
General Statement

Section I

RULES AND REGULATIONS OF SERVICE
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GENERAL STATEMENT

PURPOSE OF RULES AND REGULATIONS OF SERVICE

These Rules and Regulations of Service shall govern the supplying and taking of electric service consistent with sound business practices and a high regard for safety for the public, current and prospective members, and the Corporation.

APPLICATION OF RULES AND REGULATIONS OF SERVICE

These Rules and Regulations of Service, and any modifications thereof, and additions thereto lawfully made, are applicable to all current and prospective members receiving electric service from the Corporation and to all standard service agreements and contracts now existing or which may be entered into by the Corporation and to all rate schedules which from time to time may be lawfully established.

The Corporation may decline to serve a member or prospective member until such member or prospective member has complied with the rules and regulations of the Public Service Commission of the State of Wyoming (“the Commission”) and any applicable federal, state, municipal or other local laws, their rules and regulations and the Corporation bylaws. The Corporation may refuse or discontinue service to any prospective member or member for noncompliance with these Rules and Regulations of Service where they specifically so provide.

INTERPRETATION OF RULES AND REGULATIONS OF SERVICE

Whenever the Corporation and a member or prospective member are unable to agree as to the interpretation or application of any of the Corporation's Rules and Regulations of Service, the matter may be referred to the Commission upon application by either party.

MODIFICATION OF RULES AND REGULATIONS OF SERVICE

The Corporation shall have the right to amend these Rules and Regulations of Service or to make additional Rules and Regulations of Service, as it may deem necessary from time to time, subject to approval by the Commission.

NO PREJUDICE OF RIGHTS

The failure of the Corporation to enforce any of the terms of these Rules and Regulations shall not be deemed as a waiver of the right to do so.

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Rates

Section II

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RATES

APPLICATION OF RATES

The Corporation's published rate schedules state the conditions under which electric service is available.

At the beginning of service, where more than one rate schedule is applicable, it shall be the duty of the Corporation's personnel to assist an applicant for electric service in the selection of the schedule that is most suitable and advantageous for the applicant's requirements.

Rates are normally established on a twelve (12) month basis and a member having accepted a rate suited for the member's service requirements, may not change to another rate within a twelve (12) month period unless there is a substantial change in the character or condition of the member's service.

The Corporation reserves the right to review the accounts of all members for applicability of rate schedules. In the event the character or condition of a member's service usage changes or is otherwise inconsistent from the currently applied rate schedule, the Corporation will notify the member and change the member's service to the appropriate rate schedule.

A copy of every tariff and rate schedule, under which electric service is being furnished to members by the Corporation, shall be available to the public upon request at the Corporation's member service offices.

No rate tariffs will be available, instituted, added, deleted, changed, closed or discontinued until the Corporation has filed with, and received approval from, the Wyoming Public Service Commission.

RATE INTEGRITY

The Corporation relies upon frequent Cost of Service Studies to allocate proportional costs to specific consumer classes based upon usage in the respective classes. To ensure proper allocation of costs, when a member receives a primary metered delivery, the member must not mix loads of different rate classes on a common meter. These loads must be metered separately according to the appropriate rate class.

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- A) Acts of the United States Congress and Rules & Regulations adopted by the Rural Utilities Service pertaining to rural electric cooperatives.
- B) Wyoming Laws and Rules & Regulations of the Wyoming Public Service Commission pertaining to electric service utilities.
- C) Rules, regulations and minimum standards established and adopted by Federal and State Regulatory Agencies governing and regulating the operations of electric service utilities.
- D) The bylaws of the Corporation.

APPLICATION FOR MEMBERSHIP AND ELECTRIC SERVICE AGREEMENT

Any natural person, firm, association, corporation, partnership, business trust, public body or subdivision thereof, may become a member of, and receive electric service from, the Corporation by:

- A) Signing and agreeing to abide by the terms and conditions set forth in an application for membership and electric service and complying with the Corporation's bylaws and rules and regulations as adopted or amended by the Corporation.

The application for membership and electric service is not transferable by the member. and a new occupant of the premises must sign a new and separate application to the office of the Corporation before service will be extended to the new occupant.

A member no longer desiring service must notify the Corporation of the intent to discontinue service in order to avoid liability for payment for subsequent service at such location.

The Corporation shall not be required to provide service for an applicant until all indebtedness for the applicant's past electric service with the Corporation is paid in full.

The Corporation will require that a service agreement be signed before providing electric service.

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APPLICATION FOR MEMBERSHIP AND ELECTRIC SERVICE AGREEMENT (con't)

In compliance with the Corporation's Rules & Regulations, unless otherwise identified in a Special Contract for Service, the service agreement shall specify the service conditions, applicable rate, minimum billing amount, length of agreement term and such other information as required to constitute a mutual contract between the Corporation and the applicant.

When requirement for service to the applicant (s) necessitates special service conditions, the Corporation may require special contract terms or conditions to accommodate the applicant (s) special conditions.

The Corporation may require a contract for an extended period of time when an applicant's requirement for power and energy necessitates expenditures requiring amortization of the cost to serve over an extended period of time in order to justify the investment of the Corporation.

Minimum bills shall be as specified in the applicable rate schedule, or as may be specified in a Special Contract for Service

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SECURITY DEPOSITS

I. SECURITY DEPOSIT REQUIREMENTS

The Corporation shall require a deposit to guarantee payment for each service. This deposit shall not be considered advance payment of bills, but shall be held as security for payment of service rendered. The Corporation may refuse service to an applicant or discontinue service to a member for failure to comply with this section. The Corporation shall apply the policies governing applicant and member deposits uniformly.

The Corporation shall require a deposit if:

- A. A prior service account with the Corporation remains unpaid and undisputed at the time of application for service.
- B. Service from the Corporation has been terminated for:
 - 1. Nonpayment of any undisputed delinquent bill;
 - 2. Failure to reimburse the Corporation for damages due to the member's negligent or intentional acts; or
 - 3. Acquisition, diversion or use of service without the authorization of or knowledge by the Corporation.
- C. A Member's payment history with the Corporation is unacceptable. Unacceptable payment history is defined as:
 - 1. More than two (2) late payments within the most recent twelve (12) month period; or
 - 2. One or more Non-Sufficient Funds checks within the most recent twelve (12) month period.
- D. Information provided upon application for service is materially false or a misrepresentation.
- E. The application is for initial service with the Corporation or the applicant did not have service with the Corporation for a period of at least twelve (12) consecutive months during the past four years.
- F. The applicant or non-residential member is unable to pass the Corporation's objective credit screen. In order to pass the objective credit screen, the applicant or non-residential member must fulfill one or a combination of the following as determined by the Corporation:
 - 1. Received twelve (12) consecutive months of service from the Corporation, with undisputed portions of the twelve (12) months' recent bills paid in full when due;
 - 2. Have a favorable credit rating with a third-party credit reporting agency deemed
 - 3. acceptable by the Corporation; Receive a favorable credit rating from the Corporation's information based financial risk assessment tool. Refusal by the

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applicant or non-residential member to provide the Corporation with requested financial information will result in an unfavorable credit rating under this credit metric: or

4. Receive a favorable credit rating from the Corporation's risk based credit screen. To receive a favorable credit rating from the Corporation's risk based credit screen an applicant must have an average estimated monthly billing(s), and a non-residential member must have an average monthly billing(s), of less than \$25,000 per month. The non-residential applicant's or member's billing(s) will be determined based on an individual account or, if more than one account, the aggregated accounts of the applicant or member inclusive of all accounts under common ownership.
- G. The request is for service at an address where a former member with an undisputed delinquent bill for service still resides or conducts business.
- H. The applicant for service, or member, has been brought within the jurisdiction of the bankruptcy court, or has had a receiver appointed in a state court proceeding, within the five-year period immediately preceding the request for service.
- I. The Corporation has determined that it has a significant financial risk in continuing to provide service to a specific load or non-residential member. The Corporation and member may attempt to reach a deposit agreement. If the Corporation and member are unable to reach an agreement, the Corporation shall file a confidential petition requesting expedited review and Commission approval prior to collecting the member deposit. The petition shall contain the basis for the Corporation's determination, the amount of the deposit sought and sufficient information for the Commission to contact the member.
- J. The Corporation may accept a written guarantee on residential accounts from an acceptable guarantor in lieu of a deposit to pay a member's bill. After the Corporation has verified the member's identity, the member shall agree to permit the Corporation to provide the member's account information to the guarantor upon the member's default.

II. SECURITY DEPOSIT ADMINISTRATION

- A. The required deposit shall not exceed the total amount of the applicant's or member's estimated bill for three months of the highest use based on the premise's monthly bill during the immediate previous twelve (12) month period. If billing information for the immediate previous twelve (12) month period is not available, a minimum residential deposit will be collected in the amount found in the Rules and Regulations of the Corporation. Section VII – Rate Schedule. This minimum deposit may be

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- adjusted after twelve (12) months of continuous service is available, if a deposit is still required of the member at that time. For all other customer classes, the deposit will be based on the Corporation's calculation of anticipated service characteristics and anticipated load.
- B. and anticipated load.
 - C. The Corporation shall provide the member a non-assignable receipt or other record of deposit, showing the date and amount received.
 - D. The Corporation shall retain records showing:
 - 1. The name and address of each member making the deposit;
 - 2. The date and amount of the deposit; and
 - 3. Each accounting transaction concerning the deposit.
 - E. The Corporation shall calculate simple interest on deposit at the Commission Authorized Interest Rate, shown in Section 7 – Rate Schedule, of the Corporation Rules and Regulations. Interest shall apply only to deposits held for at least six months, but shall accrue from the initial date of deposit through the date the deposit is returned to the member.

III. SECURITY DEPOSIT REFUNDS

- A. Deposits and any unpaid interest earned on deposits shall be applied as a credit to the member's bill, unless requested by the member to be refunded, when:
 - 1. The accrued interest equals or exceeds \$10.00. The Corporation shall apply the deposit interest credit at least annually;
 - 2. A residential member has received twelve (12) consecutive months of service, with no cause to disconnect, and the member's bills have been paid when due;
 - 3. A commercial or industrial member having received twelve (12) consecutive months of service since paying a deposit, with no cause to disconnect; the member's bills have been paid when due; the member passes the Corporation's objective credit screen; and the member's deposit(s) is not required by the criteria in Section III, I. F. 4.; or
 - 4. Service is discontinued. The Corporation shall not require the member to provide the original receipt in order for the deposit to be refunded. Any credit balance on the account after the deposit is applied shall be refunded to the member. If the Corporation is unable to make the refund due to lack of knowledge of the member's location, additional interest will not accrue after the service discontinuation date. The Corporation shall manage such deposits as unclaimed property as required by Wyoming law W.S. 34-24-109.

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IV. LIEN FOR MATERIALS AND SERVICE

In addition to any security deposits which may be required pursuant to these Rules and Regulations, the Corporation shall have a lien for materials and services provided to a member. The lien shall attach to the real property of the member at the location where the materials and services were provided when the amount due to the Corporation is greater than \$5,000 and has been unpaid for ninety (90) days, W.S. 29-2-101 (d).

