

Subject: Line Extensions		Policy #: 302
Original Date of Issue: [unknown]	Date of Last Review and Approval: December 19, 2016	Page 1 of 13

I. OBJECTIVE:

- A. To provide a fair and consistent method of extending, upgrading and downgrading power lines and other service facilities within the Lincoln Electric Cooperative, Inc. (LEC) service area.
- B. To encourage the rural development of the area served by LEC providing electric service to residents within the area as economically as feasible.
- C. To make electric service available in service area to all those who desire it at a reasonable rate consistent with sound business practices.

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A. Definitions

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

Applicant: A person who requests electric service, the extension of electric utility facilities or a change of service and/or facilities.

Area Light: An un-metered exterior light fixture installed on LEC facilities and maintained by the Cooperative.



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Backbone Line: A primary voltage distribution line where other distribution taps and/or services can be provided.

Commercial Service: Electric service 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 new service, line extension or change of service and/or facilities.

Construction Service: Commonly referred to as “construction power.” Secondary and metering facilities installed in a non-permanent fashion to provide power for construction.

Construction Year: January 1st to December 31st of the current year.

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, upgrading or relocating facilities which are the property of the Cooperative.

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 services in excess of 400 amperes.

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

End Use: The Member’s ultimate use of electricity.

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

Line Extension: Installation of LEC electric distribution facilities which has been constructed by or on behalf of the Cooperative 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



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electrical usage of a location. Meter bases can be located on poles or pedestals by LEC, or LEC approved structures by the consumer/member.

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.

Permanent Service: Service facilities constructed at a given location in such a manner that they may be reasonably expected to remain for the useful service life of the Cooperative's electrical facilities constructed for that service.

Point of delivery: The location where the Cooperative terminates its equipment or conductors and at which point the Member assumes responsibility for construction and maintenance of the electrical facilities.

Primary Voltage: The voltage delivered from the substation that is modified to member useable voltage at each distribution transformer.

R.V. Park: A tract of land available to and principally used by the public for camping, where persons can park recreational vehicles for camping and sleeping purposes.

Residential Service: Electric service supplied to a single family dwelling or to a location owned or rented by an individual where the end use of the service is primarily for the domestic heating, cooking, lighting, or recreational purposes of the inhabitants of the dwelling or of the individual.

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

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

Service Entrance: The equipment installed between the utility's service drop, or lateral, and the customer's conductors. Typically consists of the meter used for billing, switches and/or circuit breakers and/or fuses, and a metal housing.

Small Service: Services other than residential, commercial, industrial or irrigation. For example; wells, signs, garages, barns, etc.

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Subdivision or Development: A tract or parcel of land divided into two or more lots, sites, or other divisions.

B. General Provisions

LEC reserves the right to refuse service to any load or location determined to be detrimental to the Cooperative's distribution and/or transmission system.

C. Service Sizing, Voltage and Phasing

The Cooperative shall select the appropriate service rate class based on the end use and nature of that service. Each member is responsible for selection of service amperage, 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 LEC: *

Phasing	Service Voltage	Capacity (Amperes)
Single-phase	120/240 V	200 ¹ or 400
Three-phase	120/208 V Four wire grounded wye	As required by service.
Three-phase	277/480 V Four wire grounded wye	As required by service.
Three-phase	120/240 V Four wire delta	As required by service.
Three-phase	240 or 480 V Three wire delta	As required by service.

1. Service other than standards listed previously may be provided by special request to the Cooperative. Each instance will require a LEC engineering review. Upon approval, LEC will enter into a special service contract outlining any special provisions for the service. It will be the responsibility of the member to pay for special equipment needed to supply non-standard secondary voltages or regulate voltages closer than standard service provides.
2. Line extensions to serve large irrigation, large commercial and industrial facilities will require an administrative review and applicable service agreement with the applicant.
3. The point at which LEC will connect the new extension to existing facilities is the sole responsibility of LEC.

¹ LEC's standard single-phase service size is 200 amperes. Services requiring less than 200 amperes may be connected, but will fall under the 200 ampere service requirements and rate class.



