

SUBJECT: LINE EXTENSIONS & CONDITIONS OF CONSTRUCTION

I. OBJECTIVE:

This administrative policy implements board-level guidance regarding line extensions and service connections. It is the policy of the Cooperative to design and construct line extensions following the most feasible and economical route possible. This policy does the following: (1) Provides a comprehensive listing of all applicable eligibility requirements; (2) Establishes and defines the conditions for construction; (3) Sets forth a schedule of board-approved deposits, charges and fees for line extensions and service connections.

II. POLICY CONTENT

A. **Eligibility Requirements & Conditions for Construction:** Before the Cooperative will extend electric distribution line from an existing Cooperative-owned distribution line or connect electric service, the applicant for such service must meet the following eligibility requirements and conditions for construction. Any applicant for electric service that requires construction or a line extension must:

- Become a member of the Cooperative and complete all applicable forms;
- Provide proof of ownership of, provide a legal description of, and grant a utility right-of-way easement to the property to be served;
- Provide all necessary permits, licenses and notarized easements. It is the member's responsibility to obtain any additional easements from other landowners that may be required to extend the line, although the Cooperative may assist in this process. The cost of officially filing the easements will be charged to the applicant.
- Fully comply with all applicable requirements of government regulatory agencies and the Cooperative's bylaws and/or policies;
- Be responsible for right-of-way clearing in accordance with the Cooperative's specifications. Member-cleared ROW will be inspected for compliance before construction will begin. Any remediation required to meet the Cooperative's ROW specifications will be the sole responsibility of the applicant.
- Be responsible for any excavation that may be required, meeting any applicable trenching requirements.
- Provide and maintain an all-weather road leading to the service location. Such road must be accessible year-round by Cooperative vehicles and equipment. Applicant shall be responsible for all expense for the all-weather road.
- Be responsible for all property restoration, including but not limited to, road repairs, sod replacement, backfilling, grading and reseeding.
- Pay all fees, deposits or overlength charges before construction will begin.

Expectation of Payment Responsibility. Monthly billing for service availability shall begin no later than 30 days after the completion of the line extension to the member's premises regardless of status of occupancy.

- B. Refundable Construction Deposit.** If construction of the line extension is desired prior to meeting construction-in-progress requirements listed in the cost schedules below, the member (or developer in the case of a residential development) may deposit with the Cooperative a non-interest-bearing amount equal to the estimated cost of construction to be calculated as follows:

Up to 300' from an existing pole	\$1,500
Anything beyond 300'	\$10 per lineal foot

The construction deposit on **underground** primary will be calculated at \$10 per lineal foot of line.

The deposit, less any footage charges based on the applicable cost schedule below, shall be refunded to the member (or developer in the case of a residential development) at such time as all qualifications as determined by the line extension policy section under which the line was constructed have been met. If all qualifications have not been met within five (5) years, if the service is disconnected, or if the property changes ownership, the deposit shall be forfeited to the Cooperative.

Whenever the Cooperative has begun construction of a line extension, and the applicant chooses to cancel the application, the deposits made by the applicant and held by the Cooperative will be applied to the costs of construction incurred by the Cooperative. Any excess of deposits only above the incurred costs to the Cooperative will be refunded to the applicant.

- C. Service Connect Fee.** For all electric service connections requiring construction and/or engineering services, a one-time, non-refundable Service Connect Fee will apply. The appropriate Service Connect Fee will apply based on the schedules listed below*. The fee is determined by an annual cost-based analysis, with new cost schedules approved as needed by March 1. For this fee, the Cooperative will furnish and install an appropriately sized meter loop and metering equipment on a cooperative-owned utility pole (overhead construction) or pedestal (primary underground construction). All installed equipment remains the property of the Cooperative, and the Cooperative retains the right to specify the type of metering to best provide the electric service required. The Service Connect Fee will appear on the member's electric bill and is payable in full upon receipt. One of the following Service Connect Fee schedules will apply based on the circumstances of the service request:

- Schedule 1 Service Connect Fee:** This schedule applies to meter base installations for all new residential services and requires a cost-share from the member of 50% of the cost. ***Note: All CT services shall have a means of disconnect provided and installed by the member.*

100-amp service	\$ 750	100 amp transfer switch	\$ 900
200-amp service	\$ 950	200 amp transfer switch	\$1,100
320-amp service or larger	\$ 1,400	320 amp transfer switch	\$1,950
CT Service**	\$ 1,050		

