will then consider a Member Distribution consisting of \$1,000 per Member for completing a qualifying Choice Gas year marketing activity, as determined by ACE staff, rolling distribution to distribution.

The Board will next consider an additional Member Distribution of an amount to be determined by the Board to be distributed to Members and allocated as follows:

- 45% to all Members allocated based upon each Member's volumes as a percentage of the total volumes of all Members for the rolling last three calendar years
  
- 50% to Qualifying Members allocated based upon each Qualifying Member's volumes as a percentage of the total volumes of all Qualifying Members for the rolling last three calendar years. Qualifying Members will consist of Members who had ACE as the natural gas supplier for the Member's eligible municipal accounts on the date the Member Distribution is authorized. Members who do not have a municipal account in the Choice Gas Program will also be deemed a Qualifying Member. Qualifying Members will be determined by ACE staff with discretion given to ACE staff for consideration of balloting errors by Members.
  
- 5% to Qualifying Founding Members allocated based upon each Qualifying Founding Member's contribution as a percentage of the total contributed by all Qualifying Founding Members. Qualifying Founding Members will consist of Founding Members who had ACE as the natural gas supplier for the Founding Member's eligible municipal accounts on the date the Member Distribution is authorized. Founding Members who do not have a municipal account in the Choice Gas Program will also be deemed a Qualifying Founding Member. Qualifying Founding Members will be determined by ACE staff with discretion given to ACE staff for consideration of balloting errors by Members.

Staff will provide the Board with various options for consideration.

*MEMBER DISTRIBUTION RESOLUTION*

*WHEREAS, the Public Alliance for Community Energy has adopted a Member Distribution policy as noted in the Public Alliance for Community Energy Policies and Guidelines, and*

*WHEREAS, the policy includes consideration of a Member Distribution consisting of a member attendance incentive of \$300 for each Board meeting attended in-person by the Member's representative/alternate representative and \$100 for each Board meeting attended virtually by the Member's representative/alternate representative, as long as the Member's representative or alternate representative counted toward meeting quorum, rolling distribution to distribution; and*

*WHEREAS, the policy includes consideration of a Member Distribution consisting of a marketing incentive of \$1,000 per Member for completion of a qualifying Choice Gas year marketing activity, as determined by ACE staff, rolling distribution to distribution; and*

*WHEREAS, the policy includes consideration of an additional Member Distribution of an amount to be determined by the Board to be allocated based on volumes for the rolling last three calendar years and Founding Members contributions, subject to the Qualification as noted in the Member Distribution policy.*

*NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Public Alliance for Community Energy approve the distribution and allocation of funds to its membership consisting first of the total amount applicable under the member attendance incentive for all Board meetings attended and the total amount applicable under the marketing incentive for qualifying activity between January 18, 2024, and January 22, 2025, and then the additional amount to reach the total of \$\_\_\_\_\_.*

ELECTION OF OFFICERS

Date:	January 22, 2025
Initiator/Staff information source:	Michelle Lepin
Action Proposed:	Action

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Election of Officers will be conducted at the January 22, 2025, meeting. Nominations have been received and additional nominations will be accepted at the meeting. Terms of the Officers are for fiscal year 2025-2026 (April 1 through March 31).

Officers also serve on the Joint Operating Committee, ACE Executive Committee, and NMPP Board of Directors.

Pursuant to Article VII., Officers, of the Amended and Restated Bylaws of ACE:

*Section 1. The officers of the Agency shall be a chairperson, vice-chairperson, and secretary-treasurer.*

*Section 2. At the initial meeting of the Board of Directors and thereafter following each annual meeting, the Board of Directors shall elect one of its members as Chairperson, one as Vice Chairperson and one as Secretary-Treasurer. Each officer so elected shall serve for a term of one year or until the successor is elected and qualified, whichever is later, such term to begin the first day of April each year, except that each initial officer shall serve until April 1, 1999, or until the successor is elected and qualified, whichever is later.*

Following is the current list of Officers of the ACE Board of Directors (all are eligible for re-election):

Chairperson:	Andrew Devine, Albion
Vice Chairperson:	Jeremy Tarr, Plainview
Secretary/Treasurer:	Mike Palmer, Sidney

ACE has received the following nominations:

Chairperson:	Andrew Devine, Albion
Vice Chairperson:	Jeremy Tarr, Plainview
Secretary/Treasurer:	Mike Palmer, Sidney

Additional nominations will be accepted from the floor the day of the board meeting.

ELECTION OF AT-LARGE REPRESENTATIVES TO THE ACE EXECUTIVE COMMITTEE

Date:	January 22, 2025
Initiator/Staff information source:	Michelle Lepin
Action Proposed:	Action

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Election of At-Large Representatives to the ACE Executive Committee will be conducted at the January 22, 2025, meeting. Nominations have been received and additional nominations will be accepted at the meeting. Terms of the representatives are for fiscal year 2025-2026 (April 1 through March 31).

Pursuant to Article VI. Committees, of the Amended and Restated Bylaws of ACE:

*The Board of Directors may create an Executive Committee composed of Directors from at least ten percent of the membership, but shall be composed of no less than five Directors. The Executive Committee shall include the Chairperson, Vice Chairperson, and Secretary-Treasurer. The terms of office of the Executive Committee and the method of filling vacancies shall be the same as those of the officers of the Agency. The Executive Committee shall have and exercise the power and authority of the Board during intervals between the Board's meetings in accordance with the Bylaws, rules, motions, or resolutions, except that the Executive Committee shall not be empowered to authorize the issuance of bonds. At all meetings of the Executive Committee, the presence of the majority of the Directors constituting the Executive Committee shall be necessary for the transaction of business and the affirmative vote of a majority of the Directors present constituting the Executive Committee shall be necessary for any action.*

Current membership in ACE stands at 76 members (10% is 8); therefore, five (5) At-Large Representatives shall be elected to the ACE Executive Committee.

Current At-Large Representatives to the Executive Committee include:

1. Kellie Crowell, Ravenna
2. Raquel Felzien, Franklin
3. Duane Hoffman, Oxford
4. Chris Rector, Holdrege
5. Stan Clouse, NPPD      Not Eligible for Re-election

ACE has received the following nominations:

1. Kellie Crowell, Ravenna
2. Raquel Felzien, Franklin
3. Duane Hoffman, Oxford
4. Chris Rector, Holdrege
5. Janine Schmidt, Morrill
6. Andrew Lee, Curtis

Additional nominations will be accepted from the floor the day of the board meeting.

ELECTION OF AT-LARGE REPRESENTATIVE TO THE JOINT OPERATING COMMITTEE

Date:	January 22, 2025
Initiator/Staff information source:	Michelle Lepin
Action Proposed:	Action

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Election of an At-Large Representative to the Joint Operating Committee will be conducted at the January 22, 2025, meeting. Nominations have been received and additional nominations will be accepted at the meeting. Term of the representative is for fiscal year 2025-2026 (April 1 through March 31).

ACE has received the following nomination:

1. Duane Hoffman, Oxford

LEGISLATIVE REPORT

Date:	January 22, 2025
Initiator/Staff information source:	David Russell
Action Proposed:	<u>Informational</u>

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David Russell, Director of Government Affairs and Digital Solutions, will provide an update on legislative advocacy.



CONTRACTS AND GENERAL COUNSEL REPORT

Date:	January 22, 2025
Initiator/Staff information source:	Michelle Lepin
Action Proposed:	Informational

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Contracts Report:

None: There were no contracts fully executed since the November 2024 meeting.

Legal and Regulatory Report:

The General Counsel will provide a report at the January 22, 2025, meeting.

Unapproved Minutes  
 Board of Directors Meeting  
 Executive Committee Meeting  
 Public Alliance for Community Energy  
 Younes Conference Center North – Crowne Plaza  
 707 W Talmadge St, Kearney, NE 68845  
 May 15, 2024 - 10:00 a.m. (CT)

The Board of Directors and Executive Committee of the Public Alliance for Community Energy (ACE) met on Wednesday, May 15, 2024, at the Younes Conference Center North, 707 W Talmadge St, Kearney, Nebraska, 68845. Notice of the meeting was given to the Board of Directors and Executive Committee by email. The public was advised by publication in print and online in the *Lincoln Journal Star* newspaper and website on May 3, 2024, and on the NMPP Energy website. The notice and agenda were posted upon issuance at the NMPP Energy office, 8377 Glynoaks Drive, Lincoln, Nebraska, and kept continually current and available for public inspection. All documents being considered at the meeting and the current version of the Nebraska Open Meetings Act were made available on NMPP Energy’s Public Meeting Information website.

**CALL TO ORDER**

Chairperson, Andrew Devine, called the meeting to order at 10:00 a.m. (CT). Devine announced that pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room.

**ROLL CALL**

Quorum was declared with 20 of the 76 Members present. As there was quorum for the Board of Directors, a meeting of the Executive Committee was not called.  
 Quorum = 19 Members

1. Albion – Andrew Devine	12. Loup City – AJ Reimers (Arrived at 10:43 a.m.)
2. Alliance – Kirby Bridge	13. Minden – Michael Krings
3. Arapahoe – Dixie Sickels (Arrived at 10:06 a.m.)	14. Morrill – Janine Schmidt
4. Burwell – Jeff Pohl	15. NPPD – Stan Clouse
5. Cairo – Christy Osburn	16. Ord – Jeramie VanLeer
6. Chappell – Todd Rust	17. Oshkosh – Kim Martin
7. Curtis – Andrew Lee	18. Oxford – Duane Hoffman
8. Franklin – Raquel Felzien	19. Plainview – Jeremy Tarr
9. Gothenburg – Gary Greer	20. Ravenna – Kellie Crowell
10. Holdrege – Chris Rector	21. Saint Paul – Mike Feeken
11. Lewellen – Joy Trim	22. Sidney – Mike Palmer

Absent: Ainsworth, Ansley, Atkinson, Bartley, Bassett, Bayard, Beaver City, Benedict, Benkelman, Bertrand, Blue Hill, Brady, Bridgeport, Broken Bow, Cambridge, Chadron, Clay Center, Cozad, Creighton, Dalton, Edgar, Edison, Gering, Gibbon, Gordon, Gurley, Hartington, Hemingford, Henderson, Holbrook, Indianola, Kimball, Laurel, Long Pine, Loomis, Lyman, McCook, Mitchell, Neligh, Ogallala, Orleans,

Osmond, Paxton, Potter, Red Cloud, Rushville, Sargent, Scottsbluff, Shelton, Spalding, Stamford, Terrytown, Wausa, and Wood River

## **PUBLIC COMMENT**

Chairperson Devine asked if there were members of the public in attendance who would like to make agenda comments. There were no public comments.

## **INTRODUCTION AND WELCOME**

Chairperson Devine thanked all for being in attendance.

## **CONSENT AGENDA**

### Minutes

Minutes of the March 19, 2024, meeting were previously distributed as Attachment A. There were no changes to the minutes.

### Next Meeting

The next meeting of the ACE Board of Directors is set for Wednesday, November 13, 2024, at the Younes Conference Center North, Kearney, Nebraska.

### Financial Report

Jamie Johnson, Director of Finance and Accounting, reviewed year-end financial results for the NMPP Energy organizations and ACE, previously distributed as Attachment B.

