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Policy Number C-101

Subject: Application for Service

Objective: Each prospective member shall be requested to sign an application for each service installed in the applicant's name. The application form(s) shall contain a description and location of the premises to be served, in addition to any other information that the cooperative may reasonably request, regardless of whether the person filling out the application form(s) be the applicant, owner, agent or tenant of the premises.

Responsibility: Management/Staff

Procedure: The application must be signed before the construction of the service, and most preferably at the time the prospective member makes application for service.

Last Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Previous Revised Date: October 23, 1990

Attest: _____
David Poe, Secretary

Policy Number C-102

Subject: Design and Construction of Electrical Facilities

Objective: All electrical facilities shall be constructed according to the USDA Rural Development specifications. The design of such facilities shall be in accordance with approved engineering standards and shall in all cases conform to the rules set forth in the National Electric Safety Code.

Responsibility: Management/Staff

Procedure: Periodic checks shall be made of all construction and applicable employees shall be trained to comply with the specifications.

Last Date Reviewed: June 27, 2019

Last Date Revised: July 20, 2016

Attest: _____

David Poe, Secretary

Policy Number C-103

Subject: Line Extension Policy

Purpose: This policy establishes a basis for overhead and underground line extensions to provide necessary facilities for rendering electric service to members of Harrison REMC.

Levels of Service:

1. Permanent service includes service to overhead or underground electric line extensions for secondary or primary service to applicant(s) where the use of service is to be permanent and where a continuous return to the utility of sufficient revenue to support the necessary investment is assured.
2. Temporary service includes service to applicant(s) where the use of service cannot be classified as permanent or seasonal.
3. Seasonal service includes service line extensions for secondary or Primary service to applicant(s) where the usage cannot be reasonably assured as to its amount and permanency.

General Rules:

1. Overhead (100 AMP) or underground (200 AMP) service extensions must be for service equipment with a minimum service rating of 1 phase, 3 wire, 102/240 Volt, 100 amperes;
2. The REMC reserves the right to place electrical facilities in the most economically feasible manner and location to provide our consumer-members overhead and/or underground electrical service.
3. In all cases good engineering design and layout must be considered as the primary objective of the REMC. Member preferences will be considered when they do not seriously endanger the engineering design and layout.
4. If the member desires another type of construction that is not the most economically feasible for the REMC, the member shall reimburse the REMC for the difference in the costs of construction. An agreement for electric service must be signed and the cost paid in advance of construction.

5. The REMC and member shall agree on the location of the metering facilities prior to their installation.
6. The member shall provide any necessary easements when within their power to do so, without charge to the REMC
7. The REMC shall be notified of any hazards or obstacles (i.e. Pipes, septic lines, electric lines) prior to designing a private service extension either overhead or underground. In all cases, hazards and obstacles shall be clearly marked and communicated prior to design. The REMC shall not be responsible for damage to buried hazards or obstacles that have not been exposed.

Residential Line Extensions (REMC and Member Contributions):

1. Electric service requested by a member must generate enough revenue to offset the REMC's operating expenses. Members may be subject to a Contribution in Aid to Construction (CIAC) payment. A CIAC payment is an estimate of the cost for the extension of distribution facilities minus an investment credit that is based on the estimated distribution revenue (gross revenue minus wholesale cost of power) received by the new member over the first 72 months of service. The CIAC, if any, shall be paid to the REMC before construction begins. All new services will require an agreement for electric services to be signed.
2. Calculations for construction cost are based on estimates made by the REMC and from load use information furnished by the member. Construction allowance amounts are based on the defined basic level of service and REMC installation rates.
3. In all cases standard construction costs are used which imply work performed must be done by normal construction practices. Whenever this is not the case, the member will be informed of the increased cost contribution. An agreement for electric service must then be signed stating the additional contribution to be paid.
4. Should rock or other impediments to construction (i.e., rock pole holes encountered or rock encountered during underground trenching operations, back-hoe excavation, etc.) be determined to exist during the construction period, all construction shall be halted until the cost for additional construction costs can be determined and a new agreement reflecting this cost to the member has been revised.

5. Any other fees related to providing new service, connection fees, and deposits may be required in addition to CIAC payments.
6. An "Overtime Construction Charge" will be made when a request is made for line construction outside normal working hours. When a member requests construction to be completed after normal working hours (Monday through Friday), the REMC, at its option, may perform such construction because of unusual or extenuating circumstances. If it is determined that the work should be done after hours, such member will be required to pay an "overtime construction" charge. The construction cost will be computed in accordance with the REMC's accounting system.