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AVAILABILITY AND TYPE OF ELECTRIC SERVICE

The type of electric service which will be furnished the member will depend on the location, size and type of load to be served.

The Corporation renders 60 hertz service from circuits of the following characteristics and at such standard voltages:

SINGLE PHASE

SAFE OPERATING LIMITS

120 V. nominal - 2 wire, grounded neutral	114 to 126 volts
120/240 V. nominal - 3 wire, grounded neutral	228 to 252 volts
240/480 V. nominal - 3 wire, grounded neutral	456 to 504 volts

THREE PHASE (Small Commercial and Large Power)

120/240 V. nominal - 4 wire, grounded neutral	228 to 252 volts
120/208 V. "Wye" - 4 wire, grounded neutral	197 to 218 volts
277/480 V. "Wye" - 4 wire, grounded neutral	456 to 504 volts
2400/4160V "Wye" - 4 wire, grounded neutral	3,952 to 4,368 volts

PRIMARY DISTRIBUTION (Large Power)

7.2/12.5 kV nominal - grounded Wye	12,160 to 13,090 volts
14.4/24.9 KV nominal - grounded Wye	24,320 to 26,190 volts
69 kV nominal - Delta	

When a member requires or desires service for a particular class of service, at a voltage which is different from the Corporation's standard secondary voltage for that class of service, the member will install, operate and maintain at its own expense, the necessary transformers and associated equipment for the transformation from the Corporation's standard voltage at which it will be delivered, to the service voltage desired by the member, unless other specific provisions are included in the contract for electric service.

If service is furnished at a primary distribution voltage, the Corporation shall have the option of metering at secondary voltage and adding the estimated transformer losses to the metered kilowatt-hours and the kilowatt demand.

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DISCONTINUANCE OF SERVICE TO MEMBERS

- (a.) Unless otherwise ordered by the Commission, the Corporation shall not terminate service to any member for violating the Corporation's Rules and Regulations or for nonpayment of bills for service until the Corporation has given at least seven (7) calendar days' notice to residential members or three (3) calendar days to commercial or industrial members.
- (b.) Notice shall be effective when a copy is provided to the member in person, by telephone after member verification, or received by U.S. Mail at the member's last known mailing address. Additional notice may be provided electronically. The notice shall contain:
- i. The name of the person whose account is delinquent and the service address to be discontinued;
 - ii. The rule or regulation that was violated or the amount of the delinquent bill;
 - iii. The effective date of the notice and the date on or after which service is to be discontinued;
 - iv. The Corporation's specific address and telephone number for information regarding how to avoid service discontinuation;
 - v. The names of agencies or organizations that have notified the Corporation that they render assistance to eligible persons who are unable to pay their utility bills; and
 - vi. A statement advising the member how to contact the Commission if discontinuation is disputed.
- (c.) For residential members, the notice shall inform the member that, if prior to the initial date for the discontinuation, the member provides the Corporation with written verification from a health care provider responsible for the care of a member or his/her co-habitants stating that their health or safety would be seriously endangered if service were discontinued, the Corporation shall extend the date for discontinuation set forth in the notice by fifteen (15) days (twenty-two (22) days total) to allow for bill payment.
- (d.) The Corporation shall attempt to make actual contact with the member either in person or by telephone, after the member verification, before discontinuing service during the cold weather period of November 1 through April 30.
- (e.) The Corporation shall also provide notice of discontinuation or account delinquency to a third-party if a member or person acting for the member has requested that the Corporation do so after member identification verification. The Corporation shall establish reasonable procedures to advise member, particularly any incapacitated member, that the right to request third-party notification does not create third-party liability for payment.

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- (f.) If the member defaults, the Corporation shall provide the discontinuation notice to any guarantor and member simultaneously. The guarantor's service shall not be subject to discontinuation as a result of the member's default.
- (g.) The Corporation shall remove a guarantor when:
- (i) The member has received twelve (12) consecutive months of service with no cause for discontinuation, bills have been paid when due and the member passes an objective credit screen;
 - (ii) The guarantor has paid all amounts due for service through the date the Corporation receives the request to terminate the guarantor agreement; or
 - (iii) An additional agreement with the Corporation is in place.
- (h.) The Corporation may discontinue service between 8:00 a.m. and 4:00 p.m., Monday through Thursday, without further notice when:
- (i) The notification period has elapsed and the delinquent account has not been paid;
 - (ii) Acceptable payment arrangements have not been made with the Corporation; or
 - (iii) The Corporation is not satisfied the member has ceased violating the Corporation's Rules and Regulations.
- (i) The Corporation shall not discontinue service for bill nonpayment:
- (i) On a legal holiday or the day before;
 - (ii) During the period from December 24 through January 2, inclusive;
 - (iii) On any day the Corporation cannot reconnect service;
 - (iv) If the member enters into an agreement with the Corporation for payment of the delinquent billing over a reasonable time and the member complies with the payment arrangements;
 - (v) If the member owes the Corporation money due to meter or other billing error and the member complies with payment arrangements;
 - (vi) At a previous address for a different class of service;
 - (vii) Of non-utility service or merchandise;
 - (viii) If a member is paying bills on time, even though a former member with an undisputed delinquent bill for service resides or conducts business at the same address;
 - (ix) If a utility bill is in dispute and the member duly pays the Corporation bill or bill portion that is not in dispute; or
 - (x) If the temperature is forecasted by the National Weather Service or other reputable source to be below 32° F in the impending 48 hours, or if conditions

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- (xi) are otherwise especially dangerous to health, and the member is;
 - (A) Unable to pay for service in accordance with the Corporation's billing requirements and is actively seeking government assistance or has exhausted such assistance; or
 - (B) Able to pay for service in installments only.

- (j) The Corporation shall assist elderly and handicapped persons who are unable to pay their Corporation bills with determining available government assistance.

- (k) The Corporation may discontinue service to a member without advance notice for reasons of safety, health, cooperation with civil authorities, fraudulent use, tampering with or destroying Corporation service facilities or member's failure to comply with Corporation curtailment procedures during supply shortage.

- (l) Upon a member's or legally authorized person's request, the Corporation shall make reasonable efforts to terminate the member's service as requested. Before terminating service, the Corporation shall inform the member of any additional charges for after-hours service discontinuation. The business hours and after-hours disconnection charge amount is shown in Section VII – Rate Schedule.

- (m) A Service Limiter (SL) provides a temporary alternative to discontinuing electric service for non-payment by extending a controlled level of service to the delinquent (member) prior to service being discontinued. These limiters could be capacity-based or time-based depending on what is defined in the applicable tariff.
 - (i) If the Corporation choose to install a SL, service may be discontinued without further notification.
 - (ii) Notice of the installation shall be delivered to an adult or posted at the affected premises and shall include:
 - (A) The member's name;
 - (B) Date the SL was installed;
 - (C) Member operational instructions for the SL;
 - (D) Telephone number and address of the Corporation;
 - (E) and warning that service may be discontinued without further notification.

METER READING AND BILLING

When a prospective member applies for electric service it is expected that the premises are wired in accordance with the National Electrical Code (ANSI C 1.) and that the member will accept service at the time the line is completed and ready for operation.

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When a new electric service is constructed, the first billing period will commence on the initial date the construction is completed. For an existing electric service, the first billing period will commence on the initial date the electrical meter is installed or the existing meter is read transferring service to a new member. Each account will be assessed a Credit Check/Transfer charge per Section VII – Rate Schedule.

Each meter will be read by the Corporation or Corporation authorized personnel at a minimum of monthly intervals, as nearly as possible on the corresponding day of each month. Bills shall show the meter readings at the beginning and end of the billing period, the date of the meter readings, the units consumed, the class of service and other information necessary to enable the member to readily re-compute the amount of the bill. Each bill shall bear upon its face the date of the bill and the latest date it may be paid without penalty.

All bills will be due and payable upon receipt of the bill.

If the payment for electric service is not received in the Corporation's offices via U.S. mail, electronically, or at one of the banking institutions that offer the Corporation's bill paying service by the delinquent after billing date shown on the billing statement, the bill shall be deemed past due and a late payment charge as stated in Section IV - Rate Schedule, will be added to the monthly billed amount.

All bills paid by mail, if postmarked prior to the delinquent after date noted on the bill statement, shall not be considered delinquent.

An estimated reading may be utilized if a reading cannot be obtained or if it is not feasible to read the meter. Estimated meter readings or budget billing shall be clearly identified on the bill. The amount of such an estimated bill will be adjusted as necessary when the next actual meter reading is obtained.

Each service meter shall clearly indicate the units of measurement. If the Corporation invoices members in a different unit of measurement than the service meter indicates, the conversion factor shall be stated on the member bill. In cases where special types of meters are used or where the readings of a meter must be multiplied by a constant to obtain the units consumed, that information shall be placed on the member bill.

When service is discontinued, a bill for final usage will be processed within thirty (30) days following discontinuance.

Failure to receive a bill or delinquent notification in no way exempts the member from payment for electric service.

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CONNECT CHARGES

Routine service connections requested by the member will be performed during normal working hours which are defined as follows: 8:00 a.m. to 4:00 p.m., Monday through Friday. Charges for service connections or service transfers are found in Section VII – Rate Schedule.

The Corporation may honor a member request for "after-hour service" if the member has paid an "after-hour service charge", as found in Section VII – Rate Schedule, to defray a portion of the added expense of "after-hour service". This non-refundable charge shall be in addition to the deposits and charges required elsewhere in the Corporation's Rules and Regulations.

Whenever the Corporation has evidence or determines that special or abnormal risks or conditions may be involved in providing service to a specific load or member, the Corporation may require special terms, contract conditions, bonds, cash advance or deposits of such a nature as it may consider reasonably necessary for its protection against financial loss in connection with the special conditions or risks involved.

RECONNECTION OF DISCONTINUED SERVICE

When service has been discontinued for violation of the Corporation's Rules and Regulations, nonpayment of bills or fraudulent use of service; and the member desires the service to be reconnected, the Corporation may require the member to pay in full all bills due for service rendered up to the date service was discontinued, plus the reconnection charge. The Corporation may elect to accept a payment arrangement with the member. Upon satisfaction of reconnection requirements, the Corporation shall restore service as soon as practicable. If a member requests reconnection of service on a weekend, on a holiday or outside the hours of 8:00 a.m. and 4:00 p.m. of a regular work day; the Corporation shall inform the member of the additional charge for after-hours reconnection before the Corporation performs the reconnection. The Corporation shall not charge to reconnect service when discontinuation was improper. The reconnection charge amounts are shown in Section VII – Rate Schedule.

RETURNED CHECK SERVICE CHARGE

Whenever a member's check is charged back to the Corporation because of "not sufficient funds" or "no account", the member's electric service account will be charged with the amount of the check plus a returned check fee as found in Section VII – Rate Schedule. This fee shall be an administrative charge and shall not be considered to be a waiver of the Corporation's rights to pursue civil or criminal remedies

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BUDGET BILLING PLAN

A member served under the Residential Rate classification may elect to pay monthly bills for electric service on a Budget Billing Plan subject to the terms and conditions set forth herein.