Audited Financial Statements and the Audit Communication Letter for the Fiscal Year Ended March 31, 2024, were previously distributed as Attachments C and D, respectively. ACE financials for March 2024 were included within Attachment C.

## **CONSENT RESOLUTION**

*Motion: Kellie Crowell, Ravenna, moved to approve the following Resolution. Andrew Lee, Curtis, seconded the motion, which carried unanimously on a roll call vote. (Dixie Sickels and Christy Osburn did not vote).*

### *Consent Resolution*

*WHEREAS, certain business of the Board of Directors of the Public Alliance for Community Energy transpires on a regular and routine basis or is not of a controversial nature; and*

*WHEREAS, roll call votes on each individual issue greatly extend the meeting time.*

*NOW THEREFORE, BE IT RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that in the interest of economizing time yet complying with the Open Meetings Act of*

*the State of Nebraska, which requires roll call voting, the following issues are hereby consolidated in this Consent Resolution:*

- 1. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the minutes of the March 19, 2024, meeting are hereby approved as presented; and*
- 2. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the next regularly scheduled meeting will be on Wednesday, November 13, 2024, at the Younes Conference Center North, Kearney, Nebraska; and*
- 3. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the financial statements for February and March 2024 are hereby reviewed and accepted; and*
- 4. BE IT FURTHER RESOLVED BY the Board of Directors of the Public Alliance for Community Energy that the audited financial statements and the audit communication letter for the fiscal year ended March 31, 2024, are hereby accepted.*

#### **MODIFICATIONS TO POLICIES AND GUIDELINES**

A redline of suggested modifications to ACE's Policies and Guidelines was previously distributed as Attachment E. The modifications include updates to match current practices as a result of the annual policy review. Staff provided a more robust cash reserve policy based on discussion at the January 2024 board meeting.

*Motion: Chris Rector, Holdrege, moved to approve the following Resolution. Raquel Felzien, Franklin, seconded the motion, which carried unanimously on a roll call vote. (Dixie Sickels did not vote).*

#### *ACE Board of Directors Resolution*

*BE IT RESOLVED BY the ACE Board of Directors that the Board of Directors hereby approves the modifications to the Policies and Guidelines as presented.*

#### **DIRECTOR OF GAS OPERATIONS REPORT AND RETAIL GAS SERVICES COORDINATOR REPORT**

Closed Session

*Motion: Jeremy Tarr, Plainview, moved to go into closed session for the protection of the public interest to discuss proprietary and competitive information relating to ACE marketing and pricing. ACE reps, alt reps, any ACE Member community employee or elected official, as well as any NMPP Staff member may participate in the closed session. Andrew Lee, Curtis, seconded the motion, which carried unanimously on a roll call vote. (Dixie Sickels and Mike Palmer did not vote).*

Devine restated on record that the limitation of the subject matter of the discussion was proprietary and competitive information relating to ACE marketing and pricing.

The board went into closed session at 10:16 a.m.

Devine asked for any objections to return to open session, hearing none, the meeting reconvened in open session at 11:24 a.m. There was no action taken during or as a result of the closed session.

## **CONTRACTS AND GENERAL COUNSEL REPORT**

The following contracts were reported to the board:

- Interactive Information Research and Development, L.L.C. (i2rd) d/b/a Proteus, Inc.
  - Software Maintenance Agreement for the ACE TheRMS Application

General Counsel Report:

Nebraska News

LB 287, which passed in the Nebraska Legislature on April 11, 2024, and was approved by the Governor on April 16, 2024, updates the Nebraska Open Meetings Act and the conflict of interest rules applicable to public officials.

- Open Meetings Act change effective April 17, 2024: ACE is now allowed to have unlimited virtual conferences as long as at least 1 meeting per calendar year is not virtual (now matches the existing standard in place for MEAN and NPGA)
- Open Meetings Act change effective 1/1/25: Requires posting of ACE public meeting Notices on a new statewide website (this is in addition to existing posting/publishing requirements)
- New conflict of interest rules effective three calendar months after legislative session adjournment: Extends conflicts of interest rules to “any public official of any political subdivision”.

LB 43, which passed in the Nebraska Legislature on March 21, 2024, and was approved by the Governor on March 27, 2024, updates the Nebraska public records laws and Open Meetings Act and adopts the Personal Privacy Protection Act, among other actions.

- Open Meetings Act change effective three calendar months after legislative session adjournment: All public meetings must allow members of the public an opportunity to speak (excluding qualifying closed sessions)
- Public records law change effective three calendar months after legislative session adjournment: Public records laws are split into “resident” (including all media) and “non-resident” provisions; provides that no fees for time may be charged to residents for the first eight cumulative hours spent “searching, identifying, physically redacting or copying” records; provides that the fee charged to residents for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public; provides that for non-residents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records; provides that certain cybersecurity records may be withheld from the public.

LB 304, which passed in the Nebraska Legislature on March 15, 2024 and was approved by the Governor on March 18, 2024, requires political subdivisions to post membership dues paid annually to any association or organization, identifying each such association or organization and the dues amounts paid, as well as fees paid to any individual lobbyist or lobbying firm other than any fees paid for lobbying services that may be included in the membership dues.

#### U.S. Supreme Court: Social Media/First Amendment Cases

The U.S. Supreme Court recently ruled in 2 cases providing guidance on the extent to which public officials (in one case, the city manager of Port Huron, Michigan) who moderate or block content on social media can be held liable for violating the First Amendment. The Court held that a public official blocking someone from his/her personal social media page or deleting a comment would be actionable only if the public official possessed actual authority to speak on the government's behalf on that matter and purported to exercise that authority in the relevant social media posts. As a result of these rulings, ACE staff will be reviewing whether policy updates are needed to address which public officials have authority to speak on ACE's behalf.

#### **ITEMS FOR FUTURE AGENDA**

Devine reminded Members to forward any additional agenda items to ACE staff so they may be included on the agenda for the next meeting.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:32 a.m.

Recorded by:  
Laurie Keiser, Administrative Assistant

Submitted by:  
Mike Palmer, Secretary-Treasurer  
ACE Board of Directors

Unapproved Minutes  
Executive Committee Meeting  
Public Alliance for Community Energy  
Younes Conference Center South  
416 W Talmadge St, Kearney, NE 68845  
November 13, 2024 - 10:00 a.m. (CT)

The Executive Committee of the Public Alliance for Community Energy (ACE) met on Wednesday, November 13, 2024, at the Younes Conference Center South, 416 W Talmadge St, Kearney, Nebraska, 68845. Notice of the meeting was given to the Board of Directors and Executive Committee by email. The public was advised by publication in print and online in the *Lincoln Journal Star* newspaper and website on November 4, 2024, and on the NMPP Energy website. The notice and agenda were posted upon issuance at the NMPP Energy office, 8377 Glynoaks Drive, Lincoln, Nebraska, and kept continually current and available for public inspection. All documents being considered at the meeting and the current version of the Nebraska Open Meetings Act were made available on NMPP Energy's Public Meeting Information website.

**CALL TO ORDER**

Andrew Devine, Chairperson, called the meeting to order at 10:00 a.m. (CT). Devine announced that pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, a current copy of the Open Meetings Act was posted in the meeting room.

**ROLL CALL – Board of Directors**

Quorum was not reached with only 16 of the 76 Directors present. As there was no quorum for the Board of Directors, a meeting of the Executive Committee was called.

Quorum = 19 Directors

1. Albion – Andrew Devine	10. Holdrege – Chris Rector
2. Alliance – Kirby Bridge	11. Lewellen – Joy Trim
3. Arapahoe – Dixie Sickels	12. Minden – Larry Evans
4. Bartley – Ronni Harding	13. Morrill – Janine Schmidt
5. Cairo – Jaime Rathman	14. NPPD – Stan Clouse
6. Chappell – Todd Rust	15. Oshkosh – Kim Martin
7. Curtis – Andrew Lee (Arrived after roll call)	16. Oxford – Duane Hoffman
8. Franklin – Raquel Felzien	17. Plainview – Robert Smith
9. Gibbon – Pamela Rasmussen (Arrived after roll call)	18. Ravenna – Kellie Crowell

Absent: Ainsworth, Ansley, Atkinson, Bassett, Bayard, Beaver City, Benedict, Benkelman, Bertrand, Blue Hill, Brady, Bridgeport, Broken Bow, Burwell, Cambridge, Chadron, Clay Center, Cozad, Creighton, Dalton, Edgar, Edison, Gering, Gordon, Gothenburg, Gurley, Hartington, Hemingford, Henderson, Holbrook, Indianola, Kimball, Laurel, Long Pine, Loomis, Loup City, Lyman, McCook, Mitchell, Neligh, Ogallala, Ord, Orleans, Osmond, Paxton, Potter, Red Cloud, Rushville, Saint Paul, Sargent, Scottsbluff, Shelton, Sidney, Spalding, Stamford, Terrytown, Wausa, and Wood River

**ROLL CALL – Executive Committee**

Quorum was declared with 7 of the 8 Executive Committee Directors present.

Quorum = 5 Directors

1. Andrew Devine, Albion	5. Stan Clouse, NPPD
2. Jeremy Tarr, Plainview	6. Duane Hoffman, Oxford
3. Raquel Felzien, Franklin	7. Kellie Crowell, Ravenna
4. Chris Rector, Holdrege	

Absent: Mike Palmer, Sidney

**PUBLIC COMMENT**

Devine asked if there were members of the public in attendance who would like to make agenda comments. There were no public comments.

**INTRODUCTION AND WELCOME**

Devine thanked all for being in attendance.

**NEXT MEETING**

The next meeting of the ACE Board of Directors is set for Wednesday, January 22, 2025, at the Younes Conference Center South, Kearney, Nebraska.

**FINANCIAL REPORT**

Jamie Johnson, Director of Finance and Accounting, reviewed September 2024 financials for the NMPP Energy organizations and ACE, previously distributed as Attachment B.

**DIRECTOR OF GAS OPERATIONS REPORT AND RETAIL GAS SERVICES COORDINATOR REPORT**

Beth Ackland, Director of Gas Operations, updated the Board on the recent Choice Gas supplier meeting and the upcoming Choice Gas selection period, which is April 3-23, 2025.

Closed Session

*Motion: Chris Rector, Holdrege, moved to go into closed session for the protection of the public interest to discuss proprietary and competitive information relating to ACE marketing and pricing. ACE reps, alt reps, any ACE Member community employee or elected official, as well as any NMPP Staff member may participate in the closed session. Kellie Crowell, Ravenna, seconded the motion, which carried unanimously on a roll call vote.*

Devine restated on record that the limitation of the subject matter of the discussion was proprietary and competitive information relating to ACE marketing and pricing.

The Executive Committee meeting went into closed session at 10:16 a.m.



Devine asked for any objections to return to open session, hearing none, the meeting reconvened in open session at 10:38 a.m. There was no action taken during or as a result of the closed session.

## **POLICIES AND GUIDELINES MODIFICATIONS**

Beth Ackland, Director of Gas Operations, discussed potential modifications to Section 12 of the ACE Policies and Guidelines, Member Distribution. Modifications were discussed to strengthen elements of the policy related to choosing ACE as supplier for Members' municipally owned natural gas accounts. The current Section 12: Member Distribution policy was included in the meeting packet as Attachment E.