Miscellaneous Line Extensions:

1. A residential dwelling/service that does not have a permanent, non-moveable foundation will be provided an investment credit toward the cost of construction, but the member will also sign a 30 month minimum bill contract for the line extension construction amount not paid in the form of a CIAC payment due to the non-permanent nature of the service.
2. Where service to be extended is of a temporary nature the applicant must pay the total cost of construction and removal including overhead less salvage value for the facilities removed.
3. Where service to be extended is of a seasonal or indeterminate nature, the REMC will require the member to pay a non-refundable advance payment equal to the installed cost of such facilities.
4. A meter for a barn, garage, shelter house, pool pump, traffic light, sign, oil pump or other similar type of service will only be installed if the member pays a non-refundable advance payment equal to the installed cost of such facilities.

Small Commercial Line Extensions:

1. Small Commercial (single and three phase service members) shall follow the methodology provided in the previous section for residential line extensions when calculating their respective CIAC.

Large Power/Industrial Line Extensions:

1. When a line extension is requested for a permanent service with capacity of 50 kW or greater, the full cost of the extension may be required prior to installation of such facilities but will be evaluated on a case by case basis. A contractual agreement between the REMC and the prospective member will be negotiated as needed to address service as well as construction of facilities.

CIAC Refunds:

1. In the event another applicant/member adds a new service to a line that a previous member had paid a CIAC, the original member will be subject to a refund not to exceed his actual CIAC amount for a period of six (6) years from the date the original service was completed. The refund will be calculated as follows:

$$((C/F1)*F2)/N+1=A$$

- C = Original "In Aid to Construction"
F1 = Original Extension Footage
F2 = New Consumer's "Extension Footage"
N+1= Number of Consumers In Addition To Original Consumer
A = Aid To Construction Refund To Original Consumer

Subdivisions/Developments:

1. When a line extension is requested for multiple service connections (i.e., Subdivisions, Land Developments, etc.), for a county approved development, the developer will be required to pay the entire cost of the line extension in advance.
2. The developer shall be required to enter into a formal agreement with the REMC before service can be provided to the subdivision.
3. Developers will be eligible for refunds toward the development phase cost for the first six (6) years of such development phase. The basis for the refund per lot shall be calculated based on the amount paid by the developer divided by 75% of the total number of platted lots in the subdivision. Development refunds will be reviewed and dispersed based on the number of permanently connected lots on a yearly basis at a minimum. Any advanced balance by the developer remaining after six (6) years from the installation date shall be forfeited.

Responsibility: The CEO/Manager shall be responsible for the administration of the policy and shall make recommendations to the Board of Directors when administrative procedure necessitates review for the Cooperative's overall benefit.

Last Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Previous Date Revised: June 23, 2014

Attest: _____
David Poe, Secretary

POLICY NUMBER C-105

Subject: Providing Electric Service for Community Festivals or Volunteer Community Programs

Policy: The cooperative will extend reasonable assistance to volunteer community programs and festivals. The cooperative may provide single-phase electric service(s) including the meter base at a cost up to \$500 for an event or festival deemed to be annual or re-occurring. All cost in excess of \$500 shall be the responsibility of the festival. Once the service has been installed, all cost to modify the electric equipment including relocation or upgrade shall be the responsibility of the festival. Any event that is determined to be a one-time or non-reoccurring event may be subject to all cost of equipment and labor for the installation of the requested electric service. In addition to any equipment and labor cost to establish the service, the festival shall be billed a connect fee, basic service charge based on the number of days the service is connected, and a KWH charge for energy consumed on the applicable rate.

Responsibility: CEO/Manager

Last Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Previous Date Revised: October 26, 2004

Attest: _____
David Poe, Secretary

Policy Number C-107

Subject: Temporary Service for Major Construction Projects

Policy: It is understood that a contractor may deem it necessary to have the Cooperative construct a distribution line extension for an office trailer or temporary power in order to do work on a major project lasting less than one year, such as building a new commercial business complex, a road or bridge rebuilding or some other public project. When the said contractor requests such a service line extension he will agree to pay for all labor costs associated with the construction and retirement of the temporary line extension plus the value of any material which shall not be reusable.

Procedure: The Engineering Department will be responsible for estimating the required labor costs for construction and retirement of the temporary line extension.

Last Date Reviewed: June 27, 2019

Last Date Revised: July 20, 2016

Attest: _____
David Poe, Secretary

Policy Number C-108

Subject: Sales & Installation of Meter Assemblies and Underground Meter Pedestals

Policy: A meter assembly and/or underground meter pedestal shall be available for members to purchase and shall be constructed as a self-contained unit ready for hookup.

Responsibility: Management/Staff

Procedure: As outlined in the policy.