Any member electing the Budget Billing Plan shall pay a monthly amount equal to a total of the most recent twelve (12) months revenue multiplied by 1.05, designed to offset any increase in usage, and divided by twelve (12). The most recent twelve (12) months shall be adjusted to fully reflect any rate changes, which may have become effective during the said twelve (12) month period. Said monthly payments shall be made for the following eleven (11) successive months with the final, or twelfth (12th) month's payment, being a settlement amount equal to the difference between the total payment made during the prior eleven (11) months and the actual amount due for the twelve (12) month period. If the settlement amount is a credit balance, the amount will either be returned to the member or credited to the account balance owed by the member. The total balance will be due and payable on the due date indicated on the bill for the settlement month.

To be eligible to participate in the Budget Billing Plan, a member shall meet the following requirements:

1. The member must, prior to enrollment, have received service at the same billing location for a period of twelve (12) consecutive months or more.
2. The member's account for electric service must be current or in the case of a delinquent account, the member must enter into a Promissory Note agreement for a period of no more than six (6) months. The delinquent amount, as calculated in the Promissory Note, shall be included in the first six (6) months of Budget Billing. After the Promissory Note agreement has been satisfied, the budgeted amount will be adjusted accordingly.
3. The member shall execute a standard form, "Budget Billing Plan Agreement".

Normal collection procedures shall be applicable if a member fails to pay the Budget Billing amount in any month when due. If the member fails to pay the Budget Billing amount following due notice, the member shall be removed from the Budget Billing Plan, the entire outstanding amount of the account shall be due and payable, and service may be terminated.

If service is terminated for any reason to a member on the Budget Billing Plan, the member shall be removed from the plan and the entire outstanding amount of the account shall be due and payable.

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BUDGET BILLING PLAN (cont'd)

The monthly Budget Billing amount may be adjusted for any changes in the Corporation's rates of five percent (5%) or more. Said monthly Budget-Billing amount may also be adjusted semi-annually if the member's use of electricity changes by ten percent (10%) either up or down.

The member may elect to terminate the Budget Billing Plan at any time by notifying the Corporation and by paying in full the entire outstanding amount of the account.

If the member is removed from the Budget Billing Plan for any reason, the member shall not be eligible to participate in the Plan again for one (1) year.

MEMBER REQUESTS FOR TESTS OF METER ACCURACY

(a) If a member requests a test of the accuracy of the Corporation's meter on the member's premises, the following provisions shall apply:

(i) If the member has not requested a meter test in the last twelve (12) month period, the Corporation shall perform the test within a reasonable time without charge to the member. The Corporation shall notify the member of the time when the Corporation will conduct the test so the member or the member's representative may be present.

(ii) If the meter has been tested within twelve (12) months per a member request, the Corporation shall notify the member of the cost to perform the test. Costs to test meters is shown in Section VII – Rate Schedule. Upon receipt of payment, the Corporation shall notify the member of the time when the Corporation will conduct the test so the member or the member's representative may be present;

(iii) The Corporation shall promptly advise the member of the test results.

(b) If a meter is found to be in non-compliance with the Corporation's meter testing program, the Corporation shall refund the payment the member advanced for the meter test and shall repair or replace the meter. The Corporation shall also adjust and refund to the member the overpayment of preceding bills, pursuant to W.S. § 37-2-218. No refund is required from the Corporation except to the member last served by the meter prior to testing. If the Corporation has under collected, the member shall pay the costs back to when the error transpired but not greater than 183 days prior to the meter being shown in error, pursuant to W§ 37-2-222.

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UNLAWFUL USE OF ELECTRICITY

In the event of unlawful use of electricity, or evidence of attempted unlawful use of electricity is discovered, (including, but not limited to, tampering with metering equipment, breaking of meter seals, bypassing meter equipment or service wiring, etc.) the Corporation shall have the right to discontinue service, without notice, to the member.

Restoration of the service shall not be made until a fraudulent use investigation deposit, as described in Section VII – Rate Schedule, is received by an authorized representative of the Corporation. Such deposit may be received at the time of discovery of the fraudulent use. The deposit shall be the partial payment for the estimated electricity unlawfully consumed, together with the cost to repair any damages to the meter, metering equipment or other Corporation facilities in addition to all costs involved in the process of investigation and prosecution.UNLAWFUL USE OF ELECTRICITY (cont'd)

Furthermore, restoration will not be made until any and all necessary or required changes in the member's wiring which will eliminate unsafe conditions or unlawful installations have been made or unless ordered by the Wyoming Public Service Commission. The Corporation, at its sole discretion, may, based upon an investigation, choose not to restore service and proceed with legal prosecution.

If it is shown to the satisfaction of the Corporation that the member had no connection with, or knowledge of, such unlawful use of electricity, his service will be restored without charge.

UNOCCUPIED PREMISES AND IDLE SERVICES

The Corporation will continue to maintain service to unoccupied, idle or abandoned premises or locations as long as it receives payment as provided for in the Idle Line Retention rate schedule.

The Idle Line Retention charge is payable on a monthly basis commencing when the service becomes idle. Payment of the Idle Line Retention charge will ensure the poles and conductor are not removed or if they fall in disrepair will be rebuilt by the Corporation at no charge. The meter loop, security light, and transformer(s) may be removed at the option of the Corporation. With the exception of the Residential (Seasonal) (A) rate class, a load evaluation will be required (based on load requirements and specified by the Corporation's Load Evaluation Process) prior to restoration and additional charges may apply if system improvements are necessary. The Idle Line Retention Charge does not ensure system capacity will be available at the time the member desires to restore an idle service.

Idle services which do not pay the monthly Idle Line Retention rate, will be scheduled for retirement and removal, at the convenience of the Corporation following sixty (60) days' notice to the

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UNOCCUPIED PREMISES AND IDLE SERVICES (con't)

member. If the member gives written notice that these facilities are no longer required, or does not provide an answer to the Corporation within sixty (60) days of the Corporation's notice of intent to retire and remove said idle facilities, these facilities will be scheduled for removal. Plans to remove these facilities will be halted if applicable payments are brought up to date and continued. If service is disconnected and not retired, but later reconnected by the same member, the member will be billed the monthly charge for the period the service was idle and not being paid. In the circumstances where authorization to retire was given at the same time a disconnect of the service was requested, the monthly charge will not be back billed if more than twelve (12) months has elapsed without removal of facilities.

When electric service facilities have been removed in accordance with this policy and at a later date the member directly, or through an authorized representative, requests the facilities be rebuilt, the request will be treated as a request for new service and the appropriate Line Extension Policy will apply with the member being required to pay the Corporation any amount authorized under the applicable Line Extension Policy.

RELOCATION OF FACILITIES

Whenever a requested move, relocation or alteration of the Corporation's facilities, for the primary benefit and convenience of others, appears to be justified or necessary in the public interest, the Corporation will make such adjustments on a reasonable and scheduled basis. The party (parties) requesting such adjustments of the Corporation facilities may be required to pay the total estimated cost of such adjustment, including cost of any new right-of-way required, in cash, or certified check, prior to beginning work.

The Corporation may accept an appropriate contract with local, state or federal government entities providing for payment in full of all applicable costs upon completion of the adjustment. This payment method is an option in lieu of cash in advance.

When a dangerous condition is found to exist and alteration or relocation of either the Corporation's facilities or the facilities on the premises are required, the Corporation may discontinue service without notice until the dangerous condition is corrected.

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PROVIDING CLEARANCE FOR OVERSIZED LOADS

Where an oversized load such as a house, structure or equipment is to be moved upon, across or over roadways, or along a right-of-way over which electric wires are in place, advance notice in writing shall be made to the Corporation. The written notification shall detail the dimensions of the project being moved, the time it will be moved and the exact route over which it will be moved.

An advance deposit may be required for the Corporation's assistance in moving the object. The deposit, if required, will not exceed the Corporation's estimated cost to assist the move which will include labor, overheads, equipment, administration fees and other costs that may be incurred by the Corporation. The deposit will be held until such time as the final costs have been produced. The final costs shall include all labor expense, vehicle expense and fifteen percent (15%) administration fee. If additional payment is required, the party requiring the move, shall be billed accordingly. If the assistance charges are less than the deposit, the remaining dollars will either be returned by check.

In no case shall anyone other than the authorized personnel of the Corporation remove, cut, raise or handle any wires or equipment in connection with the moving of a house, structure or equipment.

DIRECT SALES

The Corporation's commodity resale will be governed by the following:

- (a) The direct sale of a Corporation commodity by a person without a certificate of public convenience and necessity is prohibited.
- (b) A direct sale of a Corporation commodity takes place if a person separately charges tenants or other persons for a utility commodity.
- (c) This Rule does not apply to:
 - (i) The provision of Corporation's commodities in connection with the leasing or rental of facilities for less than fifteen (15) days' occupancy; or
 - (ii) Otherwise exempt pursuant to Wyoming Statute § 37-1- 101(a)(vi)(H).

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POWER FACTOR PENALTY

Members charged under the Irrigation, Large Power, LP-CBM, LPT-CM, and LPT-G rate schedules, agree to maintain a power factor of not less than ninety percent (90%) leading or lagging. Member's charged under the LPT-CBM rate schedule, agree to maintain a power factor of not less than ninety-five percent (95%) leading or lagging. The Corporation reserves the right to measure such power factor at any time.

Should such measurement indicate that the power factor at the member's meter is less than the respective power factor, the member shall, at his/her own expense and upon sixty (60) days written notice, correct such power factor. The demand for billing purposes shall be increased one percent (1%) for each one percent (1%) the measured power factor is less than the respective power factor percentage per rate schedule.

DAMAGE TO CORPORATION FACILITIES

In the event that damage is sustained to any Corporation facilities, the party or parties causing the damage, will be held liable for all cost incurred to return facilities to its full operating capacity.

The cost to repair will contain the following:

- 1) Labor and overhead cost of employees or Corporation sanctioned contractors involved in the work including travel time.
- 2) Materials and supplies required for the work.
- 3) Vehicle expenses (e.g. usage, and mileage).
- 4) Administrative and General expenses calculated at fifteen percent (15%) of actual cost.

SERVICE CALL FEES

The Corporation may charge a Service Call Fee when the Corporation responds to a member reported trouble call and the problem is found to be on the member's side of the point of delivery. Problems on the member's side of the point of delivery include faults and over-currents within the member's electrical system which causes the Corporation's overcurrent protective devices (i.e. fuses, re-closers, or breakers) to trip due to inadequate coordination of the member's protective sectionalizing equipment with the Corporation. These fees are found in Section VII – Rate Schedule.

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POLE ATTACHMENTS

No attachments shall be made to the Corporation's poles or other equipment without prior permission. Attachments to these poles or other equipment shall only be allowed after Corporation approval and, if applicable, execution of special "joint use" contracts, specifying, but not limited to, schematic drawings of attachment(s), term of contract, and fees. Any necessary adjustments or modifications to the Corporation's infrastructure shall be paid by those request the attachment(s). Certain attachments, such as yard lights, enclosures and protective apparatus approved by the Corporation will be permitted without contracts or drawings.