*Discussion ensued.*

Directors requested staff provide Member Distribution scenarios reflecting 10% and 5% allocations to Member communities that did not choose ACE as supplier for their municipally owned natural gas accounts. Scenarios will be presented for potential action to modify the Member Distribution policy at the January 22, 2025, meeting.

Michelle Lepin, General Counsel, presented the following proposed modifications to the ACE Policies and Guidelines:

**Board Member Job Description Update:** The proposed modifications update the board member job descriptions to clarify that board directors and alternate directors are authorized to speak on behalf of ACE only when expressly authorized by the Board or the Executive Director. Staff discussed a recent U.S. Supreme Court ruling that is driving the need for this clarification.

**Conflict of Interest Policy:** Proposed Appendix E incorporates provisions addressing conflicts of interest, to match the requirements imposed by LB287, which was recently enacted by the Nebraska Legislature and approved by the Governor on April 16, 2024. LB 287 requires any elected and appointed public official of a political subdivision to follow certain requirements if the public official is aware or should be aware of a potential conflict of interest in a matter. The proposed policy reflects the requirements of LB 287 as applied to ACE and will provide a readily accessible point of reference regarding conflict-of-interest requirements for Board members.

A redline of the suggested modifications to ACE's Policies and Guidelines was included in the meeting packet as Attachment F.

*Motion: Duane Hoffman, Oxford, moved to approve the following resolution. Chris Rector, Holdrege, seconded the motion, which carried unanimously on a roll call vote.*

### **ACE EXECUTIVE COMMITTEE RESOLUTION**

*BE IT RESOLVED BY the ACE Executive Committee that the Executive Committee hereby approves the modifications to the Policies and Guidelines as presented in Attachment F.*

## **CONTRACTS AND GENERAL COUNSEL REPORT**

The following contracts were reported to the board:

- Black Hills Nebraska Gas, LLC **Supplier Participation Agreement** for 2024-2025 (Residential and Commercial Choice Gas Program)
- Black Hills Nebraska Gas, LLC Choice Gas Residential and Commercial Program 2024-2025 Program Year **Agreement Regarding Mailing List and Marketing Practices** (Addendum to Supplier Participation Agreement) includes Exhibit A (Mailing and Marketing Practices Chart) and Exhibit B (Cybersecurity Requirements)

General Counsel Report:

The Federal Trade Commission is updating its Green Guides. The FTC is receiving pressure from several State Attorneys General to ensure each environmental claim is supported by real environmental benefits and to explicitly cover marketing claims related to fossil gas.

## **ITEMS FOR FUTURE AGENDA**

Devine reminded Directors to forward any additional agenda items to ACE staff so they may be included on the agenda for the next meeting.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:32 a.m.

Recorded by:  
Laurie Keiser, Administrative Assistant

Submitted by:  
Jeremy Tarr, Vice Chairperson  
ACE Board of Directors

**NMPP Energy****Balance Sheets  
November 2024**

	NMPP	MEAN	NPGA	ACE
<b>Assets and Deferred Outflows of Resources</b>				
Cash and cash equivalents	\$ 473,098	\$ 29,042,657	\$ 1,988,020	\$ 1,493,058
Investments (Short-term, Long-term & Restricted)	50,000	36,295,843	-	2,405,614
Accounts receivable	821,761	19,513,082	1,984,235	117,830
Gas in storage	-	-	1,552,644	-
Prepaid expenses and other	(12,236)	346,683	-	9,982
Productive capacity & lease assets, net & related operating assets	-	115,967,560	-	-
Capital and subscription assets, net	-	6,039,203	-	10,045
Costs recoverable from future billings	-	39,222,280	-	-
Deferred loss on refunding	-	4,549,280	-	-
Deferred costs for asset retirement obligation	-	515,307	-	-
Deferred outflows from derivative instruments	-	-	894,000	-
<b>Total assets &amp; deferred outflows of resources</b>	<b>\$ 1,332,623</b>	<b>\$ 251,491,895</b>	<b>\$ 6,418,899</b>	<b>\$ 4,036,529</b>
<b>Liabilities and Deferred Inflows of Resources</b>				
Accounts payable and accrued expenses	\$ 683,222	\$ 9,102,468	\$ 644,916	\$ 42,186
Storage deposits	-	-	1,852,000	-
Lease & subscription liabilities, net long-term debt, & interest payable	-	148,909,759	-	-
Asset retirement obligation	-	515,307	-	-
Deferred inflow - deferred revenue - rate stabilization	-	26,933,336	-	-
Deferred inflow - deferred gain on refunding	-	2,297,536	-	-
Fair value of derivative investments	-	-	894,000	-
<b>Total liabilities and deferred inflows of resources</b>	<b>683,222</b>	<b>187,758,406</b>	<b>3,390,916</b>	<b>42,186</b>
<b>Net Assets/Net Position</b>	<b>649,401</b>	<b>63,733,489</b>	<b>3,027,983</b>	<b>3,994,343</b>
<b>Total liabilities, deferred inflows &amp; net position</b>	<b>\$ 1,332,623</b>	<b>\$ 251,491,895</b>	<b>\$ 6,418,899</b>	<b>\$ 4,036,529</b>

**NMPP Energy****Statements of Revenues and Expenses  
For the Fiscal Year to Date: April 2024 - November 2024**

	NMPP*	MEAN	NPGA	ACE
<b>Operating Revenues</b>	\$ 14,958	\$ 87,615,197	\$ 3,193,259	\$ 700,000
<b>Operating Expenses</b>				
Commodity costs (electric energy & gas)	-	69,128,963	2,823,680	-
Administrative and general	800	7,773,915	365,753	452,575
Depreciation and amortization	-	5,488,772	-	4,111
<b>Total operating expenses</b>	<b>800</b>	<b>82,391,650</b>	<b>3,189,433</b>	<b>456,686</b>
<b>Operating Income (Loss)</b>	<b>14,158</b>	<b>5,223,547</b>	<b>3,826</b>	<b>243,314</b>
<b>Nonoperating Revenues (Expenses)</b>				
Net costs to be recovered in future periods	-	(1,097,528)	-	-
Investment return	12,724	1,896,483	63,177	128,838
Interest expense	-	(2,529,551)	-	-
<b>Net Revenue (Loss)</b>	<b>\$ 26,882</b>	<b>\$ 3,492,951</b>	<b>\$ 67,003</b>	<b>\$ 372,152</b>
<b>Budgeted Net Revenue (Loss)</b>	<b>16,115</b>	<b>808,141</b>	<b>4,785</b>	<b>316,382</b>
<b>+/- Variance to Budget</b>	<b>\$ 10,767</b>	<b>\$ 2,684,810</b>	<b>\$ 62,218</b>	<b>\$ 55,770</b>
<b>Fiscal Year Budgeted Net Revenue (Loss)</b>	<b>\$ -</b>	<b>\$ 1,119,413</b>	<b>\$ -</b>	<b>\$ 493,856</b>

**Public Alliance for Community Energy**

**Balance Sheets**

	December 2024	March 2024	\$ +/-
<b>Assets</b>			
Cash and cash equivalents	\$ 1,550,319	\$ 1,129,414	\$ 420,905
Investments	2,409,026	2,392,259	16,767
Accounts receivable	120,292	109,597	10,695
Prepaid expenses	7,485	32,834	(25,349)
Capital assets, net	9,532	14,157	(4,625)
<b>Total assets</b>	<b>\$ 4,096,654</b>	<b>\$ 3,678,261</b>	<b>\$ 418,393</b>
<b>Liabilities</b>			
Accounts payable	(467)	11,579	(12,046)
Due to coalition members	42,578	44,491	(1,913)
<b>Total liabilities</b>	<b>42,111</b>	<b>56,070</b>	<b>(13,959)</b>
<b>Total Net Position</b>	<b>4,054,543</b>	<b>3,622,191</b>	<b>432,352</b>
<b>Total liabilities and net position</b>	<b>\$ 4,096,654</b>	<b>\$ 3,678,261</b>	<b>\$ 418,393</b>

**Public Alliance for Community Energy**

**Statements of Revenues and Expenses**

For the Fiscal Year to Date: April 2024 through December 2024

	Fiscal Year to Date			Prior Year	vs. Prior Year \$ +/-
	Actual	Budget	\$ +/-		
<b>Revenues</b>					
Marketing fees	\$ 787,500	\$ 787,500	\$ -	\$ 787,500	\$ -
<b>Operating Expenses</b>					
Administrative and general	497,738	508,016	(10,278)	475,755	21,983
Depreciation	4,625	1,395	3,230	18,608	(13,983)
<b>Total operating expenses</b>	<b>502,363</b>	<b>509,411</b>	<b>(7,048)</b>	<b>494,363</b>	<b>8,000</b>
<b>Operating Income / (Loss)</b>	<b>285,137</b>	<b>278,089</b>	<b>7,048</b>	<b>293,137</b>	<b>(8,000)</b>
Investment return	147,215	90,000	57,215	129,210	18,005
<b>Change in Net Position</b>	<b>\$ 432,352</b>	<b>\$ 368,089</b>	<b>\$ 64,263</b>	<b>\$ 422,347</b>	<b>\$ 10,005</b>



*Public Alliance for  
Community Energy*

**Year-End Projections  
Fiscal Year 2024-2025**

**Budget  
Fiscal Year 2025-2026**

**ACE Board of Directors Meeting  
January 22, 2025**

**Public Alliance for Community Energy**  
**Budget**  
**Fiscal Year 2025-2026**

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**Public Alliance for Community Energy  
 Budget  
 Year-End Projections Narrative**

**Year-End Projections for Fiscal Year 2024-2025**

The Fiscal Year is April 1 to March 31. Throughout the packet, Proposed Budget refers to Fiscal Year 2025-2026 and Current Budget refers to Fiscal Year 2024-2025.

The *Statements of Revenues and Expenses* report included in the packet includes a comparison of the Proposed Budget to the Projected Fiscal Year 2024-2025 and a comparison of the Projected Fiscal Year 2024-2025 to the Current Budget. Projected Fiscal Year 2024-2025 is calculated based on actual results for the eight months ended November 2024 and budgeted activity for December 2024 through March 2025 with adjustments for known and expected differences.

Net revenue is projected to grow compared to results through November 2024. The primary driver continues to be positive investment return compared to budget.

Projections are prepared primarily to assist the Board of Directors in evaluating a potential Member Distribution. The following table reconciles net revenue to the change in Operating Fund before any Member Distribution:

<b>Change in Operating Fund</b>			
	<b>Projected Fiscal Year 2024-2025</b>	<b>Current Budget</b>	<b>Projected vs. Current \$ +/-</b>
<b>Net Revenue - Before Distribution</b>	\$ 566,467	\$ 493,856	\$ 72,611
Plus: Non-Cash Depreciation	5,683	1,865	3,818
Plus: Unrealized (Gain)/Loss on Investments	(13,354)	-	(13,354)
Less: TheRMS Enhancements	(15,766)	(15,000)	(766)
<b>Change in Operating Fund - Before Distribution</b>	<b>\$ 543,030</b>	<b>\$ 480,721</b>	<b>\$ 62,309</b>

**Public Alliance for Community Energy  
 Budget  
 Budget Narrative  
 Fiscal Year 2025-2026**

Public Alliance for Community Energy (ACE) was established for the purpose of creating a local gas supplier to participate in the Choice Gas Program. Annually, an operating budget is prepared based on operating costs and activities under the marketing agreement and Choice Gas Program.

