



**I. OBJECTIVE**

- A. To provide a fair and consistent method of extending, upgrading and downgrading power lines and other service facilities within the Mason County PUD No.1 (PUD 1) service area.
- B. To encourage the rural development of the area served by PUD 1 providing electrical service to residential and commercial customers within the area as economically as feasible.
- C. To make electric service available in the service area to all those who desire it at a reasonable rate consistent with sound business practices.

**II. POLICY CONTENT:**

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## A. Definitions

**Active Service:** A service (either permanent or temporary) to which the District is currently capable of delivering electric energy to a Customer.

**Applicant:** A person who requests electric service or extension of electric utility facilities.

**Area Light:** An un-metered exterior light fixture installed on PUD 1's facilities and maintained by the District.

**Main Line:** A primary voltage distribution line where other distribution taps and / or service can be provided.

**General Service:** Electric service other than residential where the primary end use is for commerce, or for service to any structure containing multiple dwelling units when supplied through one meter.

**Construction Cost:** The cost of constructing a line extension.

**Temporary Service:** Commonly referred to as "construction power". Secondary and metering facilities installed in a non-permanent fashion to provide power for construction. It may be reasonably expected to be relocated or removed within 12 months of installation.

**Construction Year:** 12 months from the date of application submittal.

**Contribution-in-Aid of Construction (CIAC):** The applicant's share of the cost of making additions or modifications to electric distribution facilities. CIAC is payable as a condition prior to installing facilities which are the property of the District.

**CT Metering or CT Service:** Utility metering that measures and monitors the levels of electrical usage proportionally by using current transformers (CT's). Typically used for service in excess of 400 amperes.

**Electric Service:** The availability of electric energy at the point of delivery for use by a Customer, irrespective of whether electric energy is actually used.

**End Use:** The Customer's ultimate use of electricity.

**Engineering:** Engineering includes the preparation of electric layouts, design, specifications, and other drawings and lists associated with electric construction. It also includes, but not limited to, making construction specification, staking, right-of-way acquisition, and similar and related activities necessary to the technical planning and installation of electric distribution facilities.



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**General Service Single Phase (GS-1):** A service class that is applicable to all non-residential customers of the District requiring single phase service including: public hotels, motels, camps, lodges, apartments, dormitories, assisted living facilities, shelters, etc. served by one metered electric service are included in this definition.

**General Service Three Phase (GS-3):** A service class that applies to all non-residential customers of the District requiring 1-600 amps (300 KW) of three phase service. Page | 3

**General Service Three Phase Large Loads (GSSL):** A service class that applies to all three phase 601 amp or higher classes of service furnished by the District not applicable to other specific rate schedules or in rules and regulations pertaining thereto.

**General Service Primary Voltage (GSPV):** A Service class that is applicable to large commercial or industrial loads requiring direct connection to the electrical distribution primary 7.2/12.5kV distribution voltage without district provided transformer voltage reduction. Customers receiving this service class will provide all electrical transformation and protective devices beyond the point of metering.

**Line Extension:** Installation of PUD 1 electric distribution facilities which have been constructed by or on behalf of the District for the purpose of providing electric service to a location at which such service was not available prior to the completion of such construction.

**Meter Base or Meter Loop:** Facilities located on the secondary side of a transformer with provisions for a utility meter to monitor and record the electrical usage at a location. Meter bases can be located on poles or pedestals or structures approved by the PUD.

**Mobile Home:** A detached single-family dwelling designed for long-term human habitation, having complete living facilities, constructed and fabricated into a complete unit at a factory, and capable of being transported to the location of use on its own chassis and wheels.

**Mobile Home Court:** Any property in the same ownership, which is utilized for occupancy by more than two mobile homes, but not including tourist facilities for motor homes, campers or travel trailers.

**Permanent Service:** Customer's facilities constructed at a given location in such a manner that they may be reasonably expected to remain for the life of the facility.

**Point of Delivery:** The location where the District terminates its equipment or conductors and at which the Customer assumes responsibility for construction and maintenance of the electrical facilities.

