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3/27/95
5/23/05
Amended 12/21/09
Amended 2/17/15
Amended 10/22/18
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POLK-BURNETT ELECTRIC COOPERATIVE

Policy No: **M-4 (Single Phase)**

Subject: **New, Non-Commercial, Single-Phase Electric Line Extension Policy**

Objective: To establish and set forth the terms and conditions under which Polk-Burnett Electric Cooperative (Polk-Burnett) will connect to and/or construct and extend new, non-commercial, single-phase electric service in order to serve loads utilizing sound construction, engineering, and business management practices, and with reasonable assurance that the associated expenses of providing such service are recovered without undue subsidization by the existing membership.

Policy:

A. Applicant Requirements

Before the Cooperative can construct electric service of any type, the individual requesting the service must meet the following minimum requirements:

1. Complete and submit an *Application for Membership and Electric Service* per Policy M-1. Complete and submit originals of all required paperwork.
2. Provide for any and all necessary electric right-of-way easements if Polk-Burnett is unable to after first contact.
3. As determined by Polk-Burnett, furnish a cleared right-of-way per Cooperative specifications.
4. Submit all required payments and fees.
5. Ensure the site is to final grade.
6. For underground installation, identify, and preferably expose, any private underground facilities (septic's, dog fence, well lines, etc.).
7. Provide a service entrance that meets applicable codes, Polk-Burnett service requirements, and Policy M-17, Member's Wiring and Equipment.
8. Submit an *Electrical Inspection Certificate* or *Wiring Affidavit* (per SPS 316.013).
9. Ensure that any construction activity will not conflict with proposed Polk-Burnett facilities.
10. Review the proposed route of the extension and placement of equipment.

B. General Provisions

1. Contribution-in-aid-of-construction (CIAC), on behalf of the applicant, shall not be deemed to vest either interest or individual ownership in any portion of the new facilities. Installed electric facilities up to the point of delivery remain the ownership of the cooperative with the exception of when, as determined by authorized personnel of the Cooperative, it is in the best interest of the Cooperative to either abandon and/or transfer ownership of said facilities.
2. Overhead service requires a minimum of 100-amp service entrance and underground service requires a minimum of 200 amp service entrance. All meter sockets shall have bypass capabilities.
3. No service will be connected without a means of disconnect and overcurrent protection, (meter and meter bypass are not considered disconnects) with the exception of when a service entrance is located on a structure and only feeds same structure and meets applicable codes.
4. Polk-Burnett shall not be liable for damage to crops, trees, shrubs, fences, sidewalks, or other obstructions incident to the installation of electric facilities not caused by its own negligence and future erosion, settling, and/or landscaping issues that are out of the control of the Cooperative.
5. Polk-Burnett will take efforts to restore the work site to as reasonable of a condition as possible to minimize disturbance to the area due to Cooperative construction activities.

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Situations may occur that, due to soil conditions, landscaping, or other obstacles and/or factors, whereby Polk-Burnett cannot restore the site to a condition preferred by a property owner.

6. All electric service to be provided by the Cooperative shall be in accordance with Polk-Burnett's "*Installing or Rebuilding Your Electric Service Handbook*" and shall be administered in as consistent and equitable manner as possible.
7. In the event of a change to this policy and/or aforementioned handbook, pending electric service applications, may, at the discretion of the Cooperative, be offered the opportunity to utilize whichever policy may be in their best interest.
8. Polk-Burnett's "*Installing or Rebuilding Your Electric Service Handbook*" is subject to periodic review by the Board of Directors.
9. Scheduling is done on a first come, first serve basis after all Polk-Burnett's service requirements and fees are satisfied.
10. All installations will be performed by Polk-Burnett and/or Polk-Burnett approved contractor.
11. Applicants and/or applicant's contractor are typically not allowed to supply a trench or bore for the installation of Polk-Burnett's underground facilities.
12. Polk-Burnett may serve only those locations that are not in conflict with the Cooperatives interpretation of Wisconsin Public Service Commission rules in how they govern electric service territory issues.

C. Classification and Description of Service

1. *Permanent Service* - Permanent electric service is provided by the Cooperative to an applicant, when the Cooperative can be reasonably assured of long-term use.
2. *Temporary Service* - Temporary electric service is provided by the Cooperative in certain situations whereby the use of power is not needed on a permanent basis.
3. *Construction Service* - Construction electric service is provided by the Cooperative as a means for a member to use electric power to facilitate construction activities during the construction of a structure(s). The construction service entrance will not become the permanent service.
4. *Non-Standard Service* - An electric service is considered non-standard when:
 - a. Specialized equipment and/or material must be purchased.
 - b. The load to serve is large but intermittent.
 - c. Requires a voltage other than what the cooperative provides.
 - d. Supply of closer regulation of voltage than required by standard practice.
 - e. Any other service that in the opinion of Polk-Burnett causes an undue financial, operational, and/or maintenance burden upon the Cooperative.
5. *Idle Service* - All services are metered. Any newly installed service should be energized and metered within ninety (90) days of completion. If, after ninety (90) days, a service is not energized and metered, its status may be considered idle and it will fall under the guidelines of policy M-34, Non-Metered (Idle) Services.