Any attachment to the Corporation's poles or equipment shall conform to the standards and clearances of the National Electric Safety Code.

The Corporation may remove any unauthorized attachment to their poles and equipment. Upon discovery of an unauthorized attachment, the owner, if known, shall be notified and given ten (10) days to remove same. If the attachment is believed to cause an unsafe condition, the attachment will be removed upon discovery.

An attachment removed by the Corporation shall be held by the Corporation at one of its facilities for ninety (90) days and may be reclaimed by payment of the labor and overhead costs incurred by the Corporation to remove the attachments. After ninety (90) days, unclaimed attachments shall become the property of the Corporation.

CONDITIONS AND DEFINITIONS

- 1) In no case shall a member be charged for excess capacity in facilities beyond the minimum standard facilities required to serve the member's needs.
- 2) Costs to install facilities referred to in Section V -Standard Line Extension Policy, of these Rules and Regulations shall be based upon actual costs, which reflect the current costs of construction for the minimum standard electric service necessary to meet the member's power requirements. Residential services shall be based upon one-hundred and ten percent (110%) of the engineering estimate, with any overestimate of the project costs trued up upon completion and work order close out.
- 3) All property rights to facilities built under this policy shall remain exclusively with the Corporation, including the right to utilize excess capacity in such facilities to provide service to others.

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CONDITIONS AND DEFINITIONS (cont'd)

- 4) No permanent service will be provided from a facility constructed to provide temporary service unless the permanent member will guarantee the cost of the total extension, including that constructed for temporary service.
- 5) The member shall agree to abide by and take service under the Corporation's tariffs, bylaws, rules and regulations and any modification thereof.
- 6) Primary Line Extension: Any branch from, or continuation of, an existing Corporation owned transmission or distribution line, or the conversion of an existing single-phase line to three-phase.
- 7) Secondary Line Extension: Any branch from, or continuation of, an existing Corporation-owned distribution line serving loads from Corporation-owned distribution transformer(s).
- 8) Cost of Installation: Throughout these Rules and Regulations, "cost of installation" includes all labor, overheads, equipment, material costs, and fees unless specifically identified as being furnished by the Corporation. More specifically, the "cost of installation" fees shall be interpreted to include such items as, but not limited to: rights-of-way costs, cultural and archeological studies, application and permit fees as required by federal or state land custodians, attorney fees, condemnation expenses, and railroad and other crossing permit fees.

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RULES AND REGULATIONS OF SERVICE
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MEMBER'S WIRING

All electric wiring and equipment installed on the member's side of the "point of delivery" shall be at the member's expense, and shall be installed and maintained in accordance with the requirements of the National Electrical Code as adopted by the Commission in its rules and regulations, and with all requirements prescribed by governmental authority having jurisdiction thereof. The Corporation reserves the right to refuse to connect to any wiring or apparatus which does not meet these requirements and the Corporation may without further notice discontinue service to any member when a defective condition of wiring or equipment located adjacent to and which is clearly visible from the Corporation's metering point is discovered.

The Corporation will not be responsible for any loss, injury or damage, which may result from defects in electric wiring or equipment on the member's premises.

The Corporation may refuse to install a meter when the member's wiring, which is located adjacent to and which is clearly visible from the Corporation's metering point, is defective or considered hazardous.

MEMBER'S RESPONSIBILITY

The member shall not permit anyone who is not an agent of the Corporation to remove or tamper with the Corporation's property or equipment.

The member shall provide coordinated sectionalizing equipment (i.e. fused or breaker disconnects, fused cutouts, reclosers or breakers), acceptable to the Corporation, immediately adjacent to the Corporation's point of delivery. The member's sectionalizing equipment is required to protect the system of the Corporation from faults, transients and over-currents conditions that occur on the system of the member. This equipment may also provide a suitable means for the member to disconnect from the system of the Corporation. The sectionalizing equipment shall coordinate with the sectionalizing equipment on the Corporation's system. The member shall submit their recommended sectionalizing equipment, with Time Current Characteristic (TCC) information, to the Corporation for review and approval by the Corporation's engineering department.

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MEMBER'S RESPONSIBILITY (cont'd)

When disturbances in the Corporation's electrical system are observed, the Corporation may investigate and determine the cause and corrective action. If it is determined the disturbance(s) are caused by the member's system or operation of that system, the member may be required to install additional equipment or correct existing equipment. Members may also be required to make adjustments in the operation of their systems to alleviate the observed disturbance(s).

MOTOR PROTECTION

The member shall install protective devices, i.e. motor saver equipment, to protect the member's three phase motors from single phasing during Corporation's system protection equipment operation and manual operation of line switching equipment by Corporation personnel.

SYSTEM BALANCE

When installing three phase equipment on the Corporation's system, the member shall take all necessary steps to maintain a system balance within 3 percent Voltage, at the point of common coupling (PCC).

CHANGES IN MEMBER'S ELECTRICAL EQUIPMENT

In the event a member increases the size of their electrical equipment or otherwise adds to their electrical load, the member shall notify the Corporation so that the capacity of its system, transformer, meter and other related equipment may be reviewed to determine if the equipment can accommodate the increase in load.

The member, when failing to advise the Corporation of changes in a timely fashion, assumes responsibility for any subsequent damage to the member's or the Corporation's property and equipment from the increased load or operational change.

USE OF METER

(a) The Corporation shall adequately meter and measure the commodity delivered into its distribution system to determine demand capacity, losses, capacity constraints and, if applicable voltage levels.

(b) The Corporation shall measure member commodity use by industry-recognized and approved certified meters.

(c) The Corporation shall install and maintain at its own expense all equipment necessary to regulate and measure the commodity delivered as specified per tariff or special contract.

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USE OF METER (cont'd)

(d) Upon a member's request, the Corporation may install and maintain an additional meter at the member's expense.

(e) No pre-payment meter shall be used by the Corporation except when the Corporation's tariff permits, it is voluntarily chosen by the member, and the Corporation's tariff describes discontinuation of service procedures. The member retains the option to request regular metered service at any time, which may be subject to deposit. Member accounts where service is provided to persons whose physical health or safety would be endangered if the utility service were discontinued are not eligible for pre-payment meter service. If a pre-payment meter is in use, the Corporation shall:

(i) Provide continuous member access to account information and payment options to enable continued service; and

(ii) Inform the member of all payment options and provide a telephone number or other electronic communication options in case of emergencies and/or service problems.

(f) Any non-metered utility service shall be governed by tariff.

METER LOCATION

The meter may be installed on a pole, pedestal or the service structure in compliance with NESC and NEC requirements, as applicable.

(a) Meters and associated devices shall be installed in a reasonable location accessible for reading, testing, inspection, removal, and where such activities will minimize interference and inconvenience to the member and utility per tariff.

(b) No meter shall be installed in any location where the meter or associated service lines may be unnecessarily exposed to damage.

(c) The member shall provide, without cost to the utility, a suitable location accessible for metering and installation of equipment required to receive service.

(d) Meters for member locations are not allowed inside buildings.

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METER LOCATION (cont'd)

(e) The Corporation has the right to clear its service conductors, connections and rights-of-way of any interfering tree, shrub or other obstruction or to require the member to clear and remove the interfering obstruction at the member's expense. Failure to do so may result in, following required notice, disconnection of a member's service. No notice of disconnection is required under conditions cited in Chapter 3, Section 9, article (l) of the Wyoming Public Service Commission Rules and Regulations.

(f) All electric meters shall be located, designed, and installed in accordance with NEC, NESC, and the Corporation's approved standards.

METER ACCURACY, MEASUREMENT AND STANDARDS

(a) Inaccurate, improper, or non-certified meters, including those for which accuracy has not been established, shall not be placed in service or allowed to remain in service. Meters that register upon zero load are considered inaccurate. New meters and serviced meters shall be in good repair and adjusted as closely as practicable to zero error. All meters shall conform to ANSI, IEC, AWWA, and ISO, as applicable.

(b) All service meters shall clearly indicate the units of measurement for which the member is charged. If the utility invoices members in a different unit of measurement than the service meter indicates, the conversion factor shall be stated on the member bill. Metering in the following units is required: kilo-watt hours (kWh), kilo-volt-amp hours (kVAh), demand in kilo-watts (kW), kVARh, and Power Factor depending upon service requirements.

MOTOR STARTING CURRENT LIMITATION

In view of the Corporation's responsibility as an electric utility operating within the State of Wyoming and under the rules of the Wyoming Public Service Commission, it is essential that uniform voltage in accordance with ANSI Standards C84.1 be maintained throughout the system to ensure proper operating power for all members.

In order to provide for adequate and proper controls against voltage fluctuation, the member shall, prior to installing any motor with horsepower rating exceeding those stated in this policy, submit full information on said motor in the form of answers to a questionnaire, which the Corporation will provide.

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MOTOR STARTING CURRENT LIMITATION (cont'd)

The Corporation reserves the right to require the member to install at their own expense, reduced voltage starting equipment, or other accepted means of starting. The Corporation may require the addition of this equipment for new motor installation or on an existing motor installation that the Corporation determines is creating undue voltage fluctuation or transients on the power lines.

Motor Starting Current Limitation Part A below outlines the parameters for operation of a single-phase motor served by the system of the Corporation and the locked rotor limitations for a motor up to 10HP. Motors operating outside these parameters or greater than 10HP may still be allowable, with review and acceptance by the Corporation.

Motor Starting Current Limitation Part B below outlines the parameters for operation of a three-phase motor served by the system of the Corporation and the locked rotor limitations for a motor up to 50HP. Motors operating outside these parameters or greater than 50HP may still be allowable, with review and acceptance by the Corporation.

All instances of a three phase motor connected to a single phase service (via a conversion device similar to Add-a-Phase or Roto-Phase), where the horsepower equivalent of the three phase pump on the single phase terminal of the converter is greater than 7.5HP, is required to be reviewed and approved by the Corporation's engineering department. For all sizes equal to or less than 7.5HP equivalent at the single-phase terminals, the locked rotor amperage must comply with the table in Part A.

A. Single phase motors – size(s) permitted

- 1) Single phase, infrequently started motors, may be operated at 120 volts provided the motor's locked rotor current does not exceed 45 amperes.
- 2) Single phase, frequently started motors may be operated at 120 volts provided their locked rotor current does not exceed 25 amperes.
- 3) Single phase motors of 10 HP or less may be operated at 208 or 240 volts except that when the nameplate rating is higher than 5 HP, compensating starting equipment shall be installed to limit starting current. In locations where three-phase service is not available, single-phase motors larger than 10 HP may be operated only with the express written consent of the Corporation.

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MOTOR STARTING CURRENT LIMITATION (cont'd)

- 4) All single phase motors exceeding the limitations of paragraphs (1) and (2) above, must be operated at 208 or 240 volts and the locked rotor currents must not exceed the following ampere size. Any requested motor starting currents in excess of the following table requires review and acceptance by the Corporation.