- **Schedule 2 Service Connect Fee:** This schedule applies to all new services other than residential as well as all member-requested revisions or upgrades to an existing service that solely benefit the individual member. This schedule requires a cost-share from the member of 65% of the cost ***Note: All CT services shall have a means of disconnect provided and installed by the member.*

RV Loop	\$1,150		
100-amp service	\$1,000	100 amp transfer switch	\$1,200
200-amp service	\$1,250	200 amp transfer switch	\$1,400
320-amp service or larger	\$1,850	320 amp transfer switch	\$2,550
CT service **	\$1,350		

- **Schedule 3 Service Connect Fee:** This schedule applies whenever a new meter base installation is required due to failure of “grandfathered” member-owned equipment (i.e. meter loop, service wire, weatherhead/mast) or inside electrical panel due to no fault of the member. This schedule requires a cost-share from the member of 35% of the cost. ***Note: All CT services shall have a means of disconnect provided and installed by the member.*

RV Loop	\$ 600		
100-amp service	\$ 550	100 amp transfer switch	\$ 650
200-amp service	\$ 650	200 amp transfer switch	\$ 750
320-amp service or larger	\$1,000	320 amp transfer switch	\$1,350
CT service **	\$ 750		

*In cases where a Cooperative-owned and -installed meter loop is damaged or fails, due to no fault of the member (e.g. storm damage), a replacement will be provided free of charge.

D. Cost Schedule for OVERHEAD Line Construction:

1. **Single-phase overhead primary service to a permanent residential structure** defined as having: minimum 1,000 square feet of enclosed conditioned living space (on-site construction, manufactured home or prefabricated structure) attached to a permanent foundation, concrete piers or pad; and an approved water system; and an approved sanitary sewer system; and to be occupied at least nine months of the year:

Up to 300'	No Charge
301' +	\$5 per lineal foot of line

Requests to build to a permanent residential structure smaller than 1,000 sq-ft will be evaluated on a case-by-case basis and may be subject to additional construction costs.

2. **All other single-phase overhead primary services** (non-permanent and/or non-residential), such as garages, barns, sheds, cabins, churches, RVs, campgrounds, signs, wells, irrigation, fencing, lighting, greenhouses, businesses, seasonal residences etc.:

Up to 300'	\$1,500
Anything beyond 1 span	\$10 per lineal foot of line

3. **Single-phase overhead secondary service to permanent residential structure as defined above:**

Up to 150'

No Charge

Note: 150' is the maximum allowable distance from the nearest primary pole.

4. **All other single-phase overhead secondary services as defined above:**

Up to 150'

\$1,500

Note: 150' is the maximum allowable distance from the nearest primary pole.

E. Cost Schedule for UNDERGROUND Line Construction:

1. **Single-phase underground primary service to a permanent residential structure** defined as having: minimum 1,000 square feet of enclosed conditioned living space (on-site construction, manufactured home or prefabricated structure) attached to a permanent foundation, concrete piers or pad; and an approved water system; and an approved sanitary sewer system; and to be occupied at least nine months of the year:

Up to 350'

No Charge

351' +

\$5 per lineal foot of line

Note: A trench installed in accordance with the Cooperative's current specifications must be in place.

Requests to build to a permanent residential structure smaller than 1,000 sq-ft will be evaluated on a case-by-case basis and may be subject to additional construction costs.

2. **All other single-phase underground primary services** (non-permanent and/or non-residential), such as garages, barns, sheds, cabins, churches, RVs, campgrounds, signs, wells, irrigation, fencing, lighting, greenhouses, businesses, seasonal residences etc.:

\$10 per lineal foot of line

Note: A trench installed in accordance with the Cooperative's current specifications must be in place.

- F. **Cost Schedule for PRIMARY THREE-PHASE Service (overhead or underground) or primary single-phase service (OH or URD) to a commercial structure:** Individual Contract Basis. Aid-in-construction charges and energy charge rate schedule will be determined by the infrastructure required to serve the expected load.

- G. **Cost Schedule for TEMPORARY SERVICES:** Require engineering approval and must be within 150' of an existing service point. Aid-in-construction and service connect charges will be determined by the infrastructure required to serve the load.