D. Location of Facilities and Conditions

1. Location of facilities shall be coordinated with the applicant, and if necessary, adjacent property owners. However, the final decision for placement of facilities shall rest with the Cooperative and shall provide for the following:
 - a. Is the most economical for the membership of the cooperative as a whole.
 - b. Maintain or improve continuity of service to the electric system.
 - c. Is compliant with federal, state, and local laws, rules, and codes, in particular the National Electric Safety Code.
 - d. Access for the safe installation, operation, maintenance, and replacement of the facilities.
 - e. Avoidance from conflict with future construction activity by the property owner(s).
 - f. For future expansion and securing/protecting service territory.
 - g. Possible improvements can be made to the existing system.
 - h. Adequate voltage and power quality based upon estimated load requirements at the time of the line design with future load requirements taken into consideration.

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2. The Cooperative will make first contact in obtaining any necessary permits and/or easements in order to provide electric service to the applicant. However, it shall be the ultimate responsibility of the applicant to secure all necessary permits and/or easements.
3. The line extension route will follow designated roads and suitable easement corridors and will be installed on private property whenever possible and when it is economical. Installation of facilities along lot lines and driveways are as approved by Polk-Burnett.
4. Polk-Burnett determines the point of source contact to the existing electric system with which a new extension is connected to or extended from.

E. Contribution-in-Aid-of-Construction (CIAC) and other Fees

1. An applicant's CIAC fee for extension of service shall be based on a "per foot" basis or in some cases actual cost, and is in addition to all other fees.
2. Other fees may include but are not limited to; underground borings, permits, if necessary, payment to others for securing easement(s), necessary right-of-way clearing, Polk-Burnett's separate "installation" fee, charges for additional trips, charges for winter conditions.
3. If electric service is connected to existing facilities of less than five years of age, the applicant may be required to pay a share of the initial cost of installing the original facilities for that section of existing line up to the point of connection for the requested service. The costs will be allocated in such a manner that each member served by the portion of original line shares pro-rata in the charge assessed for the commonly used portion.
4. An allotment of time is allowed for Polk-Burnett personnel to engineer/design an electric service. If more time than what is usual and customary is necessary to complete this stage of the process, and due to circumstances beyond the control of the cooperative, the extra time expended may be charged to the applicant.
5. CIAC and other fees may be reviewed annually and any recommended changes shall be presented to the general manager for approval.
6. Pricing estimates and fees are good only for the year in which they were given unless otherwise approved by the operations manager.
7. Any fees paid or deposits made shall not accrue interest.
8. Additional fees for circumstances, if present as outlined in Section H2 of this policy.
9. All pricing provided to an applicant is strictly an estimate and is subject to change based upon changing circumstances.
10. Depending on the size and characteristics of the service, a transformer upgrade charge may apply.

F. Five Year Buy-In

1. Future eligibility for a partial refund of the member's initial cost of a line extension will apply provided all of the following conditions are true:
 - a. Additional permanent services are served from the original primary line extension (secondary service is not included) within a five-year time period from the date of the initial connection.
 - b. The initial location is an active account and under original ownership.
 - c. A refund is contingent on cooperation on future power line extension(s) to others.
2. In no case, for the original member nor the member(s) that are connecting to an existing line extension which is to be shared, will any portion of a line extension be available for a refund beyond the five-year limit.
3. It is the initial member's ultimate responsibility to notify the Cooperative that a refund may be due.
4. The minimum amount to be paid is \$100 per refund.

G. Underground Installations During Winter Conditions

1. For applicants desiring underground installation, all member requirements and fees must be received by the Cooperative and the member's service entrance ready for connection prior to frost conditions (approximately around November 15) to avoid additional winter fees and requirements.

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2. For a member to avoid additional winter fees and requirements when they have not completed their meter entrance but have satisfied all other new service requirements and fees, Polk-Burnett will install underground facilities and temporarily terminate the meter entrance end in conduit supplied by Polk-Burnett (“stub up”) at the permanent location of the member’s service entrance for connection at a later date. A separate trip fee will apply for the return visit.
3. If underground service is not possible, other options made available to provide electric service to a requesting applicant will be on a case-by-case basis with coordination between the cooperative and member with the cooperative making the final determination. Additional requirements and fees may apply.
4. Should the member desire to proceed with construction during winter conditions, additional winter fees will apply.

H. Final Determination and Consideration

1. In any event and under any condition, the Cooperative reserves the following rights unto itself in order to meet the policy objective:
 - a. The right to make a final determination as to the designation of the type of service.
 - b. The right to make final determination as to placement, location or routing of any line extension and delivery point.
 - c. The right to make final determination as to the construction method(s) and if a line shall be constructed overhead or underground or a combination of both.
 - d. The right to waive any section of this policy that otherwise might be applicable.
 - e. The right to modify any rates, regulations, terms, conditions, provisions or portion of this policy now or hereafter in effect.
 - f. The right to deny electric service if the new service would diminish the integrity of the electric system once connected.
 - g. The right to deny electric service if it does not meet Polk-Burnett specifications and/or violates applicable federal, state or local laws, rules and codes.
 - h. The right to deny service until any past financial obligations to the cooperative for any products and services are satisfied.
 - i. The right to determine if existing facilities are usable or are considered abandoned.
2. The Cooperative reserves the right to request further monetary consideration to a requested service extension if the following conditions exist:
 - a. An extension with low projected energy consumption as it relates to the Cooperative’s investment in that service extension.
 - b. Excessive construction costs because of conditions beyond the control of the Cooperative.
 - c. Other unforeseen situations that may cause excessive construction and/or continual maintenance costs.
3. This request will be in the form of a contribution-in-aid-of-construction or a payment for the cost of the extension.

The general manager is authorized to modify all, or part(s), of this policy at his/her discretion in the event that circumstances warrant additional protection of facilities and present or future assets of the Cooperative specifically dealing with investments and return of those investments.

Edward O. Gullickson, President
February 27, 2023