MAXIMUM PERMISSIBLE LOCKED ROTOR CURRENT (AMPERES AT MOTOR TERMINALS)

<u>HP</u>	<u>AMPS</u>
1 and smaller.....	35
1.5	40
2	50
3	70
5	100
7.5	110
10	120

B. Three phase motors – size(s) permitted

- 1) In general, three phase motors of 10 HP or less nameplate rating operating at 208 or 240 volts, may be equipped for across the line starting; motors larger than 10 HP may use across the line starting but require review of starting frequency, starting current, location, etc. and written approval from the Corporation prior to energization. Reduced voltage starting equipment, where required, will be furnished by the member.
- 2) Three phase motors rated at 208, 220 or 440 volts must have locked rotor currents that do not exceed the following Amperage (A) per phase, measured at the motor terminals. Any requested motor starting currents in excess of the following table requires review and acceptance by the Corporation.

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MOTOR STARTING CURRENT LIMITATION (cont'd)

MAXIMUM PERMISSIBLE LOCKED ROTOR CURRENT (AMPERES AT MOTOR TERMINALS)

<u>Horsepower</u>	<u>Motor Voltage Rating</u>		
	<u>208</u>	<u>220</u>	<u>440</u>
5 and below	92	87	44
7.5	122	115	58
10	149	141	71
15	208	197	99
20	266	251	126
25	322	304	152
30	381	360	180
35	392	370	185
40	402	380	190
50	423	400	200

- 3) For motors above 50 HP the Corporation will review the service location and determine the permissible locked rotor current for the installation.
- 4) Current values listed in these tables are those corresponding to the rated nameplate voltages of the motors. Tests or specified current values for other voltages shall be adjusted to the rated voltage of the motor.
- 5) When a single piece of motor driving apparatus or equipment has more than one motor starting simultaneously, the sum of the maximum starting currents and the sum of the horsepower rating of those motors starting simultaneously, shall be used in applying the above tables. For test purposes, the starting current of motorized equipment may be considered at 75 percent of the locked rotor current.

C. Determination of locked rotor currents:

- 1) Locked rotor currents are obtainable from motor manufacturers or may be calculated from the nameplate data on the motor as follows:
 - a) Obtain HP, voltage and NEMA Code Letter Rating from the motor nameplate.
 - b) Obtain the kVA per horsepower with locked rotor for the motor by referring to the following tabulation taken from Paragraph 94304 of the *National Electrical Code* and selecting the value that corresponds to the Code Letter Rating of the motor.

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MOTOR STARTING CURRENT LIMITATION (cont'd)

c) Calculate locked rotor amperes by the following formulas:

Single phase motor - - $\text{locked rotor amps} = \frac{1000 \times \text{locked rotor kVA per HP from Table} \times \text{HP rating of motor}}{\text{Voltage Rating of Motor}}$

Three-phase motor - - $\text{locked rotor amps} = \frac{1000 \times \text{locked rotor kVA per HP from Table} \times \text{HP rating of motor}}{1.73 \times \text{Voltage Rating of Motor}}$

d) The locked rotor currents specified in the above tables are for average conditions only. In areas where frequent starting of motors is found to impact the electrical service to other members, supplied from the same secondary or primary line, the Corporation reserves the right to limit locked rotor currents to values smaller than those described in Motor Starting Current Limitation Part A, Part B or this section.

TABLE

<u>Code Letter</u>	<u>kVA per HP with Locked Rotor</u>
A	0 - - 3.14
B	3.15 - - 3.54
C	3.55 - - 3.99
D	4.0 - - 4.49
E	4.5 - - 4.99
F	5.0 - - 5.59
G	5.6 - - 6.29
H	6.3 - - 7.09
J	7.1 - - 7.99
K	8.0 - - 8.99
L	9.0 - - 9.99
M	10.0 - - 11.19
N	11.2 - - 12.49
P	12.5 - - 13.99
R	14.0 - - 15.99
S	16.0 - - 17.99
T	18.0 - - 19.99
U	20.0 - - 22.39
V	22.4 - - and up

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HARMONIC DISTORTION LIMITATION

All members, within the service area of the Corporation who take delivery of electric service from, or generate electricity onto, the Corporation's system, and who create excessive harmonics on the Corporation's system, will be required to comply with this Rule and Regulation.

Definitions:

- HARMONICS – In 60-hertz electric power systems, a harmonic is a sinusoidal component of the 60-hertz fundamental wave having a frequency that is an integral multiple of the fundamental frequency.
- EXCESSIVE HARMONICS – Shall mean levels of current or voltage harmonic distortion at the point of common coupling between the Corporation and the member outside the levels recommended in IEEE Standard 519-2014 (Revision of IEEE Standard 519-1992,) IEEE Recommended Practices and Requirements for Harmonic Control in Electric Power Systems and these Rules and Regulations.
- MAXIMUM DEMAND LOAD CURRENT (I_L) – This current value is established at the point of common coupling and should be taken as the sum of the currents corresponding to the maximum metered demand during each of the twelve previous months divided by 12. In the event that twelve previous months of metered demand data is not available, the Corporation's Engineering department will determine the most prudent value to utilize for the maximum demand load current based on available demand information, field measurements, and an understanding of the member's load.
- SHORT CIRCUIT CURRENT (I_{sc}) – This current value is provided by the Corporation at the PCC.
- POINT OF COMMON COUPLING (PCC) – The PCC or point of interconnect between the Corporation's electrical system and the member's facilities where delivery of electrical service is taken by the member. This point is typically at the electrical meter terminals or on the low voltage side of the transformer, but may be dependent upon the type and design of the electrical service provided.
- SHORT-CIRCUIT RATIO – At a particular location, the ratio of the available short-circuit current (in amperes), as determined by the Corporation's Engineering Department, at the PCC to the load current (in amperes.)
- CURRENT TOTAL HARMONIC DISTORTION (THD) – The ratio of the root mean square of the harmonic content, considering harmonic components up to the 50th order and specifically excluding inter-harmonics, expressed as a percent of the current fundamental. Harmonic components of order greater than 50 may be included when necessary.

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- VOLTAGE TOTAL HARMONIC DISTORTION (VTHD) – The ratio of the root mean square of the harmonic content, considering harmonic components up to the 50th order and specifically excluding inter-harmonics, expressed as a percent of the of the voltage fundamental. Harmonic components of order greater than 50 may be included when necessary.
- TOTAL DEMAND DISTORTION (TDD) - The ratio of the root mean square of the harmonic content, considering harmonic components up to the 50th order and specifically excluding inter-harmonics, expressed as a percent of the average peak demand current. Harmonic components of order greater than 50 may be included when necessary.
- The member harmonic distortion limits as follows (which defines excess harmonic Limitations):
 - Daily 99th percentile, very short time (three (3) seconds) harmonic currents should be less than two times the values in the table below.
 - Weekly 99th percentile, short time (10 minutes) harmonic currents should be less than 1.5 times the values in the table below.
 - Weekly 95th percentile, short time (10 minutes) harmonic currents should be less than the values in the table below.

Current Distortion Limits for General Distribution Systems
Rated 120 V through 69 kV

Maximum harmonic current distortion in percent of I_L						
Individual harmonic order (odd harmonics) ^{a, b}						
I_{sc}/I_L	$3 \leq h < 11$	$11 \leq h < 17$	$17 \leq h < 23$	$23 \leq h < 35$	$35 \leq h \leq 50$	TDD
< 20 ^c	4.0	2.0	1.5	0.6	0.3	5.0
20 < 50	7.0	3.5	2.5	1.0	0.5	8.0
50 < 100	10.0	4.5	4.0	1.5	0.7	12.0
100 < 1000	12.0	5.5	5.0	2.0	1.0	15.0
> 1000	15.0	7.5	6.0	2.5	1.4	20.0

^aEven harmonics are limited to 25 percent of the odd harmonic limits above.

^bCurrent distortions that result in a direct current offset, e.g., half-wave converters, are not allowed.

^cAll power generation equipment is limited to these values of current distortion, regardless of actual I_{sc}/I_L .

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HARMONIC DISTORTION LIMITATION (cont'd)

If the measured TDD or individual harmonic order values are greater than allowed, as stated above, the member shall be required to take such corrective measures as necessary, including the installation of active or passive filtering, to guarantee compliance with the described values.

Failure to comply with the direct current offset conditions may result in a disconnection of the member's service per the Corporation's Rules and Regulations Section III – Discontinuance of Service to Members.

APPLICATION OF RULES

- A) Applicable standards – in addressing harmonics problems, the Corporation and the member shall implement, to the extent reasonably practicable, and in conformance with prudent operation, the practices outlined in IEEE Standard 519-2014, or any successor IEEE standard, to the extent not inconsistent with law, including state and federal statutes, orders, regulations, and applicable municipal regulations.
- B) Investigation and Corrective Action – the Corporation may investigate and determine the cause of the excessive harmonics. If the Corporation determines a member has created excessive harmonics that cause or are reasonably likely to cause another member to receive unsafe, unreliable or inadequate electric service, the Corporation will provide written notice to the member creating the excessive harmonics. The notice shall state the Corporation has determined the member has created an excessive harmonics condition and the Corporation has explained the source and consequences of the harmonic problem. The notice will give the member two (2) options to cure the problem:
1. The member may elect to cure the problem on its side of the PCC, at their cost, but the remedy must occur within six (6) calendar weeks following notification and will be specified in the notice. If the cost of the harmonics mitigation project exceeds \$10,000 the Corporation and the member may establish a mutually acceptable time period to correct the harmonic violation. If the harmonics violation creates a safety issue for member or any potentially affected members, remediation will need to be expedited or discontinuance of power may be immediate.
 2. If the member does not cure the problem after being notified, and within the allotted time, the Corporation will cure the problem on its system and assess all charges, including overheads, to the member. For facilities installed by the Corporation for purposes of correcting a member's harmonic distortion, that member shall be responsible for a monthly maintenance fee.

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APPLICATION OF RULES (cont'd)

3. If corrections are necessary on the Corporation side of the PCC; the monthly maintenance fee is fifteen percent (15%) of the capitalized cost of the installed equipment that is needed as a result of the corrective actions undertaken by the Corporation. The monthly maintenance charge will not be less than twenty-five dollars (\$25).
 4. If a dispute occurs as to the determination of a member creating excessive harmonics that cause, or are deemed by the Corporation likely to cause, another member harmonic related problem, the member and the Corporation will select a mutually acceptable third party to determine the extent of the problem and a reasonable solution. The Corporation and the member will agree to be bound by the proposed solution from a third party or governing agreement documents.
- C) Harmonics from more than one source – if, in its investigation of a harmonics problem, the Corporation determines that two (2) or more member's harmonic generating loads are individually within IEEE 519-2014 limits, but the sum of the loads result in a VTHD greater than eight percent (8%) for PCC less than or equal to 1 kV or the VTHD is greater than five percent (5%) for all other voltages, the Corporation may require each member to reduce its harmonic levels beyond the limits specified within the specifications listed above. However, in no event will any member be required to go below five percent (5%) TDD.
- D) Harmonics on a feeder – if, in its investigation of harmonics on a feeder, the Corporation determines there are multiple sources contributing to the problem, the Corporation may install filters to bring the feeder VTHD within specified values and assess all non-filtered services, based on connected kVA capacity, a proportional share of the installation and maintenance costs as outlined in section B, subsection 2, above.
- E) The Corporation may, in its sole discretion, elect not to connect an unfiltered, variable speed drive service.

