

KOOTENAI ELECTRIC COOPERATIVE, INC.
Policy No. 3-6A

I. SUBJECT: Member Requests for Cooperative Information

II. OBJECTIVES:

- A. To establish and explain the types of information routinely available to members without restriction or condition;
- B. To establish and explain the types of information only made available upon proper written request;
- C. To set forth the general process whereby members may obtain information regarding the Cooperative's operations; and
- D. To establish and explain the types of information which must, in the best interest of the Cooperative, be maintained as privileged, confidential and/or proprietary information and therefore may not be made available to members.

III. POLICY:

A. GENERAL

- 1. The Board of Directors of the Kootenai Electric Cooperative, Inc. (hereinafter the "Cooperative") shall strive to keep the Cooperative's members adequately informed about the Cooperative's operations and financial condition while appropriately protecting privileged, confidential and proprietary information.
- 2. To this end, the Cooperative shall routinely make available information in various ways, including through: its newsletter, website, information available at the Cooperative's offices and reports presented at membership meetings (herein the "Routinely Available Information").

B. PUBLICALLY DISCLOSED INFORMATION

- 1. In furtherance of this policy, the Cooperative shall, as outlined herein, provide copies of the following information to its members upon request:
 - a. The Cooperative's Articles of Incorporation, Bylaws, rate schedules and service rules;
 - b. The annual reports provided to the members at the annual meeting of the members;

- b. Any publications the Cooperative maintains as available for general distribution to its members;
 - c. Year-end operating and other financial reports respecting the Cooperative's previous three (3) fiscal years that are periodically filed with various governmental agencies and lenders;
 - d. Formal audit reports rendered periodically by independent auditors; and
 - e. The minutes of any annual member meeting occurring within the ten (10) year period prior to the request.
2. The Cooperative promulgates and maintains policies that address various aspects of its operations. Certain of said policies shall be maintained as generally available to Cooperative members and the general public, while other policies, due to their subject matter, shall not be generally available and shall be maintained as Protected Information. Procedures promulgated by the Cooperative shall not be considered as generally available information as shall instead be maintained and treated as Protected Information. The policies set forth and identified in Exhibit "A" attached hereto shall be considered as generally available and shall be published on the Cooperative's website:

C. PROTECTED INFORMATION

1. Subject to the conditions and limitations set forth below, the following information (herein the "Protected Information") shall be considered protected and may be made available only to KEC members in good standing with the Cooperative:
- a. The regular minutes of any prior meeting of the Board of Directors;
 - b. Selected portions of monthly or other special operating and financial reports submitted by management to the Board of Directors, provided that such information is not privileged, confidential, proprietary or otherwise deemed inappropriate for public disclosure; and
 - c. Other Cooperative information deemed appropriate and relevant to a member's interest.
2. Such Protected Information shall only be made available upon a member's proper submission of the Cooperative's "Member Request for Information Form," attached hereto for reference.

3. Upon receipt of a properly completed request form, the Cooperative shall then determine that the member's request for information satisfies each of the restrictions, conditions and requirements set forth in Section III.D. below.

D. RESTRICTIONS ON INFORMATION

1. Access to Protected Information may be denied for the following reasons:
 - a. The member is not in good standing with the Cooperative;
 - b. Such request is deemed to be for an unlawful or improper purpose;
 - c. The member fails or refuses to complete, sign and submit the attached Request for Information form and to make the warranties and representations set forth therein;
 - d. The request is for a purpose that is not reasonably related to the business of the Cooperative;
 - e. The request is not for a legitimate purpose, or is to gratify mere curiosity, or is inimical to the lawful interest of the Cooperative, or is for a purpose not reasonably germane to the interest of the member as such;
 - f. The member refuses to execute an agreement restricting the member's use of such information in such lawful manner as may be necessary to protect the legitimate interest of the Cooperative, its members and/or employees;
 - g. The information sought is of such a nature that, if disclosed, such disclosure would violate a person's right to privacy, violate any agreement with third parties, or adversely affect the Cooperative in its ongoing or anticipated negotiations with third parties;
 - h. The information sought is of such a nature that, if disclosed, such disclosure would adversely affect the Cooperative unduly when measured against the possible competing interest of the member seeking to examine such information;
 - i. The information sought is of such a nature that, if disclosed, such disclosure would violate the privilege of confidential communication between the Cooperative and third parties or the Cooperative's legal counsel; or

- j. The information requested relates to trade secrets or other information that is reasonably deemed privileged, confidential or proprietary.

2. The Cooperative disclaims any liability resulting from the unauthorized publication of information disclosed under the provisions of this policy and may recall any information provided hereunder. Furthermore, any requesting party may be required to return the information provided once their use for such information has expired or they have been deemed to utilize the information, or any portion thereof, for an improper purpose.

E. MANNER OF INFORMATION REQUEST

A request for the information listed herein as Protected Information must be submitted in writing using the attached Request for Information form and clearly and unambiguously express the need for the information stated therein.

F. REQUEST REVIEW

In the event the Cooperative receives an information request that is bona fide and meets the criteria established by this Policy, then the Cooperative shall, within a reasonable period of time which shall not exceed thirty (30) days after the receipt of any such request, review the request and provide the information in a timeframe and format the Cooperative deems appropriate in its sole discretion.

