

LA PLATA ELECTRIC ASSOCIATION, INC.
DURANGO, COLORADO

MANAGEMENT DIRECTIVE NO. 570

LPEA Service Charge

I. OBJECTIVE

To insure uniformity in basic charges for LPEA information requests, copies, documents, and property damage.

II. POLICY

- A. All information supplied to members, customers, or individuals shall be in compliance with LPEA Policy 117, Member Requests for Cooperative Information.
- B. Charges and descriptions for the following services are:
1. Copies will be charged at \$.20 per page for a letter, legal, or 14 1/2" X 17" sized documents. This charge will include labor and materials to copy only. An employee of LPEA must make all copies.
 2. Computer generated documents will be charged at \$.20 per page not including labor (#4) for setup or special programming.
 3. Computer generated labels will be charged at \$.25 per page not including labor (#4) for setup or special programming.
 4. Labor (only time that is not considered to be a normal day to day course of business) charges to members for, but not limited to special programming, research, compiling, special copies, setup, etc. are as follows:
 - a. \$20.00 per hour for Office Clerk or General Secretary
 - b. \$25.00 per hour for Professional Staff
 - c. \$30.00 per hour for Management or Department Head
 5. Outside professional services including but not limited to attorneys fees, accountant fees, or management fees required to complete a request will be billed at the rate charged to LPEA.

6. Customized requests (those items that serve the sole purpose of the individual requesting the information and would not be produced for any business purpose of LPEA) will be billed for the total of all related costs.
7. Contracted services by LPEA to outside organizations will be negotiated as individual contracts approved by the department head or CEO.

C. Charges for damages to LPEA property.

1. Charges for damages to LPEA property will be billed; LPEA's cost to repair the damage or to restore the property to original condition at the time of the occurrence. Charges for damage of underground electrical facilities will be in accordance with Colorado Revised Statutes. These charges will include but not limited to:
 - a. The repairing individual(s) straight time wage times 1.50 for overhead costs. If overtime is required, the overtime wage will be added to the previous charge.
 - b. Mileage will be billed at the IRS Standard Mileage Rate for the year that the repair is made on a regular vehicle and current per hour charge for large power equipment used.
 - c. All material plus material overhead used to complete the repairs.

III. RESPONSIBILITY

1. The Chief Financial Officer will review costs annually and make any recommendations for changes.
2. The Controller is responsible for an itemized bill to be distributed to the applicable parties.
3. All Department Managers are responsible to ensure proper charges are furnished to the Controller in a timely manner to ensure a correct bill is generated.

Date

Chief Executive Officer