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Electric Service Regulations

Section IV

RULES AND REGULATIONS OF SERVICE
Section IV
NET METERING POLICY

NET METERING SERVICE

Applicable:

- (A) This rule applies to any member/owner that owns and operates a solar, wind, hydroelectric or biomass generating facility with a capacity of not more than twenty-five (25) kilowatts that is located on the member/owner's premises, is interconnected and operates in parallel with the utility's existing distribution facilities, and is intended primarily to offset part or all of the member/owner's own electrical requirements measured by the Corporation at a single metered facility located at the immediate interconnection point of the member/owner's generating facility. This schedule is offered in compliance with Wyoming Statute §§ 37-16-101 to 104.
- (B) This rule also applies to any member/owner that is a public entity such as school or state or local government entity having a solar, wind, hydroelectric or biomass generating facility with a capacity of not more than fifty (50) kilowatts and otherwise satisfies all requirements of this Net Metering Policy. Therefore, such a member/owner is not engaged in any resale of electric energy prohibited by the Corporation Rules and Regulations of Service under Section III, Resale of Electric Power, and is not, by virtue of the nature of the relationship to the Corporation under this Net Metering Policy and pursuant to the determination of the Public Service Commission in Docket No. 10014-125-CT-10, a "public utility" as defined by W.S. 37-1-101.

Available:

- (A) This service shall be available to member/owners of the Corporation who agree to the requirements of this tariff and who sign an interconnection agreement for net metering service in a form generally in conformity with the agreement attached to this tariff.

Definitions:

- A) Net Metering means measuring the difference between the electricity supplied by the Corporation and the electricity generated by an eligible member/owner-generator and fed back to the electric grid over the applicable billing period.

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Section IV

- B) Owner-generator means a user of a net metering system.
- C) Net Metering System means a facility for the production of energy that:
 - 1. Uses as its fuel either solar, wind, biomass or hydropower;
 - 2. Has a generating capacity of not more than twenty-five (25) kilowatts or not more than fifty (50) kilowatts for a public school or state or local government facility
 - 3. Is located on the owner-generator's premises;
 - 4. Operates in parallel with the Corporation's distribution facilities; and
 - 5. Is intended primarily to offset part or all of the owner-generator's requirements for electricity.

Monthly Billing:

- (A) The electric Service Charge shall be computed in accordance with the Monthly Billing in the applicable standard service tariff.

Service Conditions:

- (A) If the electricity supplied by the Corporation exceeds the electricity generated by the member/owner, the prices specified in the Energy Charge section of the Monthly Billing of the applicable standard service tariff shall be applied to the positive balance owed to the utility.
- (B) If the electricity supplied by the member-generator exceeds that supplied by the Corporation, the member/owner shall be billed for the appropriate monthly charges and shall be credited for such net energy with the kilowatt-hour credit appearing on the bill for the following month.
- (C) At the beginning of each calendar year, any remaining kilowatt-hour credit accumulated during the previous year shall be sold to the Corporation at the avoided cost for the applicable calendar year. The kWh rate for the avoided cost shall be established by utilizing the Small Power Production (SPP)" rate schedule. This rate is available on the tariff Rate Rider Sheet 1C on file at the Wyoming Public Service Commission. This rate shall remain in effect for the entire previous calendar year, unless the wholesale power supplier increases or decreases its rates to the Corporation, in which case the new rate will automatically apply.

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Service Conditions (cont'd)

- (D) The member/owner is responsible for all costs associated with its facility; for all costs related to construction of facilities; for all costs related to any modifications to the facility; for all maintenance cost for the facility; for all costs associated with protecting metering from livestock; and for all costs related to any modifications to the facility that may be required by the Corporation for the purposes of safety and reliability.
- (E) A Net Metering facility shall meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers, and Underwriters Laboratories. The member/owner shall, at its expense provide lockable switching equipment capable of isolating the net metering facility from the Corporation's system. Equipment shall be approved by the Corporation and shall be accessible by the Corporation at all times.
- (F) The member/owner shall, at its expense provide lockable switching equipment capable of isolating the net metering facility from the Corporation's system. Equipment shall be approved by the Corporation and shall be accessible by the Corporation at all times.
- (G) The Corporation shall not be liable directly or indirectly for permitting or continuing to allow an attachment of a net metering facility, or for the acts or omissions of the member-generator that causes loss or injury, including death, to any third party.
- (H) The Corporation shall have the right to disconnect the facility from the Corporation's supply at the disconnect switch, at its sole discretion, when necessary to maintain safe electrical operating conditions, or if the facility, at any time, adversely affects the operational integrity of the utility service to the member/owners or other members.
- (I) In the sole discretion of the Corporation, the Corporation may require the member/owner-generator to read the respective meter(s) at the facility on a monthly basis and forward the reading to the Corporation's billing department.

Rules:

- (A) Service under this Schedule is subject to the General Rules contained in the tariff of which this Schedule is a part, and to those prescribed by regulatory authorities.

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Standard Line Extension Policy

Section V

RULES AND REGULATIONS OF SERVICE
Section V
STANDARD LINE EXTENSION POLICY

ELECTRIC SERVICE EXTENSION POLICY

The standard line extension policy applies to line extensions serving all rate classes excluding services covered by the Coal Bed Methane Line Extension Policy.

TEMPORARY SERVICE

When service is requested to a point of delivery that will require the installation of any facility that will serve a load of a temporary nature or a load where continued use for a period of one year cannot be assured, the member requesting the service will be required to pay the Corporation for the estimated cost to install and remove the facilities plus the cost of unsalvageable materials.

PERMANENT SERVICE

- I. (A) Permanent service shall include service to loads where continued use can be assured with contracts for service for a term of not less than one (1) year.
- a. For tariff schedules A (Residential only), RHR, TOD, and GS when a new service is installed the Corporation will offer up to \$1,500 standard offering. This standard offering does not apply to new services that are for the purpose of serving seasonal loads. This standard offering is the portion of the extension that the Corporation may provide, or allow, without cost to the applicant. The remaining costs of installation and any associated line sharing shall be paid by the member as aid to construction pursuant to the terms within this policy. All distribution transformers and metering equipment shall be furnished by the Corporation at no charge to the member.
 - b. For tariff schedules A (Seasonal usage only), I and LP, when a new permanent service is installed, the member shall pay for one hundred percent (100%) of the cost of installation and any associated line equalization as aid to construction pursuant to the terms within this policy.
- (B) For tariff schedules A I (single-phase) and GS (single-phase), when a new service requires only transformer and metering equipment, the member shall sign a contract

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Standard Line Extension Policy

Section V

PERMANENT SERVICE (cont'd)

for service for a term of not less than one (1) year.

- (C) For tariff schedules RHR, TOD, I (three-phase) and GS (three-phase) when a new service requires only transformer and metering equipment, the member shall sign a contract for service for a term of not less than (3) years.
 - (D) For tariff schedule LP when a new service requires only transformer and metering equipment, the member shall sign a contract for service for a term of not less than (5) years.
- II. (A) The cost of installation paid by the member shall be in the form of an advance payment for the total estimated project costs, defined as the sum of the engineers estimate plus a 10% contingency, made to the Corporation prior to the start of the project or by monthly payments pursuant to the terms of a Standard Line Extension Agreement after completion of construction.
- (B) A Standard Line Extension Agreement shall be signed for all line extensions financed under the Corporation's Standard Line Extension Policy per a standard amortization schedule. Line extensions with a total estimated project cost of less than or equal to \$3,000 shall be financed for a maximum term of 36 months. Line extensions with a total estimated project cost of less than or equal to \$6,000 but greater than \$3,000 shall be financed for a maximum term of 60 months. Line extensions with a total estimated project cost of less than or equal to \$10,000 but greater than \$6,000 shall be financed for a maximum term of 84 months. Line extensions with a total estimated project cost of less than or equal to \$50,000 but greater than \$10,000 shall be financed for a maximum term of 120 months. Member's using the 120 month term financing shall provide a security interest to the Corporation in the property for which the service is being provided. The security interest will be released upon satisfaction of the terms of the Standard Line Extension Agreement. Line extensions that exceed \$50,000 will be addressed per Paragraph III (B). Members may use a combination of advance payment and execution of the Standard Line Extension Agreement to manage payment amounts and term.
- (C) The interest rate used to calculate payments under the Standard Line Extension Agreement shall be fixed for the entire contract period. This interest rate is set at the

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Section V

PERMANENT SERVICE (cont'd)

time costs are calculated on the service agreement and is 1.5% above the effective interest rate. The effective interest rate is updated monthly and is the rate in effect for the equivalent term treasury as published by RUS. Nothing in Paragraphs II (A and B) above shall prohibit the member from paying in advance any remaining cost of installation during the term of the contract. Such payments shall not relieve the member from other obligations incurred under the terms of the contract for service.

- (D) For tariff schedule LPT (Large Power Transmission Level), when a new service is installed, the member shall advance to the Corporation prior to construction the total estimated installation costs. Upon completion of the project and final cost analysis is completed, any necessary adjustments required to “true-up” the estimated to actual costs will be identified and corrected.

III. SPECIAL CONDITIONS

- (A) Whenever the Corporation anticipates or determines that special or abnormal risks or conditions may be involved in providing service to a specified load or customer, the Corporation may require special terms, contract conditions, or bonds of such a nature as it may consider reasonably necessary for protection from financial loss in connection with the special conditions or risks involved.
- a. Any special terms, contract conditions, or bonds shall be in place before the ordering of materials or commencement of construction. Special terms, contract conditions, or bonds shall not eliminate the need for extension charges under Paragraphs II above. Special contracts for extension of the utility’s distribution system to supply commercial service, industrial service or service of indeterminate character shall be filed with the Commission.
- (B) Whenever a project to provide service to a member exceeds fifty thousand dollars (\$50,000), the member shall advance to the Corporation prior to construction the total estimated installation costs. Upon completion of the project and final cost analysis is completed, any necessary adjustments required to “true-up” the estimated to actual costs will be identified and advance amount refunded or increased.
- (C) Each member will receive a final cost report after the project closeout has been completed. This report will compare the actual costs of construction to the total estimated project costs. Balances owed under the terms of a Standard Line Extension

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Section V

SPECIAL CONDITIONS (cont'd)

contract will be reduced if actual costs are less than the total estimated project costs. Advance payments will be refunded if actual costs are less than total estimated project costs.