G. REQUEST FOR SELF INFORMATION

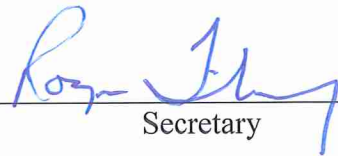
1. A member may request the release of his or her own member information.
2. A member may direct the Cooperative to release specific and necessary member information to companies and/or individuals by completing and submitting the "Authorization to Release Member Information" form attached for reference

H. COST TO PROVIDE INFORMATION

The member shall be responsible for the reasonable cost of producing and providing the requested information. Such costs shall specifically include, yet shall not be limited to, administrative, labor, overhead, legal, and other like and similar costs and expenses resulting from or otherwise related to the member's request for information. Provided, the Cooperative shall have the discretion to waive any such costs in the event the requested information is Routinely Available Information, Publically Disclosed Information and/or such costs are de minimus in nature.

- IV. **RESPONSIBILITY:** The Cooperative's Chief Executive Officer shall be responsible for the administration of this policy and shall seek the advice and input of legal counsel and the Board of Directors as deemed appropriate.

Adopted: 09/26/86
Amended: 08/21/87 10/30/14
 09/18/90 07/24/18
 07/23/91
 08/30/01
 04/26/12

Attested:  Secretary

KOOTENAI ELECTRIC COOPERATIVE
EXHIBIT "A"
TABLE OF PUBLISHED POLICIES

Policy No.	Policy Title
1-1	Purpose and Determination of Cooperative Policies
2-1	Equal Employment Opportunity
2-25	Qualification for Eligibility for Service on the Cooperative's Board of Directors
2-26	Employee/Member Rights and Obligations
3-1	Escalating Member Communications
3-3	Deposits, Billing and Credit & Collection
3-4	Line Extension & Line Modifications
3-6A	Member Requests for Cooperative Information
3-6B	Nonmember Requests for Information and Adoption of a Financial Privacy Policy
3-7	Attendance by Members or Others at Meetings of the Board of Directors
3-8	Vegetation Management
3-11	Changes in Rates
3-12	Capital Credits
3-13	Unclaimed Capital Credits
3-14	Meter Reading & Meter Access
3-16	Suspension and Expulsion of Members

KOOTENAI ELECTRIC COOPERATIVE
EXHIBIT "B"
REQUEST FOR INFORMATION

TO: Kootenai Electric Cooperative, Inc.
2451 West Dakota Ave.
Hayden, Idaho 83835

In accordance with the policies of the Kootenai Electric Cooperative, I hereby submit my request to examine and inspect certain books, records and information of the Cooperative and warrant, represent and certify each of the following statements:

1. I am a member in good standing with the Cooperative. My full name, address, telephone number and member account number appearing on the Cooperative records are as follows:

(Member Name)

(Address)

(City)

(State)

(Zip)

(Telephone Number)

(Cooperative Account Number)

2. The specific Cooperative information which I desire to examine and inspect is:

3. The purpose for which I desire to examine and inspect this information is:

4. This examination and inspection is for a purpose reasonably related to the business of the Cooperative.

5. I understand that this request for information may be denied if the information sought to be examined is of such a nature that examination and inspection would:

- A. Violate a person's right to privacy, violate any agreement with third parties, or adversely affect the Cooperative in its negotiations with third parties;
- B. Adversely affect the Cooperative unduly out of proportion to the possible competing interest of the member seeking to examine such information;
- C. Violate the privilege of confidential communication between the Cooperative and its attorney;
- D. If the examination and inspection is not for a legitimate purpose, or is to gratify mere curiosity, or is otherwise inimical to the lawful interest of the Cooperative, or is not reasonably germane to the interest of the member as such; or

E. If the Cooperative information sought to be inspected deals with trade secrets or other information which is privileged, confidential or proprietary.

6. I agree to return said information items upon request.
7. I shall not use the Cooperative information which I examine and inspect for any other purpose other than the purpose specified above.
8. I agree to keep all information confidential and will not disclose the same to any third party except as necessary to comply with a court order or as specifically listed below:

9. I agree to reimburse the Cooperative for the costs of producing and providing the information requested in accordance with Section III. H. of Policy No. 3-6/Member Requests for Cooperative Information. I further agree that any such production and provision of the requested information may be done on the Cooperative's premises, within a time-frame determined by the Cooperative and in a data format acceptable to the Cooperative.

DATED this _____ day of _____, 20_____.

Member Signature

STATE OF IDAHO)
 : ss.
County of Kootenai)

On this _____ day of _____, 20_____, before me personally appeared _____, to me known to be the individual described in and who executed the foregoing instrument and acknowledged that (s)he signed and sealed the same as his/her own free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL the day and year in this certificate first written above.

(SEAL)

Notary Public in and for the State of Idaho
Residing At: _____
My Commission Expires: _____

I, _____, a member of the Kootenai Electric Cooperative (the "Cooperative") do hereby authorize the Cooperative to release the information specified below to _____ for the purpose of or related to: _____

Information Requested: _____

Notary Public in and for the State of Idaho
Residing At: _____
My Commission Expires: _____