**Budget Process**

ACE's budget is prepared annually by ACE staff. Assumptions related to operations are discussed in more detail in the respective sections of the budget materials.

The administrative and general (A&G) budget is prepared annually based on strategic focus areas identified by the management team of NMPP Energy. In September, accounting staff compiles historical data and populates budget templates based on information available. The management team holds a strategic planning session to review short-term and long-term plans across the four companies of NMPP Energy. Department directors then prepare budgets during September and October based on anticipated projects and needs resulting from the strategic focus areas discussed. The strategic focus areas identified continue to stem from the technical complexity of the industry including the evolving energy markets.

Nebraska Municipal Power Pool (NMPP), Municipal Energy Agency of Nebraska (MEAN), National Public Gas Agency (NPGA), and ACE have entered into an agreement establishing a Joint Operating Committee (JOC) due in part to the companies sharing common staff all of which reside under NMPP. By combining and sharing their respective staffs and resources each company benefits by being able to perform obligations and responsibilities efficiently and at a lesser cost.

Duties of the JOC, as detailed in the JOC Agreement, include the following:

- Review, prior to the respective annual meetings, the annual payroll and benefits and other shared administrative costs budgeted for each of the Parties (NMPP, MEAN, NPGA, and/or ACE).
- Determine the allocation of payroll and benefits and other shared administrative and general costs to be used as the basis for reimbursement for services rendered or resources utilized by a Party.
- Approve the appropriate compensation structure and benefits of employees of NMPP.

The JOC meets in November and receives a detailed proposed A&G budget packet. The packet, along with additional discussion and presentation at the meeting, assist the JOC in fulfilling the duties noted.

The Fiscal Year is April 1 to March 31. Throughout the packet, Proposed Budget refers to Fiscal Year 2025-2026 and Current Budget refers to Fiscal Year 2024-2025. The Current Budget includes the final numbers as approved by all respective Boards.

Approval of the ACE budget resides with the ACE Board of Directors.

**Net Revenue and Cash Flow**

ACE looks closely at both net revenue and annual cash flow. Due to the cyclical nature of TheRMS enhancements, ACE recognizes the change in operating fund may be less than net revenue year to year. See the summary below.

	Proposed Budget	Current Budget	Proposed vs Current	
			\$ +/-	% +/-
<b>Net Revenue</b>	\$ 442,885	\$ 493,856	\$ (50,971)	-10%
Plus: Non-Cash Depreciation	15,164	1,865	13,299	713%
Less: TheRMS Enhancements	(15,000)	(15,000)	-	0%
<b>Change in Operating Fund</b>	<b>\$ 443,049</b>	<b>\$ 480,721</b>	<b>\$ (37,672)</b>	<b>-8%</b>



**Public Alliance for Community Energy  
 Budget  
 Revenues and Capital Narrative  
 Fiscal Year 2025-2026**

**Operating Revenues**

Operating revenues consist of marketing fees ACE receives under the agreement with the wholesale natural gas supplier. Currently, ACE receives a fixed annual marketing fee paid in equal monthly installments over the contract year. Certain royalties are also reimbursed. The agreement does not provide any funds for advertising. Budgeted marketing fees are summarized below:

	Proposed Budget	Current Budget	Proposed vs Current	
			\$ +/-	% +/-
Marketing Fees	\$ 1,050,000	\$ 1,050,000	\$ -	0%

**Capital Plan and Related Depreciation**

Capital costs and depreciation expense are related to the development and enhancement of the TheRMS software used by ACE for operations and customer service. The functionality and interface of the software is critical during the annual selection period. The amount paid to the developer is capitalized and depreciated over a three-year period. The budgeted capital costs represent the expected cash outlay related to the TheRMS software. Current expectations of enhancements result in \$15,000 in capital costs in the Proposed Budget and \$15,000 in each of the following five fiscal years through Fiscal Year 2030-2031 for a total over the six years of \$90,000.

Enhancements made annually to TheRMS help keep it robust to handle changes to ACE pricing options, automated pricing and other communication with ACE’s wholesale supplier, and program changes made by the Choice Gas Administrator. Before approving a project with the developer, enhancements and modifications are analyzed to determine whether the requested item is cost effective. The table below shows recent capital costs by fiscal year.

Historical	
TheRMS Enhancements	
Fiscal Year	Amount
2021-2022	\$ 5,791
2022-2023	-
2023-2024	12,709
2024-2025 - Projected	15,766

Depreciation expense reflects enhancements from projects that have been put into service. Depreciation fluctuates annually as a direct result of fluctuations in annual capital projects year to year. Budgeted depreciation expense is summarized below:

	Proposed Budget	Current Budget	Proposed vs Current	
			\$ +/-	% +/-
Depreciation Expense	\$ 15,164	\$ 1,865	\$ 13,299	713%

**Investment Return**

Actual investment return consists of changes in market value and interest earnings on investments. The annual budget only includes the expected interest earnings. Investment return is budgeted to decrease due to a decrease in the actual average interest rate on funds held. The average interest rate on investments has increased from 3.8% in November 2023 to 4.7% in November 2024. ACE also utilizes a money market fund to capture better earnings than funds held at the bank. Money market fund returns were 4.59% in November 2024 vs. 5.23% in November 2023. Budgeted investment return by type is summarized below:

Type of Return	Proposed Budget	Current Budget	Proposed vs Current	
			\$ +/-	% +/-
Money Market and Bank Funds	\$ 43,500	\$ 45,000	\$ (1,500)	-3%
Investments	73,500	75,000	(1,500)	-2%
<b>Total Investment Return</b>	<b>\$ 117,000</b>	<b>\$ 120,000</b>	<b>\$ (3,000)</b>	<b>-3%</b>

**Public Alliance for Community Energy  
 Budget  
 Statements of Revenues and Expenses  
 Fiscal Year 2025-2026**

	Proposed Budget	Current Budget	Proposed vs. Current Budget		Projected Fiscal Year* 2024-2025	Proposed vs. Projected		Projected vs. Current Budget	
			\$ +/-	% +/-		\$ +/-	% +/-	\$ +/-	% +/-
<b>Operating revenues</b>									
Marketing fees	\$ 1,050,000	\$ 1,050,000	\$ -	0%	\$ 1,050,000	\$ -	0%	\$ -	0%
<b>Operating expenses</b>									
Administrative and general									
Payroll and benefits	441,900	414,400	27,500	7%	414,400	27,500	7%	-	0%
Internal office	105,232	100,676	4,556	5%	106,803	(1,571)	-1%	6,127	6%
Member	60,504	59,785	719	1%	44,114	16,390	37%	(15,671)	-26%
Consultants and outside services	101,315	99,418	1,897	2%	99,113	2,202	2%	(305)	0%
Total administrative and general	<u>708,951</u>	<u>674,279</u>	<u>34,672</u>	<u>5%</u>	<u>664,430</u>	<u>44,521</u>	<u>7%</u>	<u>(9,849)</u>	<u>-1%</u>
Depreciation	<u>15,164</u>	<u>1,865</u>	<u>13,299</u>	<u>713%</u>	<u>5,683</u>	<u>9,481</u>	<u>167%</u>	<u>3,818</u>	<u>205%</u>
Total operating expenses	<u>724,115</u>	<u>676,144</u>	<u>47,971</u>	<u>7%</u>	<u>670,113</u>	<u>54,002</u>	<u>8%</u>	<u>(6,031)</u>	<u>-1%</u>
<b>Operating income</b>	<u>325,885</u>	<u>373,856</u>	<u>(47,971)</u>	<u>-13%</u>	<u>379,887</u>	<u>(54,002)</u>	<u>-14%</u>	<u>6,031</u>	<u>2%</u>
<b>Nonoperating revenues</b>									
Investment return	<u>117,000</u>	<u>120,000</u>	<u>(3,000)</u>	<u>-3%</u>	<u>186,580</u>	<u>(69,580)</u>	<u>-37%</u>	<u>66,580</u>	<u>55%</u>
<b>Net revenue</b>	<u>\$ 442,885</u>	<u>\$ 493,856</u>	<u>\$ (50,971)</u>	<u>-10%</u>	<u>\$ 566,467</u>	<u>\$ (123,582)</u>	<u>-22%</u>	<u>\$ 72,611</u>	<u>15%</u>

\* Projection based on actuals through November 2024, budget for remaining months of fiscal year, and estimated adjustments.

**Public Alliance for Community Energy  
 Budget  
 Administrative and General Narrative  
 Fiscal Year 2025-2026**

**Administrative and General Expenses**

For ease of analysis, ACE breaks administrative and general (A&G) expenses into the following four categories: payroll and benefits, internal office, member, and consultants and outside services.

***Payroll and Benefits***

Payroll and benefits consist of gross wages, employer payroll taxes and costs of benefits provided by NMPP to each employee. As noted, one of the duties of the JOC is to approve the appropriate compensation structure and benefits of employees of NMPP. The annual review and approval for any changes in compensation structure and benefits is part of the November JOC meeting. There is no change in benefits offered. The budgeted increase for NMPP Energy related to anticipated performance/merit pay adjustments is 5.10% in the Proposed Budget (Current Budget was 9.69%). The Proposed Budget also reflects the final benefit renewals for calendar 2025 and estimates for calendar 2026.

Under the methodology approved by the JOC, payroll and benefits expenses are allocated to NPGA, ACE, and NMPP based on the estimated market payroll and benefits expenses each Party would incur if each company employed their own independent staff. Annual payroll and benefits costs for NPGA, ACE, and NMPP are established during the JOC budget process based on the hypothetical estimates of payroll and benefits expenses. The total budgeted payroll and benefits costs net of the established amounts for NPGA, ACE, and NMPP are allocated to MEAN. The allocation of payroll and benefits expenses is reviewed and recommended by the JOC annually.

Under the allocation methodology approved by the JOC, the payroll and benefits paid by NPGA, ACE, and NMPP are fixed annually unless a business change occurs during the year requiring a change in personnel or a change occurs to the underlying compensation and benefit assumptions. As a result, MEAN bears the risk and reward related to over or under spending in payroll and benefits, unless the variance is related to a business change for NPGA, ACE, or NMPP.

As part of the budget process, management of the NMPP Energy companies discussed whether changes in the operations of each of the underlying companies resulted in changes in roles or responsibilities of current positions or resulted in a need for additional personnel. No additional personnel were identified for ACE.

The following table summarizes the budgeted payroll and benefits cost by company, including adjustments for final benefits renewals after the November 2024 JOC meeting.