- (D) Members may contract the construction of their own line extensions provided the following conditions are met:
- a. Line extension complies with the Corporation's specifications
 - b. Line extensions will be warranted by the member or its contactor against defects in materials and workmanship for a period of one year from date of acceptance and energization by the Corporation.
 - c. Operations and maintenance responsibilities will transfer to the Corporation at the time of project acceptance and energization.
 - d. Ownership of facilities will transfer upon the member providing a release of lien for materials and labor, a completed bill of sale as provided by the Corporation, an easement in a form that is acceptable to the Corporation, and acceptance and energization of the line extension.
 - e. Work is performed by contractors on the Corporation's Qualified Bidder's List

SUBDIVISIONS

Established, platted subdivisions (other than mobile home courts) located within the service area of the Corporation, will be served under the following conditions:

- 1) One hundred percent (100%) of the cost of all primary feeders, sectionalizing pedestals, transformer pads and secondary lines to the lot line of each lot shall be subject to a non-refundable advance from the developer. Funds for the installation of the facilities shall be advanced to the Corporation before the commencement of construction.
- 2) The platted subdivision will identify the easement corridors of sufficient width that allow for power line extension to each lot identified as a lot subject to future electrical service.
- 3) Prior to construction of electric facilities, the developer shall notify the Corporation, in writing, that the areas, where electric facilities are to be installed, are at final grade. Any subsequent change in grades that require a change in the electric facilities will result in a charge to the developer for such changes in facilities.

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Section V

SUBDIVISIONS (cont'd)

All primary feeders and transformer pads will usually be installed at one time, however, this construction may be in segments by mutual agreement between the developer and the Corporation.

All facilities will be installed by the Corporation or by Corporation contractors.

- 6) If a joint trench use agreement is required, the developer will prepay all additional charges estimated that will be incurred by the Corporation as it pertains to a modified installation process and or all coordination with other utilities.

MOBILE HOME COURTS

Mobile home courts established within the service area of the Corporation shall be served under the following conditions:

- 1) Service to permanent dwelling mobile home courts will be supplied to pre-established metering points, one meter per mobile home space.
- 2) The cost of all installations shall be at the expense of the court owner and includes the installed cost of all wire, meter boxes and associated facilities.
- 3) All meters will be supplied by the Corporation and shall be installed and removed only by Corporation personnel. All wiring from the metering point to the mobile home shall be the responsibility of the court owner or mobile home owner.
- 4) Individual meters are subject to the Corporation's individual service contracts.
- 5) The Corporation shall not provide mastered meter service to mobile home courts when such installation will be used for resale of electric service to tenants.
- 6) The court owner shall advance one hundred percent (100%) of the construction funds before facilities are installed by the Corporation or Corporation contractors.
- 7) All facilities installed by the Corporation remain the property of the Corporation, including the right to maintain and alter as necessary.
- 8) Before construction of electric facilities, the court owner shall notify the Corporation

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Section V

MOBILE HOME COURTS (cont'd)

in writing, that areas where electric facilities are to be installed are at final grade. Any subsequent change in grades that require a change in electric facilities will result in a charge to the court for such changes in facilities.

- 9) If a joint trench use agreement is required, the developer will prepay all additional charges estimated that will be incurred by the Corporation as it pertains to a modified installation process and or all coordination with other utilities.

GUARANTEES AND/OR CONTRIBUTION SHARING

Cost sharing for line extensions is governed by Section IX, Line Equalization, of these Rules and Regulations.

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Coal Bed Methane Line Extension Policy

Section VI

RULES AND REGULATIONS OF SERVICE
Section VI
COAL BED METHANE (CBM) LINE EXTENSION POLICY

APPLICABILITY

The CBM Line Extension Policy applies to all line extensions serving coal bed methane wells, compressors, pumps, and related facilities as identified by the Corporation.

LINE EXTENSION POLICY TERMS

1. Electric Service Agreements
 - a. CBM members are required to execute a CBM Master Service Agreement and either an Exhibit A or a supplemental service agreement. These agreements outline the specific terms of service for each meter location.
 - b. CBM member agrees to remain a member with the Corporation for the term of the executed electric service agreement and to purchase energy under the applicable tariff.
 - i. The minimum term of any CBM service under this policy is five (5) years.
 - ii. Electric service agreements will be assignable to successors, assignees, and future members taking service at the meter location identified in the agreements. If there is an unamortized amount of Capital Cost Recovery (CCR) on the service assigned, successors and assignees will be required to provide Irrevocable Letters of Credit or equivalent security instruments satisfactory to the Corporation for the term of the original electric service agreement prior to the transfer of service.
 - iii. Services that are temporary in nature will be handled pursuant to Section 2(b) of this policy.
 - c. CBM members who took service under the original CBM Line Extension Policy effective May 10, 2001 and who have an unamortized amount of Capital Cost Recovery (CCR) agree to maintain a perpetual Irrevocable Letter of Credit or equivalent security instrument satisfactory to the Corporation for the term of their original electric service agreement. If a CBM member terminates electrical service, the unamortized amount of any Capital Cost Recovery (CCR) charge shall become due and payable.
 - d. Modification of Electric Service Agreements
 - i. Electric Service Agreements that were executed under the original CBM Line Extension Policy effective May 10, 2001 may be modified to reflect changes in Capital Cost Recovery (CCR) amounts as a result of subsequent sharing of line extension costs by other members.

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Section VI

LINE EXTENSION POLICY TERMS (cont'd)

- ii. The Corporation's actual costs to accommodate the sharing of existing lines will be paid by new members at the time the new member enters into a new electric service agreement.
 - iii. The Corporation's costs eligible for reimbursement will include actual costs to calculate line share amounts and to redraft electric service agreements.
- 2. Distribution Line Extensions
 - a. The CBM members will provide 100% of the cost of distribution line extensions required for any requested new service.
 - i. CBM members will provide the Corporation 30% of the estimated line extension costs at the time the electric service agreement is executed.
 - ii. CBM members will provide the Corporation the remaining 70% of the estimated line extension costs prior to the start of construction of the line extension. The Corporation will not release the job to construction until payment is received.
 - iii. In the event the line extension is canceled for any reason, the Corporation will retain sufficient funds to defray all engineering and designs costs incurred before the time of cancellation. The Corporation will provide an accounting of such costs to the CBM member and refund any remaining amounts.
 - iv. Each CBM member will receive a final cost report after the project closeout has been completed. This report will compare the actual costs of construction to the original estimated project costs. If the actual construction costs exceed the amount of contribution received on the project, the CBM member will be invoiced for the additional required contribution. If the CBM member contribution exceeds the actual costs of construction, the excess contribution will be refunded to the CBM member.
 - b. Line Extensions for facilities that are temporary in nature will be capitalized as follows:
 - i. The CBM member will provide a contribution equal to the estimated cost for construction and retirement.
 - ii. If the project is removed within one year, the CBM member will be refunded the difference between the contribution and the actual costs of installation and removal less any salvage value.
 - iii. If the project remains for more than one year, the CBM member will execute a CBM Master Service Agreement and the contribution will be adjusted to match the required contribution under the terms of a non-temporary line extension.

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Section VI

LINE EXTENSION POLICY TERMS (cont'd)

- c. The Corporation Line Extension Participation
 - i. The Corporation may provide additional capital for line extensions that serve the long-term or reliability needs of the Corporation system.
 - ii. The Corporation participation will be identified during the line extension design process.
 - iii. Line extension estimates will be reduced by the amount of capital that the Corporation elects to provide for the line extension.
- d. Customer-built Facilities
 - i. CBM members are permitted to build their own line extensions.
 - ii. Member-built line extensions will comply with the Corporation specifications and procedures, and will comply with cost sharing procedures pursuant to Section 3 of this policy.
 - iii. Member-built line extensions will be warranted by the member or its contractor against defects in materials and workmanship for a period of one year from the date of acceptance of the extension by the Corporation.
 - iv. Ownership of facilities will transfer on the receipt of the required documentation from the member This documentation includes but is not limited to Bill of Sale, Release of Lien, Right of Way Easement, etc.
 - v. Operational and maintenance responsibilities will transfer to the Corporation at the time of project acceptance and energization.
- 3. Cost Sharing for CBM line extensions is governed by Section IX, Line Equalization, of these Rules and Regulations.
- 4. Load Analysis
 - a. The Corporation will analyze all load additions to its electric system. The load analysis will confirm that the existing system is capable of supporting the new load, or it will identify required systems improvements to serve the new load.
- 5. Line Extension Retirements
 - a. CBM members who took service under the original CBM Line Extension Policy effective May 10, 2001 provided funding for the retirement of CBM line projects.
 - i. Retirement funds previously collected and deposited into the Cost of Retirement Fund will be utilized to cover the costs of retirement (less any salvage value on materials) and associated expenses.
 - ii. An annual review process will continue to track the fund for retirement of CBM facilities and determine if available funds are sufficient to defray costs.

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Section VI

LINE EXTENSION POLICY TERMS (cont'd)

- iii. associated with CBM line extension retirements.
 - iv. Ownership interest in the Cost of Retirement Fund shall be assignable on the books of the Corporation pursuant to written instructions from the assignor.
 - v. The Corporation will file an annual report with the Wyoming Public Service Commission and its CBM customers that provides information on the Cost of Retirement Fund balance, withdrawals from the fund, and interest earned on the fund.
- b. The Corporation will initiate the retirement process for CBM line extensions upon a formal written request from a CBM member, or at the discretion of the Corporation provided no CBM members remain operating on a particular line extension.
6. Accountability and Member Service
- a. The Corporation will provide the CBM members with updates on the progress of line extension projects.
 - i. At the time the Corporation assigns a work order number, the Corporation will provide the CBM member with information regarding its best estimate of the timing of applicable milestones for the project, including the estimated date of project completion.
 - ii. CBM members will be notified if the Corporation has reason to believe one or more of the milestones associated with a particular project are in jeopardy.
 - iii. The Corporation will provide the CBM member so notified with a new estimate of the time the milestone(s) will be met, and of the estimated date of project completion.
 - iv. CBM members may contact the Corporation at any time to discuss the status of a work order and receive an update of The Corporation's progress towards completion.
 - b. The information provided will not be firm commitments by the Corporation as to schedules or milestone dates for reported activities.
 - c. The CBM members will provide the Corporation with their best estimate of subsequent annual work plans in the fourth quarter of each calendar year.

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Rate Schedule

Section VII

Service Charges

<u>Sheet Number</u>	<u>Description</u>	<u>Charges</u>
5R	Security Deposit Residential	up to 90 days' bill minimum \$350.00
5R	Security Deposit Interest Rate	1.75%
8R	Credit Check/Transfer	\$5.00 per account
8R	Late payment penalty	1.5% of delinquent balance
9R	Connect Fee	
	Normal office hours:	
	Service Connects	\$30.00
	Service Transfers	\$ 5.00
	After hours:	\$150.00
10R	Returned check fee	\$30.00
10R	Collection visit fee	\$75.00
12R	Meter Test for accuracy	
	Once in twelve months	no charge
	Two or more times in 12 months	\$50.00
12R	Fraudulent Use Investigation deposit	\$100.00
13R	Relocation of Facilities	actual cost
15R	A & G Adder on facilities damage	15% of actual costs
15R	Service Call Fees	
	Normal office hours	\$150.00
	After hours	\$300.00

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Service Interruption Reporting Plan

Section VIII

RULES AND REGULATIONS OF SERVICE
Section VIII
SERVICE INTERRUPTION REPORTING PLAN

GENERAL STATEMENT

In compliance with the Wyoming Public Service Commission's (Commission's) adopted Rules Sections 27 and 28, Chapter 3, *SIRT; Reportable Incidents* and *Service Interruption Reporting*, respectively, the Corporation has developed and submitted the following Service Interruption Reporting Plan.