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D. Ownership of Primary and Secondary Facilities

All primary distribution facilities (transformers, poles, conductor, etc.) will remain the property of LEC, even though the applicant may make a financial contribution toward the construction costs. Conduit and/or vaults required for the construction of primary power line facilities that are purchased and installed by the applicant, will become the property and responsibility of LEC upon completion of the line extension project. All conduit and/or vaults required for secondary underground facilities will be purchased and installed by the applicant, and will remain the property and responsibility of the Member.

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The following criterion outlines the ownership and responsibility relationship between LEC and its members in regards to the secondary electrical distribution facilities:

Application	Installation	Secondary Conductor, Conduit and Equipment²	Ownership and Responsibility
<p>Underground All single-phase or three phase service.</p>	<p>Meter base, on pedestal or structure, installed by Member or authorized contractor.</p>	<ul style="list-style-type: none"> • All secondary conductor and conduit (from LEC transformer to service entrance), service equipment and main disconnect switches by Member or authorized contractor. • Main disconnect switch mounted in area accessible by LEC personnel. • *If instrument rated metering is required, LEC will coordinate the location of the CT metering equipment. LEC will provide a CT rated meter base at the designated location. All other equipment to be provided by the Member or authorized contractor. 	<ul style="list-style-type: none"> • Member retains all ownership and responsibility of secondary conductors, service equipment and conduit. • LEC to provide and maintain appropriate metering.
<p>Overhead Single-phase service, 200 or 400 ampere direct metered.</p> <p>*All other overhead services will be designed on a case by case basis.</p>	<p>Meter base, mast and conductor to weather-head by Member or authorized contractor, mounted on LEC service pole or Member structure.</p>	<ul style="list-style-type: none"> • Overhead conductor from transformer to service mast by LEC. • Main disconnect switch provided by Member, mounted in area accessible by LEC personnel. • *If instrument rated metering is required, LEC will coordinate the location of the CT metering equipment. LEC will provide a CT rated meter base at the designated location. All other equipment to be provided by the Member or authorized contractor. 	<ul style="list-style-type: none"> • LEC has ownership and maintenance of secondary conductors from transformer to the top of the service mast. • Member owns and maintains meter base, mast/stub-in. • All facilities past meter base are the responsibility of the member.

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

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

² All equipment provided by Member or authorized contractor to conform to all applicable state and national codes.

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bases may be field installed on mobile homes if the structures sit on perimeter foundations.

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

E. Application and Engineering Deposit

At the time a line extension, relocation and/or an upgrade project is requested, a completed project application form and a non-refundable engineering deposit must be submitted to LEC.

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 including a Title Report or Warranty Deed may be required of any applicant prior to the Cooperative accepting an easement for construction.

The engineering deposit amounts are as follows:

Line Extension Type	Deposit Amount
Single-Phase and Three-Phase (0 - 999 kVA)	\$300
Three-phase (1000 kVA and above)	As determined by LEC Engineering Department
Developments (Single or Three-Phase)	\$100/Lot

The engineering deposit will be applied toward the contribution-in-aid of construction costs or toward any balance due to LEC. LEC reserves the right to request additional engineering funds if the project design costs overrun the set deposit amount.

In the event the applicant cancels the line extension project, or the project is inactive for longer than 24 months from the date of original application, LEC will close the work order.

If the applicant requests the project continue past 24 months, the LEC Engineering Department may request additional engineering deposit funds if deemed necessary. LEC reserves the right to determine the status of projects. It is the responsibility of the applicant to keep LEC informed about the project status (active, inactive, on hold, etc.).



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F. Field Survey, Design and Cost Estimate

Upon receiving a completed line extension application and engineering deposit, LEC will meet with the applicant or designated representative for a field survey. The LEC 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 LEC Engineering Department.

Once the design has been finalized and agreed upon by the applicant and LEC, LEC will develop a binding cost for the project based upon the current year construction prices, less any applicable credits. The net cost estimate will be a contribution-in-aid to construction (CIAC) by the applicant and is required as payment to LEC, along with any other applicable paperwork, prior to the Engineering Department releasing the project to the LEC Operations Department for construction.