	Payroll and Benefits			
	Proposed Budget	Current Budget	vs. Current	
			\$ +/-	% +/-
<b>MEAN</b>	\$ 8,765,196	\$ 7,631,610	\$ 1,133,586	15%
<b>NPGA</b>	465,600	436,200	29,400	7%
<b>ACE</b>	441,900	414,400	27,500	7%
<b>Total</b>	\$ 9,672,696	\$ 8,482,210	\$ 1,190,486	14%

***Other A&G Expenses***

Other A&G expenses consist of direct costs and shared costs. NMPP Energy attempts to assign costs whenever possible to the specific company with which the cost is associated. Direct costs include the A&G expenses that are specific to the business operating needs of each individual company. The costs incurred are generally attributable to invoices and/or contracts with vendors relating to a cost incurred by the specific company. Shared costs consist of the payroll and benefits allocation, rent – building and equipment paid to MEAN, ACE’s share of JOC meetings, and ACE’s allocation of NMPP services.

**Public Alliance for Community Energy  
 Budget  
 Administrative and General Narrative  
 Fiscal Year 2025-2026**

The following provides highlights of the budgeted changes in other A&G costs for ACE. See the *NMPP Energy – Detail by Company - ACE* report.

Other A&G	Proposed Budget	Current Budget	Proposed vs Current	
			\$ +/-	% +/-
Internal Office	\$ 105,232	\$ 100,676	\$ 4,556	5%
Member	60,504	59,785	719	1%
Consultants and Outside Services	101,315	99,418	1,897	2%
<b>Total Other A&amp;G</b>	<b>\$ 267,051</b>	<b>\$ 259,879</b>	<b>\$ 7,172</b>	<b>3%</b>

Internal Office

- **Conferences and training** - registration fees for industry and job specific conferences and trainings; no change based on planned activity.
- **Dues and subscriptions** - subscription to natural gas price reporting service; annual rate increase expected.
- **Equipment lease and maintenance** - costs related to cyclical replacement of computer and other equipment used directly by ACE.
- **Insurance** - the Choice Gas Supplier Agreement for the Choice Gas year beginning June 2024 had new insurance requirements. When the Current Budget was prepared, an estimate of the cost related to the new requirements was not available. Proposed Budget includes an estimate based on the recent actuals.
- **Miscellaneous and Postage** - no costs are budgeted due to limited annual activity.
- **Rent – building and equipment** - use of space in the building, use of operating equipment, use of technology and shared products and services is allocated to NPGA and ACE based on the estimated market expenses each Party would incur if each company operated independently. The allocated cost is reimbursed to MEAN as rent paid. The amount of rent paid to MEAN is reviewed and recommended by the JOC annually.

As part of the budget process, the shared costs are reviewed for any significant changes that would result in a change to rent other than the standard annual rate of 2%. Upon review of the shared costs, no significant items were identified that would result if modifications to the rent amount. Therefore, the rent charges for NPGA and ACE were each increased by 2% as shown in the table below.

Building and Equipment Rent Paid to MEAN				
	Proposed Budget	Current Budget	vs. Current	
			\$ +/-	% +/-
NPGA	\$ 82,824	\$ 81,200	\$ 1,624	2%
ACE	93,024	91,200	1,824	2%
<b>Total Rent Paid to MEAN</b>	<b>\$ 175,848</b>	<b>\$ 172,400</b>	<b>\$ 3,448</b>	<b>2%</b>

- **Telecommunications** - relates to ACE specific service related to the annual selection period. Proposed Budget is based on recent actuals.
- **Travel, lodging and meals** - this category includes both staff travel to attend various conferences and industry meetings as well as travel to members; increased based on planned activity.

Member

- **Advertising – corporate image** - consists of community-based marketing efforts and other general advertising to promote selection of ACE during the Choice Gas Program annual selection period.
- **Board and committee meetings** - ACE budgets for all planned Board meetings to be held in person. Costs include ACE’s 1/3 share of JOC meeting costs; increase is based on recent actuals.

**Public Alliance for Community Energy  
 Budget  
 Administrative and General Narrative  
 Fiscal Year 2025-2026**

- **Services from/(to) NMPP** - as a result of the NMPP modernization project, all NMPP costs not covered by NMPP revenues will be allocated to MEAN, NPGA and ACE based on each company's share of total budgeted payroll and benefits. Costs consist of holding the NMPP Energy annual conference, NMPP board meetings, the annual audit and related consulting, lobbying contract with a Nebraska lobbyist, and other small miscellaneous items. These costs are offset in part by annual conference revenues equal to budgeted conference expenses, champion dues, and investment return. NMPP's budget and the allocation was reviewed by the JOC. Increase relates to lower investment return.

The following table provides a summary of the budgeted services reimbursement.


Services Reimbursement					
Company	% of Total Payroll	Proposed Budget	Current Budget	Proposed vs. Current	
				\$ +/-	% +/-
MEAN	90%	\$ 19,327	\$ 17,375	\$ 1,952	11%
NPGA	5%	1,074	965	109	11%
ACE	5%	1,074	965	109	11%
<b>Total Services Reimbursement to NMPP</b>		<b>\$ 21,475</b>	<b>\$ 19,305</b>	<b>\$ 2,170</b>	<b>11%</b>

Consultants and Outside Services

- **Audit and consulting** - these costs relate to the costs for the annual financial statement audit; costs increase annually.
- **Call center** - costs are related to contracted service with an outside party to run the call center during the Choice Gas Program annual selection period. Actual costs vary based on call volume resulting in variances from budget.
- **Legal** - budgeted costs are based on review of historical actuals and planned projects requiring outside counsel. Costs related to potential litigation/dispute/arbitration are not budgeted. Minimal budget relates to an annual filing fee.
- **Other consultants and outside services** - includes various projects that don't fall within other identified categories. Budget includes ACE related web services, bank charges, and translation services; increase relates to general increases to costs for ACE related bank charges.
- **Software, licenses, maintenance, and support** - costs for both maintenance of and support for ACE's TheRMS software and other software products used directly by ACE; decrease relates to the discontinued use of one product.

**NMPP Energy  
 Administrative and General Budget  
 Detail by Company  
 Fiscal Year 2025-2026**


	ACE							Actuals Fiscal Year 2023-2024 Total
	Proposed Budget Total	Current Budget Total	Proposed vs. Current		Projected Total	Proposed vs. Projected		
			\$ +/- Total	% +/- Total		\$ +/-	% +/-	
<b>Payroll and Benefits</b>	\$ 441,900	\$ 414,400	\$ 27,500	7%	\$ 414,400	\$ 27,500	7%	\$ 388,206
<b>Internal Office</b>								
Conferences and training	500	500	-	0%	420	80	19%	15
Dues and subscriptions	2,950	2,900	50	2%	2,876	74	3%	2,700
Equipment lease and maintenance	-	-	-	-	3,510	(3,510)	-100%	785
Insurance	1,100	-	1,100	-	1,032	68	7%	1,068
Miscellaneous	-	-	-	-	-	-	-	105
Postage	-	-	-	-	-	-	-	68
Rent - building and equipment	93,024	91,200	1,824	2%	91,200	1,824	2%	84,350
Telecommunications	1,000	-	1,000	-	1,037	(37)	-4%	1,376
Travel, lodging and meals	6,658	6,076	582	10%	6,729	(71)	-1%	4,600
<b>Total internal office</b>	<b>105,232</b>	<b>100,676</b>	<b>4,556</b>	<b>5%</b>	<b>106,803</b>	<b>(1,571)</b>	<b>-1%</b>	<b>95,068</b>
<b>Member</b>								
Advertising - corporate image	50,000	50,000	-	0%	34,663	15,337	44%	38,363
Board and committee meetings	9,430	8,820	610	7%	8,486	944	11%	10,946
Services from / (to) NMPP	1,074	965	109	11%	965	109	11%	-
<b>Total member</b>	<b>60,504</b>	<b>59,785</b>	<b>719</b>	<b>1%</b>	<b>44,114</b>	<b>16,390</b>	<b>37%</b>	<b>49,308</b>
<b>Consultants and Outside Services</b>								
Audit and consulting	15,050	14,625	425	3%	14,625	425	3%	14,200
Call center	45,500	42,000	3,500	8%	44,186	1,314	3%	39,584
Legal	30	25	5	20%	26	4	17%	25
Other	8,000	7,500	500	7%	7,475	525	7%	11,300
Software licenses, maint., support	32,735	35,268	(2,533)	-7%	32,802	(67)	0%	28,807
<b>Total consultants and outside services</b>	<b>101,315</b>	<b>99,418</b>	<b>1,897</b>	<b>2%</b>	<b>99,113</b>	<b>2,202</b>	<b>2%</b>	<b>93,916</b>
<b>Total other administrative and general</b>	<b>267,051</b>	<b>259,879</b>	<b>7,172</b>	<b>3%</b>	<b>250,030</b>	<b>17,021</b>	<b>7%</b>	<b>238,292</b>
<b>Total Administrative and General Expenses</b>	<b>\$ 708,951</b>	<b>\$ 674,279</b>	<b>\$ 34,672</b>	<b>5%</b>	<b>\$ 664,430</b>	<b>\$ 44,521</b>	<b>7%</b>	<b>\$ 626,498</b>

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**Section 1: General**

**1.1 General Statement**

Public Alliance for Community Energy (ACE) sets forth written documentation of the Policies and Guidelines it uses to conduct business and administer the organization. The Policies and Guidelines are approved by the ACE Board of Directors (Board).

**1.2 Purpose**

The Purpose of the Policies and Guidelines is to guide staff and the Board in appropriate mechanisms to maintain the fiscal integrity of ACE and assist in the administration and proper governance of the organization.

**1.3 Applicability**

The Policies and Guidelines applies to all staff working for ACE and all representatives serving on the Board. Staff would include, but would not be limited to, operations, risk, legal, human resources, finance and accounting; and the Executive Director.

**Section 2: Program and Organizational Structure**

**2.1 Program Structure**


To ensure effective governance of ACE’s financial operations and administration, the organizational reporting structure will require timely and meaningful performance as well as compliance and risk reporting.

**2.2 Roles and Responsibilities**

The Board is responsible for approving Policies and Guidelines. The Executive Director will oversee the administration of and compliance with the Policies and Guidelines. The Executive Director will delegate responsibilities for the administration of the Policies and Guidelines, as appropriate, to other staff.

The Director of Finance and Accounting will be responsible for the day to day administration of the Financial Policies and Guidelines. The Director of Finance and Accounting will be responsible for reporting material matters involving the Financial Policies and Guidelines to the Board. The Director of Finance and Accounting is responsible for ensuring the Financial Polices and Guidelines are reviewed and revised, if necessary, at least once per year.

The General Counsel will be responsible for the day to day administration of the Administrative Policies and Guidelines. The General Counsel will be responsible for reporting material matters involving the Administrative Policies and Guidelines to the Board. The General Counsel is responsible for ensuring the Administrative Polices and Guidelines are reviewed and revised, if necessary, at least once per year.