**Primary Voltage:** The voltage at the high voltage side of a distribution transformer.

**R.V. Park:** Any property which is developed pursuant to a common plan or scheme for the purpose of occupancy primarily by more than two recreational vehicles.



**Residential Service:** A service class that is classified as residential and seasonal uses requiring single phase 120/240V service and providing electric service to premises that have a residential purpose that includes facilities for living, eating, cooking, sleeping and sanitation. A metered electric service to premises that include a residential purpose (i.e. garages, barns, other outbuildings, wells, pumps, etc.) and a nonresidential purpose is a residential service when the service includes a residential dwelling and the predominate usage of the metered electric service is for residential purposes.

**Secondary Voltage:** The voltage at the low voltage side of a distribution transformer.

**Security Lighting:** A service class that is applicable to metered and unmetered, photo-electric controlled outdoor lighting used to provide security lighting and/or street lighting which is installed on poles where the required secondary voltage exists or can be obtained under provisions of this schedule.

**Service:** The conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served, or the furnishing of energy to the premises.

**Service Entrance Equipment:** The equipment installed between the utility's line and the customer-owned equipment. Typically consists of the meter used for billing, switches and/or circuit breakers and/or fuses, and metal housing.

**Service Line:** The line from the low voltage side of the transformer to the service entrance.

**Subdivision or Development:** The division or re-division of land for purposes of sale, lease or transfer of ownership into two or more lots, any one of which is smaller than forty acres.

**Developer:** An applicant seeking to serve more than one parcel.

- B. **General Provisions:** PUD 1 reserves the right to refuse service to any load or location determined to be detrimental to the District's distribution and /or transmission system.



**C. Service Sizing, Voltage and Phasing**

The District shall select the appropriate service rate voltage based on the end use and nature of that service. Each customer/applicant is responsible for selection of service voltage, capacity, number of phases, and other characteristics that best suit the requirements for the end use intended. The following are standard voltages and capacities offered by PUD 1.

Phasing	Service Voltage	Capacity (Amperes)
Single-phase	120/240 V	200 <sup>1</sup> or 400
Three-phase	120/208 V Four wire grounded wye	As required by service, up to a total of 800 amperes.
Three-phase	277/480 V Four wire grounded wye	As required by service, up to a total of 800 amperes.
Three-phase	120/240 V Four wire delta	As required by service, up to a total of 800 amperes.
Three-phase	240 or 480 V Three wire delta	As required by service, up to a total of 800 amperes.

1. Service other than standard secondary voltages may be provided by special request to the District. It will be the responsibility of the customer to pay for special equipment needed to supply non-standard secondary voltages or regulate voltages closer than standard service provides.
2. Any service different from the above table may, at the District's sole and exclusive discretion, require an engineering review and a special service agreement with the applicant under terms that may materially differ from this policy.
3. The point at which PUD 1 will connect the new extension to existing facilities is the sole responsibility of PUD 1 and will be based on PUD 1's engineering design practices.
4. Applicant to pay for all primary service voltage installation.

**D. Ownership of Primary and Secondary Facilities**

All primary distribution facilities (transformers, poles, conductor, etc.) will remain the property of PUD 1, even though the applicant may make a financial contribution towards the construction costs. Conduit and/or vaults required for the construction of primary power line facilities, and are purchased and installed by the applicant, will become the property and responsibility of PUD 1 upon completion of the line extension project. The district may require as a condition of service that the applicant transfer the title to the facilities to the District by bill of sale for no consideration. The applicant must warrant that: (i) the facilities were constructed in a workmanlike and skillful manner; (ii) the facilities are in all respects are of good quality, free from all faults and defects in workmanship, material, design and title; (iii) the facilities strictly complies with the requirements of the law; and (iv) all materials, equipment and other items incorporated into the facilities or consumed in the performance/supply of the facilities are

<sup>1</sup> PUD 1's standard single-phase service size is 200 amperes. Service requiring less than 200 amperes may be connected, but will fall under the 200 ampere service requirements and rate class.



new and of the most suitable grade for the purpose intended. The District in its sole and exclusive discretion may require the posting of financial security to secure the performance of the warranty.