Last Reviewed Date: June 27, 2019

Last Date Revised: September 24, 2013

Previous Date Revised: October 23, 1990

Last Date Reviewed: July 27, 2010

Attest: _____
David Poe, Secretary

Policy Number C-110

Subject: Relocation of Electric Facility

Policy: In the event a member, individual, firm, company, or corporation requests any electric facility of the cooperative be relocated, for their convenience, the said member, individual, firm, company, or corporation shall bear the entire cost involved in any such relocation. This cost will include labor, transportation, and non-salvageable material.

If a member requests the REMC to move or bury an existing line, and the result of not moving the line creates a violation of the National Electric Safety Code, the REMC will require the member to pay the cost of the relocation. Once notified of the intent to build, the REMC will notify the member by certified letter of the safety violation and associated cost for the line move.

If a member develops their property in any manner which creates a violation of the National Electric Safety Code and the REMC gains knowledge of the violation in any way, the REMC will notify the member by certified letter of the safety violation and the member will be responsible for the cost of the service relocation.

The member may, if needed, assist the REMC in attempting to obtain right-of-way for all facility relocations resulting from a member request.

Where poles are located on property of the State (or County) Highway Department(s), the poles will be moved without charge upon written request from (either) Highway Department.

The estimated cost of making any line change shall be paid by the individual before the work is done.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Date Revised: July 27, 2010

Date Revised: March 25, 2008

Attest: _____
David Poe, Secretary

Policy Number C-111

Subject: Additions to the Member's Wiring and Equipment

Policy: It is recognized that all equipment supplied by the cooperative for the use of each member has a defined capacity. Therefore, with this in mind each member should notify the cooperative of any substantial changes in their wiring, equipment or load. Examples of this change would be converting from gas to electric heat or purchasing a high demand electric vehicle charger.

Responsibility: Management/Staff

Procedure: The Cooperative will calculate the new load and determine if facilities are adequate to handle the additional load.

Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Last Date Revised: March 25, 2008

Attest: _____
David Poe, Secretary

Policy Number C-112

Subject: Inspection of Member's Wiring & Reconnected Services

Policy: Any change, relocation, or upgrade made in a members service between the meter and the main breaker or main disconnect may be subject to inspection by the appropriate county or local electrical inspector. In all instances, it shall be the member's responsibility to contact said inspector to see if such inspections are necessary. In any instance if in the opinion of the REMC such wiring changes are of a hazardous nature an inspection will also be required.

Services disconnected for more than one (1) year, services disconnected due to a fire, and any mobile home being set at a given location will require an inspection by an appropriate county or local electrical inspector, if the respective county provides such inspection services. In regards to other reconnected services, the Cooperative retains the option of requiring an inspection of the previously disconnected services. This inspection insures that meter bases and entrance cables have not been rendered unsafe due to weather or other deterioration factors.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Date Revised: July 27, 2010

Attest: _____
David Poe, Secretary

Policy Number C-113

Subject: Installation of Member Equipment on Cooperative Poles

Policy: It is recognized that voltage carried on cooperative poles is of a hazardous nature and that unqualified people can obtain serious injury by climbing such poles. Therefore, it shall be the policy of the cooperative not to allow members to attach to REMC poles any equipment or object which can interfere with REMC personnel and the completing of their duties. When a violation of this policy is ascertained, the member shall be notified in writing of the violation. Exception to this policy will be when a utility company or a 3-phase customer deems it necessary to install a metering point on a cooperative pole at a location where they have no right-of-way to put up their own meter pole.

Responsibility: CEO/Manager

Procedure: When it is discovered that such a condition exists the member shall be informed of the policy and the equipment shall then be removed by REMC personnel.

Last Date Reviewed: June 27, 2019

Last Date Revised: October 23, 1990

Attest: _____
David Poe, Secretary

Policy Number C-114

Subject: Joint Use Agreement – Poles and Trenches

Policy: The Cooperative will permit the joint use of poles and trenches with other utilities only under the following conditions:

Utility companies requesting such joint use shall agree to the terms and conditions set forth by the amended Rural Development form DS-210, as is described in Rural Development bulletin 50-6 as outlined in the prevalent cooperative joint use contract. The utility requesting joint use of REMC facilities shall obtain the required permissions, right-of-ways, easements as defined in the cooperatives Joint Use Agreement.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Last Date Revised: June 27, 2019

Last Date Revised: September 24, 2013

Last Date Revised: August 22, 2000

Attest: _____
David Poe, Secretary

Policy Number C-115

Subject: De-energizing Lines (When Requested)

Policy: The Cooperative will de-energize a service on a non-routine basis for any person, firm, company, or corporation at no charge, if a mutually agreeable time can be reached to perform such work during the cooperatives regular work hours. The cooperative reserves the right to charge for expenses incurred if such work is required after regular work hours.

Responsibility: Management/Staff

Procedure: Terms of this policy will be thoroughly explained to the individual involved before the work is done.