If line extensions are to be (or were) constructed in difficult or unforeseen conditions (rock, frost, etc.), LEC may require the applicant to bear additional costs.³ LEC reserves the right to require these additional funds prior to construction starting. LEC bears the sole discretion to determine what will be required of the applicant.

In certain instances, LEC may include additional facilities in the project design that will benefit future projects, but are not necessary for the applicant’s project. The costs for these additional facilities will not be the responsibility of the applicant. However, these costs will be the responsibility of any future applicant who receives the benefit of the facility.

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, however, additional engineering deposit fees may be assessed for this cost division. Otherwise, it is the responsibility of the group to determine each participant’s share of the contribution-in-aid-of-construction. Group line extensions will be reconciled as one project.

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

³ For example, provide an open trench with conduit per LEC specification, bedding material, snow removal, right of way trimming, etc.



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G. Service Agreements

Prior to the start of construction, LEC will provide a Service Agreement or Development Agreement to be signed by both the applicant and legal landowner. These documents outline the service location(s), type of service and facilities being provided, CIAC responsibilities, applicable restoration conditions and any other service arrangements as agreed to by the applicant and LEC.

H. Permits and External Fees

If permits are required by an outside agency (US Forest Service, State of Montana, railroad, etc.), any required permitting fees will be in addition to the line extension costs and may be requested at the time of application or any time during the design process. These fees are the full responsibility of the applicant.

I. Grant of Easement

For line extension projects, all Grant(s) of Easement for the purpose of construction, servicing, repair, adding of circuits, and replacement of LEC lines necessary to provide service to the LEC membership and to others who enter into agreements for purchasing of power from the Cooperative will be entered into by LEC and the landowner. Easements will be required of all landowners of which the line extension project encroaches upon. Easements will be recorded at the respective county courthouse by LEC.

LEC does not pay landowners for Grant(s) of Easement. Additionally, all LEC costs related to the acquisition of the easement(s) shall be in addition to any other engineering and design costs for the project.

J. Line Extension Obligation Refunds

Applicants who pay CIAC for a line extension may be eligible for line extension obligation refunds when new line extensions connect into their project. The following outlines the provisions of the refund:

1. The obligation refund applies only to primary line extensions and new primary facilities.
2. Line extension obligation refunds will be based on a prorated sharing of the CIAC for the portion of line shared.
3. The window of opportunity to receive line extension obligation refunds is limited to five (5) years from the completion date of the initial construction, or the total of all the extension obligation refunds made to the original contributor equals 80% of initial CIAC, whichever comes first.
4. Only the original member who installed the original line extension may receive the obligation refund. A change of property or facility ownership will not apply.
5. The line extension sharing may only be split among a maximum of five (5) individuals, including the original applicant(s).

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6. The member eligible for refund may waive, in writing, the owed line extension obligation for new line extensions connecting into the original project. However, each waiver will be treated as a refund for the purposes of calculating any future refunds within the five (5) year refund period.

K. 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 Rural Utility Services (RUS) specifications. LEC does not pay for right-of-way, with the exception of special processing fees. LEC may contribute all or a portion of the ROW clearing labor and/or costs if the line extension can be deemed a “backbone”⁴ distribution line.

L. Line Extensions for Construction Service

The applicant will be required to pay 100% of the cost to install and remove facilities for construction service. All construction service secondary equipment (conductor, meter base and breakers, etc.) are to be provided by the consumer/member or authorized electrical contractor and are subject to State electrical inspection prior to being energized. Construction service will not continue longer than 12 months unless LEC has approved a time extension.

M. Service Upgrades

Member requested service upgrades will be considered on a case by case basis. The Member will be responsible for the full cost to upgrade their service facilities.

If a Mobile Home Court requests an upgrade in service to accommodate additional load requirements, LEC will require the cost of the upgrade, as it is addressed in their respective Mobile Home Court Agreement with the Cooperative, be paid in advance.

N. Service Downgrades

Member requested downgrades (reduction in service size and/or transformer capacity) will be considered on a case by case basis, provided there is no special service agreement in place. A LEC engineering review is required to determine the appropriate transformer capacity needed. LEC, at its discretion, may remove existing transformers and replace them with the newly determined sized units.