The following criterion outlines the ownership and responsibility relationship between PUD 1 and its customers in regards to the secondary electrical distribution facilities:

Type of Service	Installation	Secondary Conductor, Conduit and Equipment <sup>2</sup>	Ownership and Responsibility
Single-phase residential or small commercial service	Meter base, on pedestal or pole, or structure installed by customer.	<ul style="list-style-type: none"> <li>Conductor and/or conduit from the transformer to meter base provided by PUD 1, paid for as provided herein.</li> <li>Conductor and/or conduit to load center by customer<sup>3</sup>.<sup>***</sup></li> </ul>	<ul style="list-style-type: none"> <li>PUD 1 owns and maintains facilities up to meter base.</li> <li>All facilities past meter base (including subsidiary breakers) are the responsibility of the customer.</li> </ul>
Three-phase service	Customer installs metering equipment at transformer pole or facility.	See below.	<ul style="list-style-type: none"> <li>PUD 1 assumes ownership and maintains facilities up to meter base.</li> <li>All facilities past meter base are the responsibility of the customer.</li> </ul>
Single-phase or three-phase CT service	PUD 1 installs CT metering equipment at CT box or other location as determined by PUD 1.	<ul style="list-style-type: none"> <li>Customer provides conductor and conduit sized as necessary to serve load for single phase.</li> <li>Conduit and conductor to run from transformer site to CT box at load center will be provided by PUD.</li> <li>PUD 1 or customer will install CT metering equipment at CT box<sup>4</sup>.</li> <li>Customer provides all metering equipment as specified by PUD 1.</li> </ul>	<ul style="list-style-type: none"> <li>Customer retains all ownership and responsibility of secondary conductor and conduit beyond the District's metering point.</li> </ul>

Any other secondary facility scenario not outlined above is to be approved by the PUD 1 Engineering Department prior to construction.

<sup>2</sup> All equipment provided by customers or authorized contractor to conform to the National Electric Safety Code (NESC) of National Electric Code (NEC).

<sup>3</sup> Or authorized contractor.

<sup>4</sup> Or other location as predetermined by PUD 1 Engineering Department.

<sup>\*\*\*</sup> PUD 1 may allow applicant to install conduit per PUD 1 specifications.



Meter bases will not be attached to any mobile home or temporary structure in the District's service area. However, for mobile homes constructed similar to conventional frame houses, a meter base may be attached and installed during mobile home construction at the factory.

The point of delivery for overhead services shall be arranged so that the District's conductors can be attached in one place and one place only for drop into the customer's service entrance. The customer will be required to provide equipment for attaching the District's conductors to building surface with adequate strength to support the District's conductors.

**E. Application for New or Altered Services**

At the time a line extension, relocation and / or an upgrade project is requested, a completed application form and fee must be submitted to PUD 1.

Applications for service and line extension agreements must be signed by the legal property owner, the authorized project representative or the lessee of State, Federal or Municipal property. Lessee / Renters on private property may sign only with the consent of the owner in writing. Proof of ownership (title report, deed, or other indicia of ownership) may be required of any applicant in the discretion of the District.

The application fee amounts are as follows:

Line Extension Type	Fee Amount
Single-Phase Residential, Small Service or Small Commercial	\$100
Temporary Service	\$100 plus tax
Three-Phase Service/ Developments	\$200

**F. Field Survey, Design Engineering and Cost Estimate**

The fee will be applied toward the contribution-in-aid of construction costs at the time the line extension project is constructed, or toward any balance due to PUD 1. PUD 1 reserves the right to request additional engineering funds if the project design costs overrun the set deposit amount.

Upon receiving a completed application, PUD 1 will meet with the applicant or designated representative for a field survey. The PUD 1 representative will determine the appropriate line extension design in conjunction with the applicant and stake the project, if applicable. Subsequent field visits and design may be required as deemed necessary by the PUD 1.

Once the design has been finalized and agreed upon by the applicant and PUD 1, the District will develop a cost estimate for the project based upon the current year construction prices.