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**Financial Policies and Guidelines**

**Section 3: Cash Reserve and Liquidity**

**3.1 Objective of Cash Reserve Policy**

ACE has established cash reserve policies and guidelines to maintain appropriate cash reserves to help ensure:

- Cash exists for timely payment of bills
- The short term and long term financial health of ACE
- Cash exists to fund items as determined by the Board and to address unexpected events that could arise over the course of business

**3.2 Assessment of Cash Reserve Guidelines**

Minimum cash reserve guidelines have been established by the Board with the expectation that funds, consisting of unrestricted cash, cash equivalents, and investments, will regularly exceed the minimum cash reserve guidelines. ACE recognizes that financially healthy agencies have fund balances that range from the minimum, established by the cash reserve guidelines, up to 2.5 times the minimum. The decision to hold more funds than the minimum amount established by the cash reserve guidelines is based on assessments of uncertainties and other financial policies such as:

- Financial risks facing ACE
- Counterparty agreements for natural gas supply
- Variability in operating revenues and expenses
- Future capital improvements
- Changes in operations including requirements of the Nebraska Choice Gas Program established by the Program administrator
- Future business opportunities including potential expansion of the Choice Gas Program


ACE will review its cash reserve balances and targets annually to ensure that the funding levels continue to provide the expected level of liquidity protection and financial health. These levels can be adjusted as directed by the Board. In the event, fund balances fall below desired levels, ACE will replenish the cash reserve funds in the succeeding two to five years in order to provide for uninterrupted operations and maintain the financial health of ACE.

**3.3 Determining the Reserve Levels**

The reserve levels are calculated based on budgeted cash operating expenses. Budgeted cash operating expenses include fiscal year administrative and general expenses and capital costs.

ACE’s cash reserve goal relates to the following items:

- ACE requires adequate liquidity to fund its normal, recurring business activities, as well as to provide for extraordinary expenses. ACE’s liquidity related goal covers ACE’s working capital lag.

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Working capital lag recognizes that timing differences exist between when expenses are incurred and revenues are received.

- To ensure funds exist for routine cyclical capital costs, ACE includes capital costs in the minimum cash reserve guidelines.
- Operating revenues are determined through the terms of the agreement negotiated with the natural gas supply counterparty. A change in the agreement terms or a change in the counterparty may result in a fluctuation in operating revenues. Operating expenses are subject to volatility due to changes implemented by the Nebraska Choice Gas Program administrator or regulatory bodies. ACE offers three year sign ups under the Nebraska Choice Gas Program which commits ACE to obligations for a forward three years. The minimum cash reserve guidelines consider the risk that costs may exceed budget and revenues may fall short of budget.
- To provide funds for extraordinary purchases, future capital costs, impact of known or potential changes in ACE’s operations, etc.
- The minimum cash reserve guidelines are also intended to demonstrate a level of financial security to allow ACE to enter into agreements and remain attractive to current and prospective members.

ACE’s minimum cash reserve goal is to maintain funds in the operating fund at least equal to four years of budgeted cash operating expenses.

**3.4 Handling of Funds**


ACE’s cash reserve funds consist of ACE’s operating fund.

The operating fund includes operating cash and cash equivalents and operating investments.

ACE will evaluate its operating fund at least annually. Evaluation will occur as part of the annual Member Distribution process. The Board may choose to maintain funds in excess of ACE’s goal in order to have funds available for potential new projects, expansion into new territories, or other opportunities that may arise.

**Section 4: Cash Contingencies**

ACE maintains relationships with several national banking institutions that have the ability and capacity to facilitate lines of credit in the event that ACE would need to borrow funds. Currently, ACE does not maintain an open line of credit. The Executive Director has authorization to borrow, at his or her discretion, an amount not to exceed \$200,000.00 or one month’s expected revenues; whichever is greater, for the use of ACE per Article VII, Section 7 of the Amended and Restated Bylaws of ACE.

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**Section 5: Investments**

ACE maintains an investment policy to guide and protect investments in financial assets and to serve as a guide to ACE’s investment decisions. The investment policy is reviewed on an annual basis in order to utilize any new investment vehicle to maximize return on investments without exposing ACE to undue risks.


Under the laws of the State of Nebraska, all investments made by ACE must follow the prudent investor standard and the investment policy approved by the Board.

**5.1 Objective of Investment Policy**

- Assure safety of principal
- Retain liquidity to meet projected cash needs
- Realize the best available yield, while minimizing risk, to make productive use of idle funds

**5.2 Approved Investments**

- a) Bills, notes, bonds or other obligations which as to principal and interest constitute direct obligations of the United States of America
- b) Bonds or notes issued by any state or municipality which are rated by Moody’s and S&P in one of the two highest rating categories (without regard to qualifiers) assigned by such agencies.
- c) Any bonds or other obligations which as to principal and interest are guaranteed by the United States of America, including obligations of any agency thereof or corporation which has been or may hereafter be created pursuant to an Act of Congress as an agency or instrumentality of the United States of America to the extent unconditionally guaranteed by the United States of America.
- d) Senior obligations issued or guaranteed by any of the following which obligations are not fully guaranteed by the full faith and credit of the United States of America: (i) Federal Home Loan Bank Systems (FHLB); (ii) Federal Home Loan Mortgage Corporation (FHLMC); (iii) Federal National Mortgage Association (FNMA); (iv) Student Loan Marketing Association (SLMA); (v) Resolution Trust Funding Corporation (REFCORPs); and (vi) Farm Credit Corp.
- e) Commercial paper, which is rated at the time of purchase, “A-1” by S&P and “P-1” by Moody’s and which matures not more than two hundred seventy (270) days after the date of purchase.
- f) Certificates of deposit and time deposits of any U.S. depository institution or trust company.
- g) Money market mutual fund accounts that adhere to SEC rule 2a-7

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**5.3 Investment Restrictions**

- Limit of \$500,000 with a single issuer, other than the U.S. Government
- Certificates of deposit and time deposits limited to no more than \$250,000 invested in any one Federal Deposit Insurance Corporation (FDIC) covered bank or financial institution to ensure ACE is covered under FDIC insurance
- Maximum investment term of two (2) years
- Should investment opportunities arise that are not listed above, investment consent can be obtained through the approval of at least two of the following: Chair of the Board, Secretary/Treasurer of the Board, or ACE Executive Director. This approval must be in writing and reported to the Board at their next meeting.

**Section 6: Natural Gas Pricing**


All pricing for Choice Gas Program accounts is run through ACE’s contracted natural gas supplier’s pricing model. The Director of Gas Operations is authorized to negotiate with the contracted natural gas supplier to modify the pricing if desired, based on market conditions and competitive pricing. The Director of Gas Operations may also request hedging of a portion of anticipated load by the contracted natural gas supplier throughout the year as indicated by market conditions and forecasts. Prices for residential and commercial customers obtained from the contracted natural gas supplier may be quoted by ACE call center staff and staff members assigned to ACE.

**Section 7: Contracts**

Pursuant to the ACE Bylaws, ACE’s Executive Director is authorized to execute or delegate the authority to execute any contract or other instrument which has been approved by the Board. The Executive Director is also authorized to execute or delegate the authority to execute any contract or other instrument necessary to effectively operate ACE where, in the judgment of the Executive Director, it is not in the best interests of ACE to delay action until the next meeting of the Board. At the next Board meeting following such action, where the amount involved exceeds \$10,000, the Executive Director shall report the execution of such contract or other instrument, excluding routine sales transactions.

The Executive Director has made delegations of signature authority, which may be changed by the Executive Director from time to time. Delegations of signature authority are maintained by the General Counsel.

Members of staff authorized to sign contracts are accountable to minimize risk to members and ensure compliance with appropriate laws, regulations, bylaws and policies.

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**Section 8: Credit**

ACE’s credit policy is established to address financial risk including prevention of loss of revenue due to the inability of counterparties to meet their payment obligations. Before entering into an agreement with a natural gas supplier, ACE will investigate the counterparty’s financial solvency and business reputation.

ACE will review financial information such as current financial statements and audited financial statements, with accompanying footnotes, for the two immediately preceding fiscal years for financial solvency and contingencies that could impact the counterparty’s financial strength and will consider the counterparty’s financial position, references, rating agency reports, and other available information.

**Section 9: Internal Control Procedures**

In order to maintain the integrity and accuracy of ACE’s financial records, internal control processes and procedures have been developed and implemented in all areas of financial accountability, which include the following:

1. Purchases, accounts payable, cash disbursements and electronic payments,
2. Invoicing, accounts receivable, cash receipts and bank reconciliations, and
3. Payroll processing

The internal control processes are reviewed annually by an independent auditor as part of the annual financial statement audit. The auditors consider internal control processes relevant to the preparation and fair presentation of the financial statements but not for the purpose of expressing an opinion on the effectiveness of ACE’s internal control processes. Such review includes analysis of adequate segregation of duties between department personnel and evaluating the appropriateness of accounting policies.

**Section 10: Annual Budget and Financial Forecasts**


Annually, ACE will prepare a detailed budget for the immediately succeeding fiscal year based on known information and other quantifiable information.

ACE may also prepare a financial forecast based on projected costs and capital needs.

**Section 11: Commercial Insurance**

To minimize the risk of loss due to an event beyond ACE’s control, ACE reviews its insurance package on an annual basis to ensure that insurance coverage is in effect for any area of exposure of loss of a catastrophic nature. Coverage limits are increased, added or deleted as the situation warrants.

Insurance coverage may include: Property and contents, business interruption, general liability, automotive, inland marine, workers’ compensation, cyber risk, crime, commercial umbrella, directors and officers, fiduciary and dishonesty and may include other applicable insurance products when relevant and reasonable.

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**Section 12: Member Distribution**

At least annually, the Board will consider the projected fiscal year financial results, cash reserve funds, and net position of ACE in determining whether to authorize a Member Distribution. The Board will generally consider a Member Distribution at the January meeting.


The Board will first consider a Member Distribution based on Board meeting attendance. To qualify for the Member Distribution, the Member’s representative or alternate representative must have counted toward meeting quorum. The Member Distribution will consist of \$300 for each Board meeting attended in-person by the Member’s representative/alternate representative and \$100 for each Board meeting attended virtually by the Member’s representative/alternate representative, rolling distribution to distribution.

The Board will then consider a Member Distribution consisting of \$1,000 per Member for completing a qualifying Choice Gas year marketing activity, as determined by ACE staff, rolling distribution to distribution.

~~After consideration of the projected fiscal year financial results and net position of ACE including any Member Distributions based on Board meeting attendance and qualifying Choice Gas year marketing activity, t~~Next, the Board ~~may will~~ consider an additional Member Distribution of an amount to be determined by the Board to be distributed to Members and allocated as follows:

- ~~[5% OR 10%]~~45% to all Members allocated based upon each Member’s volumes as a percentage of the total volumes of all Members for the rolling last three calendar years.
- ~~[90% OR 85%]~~50% to Qualifying Members allocated based upon each Qualifying Member’s volumes as a percentage of the total volumes of all Qualifying Members for the rolling last three calendar years. Qualifying Members will consist of Members who had ACE as the natural gas supplier for the Member’s eligible municipal accounts on the date the Member Distribution is authorized. Members who do not have a municipal account in the Choice Gas Program will also be deemed a Qualifying Member. Qualifying Members will be determined by ACE staff with discretion given to ACE staff for consideration of balloting errors by Members.
- 5% to Qualifying Founding Members allocated based upon each Qualifying Founding Member’s contribution as a percentage of the total contributed by all Qualifying Founding Members. Qualifying Founding Members will consist of Founding Members who had ACE as the natural gas supplier for the Founding Member’s eligible municipal accounts on the date the Member Distribution is authorized. Founding Members who do not have a municipal account in the Choice Gas Program will also be deemed a Qualifying Founding Member. Qualifying Founding Members will be determined by ACE staff with discretion given to ACE staff for consideration of balloting errors by Members.