If LEC deems it more beneficial to leave the existing transformers in place, the member’s rate schedule only may be changed to reflect the service downgrade. In this case, if the member’s monthly billing demand exceeds

⁴ Please see Definitions.



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the transformer capacity twice in a twelve month period, the rate schedule will be adjusted upward accordingly. If the member requesting downgrade requests an upgrade in capacity, at any time in future, they may be required to pay 100% of the upgrade.

O. Change of Service

Any member requesting changes or relocations to existing Cooperative facilities will pay the full costs of construction as CIAC. LEC will determine any applicable construction credits, if a service upgrade is involved.

If a member requests changes to existing Cooperative facilities, and that change will also benefit the Cooperative, the Cooperative may share in the cost of that change with the member, as determined by a LEC engineering review.

P. Area Lights

The Cooperative will install a new area light free of charge if the light can be installed on an existing LEC transformer pole and the member signs a lighting agreement. Area lights requiring a line extension will follow the provisions herein.

Q. Line Extensions to Marine Structures

Docks, marinas and other marine structures will be served from a shore based delivery point only. No Cooperative facilities will be mounted on marine type structures.

R. 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 material). LEC will determine and design the facilities that are required for the primary backbone system.

All costs associated with individual services to lots and facilities will require individual applications and will be calculated separately from the primary backbone facility. These costs will be the responsibility of the consumer/member and treated as individual line extensions, following the guidelines and qualifications for cost sharing as outlined herein.

S. Revenue Justification Projects and Contractual Guarantee of Revenue

For new or upgrade projects with connected transformer(s) size equal to, or greater than 150 kVA, LEC may contribute aid to construction funds based upon revenue justification calculations (RJC). The RJC will evaluate the cost of the project compared to the estimated amount of revenue the service may contribute to LEC in rates over a determined time. The difference will be the amount required by the Member to contribute toward the cost of the

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project. This agreement will be governed by an Agreement for Purchase of Power, to be approved by the LEC Board of Trustees. Each project will be evaluated on a case-by-case basis.

Other projects involving the construction of large or specially designed installations, or services requiring special or unconventional construction techniques, may require a contractual guarantee of sufficient revenues in order to obtain assurances that the Cooperative will be reimbursed for all expenses and margins associated with the cost of construction. Such guarantees may be provided for under an Agreement for Purchase of Power or other special contract, as approved by the LEC Board of Trustees.

III. RESPONSIBILITY:

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

IV. TERMINATION OR REVIEW DATE

This policy shall be reviewed every two years or sooner as needed.

APPROVED:

President of Lincoln Electric Cooperative, Inc.

Secretary of Lincoln Electric Cooperative, Inc.

Revisions

Approved:	01-01-1989	
Amended:	03-19-1990	
Amended:	11-16-1992	
Amended:	12-21-1992	
Amended:	01-01-1994	(Implemented 70/30% cost share)
Amended:	01-01-1996	(Implemented 50/50% cost share & 5 yr ext. oblig.)
Amended:	03-18-1996	(Included backbone line criteria)
Amended:	02-17-1997	(Included Type of Service CIAC shared amounts)
Amended:	02-16-1998	(Offered 100% payment of CIAC with opportunity to refund after 180 days)
Amended:	02-15-1999	(Minor language changes, change from 180 days to 18 months on Item J, allow developers, Item K & O, to recover portion of CIAC)
Amended:	2-21-2000	(Added waiver language to Item K)
Amended:	2-19-2001	(Minor changes to Items J (Mobile Home Court), K (Waiver Change), N (Upgrade Change))
Amended:	5-28-2002	(Minor changes-survey fee to \$250, delete "seasonal" type of service)
Amended:	2-17-2003	(Minor changes-permanent improvement requirement, tough conditions, survey fee 24-mo.)
Amended:	3-15-2004	(Minor changes in language, e.g., Items H, I, K)
Reviewed:	3-21-2005	
Amended:	3-20-2006	(Format change for headings, tables and explanations. Additional sections as taken from the LEC Rules and Regulations)
Amended:	4-17-2006	(Minor changes to Items L and X)