Last Date Reviewed: June 27, 2019

Last Date Revised: July 20, 2016

Last Date Revised: July 27, 2010

Attest: David Poe, Secretary

Policy Number C-116

Subject: Members Point of Responsibility for Wiring and Facilities

- Policy:
1. Overhead
The responsibility of the Cooperative extends only to the point of connection to the member installed electrical service entrance. Any deterioration of wiring or connections beyond this point will be the responsibility of the member to inspect and replace if necessary. The REMC in all instances must perform any disconnection of service, non-REMC personnel are not authorized to break a meter base seal in order to inspect or replace damaged wire or equipment.
 2. Underground
The responsibility of the Cooperative extends to the top lugs of the meter base. Any maintenance performed on the meter base will require REMC personnel to disconnect the service drop at the source.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Last Date Revised: October 23, 1990

Attest: _____
David Poe, Secretary

Policy Number C-118

Subject: Tree Trimming and Right-of-way Clearing (Member Requested)

Policy: At the request of a member to cut or trim a tree to a service drop or primary line, an REMC representative will be sent to inspect the seriousness of the problem.

Judgement of whether the tree is endangering REMC facilities and therefore needs to be trimmed or cut will be made by the representative.

Primary Lines

All trimming or cutting of trees endangering a primary line shall be completed by the REMC.

Service Lines

The cutting of trees on service lines is the responsibility of the member. At the request of the member, the REMC will disconnect the service line and roll up the service conductor to allow for the safe removal of the tree. The REMC will trim service lines if given tree limb is in contact with the service wire upon member request.

In all cases, trees will be trimmed or cut in a manner that will be the most cost effective to the cooperative.

In cases of new right-of-way, new member that is requesting electric service shall share the responsibility in helping obtain the necessary easements for new right-of-way from neighboring property owners.

Responsibility: Management/Staff

Procedure: The policy will be explained to any member requesting a tree be trimmed.

Last Date Reviewed: June 27, 2019

Last Date Revised: September 24, 2013

Previous Date Revised: August 22, 2000

Attest: David Poe, Secretary

Policy Number C-119

Subject: Electrical Disconnects by Non-REMC Personnel

Objective: The following policy has been developed in the event an emergency disconnect is required because of an electrical hazard due to a fire, automobile accident or other mishap.

Policy: In the event an emergency disconnect cannot be performed in a timely manner by a representative of the REMC, the REMC will allow such a disconnect to be performed by a qualified journeyman line worker, or apprentice line worker whose position with another utility or firm would include such duties or assignments. If circumstances permit, the REMC should be notified of such emergency work prior to performing the disconnect.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Last Date Revised: September 24, 2013

Attest: _____
David Poe, Secretary

Policy Number C-122

Subject: Idle/Inactive Lines and Services

Objective To establish a policy pertaining to the retirement of inactive lines and facilities considered abandoned by the member in order to save the cooperative expense due to line maintenance and liability exposure.

Policy: Be it resolved that the following is hereby adopted by the Board of Directors of Harrison County REMC as policy relating to the retirement of existing electrical facilities that are inactive and considered abandoned:

- A. Electric distribution facilities that have been inactive or de-energized in excess of five (5) consecutive years shall be considered abandoned and subject to retirement at the discretion of the REMC.
- B. If a member consumer's billing records indicate that his/her service/distribution facilities have been inactive for a period exceeding five (5) years, the REMC shall attempt to contact the property owner to determine the future status of the account. In the event the member or property owner requests that the service/distribution facilities not be retired, the member or property owner shall:
 - 1. Be granted a one year extension. After the extension the member will agree to pay the monthly service charge for keeping the facilities, or the facilities will be removed.
- C. Any idle line which crosses one property to serve or tied to another property will rarely be removed and will be maintained at no expense to the owner of the property it crosses.
- D. In the event a member requests to have a line removed that the cooperative would prefer to leave in place, a removal request form must be signed agreeing to reimburse the REMC for the expense of reinstalling the line within five (5) years.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Last Date Revised: October 23, 2012

Date Revised: March 25, 2008

Attest: _____
David Poe, Secretary

Policy Number C-124

Subject: Depreciation of Facilities and Member Cost to Replace

Policy: In the event a member requests the REMC to change or replace any or all of the existing REMC secondary facilities, the REMC will charge only for the non-depreciated portion of those facilities, and any new line or facilities that are installed over and above the existing facilities.

If the facilities in question are completely depreciated, there will be no charge to the consumer. If the facilities are 50% depreciated the member will be charged 50% of the cost to replace that portion of the line.

This policy does not apply to member owned equipment, even if it was purchased from the REMC.

Responsibility: Management/Staff

Last Date Reviewed: June 27, 2019

Date Adopted: November 26, 2002

Attest: _____
David Poe, Secretary