Payment of approved Member Distributions will generally occur in February or March and will consist of the combined total of the amounts authorized for Board meeting attendance, qualifying Choice Gas year marketing activity, and any additional Member Distribution.

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**Section 13: Business Travel Reimbursement Policy**

ACE does not reimburse Directors or Alternate Directors for travel to ACE Board meetings. The Board has approved a Business Travel Reimbursement Policy (“Travel Policy”) that provides guidelines for reimbursement to ACE Directors or Alternate Directors for reasonable business travel expenses incurred while traveling to ACE Executive Committee meetings not held in conjunction with ACE Board meetings and on other ACE company business approved by the Board, Executive Director or Director of Gas Operations. The Travel Policy may be modified by the Board from time to time. The Travel Policy is included as Appendix A.

**Administrative Policies and Guidelines**

**Section 14: Whistleblower**

The NMPP Energy Employee Handbook includes a whistleblower policy which defines a whistleblower as an employee of NMPP who reports an activity that he/she considers to be illegal or dishonest, to an appropriate person as outlined in the policy. The Policy provides examples and guidelines regarding reporting.

**Section 15: Records Retention and Disposition**

Guidelines are available to staff and the Board to define a record and a non-record. Records are retained and disposed of in accordance with Records Retention Schedules that have been approved by the Nebraska Records Management Division.

**Section 16: Anti-Harassment Policy**

The Board is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. As part of that commitment, the Board has adopted an Anti-Harassment Policy which is included as Appendix B.


**Section 17: Board Director and Alternate Director and Board Chair Job Descriptions**

The Board adopted job descriptions for Board Directors and Alternate Directors and the position of Board Chair as helpful tools to outline what is expected of the Board Directors and Alternate Directors and member communities. These job descriptions do not replace the guidelines provided in the ACE Bylaws. The job descriptions are included as Appendix C.

**Section 18: Identity Theft Prevention Program**

~~The Board adopted an Identity Theft Prevention Program (Program) to detect, prevent and mitigate Identity Theft in connection with the opening and maintenance of utility accounts. The Program Administrator is the Executive Director. The Program will be reviewed and updated, if necessary, on an at least annual basis. Staff will report on any red flags identified, resulting actions or needed changes to the Program as needed.~~



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**Section 1918: Public Participation Policy**

The Board adopted a policy regarding public participation at ACE meetings which qualify as a meeting under the Nebraska Open Meetings Act. The Public Participation Policy is included as Appendix D.


**Section 2019: Conflict of Interest**

The Board has determined that effective oversight and governance has components of legal, fiduciary and policy responsibilities, and that the Board has a fiduciary duty of reasonable care, loyalty, and good faith. The Board’s Conflict of Interest Policy is included as Appendix E.


The Joint Operating Committee Agreement, signed by ACE, contains Section XIV regarding “Conflict of Interest”, whereby the parties waive any actual or potential conflict of interest, in matters mutual in nature that may arise as a result of the shared status of Directors, Officers, trustees, employees or agents. All parties have access to independent legal counsel.

Revision History

Version	Effective Date	Description of Revision
1.0	November 14, 2018	Adoption of full policy and guidelines document including Member Distribution revision from the May 16, 2018 meeting
2.0	November 20, 2019	Errata changes. Clarification of Board approved company business in Section 13: Business Travel Reimbursement Policy. Addition of Section 19: Identity Theft Prevention Program.
3.0	November 10, 2020	Revision of Member Distribution to include an incentive of \$1,000 per Member that completes a qualifying Choice Gas year marketing activity
4.0	February 1, 2022	Approved at January 19, 2022 Board meeting. Errata changes. Revision to Section 5: Investments to provide better clarity. Revision to Section 7: Contracts to report “execution of” rather than “significant details” of contracts. Revision to Section 11: Commercial Insurance for consistency with policy for other NMPP Energy organizations. Revision to Section 12: Member Distribution related to attendance at virtual meetings and distribution allocation.
5.0	November 16, 2022	Adoption of Section 20: Public Participation Policy
6.0	January 18, 2023	Revision of Section 12: Member Distribution to correct formula for allocating distribution to Qualifying Founding Members
7.0	March 9, 2023	Update to Section 7: Contracts to incorporate changes made by the Executive Director/CEO to the delegations of signature authority.
8.0	May 15, 2024	Update to Section 3: Liquidity to include a more robust cash reserve policy. Miscellaneous updates to reflect current procedures.

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9.0	November 13, 2024	Update to Section 14: Revision of Conflict of Interest language. Moved Section 14 "Conflict of Interest" to a new Section 20 and renumbered Sections 15-20 accordingly.
<u>10.0</u>	<u>February 1, 2025</u>	<u>Approved at January 22, 2025 meeting. Revision to Section 12: Member Distribution to increase the amount allocated to Qualifying Members from 50% to [90% OR 85%]. Elimination of Section 18: Identity Theft Prevention Program due to end of program and corresponding renumbering of remaining sections.</u>

	Revision No.	6.0
	Effective Date	May 15, 2024
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**Appendix A: Business Travel Reimbursement Policy**

**Section 1: General Statement**

Subject to the provisions set forth below, the Public Alliance for Community Energy (ACE) will reimburse Directors for reasonable business travel expenses incurred while traveling to ACE Executive Committee meetings not held in conjunction with an ACE Board of Directors (Board) meeting or on other ACE company business approved by the Board, Executive Director or Director of Gas Operations.

Reimbursement for attendance at ACE Executive Committee meetings that include a virtual option will be at the discretion of the Executive Director or Chair of the Board based on the expected length, nature and topic of the meeting and will be communicated to committee members prior to the meeting.

**Section 2: Expenses**

**Section 2.1 Reimbursable Expenses**

The actual costs of meeting registration, travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by ACE. Directors are expected to limit expenses to reasonable amounts. Directors are asked to consider projected time and distance of travel and the resulting actual costs in determining whether to fly or drive and whether to rent or use a personal or employer-provided vehicle. Directors will be reimbursed for use of a personal or employer-provided vehicle for ACE business at the then-current Internal Revenue Service auto mileage reimbursement rate. Directors are asked to consider hotel amenities, location, convenience and comparable costs in selecting reasonable lodging arrangements. Directors shall make use of available corporate and discount rates for lodging.

In addition, ACE will reimburse reasonable business travel expenses incurred by Directors while on other ACE business. Other ACE business must be approved in advance by the Board, Executive Director, or Director of Gas Operations and includes attendance at events such as conventions, workshops and related events.


**Section 2.2 Travel Arrangements**

The Administrative Assistant for ACE, who serves as the ACE travel coordinator, is available to assist Directors in selecting lodging arrangements and making lodging reservations.

When possible, travel arrangements and lodging reservations for other ACE business including attendance at events such as conventions, workshops and related events should be made through ACE.

**Section 2.3 Non-Reimbursable Expenses**

Other expense categories excluded from reimbursement include, but are not limited to: housing allowance or residence for personal use, payments for business use of personal residence, health or social club dues or initiation fees, personal services (e.g. maid, chauffeur, chef), tax indemnification and gross up payments, discretionary spending accounts, in-room movies, parking tickets or fines,

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entertainment expenses unless associated with a business activity, travel insurance, valet parking service (unless personal parking is not available), and purchase of personal items (clothing, toiletry items, spa use), alcoholic beverages, and meal costs when an NMPP Energy sponsored meal option was available. First class and/or charter travel will not be reimbursed unless required for the completion of ACE business and the receipt of prior Board or Executive Director approval.

**Section 3: Accidents**

Directors who are involved in an accident while traveling on ACE business must promptly report the incident to Nebraska Municipal Power Pool’s General Counsel. Vehicles owned, leased, or rented by ACE or another NMPP Energy organization may not be used for personal use without prior approval by the Executive Director.

**Section 4: Travel with Family Member or Friend**

Directors on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Additional or incremental expenses arising from a family member or friend are the responsibility of the Director.

**Section 5: Travel Expense Documentation**

**Section 5.1 Process**


When travel is completed, directors should submit completed, itemized business travel reimbursement request reports within 30 days to the Director of Gas Operations or his/her designee. A sample Business Travel Reimbursement Request form is available upon request. Business travel reimbursement request reports must be accompanied by an itemized receipt for each business expense item explaining the business purpose of the expense. Specifically, in order to provide proof during a sales tax audit, ACE must be able to show documentation that sales tax is paid on each purchase. Mileage requests should note the location and mileage traveled and be supported by an internet printout verifying the related mileage from the Director’s community to the site of the business meeting or event. This support is not expected to agree exactly to the mileage requested as additional business travel within the individual cities, etc. is expected. The printout serves to support the reasonableness of the request. Request for reimbursement of an expense without an itemized receipt will be refused. Payment will be made by ACE as directed on the travel expense report through ACE’s normal payment process.

**Section 5.2 Expenses Report**

Submission of an expense report requesting reimbursement payment to the Director shall constitute a certification the Director has not and will not be reimbursed by the Director’s community or any other party for the same expenses and the Director’s community prefers direct payment to the Director rather than to the Director’s community.

**Section 5.3 Abuse**

Abuse of this business travel reimbursement policy, including falsifying expense reports to reflect costs not incurred by the Director, can be grounds for denial of reimbursement and filing of criminal charges.

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Revision History

Version	Effective Date	Description of Revision
1.0	June 9, 2010	Adoption of policy
2.0	November 19, 2014	Periodic review and update
3.0	November 14, 2018	Periodic review and update & clarify Executive Committee reimbursement
4.0	November 20, 2019	Errata changes, clarified Board approved company business, meal cost reimbursement when a meal has been provided, and added availability of Administrative Assistant to assist with travel arrangements
5.0	February 1, 2022	Approved at January 19, 2022, Board meeting. Errata changes.
6.0	May 15, 2024	Added section headings for readability. Updated to reflect changes in practices.

	Revision No.	2.0
	Effective Date	May 15, 2024
<b>Anti-Harassment Policy for Members of the Board of Directors</b>	<b>Distribution Restriction: Public Document</b>	

**Appendix B: Anti-Harassment Policy for Members of the Board of Directors**

NMPP Energy (Nebraska Municipal Power Pool, Municipal Energy Agency of Nebraska, National Public Gas Agency, and the Public Alliance for Community Energy, referred to as “the organization”) is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual’s sex, race, color, sexual orientation, gender identity, national origin, age, religion, disability, genetic information, pregnancy, or any other legally protected characteristic are not appropriate and may rise to the level of unlawful harassment if they are unwelcome, severe or pervasive, and/or create a hostile environment. There are numerous Federal, State, and local laws which govern discriminatory and harassing conduct.\*

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender based harassment of a person of the same sex as the harasser. The following is a partial list of examples of inappropriate behaviors that are to be avoided because they might be unlawful if they meet the definition of harassment:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals for a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

In the course of carrying out their duties for NMPP Energy, no board member has been given any authority by the organization to require any employee, vendor, member or supplier to enter into any type of sexual relationship, to demean any individual because of gender/sex or any other protected characteristic, or to require any such person to listen to or participate in sexual discussions (including sexual jokes) which are unwelcome or offensive to such individual.