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Amended:	1-22-2007	[Changes to: Item E - Eliminated engineering deposit cap for developments and removed the word "survey"; Item G - Refunds/additional funds reduced by 3%, refunds/additional funds not required if difference is \$100 or less; Item H - Reduced LEC contribution for mobile home courts to \$0]
Amended:	1-21-2008	Definitions - Added Construction Service, deleted Service Structure and Temporary Service. Minor wording changes. Item C - Clarified how rate classes are determined. Removed 100 amp capacity offered by LEC. Item D - Clarified breaker ownership for single-phase service. Item E - Added that LEC will close idle projects after 24 months. Item G - Clarified reconciliation wording. Item I - Added words "residential" and "developed" to better define type of perimeter and water system that qualifies as permanent structure. Item L - Added that additional engineering deposit may be required. Deleted easements costs not eligible for sharing. Item M - Added maximum of five splits per obligation. Items O & P - Changed to reflect construction service instead of temporary service. Item Q - Primary Backbone Extensions to Groups...removed. Item R - Changed evaluation period from two years to 18 months. Item X - All provisions for developer refunds removed from policy. Items R-Y renamed to Items Q-X with deletion of Item Q above. Minor grammatical changes to other items.
Amended:	12-15-2008	Item C.1 - added word "large" to irrigation. Item E - Changed engineering deposit to \$300 (from \$250), reworded fifth paragraph to reflect that LEC will refund or bill deposit difference. Item H - Added cost sharing provisions for irrigation services. Item J - Added development agreement wording to paragraph. Item M - Changed M.6 word extension to facilities. Item T - Minor rewording.
Amended:	1-18-2010	Item F - Added paragraph outlining cost responsibilities for additional facilities LEC requires for future projects. Item T - Changed "Security Light" to "Area Light". Also changed definition. Minor grammatical and clarification changes to: Objective, Backbone definition, Service Entrance Definition, Items D, E, F, G,I, J, K, M, Q, W.
Amended:	4-19-2010	Item W - Reinstated the Developer policy per Operations Committee meeting on 4-2-2010.
Amended:	5-16-2011	Minor changes to definitions. Item C - Combined Items 1 and 2. Wording clarification to Items 2 and 3. Item G - Added paragraph 2 regarding refunds and invoices to applicants. Item O - 12 month clause added. Item P - Conversion of Construction Services to Permanent section deleted as redundant with Rules and Regulations. All subsequent Items re-lettered. Item X - Service to Motor Loads section deleted, added to Rules and Regulations. 25 horsepower changed to 15 hp. Minor grammatical and clarification changes to: Items C, D, E, F, G, H, I, J, K, L, M, O, Q, R, S, W.
Amended:	5-21-2012	Item H - Deleted. Cost sharing eliminated. All subsequent sections renumbered. Item I - Deleted. Section not needed as Item H eliminated. Item P - Renumbered Item N. Cost sharing provision eliminated. Wording added to clarify how LEC upgrades antiquated facilities. Item U - Renumbered Item S. Developer refund provision eliminated. Item V - Renumbered Item T. Section renamed to Revenue Justification Projects and Contractual Guarantee of Revenue. Added provisions that LEC may contribute CIAC based on revenue justification calculations for projects over 150 kVA. Section IV - Changed review date to annually from date of last review instead of every January.
Amended:	6-25-2012	Item G - Removed the 3% variance provision.
Amended:	1-21-2013	Item D - Revised paragraph and table to show that all secondary facilities now installed and owned by Member. Item E - Condensed table to reflect same Engineering Deposit amount. Item I - Minor clarification. Item N - Removed wording that LEC will upgrade services at no expense to Member. Removed RV Park upgrade accommodations.
Amended:	12-19-2016	Item E - Changed engineering deposit to non-refundable. Item F - Changed cost estimate to a "binding" cost. The cost estimate will be the final cost. Item G - Entire section deleted as the reconciliation process for actual costs not needed. Items H through T - Re-lettered to reflect the deletion of Item G.