H. Cost Schedule for LINE CONVERSIONS, REMOVAL, RELOCATION, DAMAGE:

1. The individual or entity requesting or responsible for such change shall pay the total cost of the change or repair. If the Cooperative determines, in its sole discretion, that the requested change has a benefit to the Cooperative, the cost to the requesting member may be reduced or waived.
2. Whenever a member causes a violation of the National Electric Safety Code subsequent to the Cooperative's initial installation of the line, the Cooperative shall alter, relocate, remove or disconnect its facilities to remedy the violation. The member shall be responsible for all costs associated with the required remedy.

I. Idle Services, Line Retirements: Any idle infrastructure found to violate the National Electric Safety Code shall be immediately removed. Services that have been idle for two (2) years or more are subject to retirement. The Cooperative will make a good-faith effort to contact the last-known member of record prior to retiring the line. A member wishing to retain the service must agree to pay to re-activate the service for a minimum of 12 months and cover any aid-in-construction costs required to rebuild the infrastructure to the Cooperative's standards, handled on an individual contract basis. Any right-of-way clearing required will be the member's responsibility.

J. Definitions: The following are the definitions of terms used in this policy:

- **Permanent Residential Structure:**

Any permanent structure situated on and fastened to a permanent foundation, where a person actually lives at least nine (9) months of the year, as opposed to a place where one works, visits, uses, stores or houses certain properties. The completed structure must contain a minimum of 1,000-square feet of conditioned interior space under a common roof.

- **Manufactured Home, Prefabricated Structure:**

Any mobile home, modular home or house trailer suitable for human occupancy that has been manufactured in a remote location and transported to construction site as a completed unit. Manufactured housing must meet the minimum size requirement of 1,000-square feet of conditioned interior space under a common roofline to be considered a permanent residential structure.

- **Attached To:**

Resting upon and connected by means of fasteners such as anchor bolts, tie downs, or other suitable means to make the structure and foundation a common unit.

- **Permanent Foundation:**

Poured concrete installed in a continuous manner around the perimeter of the structure or poured concrete piers or pad located at strategic points and installed in accordance with local codes. In the absence of local codes, the footing for the foundation or piers shall be excavated to a depth that is unaffected by frost and freezing (usually 24" in our area).

- **Approved Water System:**

Any pressurized potable water source piped into the structure with permanent all-weather plumbing. Springs, deep wells, shallow wells, cisterns, public water systems, all can qualify if

the water is potable, proper plumbing and pumping facilities are installed, and the water is permanently piped into the structure to which the electrical service will be connected.

- **Approved Sanitary Sewer System:**

Any septic tank, lagoon, aerator or other device approved by public health standards, that is connected by means of all-weather plumbing to toilet facilities permanently installed in the structure to which the electrical service will be connected.

- **All-Weather Road:**

Any road that has adequate base and surface to be accessible year around by car under any normal wet or dry conditions. Roads that require four-wheel drive vehicles are not qualified under this policy.

- **Ownership of Property:**

Have the legal right to install permanent structure upon, grant easements, sell or otherwise encumber the property. Contracts for deed or properties encumbered with deeds of trust restricting the owner's use and disposal of the property will not qualify unless approved by all lien holders.

- **Appropriately Sized Meter Loop:**

A meter loop includes a meter base with a main disconnect breaker, plus the conductor, conduit, weatherhead or straps needed to attach it to a utility pole or meter pedestal. Sizing of the loop is determined by the load requirements.

- **Cooperative-Owned Facilities:**

Cooperative-furnished meter loops will be mounted on cooperative utility poles. A meter base provided for an underground primary service will be mounted on a pedestal supplied by the Cooperative.

- **Idle Service:**

Any distribution line that has been disconnected from the system, has not been maintained within the Cooperative's regular cycle of grid maintenance, and/or is not capable of delivering electrical energy.

- **Right-of-Way (ROW):**

A cleared path for a utility line. All affected property owners must grant the Cooperative a right-of-way utility easement for a line extension. This allows a perpetual right to enter the property to place, replace, construct, reconstruct, operate, repair, and maintain the power lines. The full definition contained in the service contract and utility easement form(s) supersede this summary. For line extensions, the member requesting the service is responsible for clearing the new ROW once all necessary easements have been obtained. Clearing the ROW means removing or trimming any/all trees or brush that is within the 30-foot-wide ground-to-sky ROW required for an overhead power line. For underground primary, the ROW is 10 feet wide. Once initially cleared by the member requesting a line extension, the ROW will be maintained by the Cooperative.