Likewise, no board member has been given any authority to require any employee, vendor, member or supplier to adopt any particular religious views, to demean any individual because of their religious views, or to require any such person to listen to or participate in religious discussions which are unwelcome or offensive to that individual. Furthermore, no board member has been given any

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authority to demean any employee, member, vendor, or supplier because of their race or ethnic background or the existence of any disability, or to require any such individual to listen to offensive or unwelcome jokes or remarks based upon race, ethnicity or disability.

Under the law, this type of rude behavior is also likely to be considered unlawful “harassment” if the initiator knew that the conduct would be unwelcome or offensive (or the conduct was of the type which most reasonable people would have realized would be offensive under the circumstances). If an employee is offended, the offender should be informed that his or her conduct is upsetting, and be given a chance to correct the problem. However, common sense should prevail, and cases of serious misbehavior should be brought immediately to the attention of management (as should situations where offensive behavior continues, even after objection has been registered) so that an investigation can be conducted.


Any board member who is determined, after an investigation, to have engaged in sexual or other unlawful harassment shall be subject to disciplinary action, including removal from the Board of Directors where warranted.

The Board of Directors recognizes that the NMPP Energy Employee Handbook shall include a Workplace Harassment Policy for staff.

*\*A sample of these laws include, but are not limited to,: Title VII of the Civil Rights Act, Age Discrimination in Employment Act (ADEA), Equal Pay Act, Pregnancy Discrimination Act, Immigration Reform and Control Act, Americans with Disability Act (ADA), Nebraska Fair Employment Practice Act.*

Revision History

Version	Effective Date	Description of Revision
1.0	November 14, 2018	Adoption of policy
2.0	May 15, 2024	Updated referenced title of NMPP Energy Policy Manual to Employee Handbook

	Revision No.	4.0
	Effective Date	November 13, 2024
<b>Board Director and Alternate Director and Board Chair Job Descriptions</b>	<b>Distribution Restriction: Public Document</b>	

**Appendix C: Board Director and Alternate Director and Board Chair Job Descriptions**

**Board Director and Alternate Director Job Description**


Responsibilities

- Regularly attend Board meetings.
- Make a serious commitment to participate actively in Board and committee work, including planning work and development of organizational strategy and goals.
- Review agenda and supporting meeting materials prior to Board and committee meetings.
- Be informed about the organization’s mission, services, policies and programs.
- Keep up to date on developments in the organization’s field.
- Get to know other Board Directors and Alternate Directors and build a collegial working relationship that contributes to consensus.
- Follow all organizational policies, and abide by confidentiality agreements and provisions.
- Assist the Board in carrying out its fiduciary responsibilities such as regularly reviewing the organization’s financial performance, approving the annual budget, accepting the annual audit, and establishing investment policies and monitoring investment performance.
- Maintain professional working relationship with staff, utilize appropriate chain of command for questions or concerns, recognize and appropriately manage authority and role as a Board Director or Alternate Director.
- Promote mission and visibility of ACE in the community. Unless expressly authorized by the Board or the Executive Director, Directors and Alternate Directors are not granted the authority to speak on ACE’s behalf. Any statements made by Directors or Alternate Directors are strictly their own.
  - All Directors and Alternate Directors shall include one of the following disclaimers on all personal social media accounts used to communicate information about ACE or ACE’s activities:
    - “This is a personal social media account.”
    - “The views expressed on this account are strictly my own.”

Personal Characteristics to Consider

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to prepare for and attend Board and committee meetings, ask questions, actively provide input, interact respectfully with staff and Board Directors and Alternate Directors, and contribute positively to group dynamics.
- Maintain or develop skills necessary to read and understand financial statements, learn more about the energy and energy services business, understand role and responsibility as a Board Director or Alternate Director.
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and concern for the organization’s welfare.



	Revision No.	4.0
	Effective Date	November 13, 2024
<b>Board Director and Alternate Director and Board Chair Job Descriptions</b>	<b>Distribution Restriction: Public Document</b>	

**Board Chair Job Description**

Responsibilities


- Preside over meetings of the Board. See that it functions effectively, interacts with management and staff optimally, and fulfills all of its duties.
- Assist with the development of agendas.
- Encourage regular attendance and active participation in meetings by all Board Directors and Alternate Directors.
- Ask for nominations and appoint representatives to committees as needed.
- Represent the Board on the Joint Operating Committee. Report to the Board the actions of the Joint Operating Committee.
- Reflect any concerns management has in regard to the role of the Board or individual Board Directors or Alternate Directors. Reflect to the Executive Director the concerns of the Board and other constituencies.
- Oversee development of any policies and procedures to ensure the Board is complying with its fiduciary responsibilities, and legal and regulatory requirements.
- Oversee role planning and strategy development.
- Establish a relationship to outside counsel as needed if situation arises.
- Welcome new Board Directors and Alternate Directors and ensure they are oriented to their new role and responsibilities.
- Annually review the performance of the Board and take steps to improve its performance.
- Serve as the ACE-appointed representative on the Nebraska Municipal Power Pool Board of Directors.

Personal Characteristics to Consider (in addition to those of a Board Director and Alternate Director)


- Skills as a group facilitator, including ability to lead by example, encourage active participation, listen attentively, pose questions to achieve clarification and shared meaning, respond with respect and courtesy, and intervene privately when necessary. Maintain confidentiality in dealing with sensitive matters.
- Understanding of financial statements and sound business management practices.
- Ability to establish a positive working relationship with key staff and engage in discussions regarding Board and staff roles, responsibilities, and performance.
- Ability to provide candid and constructive feedback.

Revision History

Version	Effective Date	Description of Revision
1.0	January 21, 2015	Adoption of Job Descriptions
2.0	November 20, 2019	Errata changes

	Revision No.	4.0
	Effective Date	November 13, 2024
<b>Board Director and Alternate Director and Board Chair Job Descriptions</b>	<b>Distribution Restriction: Public Document</b>	


3.0	May 15, 2024	Miscellaneous changes to reflect current practices.
4.0	November 13, 2024	Modify speaking authority and require a social media disclaimer.

	Revision No.	2.0
	Effective Date	May 15, 2024
<b>Public Participation Policy</b>	<b>Distribution Restriction: Public Document</b>	

**Appendix D: Public Participation Policy**

In accordance with the Open Meetings Act of the State of Nebraska Neb. Rev. Stat. § 84-1407 et seq. (Act), which provides that every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act, and which provides that a public body shall allow members of the public an opportunity to speak at each meeting (except for permissible closed sessions) and that a public body may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing, the Public Alliance for Community Energy (ACE) Board of Directors (Board) has adopted the following policy for public participation at ACE meetings which qualify as a meeting under the Act:


1. Attendance
  - a. Members of the public are permitted to attend meetings of the Board and committees of the Board which are required to be open to the public under the Act (excluding permissible closed sessions) or which are published as meetings open to the public.
  - b. ACE will not require members of the public to identify themselves as a condition for admission to a meeting.
2. Speaking
  - a. A public comment period will be offered at each meeting (excluding permissible closed sessions). The public comment period will generally be a maximum of (30) minutes and will be handled on a first-come, first-served basis. The presiding officer shall have the discretion to adjust the amount of time set aside for public comment, and the amount of time set aside may, at the presiding officer's discretion, vary from meeting to meeting.
  - b. Every member of the public addressing the public body shall begin by stating his or her name, address (unless the address requirement is waived to protect the security of the individual) and the name of any organization represented by such person, for the purpose of maintaining a proper record.
  - c. Remarks shall be concise and limited to no more than three (3) minutes unless further time is granted by the presiding officer.
  - d. All remarks made shall be addressed to the Board or committee as a body and not to any individual member thereof.
3. Recording
  - a. The presiding officer of the meeting may designate a location for persons attending, videotaping, televising, photographing, broadcasting or recording the meetings.
4. All members of the public in attendance and those speaking are required to be courteous and respectful to others in attendance and to members of the public body. Members of the public are not allowed to interrupt other speakers or public body members, to threaten the safety of meeting attendees, to behave in a hostile or disruptive manner.
5. Persons in violation of this policy may be asked to leave.

	Revision No.	2.0
	Effective Date	May 15, 2024
<b>Public Participation Policy</b>		Distribution Restriction: Public Document

- 6. ACE may at any time make and enforce other rules regarding the conduct of persons attending or speaking at ACE meetings.

Revision History

Version	Effective Date	Description of Revision
1.0	November 16, 2022	Adoption of policy.
2.0	May 15, 2024	Revisions to comply with approved LB 43, which allows members of the public to speak at each public meeting (excluding closed sessions).

	Revision No.	1.0
	Effective Date	November 13, 2024
<b>Conflict of Interest Policy</b>		Distribution Restriction: Public Document

**Appendix E: Conflict of Interest Policy**

Section 1. A Conflict of Interest is defined as a financial benefit or detriment to a director or alternate director, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of an action on the public generally or a broad segment of the public. A Conflict of Interest shall not arise by reason of the mere fact that a director or alternate director is an employee of, elected or appointed official of, or otherwise represents, a participating municipality.


Section 2. Any director or alternate director who would be required to take any action or make any decision in the discharge of his or her official duties that may cause a Conflict of Interest, shall take the following actions as soon as he or she is aware of such potential Conflict of Interest or should reasonably be aware of such potential Conflict of Interest, whichever is sooner: (1) prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; (2) deliver a copy of the statement to the Executive Director and the Secretary-Treasurer, which statement shall be entered onto the public records of ACE; and (3) abstain from participating or voting on the matter in which the director or alternate director has a Conflict of Interest. If the director or alternate director in question disputes as to whether a Conflict of Interest is present, the matter shall be decided by the affirmative vote of a majority of the votes cast in any regular or special meeting of the Board. A director or alternate director may be removed from the Board for failure to comply with this Policy.

Section 3. The fact that a director or alternate director with a Conflict of Interest fails to disclose the conflict, as required, and participates in a vote on an issue in which he or she has a Conflict of Interest shall not affect the validity of the action taken by the Board on the issue.

Section 4. For purposes of this Policy, the following definitions apply:

A. Business shall mean any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity, or entity.

B. Business with which the individual is associated or business association shall mean a business: (1) In which the individual is a partner, limited liability company member, director, or officer; or (2) in which the individual or a member of the individual's immediate family is a stockholder of closed

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	Effective Date	November 13, 2024
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corporation stock worth one thousand dollars or more at fair market value or which represents more than a five percent equity interest or is a stockholder of publicly traded stock worth ten thousand dollars or more at fair market value or which represents more than ten percent equity interest. An individual who occupies a confidential professional relationship protected by law shall be exempt from this section. This section shall not apply to publicly traded stock under a trading account if the director or alternate director reports the name and address of the stockbroker.

C. Immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

Revision History

Version	Effective Date	Description of Revision
1.0	November 13, 2024	Adoption of policy.