The cost estimate will be a contribution-in-aid to construction (CIAC)<sup>5</sup> by the applicant and is required as payment to PUD 1, along with any other applicable paperwork, prior to scheduling construction of the project.

If line extension are to be (or were) constructed in difficult or unforeseen conditions (rock, frost, etc.), PUD 1 may require the applicant to bear additional costs.<sup>6</sup> PUD 1 reserves the right to require these additional funds prior to construction starting. PUD 1 bears the sole discretion to determine what will be required of the applicant.

In certain instances, PUD 1 may include additional facilities in the project design that will benefit future projects. The costs for these additional facilities will not be the responsibility of the applicant.

If more than one applicant (group) requests service on the same line extension, a cost quote will be provided to the group showing the amount of contribution-in-aid of construction that is to be shared by that group. If requested by the group, the total cost estimate can be split into individual cost summaries. Otherwise, it is the responsibility of the group to determine each participant's share of the contribution-in-aid of construction.

If construction of a project is delayed into a succeeding year or years, then the cost estimate will be updated by PUD 1 to reflect the most current construction year pricing and additional funds may be required from the applicant. PUD 1 reserves the right to waive cost adjusting if special conditions or situations apply.

#### **G. Contribution-In-Aid of Construction (CIAC)**

PUD 1 requires growth to pay for growth, therefore the estimated line extension costs of construction shall be paid in full prior to any construction being performed by the District. The applicant will pay 100% of the estimated cost for material, labor, engineering and overhead to install an electric line extension.

**Late Comers Agreement:** (Line Share) PUD 1 customers who, pursuant to this policy, have made a CIAC payment may receive benefit by the subsequent connection of addition customer(s) but only on that portion of primary extension paid for and required to accommodate the development. The line share calculation payment will be paid under the following terms:

- a) The Sharing shall be on any extension payment which in total exceeds \$5,000 for that portion of the extension not on the customer(s) private or developer's properties, and or development.
- b) The Sharing option is available to all customers from the time service is available under the following conditions.

<sup>5</sup> See Section H for a detailed explanation of CIAC.

<sup>6</sup> For example, provide an open trench with conduit per PUD 1 specification, bedding material, snow removal, right of way trimming, etc.



- a. For CIAC payments \$5,000.01 or greater, the sharing option will be available for a ten (10) year period. Shares shall be computed based on footage of the portion of the line or equipment (built by CIAC payment money) to be used by the additional customer(s). The District will compute the share(s) amount and will refund it to the prior customer(s) developer who paid the original CIAC. Refunds to any one customer will not exceed the original payment minus 10 percent for general administration and overhead expenses. No portion of the customer Fee used toward the CIAC payment will be refundable or used in computing the amount of sharing available.

#### H. Change of Service

Any customer requesting changes to existing District facilities will pay the full costs of construction as CIAC.

If a Developer requests a change of service to an existing development or subdivision for purpose of changing its present function and / or load requirements establishing a residential, commercial / industrial venture, will be require to pay for all system upgrades required to accommodate the additional loads. If the requested load is determined to exceed the limits of the primary distribution backbone of the District, the developer will be required to pay for all necessary improvements to the distribution system, including but not limited to, substation power transformer and associated equipment, distribution line upgrades, and /or any necessary changes to the transmission to accommodate the development.

The District reserves the right to make additional improvements to accommodate additional load outside the development at its cost. An example: if a development requires that a distribution line needs to be increased in size to accommodate the additional load, the District, may increase the size of the conductor, and/or equipment larger than required for the development. The District will share in the cost to enlarge the conductor and /or equipment.

If a customer requests changes to existing District facilities, and that change will also benefit the PUD 1, then the District may share the cost of that change with the customer, as determined by an engineering review. If the change request requires outside engineering service, the cost of those fees will be the sole responsibility of the customer who requested the change.

**Late Comers Agreement:** (Line Share) may apply as out lined in section G.

#### I. Developments and Subdivisions

Developer(s) requesting a primary backbone electrical line extension(s) for a development, subdivision, or land division will be required to pay the full cost of installing the required facilities (labor, overhead and materials).



For underground facilities, the developer may provide all acceptable conduit and vault systems to accommodate District conductor(s), transformer(s) and switch gear. Developer will provide all grades and trenches prior to installation of District equipment. Inspections are required before backfilling.

**J. Line Extension Reconciliation**

Once the project construction is complete, PUD 1 will reconcile actual costs for the project.<sup>7</sup> PUD 1 will refund to or collect additional monies from the applicant by comparing the actual costs incurred to the estimated cost and CIAC received. If the actual construction expenses are within \$100 or less, then no refund will be given nor will additional payments be required.

PUD 1 will notify the applicant if additional monies are required upon reconciliation of the project. In the event that additional funds are required for the project, payments must be received within thirty (30) days after notification. If payment is not received within thirty (30) days, then any unpaid amounts will be transferred to the customer's electric billing account and normal collection procedures will be followed. In the event that payments cannot be secured through electric billing, PUD 1 will pursue legal avenues of resolution.

**K. Permanent Service Requirements**

PUD 1 bears the sole discretion to determine whether a project qualifies as a permanent structure.

**L. Right-of-Way (ROW) Clearing**

Clearing of all right-of-way required for the line extension is the sole responsibility of the applicant. All right-of-way will be cleared to meet PUD 1 specifications.

**M. Service Agreements**

Prior to the service energization, PUD 1 will provide an Agreement to be signed by the applicant and legal landowner.

**N. Permits and External Fees**

If permits are required by an outside agency (US Forest Service, State of Washington, Department of Ecology, etc.), any required fees will be in addition to the line extension costs and may be required at the time of application or any time during the design process. These fees will not be associated with the line extension costs that are eligible for reconciliation as outlined in section H, and thus are the full responsibility of the applicant.

**O. Grant of Easement**

For all line extension projects, PUD 1 will secure Grant(s) of Easement for the purpose of construction, servicing, repair, adding of circuits, and replacement of PUD 1 lines necessary to provide service to the PUD 1 customers and to others who enter into agreements for

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<sup>7</sup> Typical time between project completion and reconciliation is approximately two to three months. Time may vary depending upon project schedules and / or work load.



purchasing of power from the District. Easements will be required of all land owners of which the line extension project encroaches upon. Easements will be recorded at the respective county courthouse by the customer who will also provide a recorded copy to PUD 1.

**P. Temporary/ Construction Service**

The applicant will be required to pay 100% of the cost to install and remove facilities that are for temporary construction service. All construction service secondary equipment (conductor, meter base and breakers, etc.) are to be provided by the customer or authorized electrical contractor and are subject to State electrical inspection prior to being energized.

**Q. Service Upgrades**

Customer requested service upgrades will be considered on a case by case basis. The customer will be responsible for the upgrade costs as determined by PUD 1.

**R. Security Lighting**

The District leases, installs and maintains security lights on a monthly basis in accordance with the District's rate schedule.

The District may provide all equipment including mast arms, brackets, control equipment, wiring and supports and shall be owned, operated and maintained by the District. For installation of two or more street lights the customer shall pay in advance 100% installation costs. A customer or developer who wants to use a special decorative light and /or decorative light pole will pay the cost of the purchase and installation and will be responsible for the replacement cost.

The District reserves the right to charge a customer for material, labor and overhead costs for repairs due to vandalism or continued breakage or may remove the security light assembly.

**S. Service to Motor Loads**

Motor with a nameplate rating of less than 10 horsepower (hp) can be served with a single-phase service. Motors of 10 hp or greater may be required to have reduced voltage starting equipment. The District may waive these requirements based on an engineering study. The customer will be responsible for 100% of the non-refundable fee associated with the engineering study.

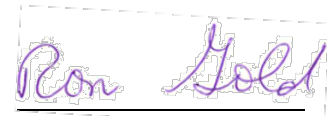
**III. RESPONSIBILITY:**

The General Manager shall be responsible for the administration of this policy.

Approved by the Board of Commissioners on October 25, 2011.

  
Karl Denison, Commissioner

  
Jack Janda, Commissioner

  
Ron Gold, Commissioner