A. Definitions of Major and Minor Service Interruption:

1. Major Service Interruption (Scheduled or Nonscheduled):

- a) A Major Service Interruption shall be defined as sustained single feeder outages of two hours or longer to 500 or 50% of members, whichever is fewer or as modified in the utility's Service Interruption Reporting Plan.
- b) A Major Service Interruption shall also be defined as single feeder outages to 25 or more members for a period estimated to last eight hours or more.
- c) A Major Service Interruption shall also be defined as a Service Interruption that is likely to produce significant detrimental effects to members, facilities or public safety.

2. Minor Service Interruption (Scheduled or Nonscheduled):

- a) Shall be when the loss of power affects ten (10) to twenty-four (24) meters for more than four (4) hours in duration.

B. Member-Owner Notification Requirements:

1. Major or Minor Service Interruptions (Scheduled):

- a. The Corporation shall make a reasonable effort to notify its Member-Owners 48-hours prior to a scheduled Service Interruption. The Corporation will normally use an interactive voice response (IVR) system for these notifications.
- b. Scheduled Service Interruptions that will occur on Monday will require Member-Owner notification on the previous Thursday.

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Service Interruption Reporting Plan

Section VIII

C. Commission Notification Requirements:

1. Major Service Interruption (Scheduled):

- a. Unless it is an emergency, the Commission shall be notified forty-eight (48) hours prior to a scheduled Major Service Interruption.
- b. Nonemergency/scheduled Major Service Interruptions that will occur on Monday will require Commission notification on the previous Thursday.

2. Major Service Interruption (Non-scheduled).

- a. In the event of a Major Service Interruption the Commission shall be notified within two hours using the Commission's Service Interruption Reporting Telephone (SIRT). Within 24-hours of the initial SIRT report, the Corporation shall follow up with an email report utilizing the electronic spreadsheet Rule 901 (n) (Form 14) provided on the Commission's website.

3. Minor Service Interruption:

- a. No Commission notification necessary.

D. Commission *Reporting* Requirements:

- 1. The Corporation shall prepare and file quarterly reports of all service interruptions greater than five minutes, other than meter testing or change outs. Quarterly reports shall be filed with the Commission utilizing the electronic Quarterly Service Interruption Report spreadsheet provided on the Commission's website.
- 2. The Corporation reporting requirements shall include, but not be limited to:
 - a. Location and geographic extent
 - b. Damage assessment, explaining the risks and likely effects on the public, the utility's members, other utilities and telecommunications services;
 - c. Date and time the service interruption began;
 - d. Number of members or individuals affected;

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Service Interruption Reporting Plan

Section VIII

- e. Cause, if known;
- f. Estimated time of service restoration and basis for estimate;
- g. Any deaths or injuries;
- h. Efforts being undertaken to restore service;
- i. Efforts being undertaken to assist affected individuals;
- j. Other governmental agencies notified;
- k. Contact information for reporting individual(s);
- l. If the event is ongoing, the time interval until the Commission will be updated;
and
- m. Any other information that may be necessary to assess threats or damage.

3. These records shall be retained by the Corporation for a minimum of six (6) years.

E. Corporation Major Service Interruption *Contact* Information:

1. The Corporation shall submit to the Commission a confidential list of contact personnel (names and phone numbers) to be contacted during a Major Service Interruption.
 - a. The Corporation contact list shall be reviewed by the Corporation and updated by January 1st of each calendar year.

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Service Interruption Reporting Plan

Section VIII

F. Corporation Service Interruption *Reporting Plan*:

1. The Corporation shall annually review its Service Interruption Reporting Plan. If there are proposed modifications and definitions of major and minor service interruptions specific to the Corporation's system, the revised Service Interruption Reporting Plan shall be filed with the Commission by May 1. If, after the Corporations review, there is no change to the Service Interruption Reporting Plan, the Corporation shall so notify the Commission by letter by May 1.

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Line Equalization Policy

Section IX

APPLICATION OF LINE EQUALIZATION

1. Any new applicant of service will be required to equalize financial contributions or guarantees used to construct services and extensions as described in the Industrial Line Equalization Method or Non-Industrial Line Equalization Method, as determined by the classification of the new service.
2. Residential, Seasonal, and Irrigation services are exempt from providing equalization payments for services and extensions constructed using the Industrial Line Equalization Method.
3. All new services are exempt from providing equalization payments for trunk-line facilities constructed within the platted boundaries of, and for, subdivisions and industrial parks.
4. Member-built facilities are equalized at a predetermined replacement value as determined by the Corporation when ownership of facilities is transferred to it.
5. In no case will an existing member be required to increase contributions or guarantees previously calculated.

INDUSTRIAL EQUALIZATION METHOD

1. The Industrial Equalization Method will be utilized for services and extensions with industrial loads as defined below.
 - a. Metal Mining -Loads required for the extraction of, exploration for, or servicing of the mining extraction activities of iron, copper, lead, zinc, gold, silver, ferroalloy, uranium, radium, vanadium or other metals and ores.
 - b. Coal Mining - Loads required for the extraction of, exploration for, or servicing of the mining extraction activities of coal.
 - c. Oil and Gas Extraction - Loads required for the extraction of, the production of, exploration for, drilling for, and servicing of oil and gas well operation; gasification of, liquefaction of, and pyrolysis of coal; and pipeline transportation of petroleum, gasoline, other petroleum products, natural gas, or other natural gas related products.
 - d. Other Mining and Quarrying - Loads that serve establishments primarily engaged in mining or quarrying, developing mines, or exploring for minerals or other non-energy related substances.
2. Cost Sharing for Industrial Services and Line Extensions.

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- a. Line cost sharing calculations will use the geographical section methodology. Line sharing costs previously tracked under the previous methodology, based upon line segments and meters, will hereafter be apportioned by the geographical section methodology.
- b. Geographical Section Methodology
 - i. Costs associated with an industrial line extension are allocated proportionally to the geographical section that the power line crosses or encroaches on in any manner.
 - ii. The value of the proportional costs is assigned to the respective section.
 - iii. Additional industrial line extensions or services will equalize the value of the section(s) with the previous industrial member(s). The costs of the new line extension within the section are allocated to the existing value in the section and a new value is created, increased by the costs of the new extension.
Example:
 - 1. Industrial member "A" invests in a line extension across geographical section #1 and into geographical section #2. The total cost of the extension is allocated proportionally to the length of line in each section.
 - 2. Industrial member "B" connects to the end of the line in section #2 and extends the line into section #3. "B" will equalize the investment of "A" in section #2 by paying 50% of the section value and the Corporation will reimburse "A".
 - 3. The value of section #2 is now increased by the proportional costs of the new line extension within section #2. The value of section #3 is adjusted in the same manner.
- c. No Industrial member will be reimbursed more than 90% of their original investment. The Corporation will collect the equalization payment from the new member and reimburse the existing member(s).
- d. Once an Industrial member contributes to the shareable value of a geographical section, no future equalization will be required within that section unless they tap directly off of any line built and still sharable under the Non-Industrial Equalization Method.
- e. A member with an Industrial load as defined in Item 1 of the Industrial Equalization Method will utilize the Non-Industrial Equalization Method to equalize the investment of the original contributor to the cost of the service or extension if that

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- f. original contributor is classified under the Non-Industrial Equalization Method.
 - i. The original contributor will receive an equalization payment sufficient to reach the maximum of 90% of sharable costs;
 - ii. The payment by the equalizing member will be added to the sharable value of the geographical section; and
 - iii. The original contributor will not be entitled to any additional equalization payments.
- g. Line equalization under the Industrial Equalization Method will be calculated for the five (5) year period commencing at the time of the first billing of associated service point(s). No equalization will be available after that time period.

NON-INDUSTRIAL LINE EQUALIZATION METHOD

- 1. The Non-Industrial Equalization Method will be utilized for services and extensions which serve loads not defined in and subject to the Industrial Equalization Method.
 - a. A previous investment in a line segment will be equalized by a subsequent member who utilizes the line segment in a manner that takes into account:
 - i. The original investment in the line(s).
 - ii. The proportional length of the original line(s) from which the subsequent member benefits; and
 - iii. Previous equalization payments made on the original line(s). Example:
 - 1. Non-Industrial member "A" invests in a line extension for a new electrical service.
 - 2. Non-Industrial member "B" connects to the end of the line segment built by Non-Industrial member "A". Member "B" benefits from the entire line segment built by Member "A", and therefore must share the cost of building the segment equally with member "A".
 - 3. Non-Industrial member "C" connects to the center point of the line for which members "A" and "B" have shared costs. Member "C" benefits from half of the line, and therefore must share the cost of that half with members "A" and "B". Member "C" will pay an amount equal to one third of the value of the first half of the line segment, which will be paid equally to members "A" and "B".
 - b. No Non-industrial service will be reimbursed more than 90% of their original

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- investment. The Corporation will collect the equalization payment from the new member and reimburse the existing member(s).
- c. Line equalization under the Non-Industrial Equalization Method will be calculated for the ten (10) year period commencing at the time of the first billing of associated service point(S). No equalization will be available after that time period.
2. A member with a Non-Industrial load (i.e., a load not defined as Industrial in Item 1 of the Industrial Equalization Method) shall utilize the Industrial Equalization Method to equalize the investment of the original contributor to the cost of the service or extension if that original contributor is classified under the Industrial Equalization Method.
- a. The original contributor will receive an equalization payment sufficient to reach the maximum of 90% of sharable costs;
 - b. The payment by the equalizing member will be added to the member's sharable value of the of the subject facilities under the Non-Industrial Line Extension Method; and
 - c. The original contributor will not be entitled to any additional equalization payments.

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Meter Testing and Verification Program

Section X

RULES AND REGULATIONS OF SERVICE
Section X
METER TESTING AND VERIFICATION PROGRAM

I. GENERAL STATEMENT

In compliance with the Wyoming Public Service Commission's (Commission's) adopted Rule in Chapter 3, Section 18 (Meter Testing Program), the Corporation has developed and submitted the following Meter Testing and Verification Program. The intent of this Meter Testing and Verification Program is to develop a program for the calibration, recertification, care and maintenance of meters, recording devices, field testing equipment, and meter calibration equipment in order to keep the equipment in proper working condition. The Corporation, or its certified contractors, has all necessary meters, instruments, meter calibration equipment, and facilities necessary to carry out its meter testing program. The facilities and equipment are available for inspection by any authorized representative of the Commission, usually on an annual basis. Finally, meter verifications, test results, and audit data as well as equipment calibration records are kept electronically and available upon Commission request or as otherwise required by the Commission's and Corporations Rules and Regulations with regards to member requests.

II. RULES AND GUIDELINES

- A. The Cooperative's Meter Testing and Verification program shall conform as applicable to the following guidelines and rules:
1. RUS Bulletin 1730-1;
 2. RUS Form 300;
 3. Wyoming Public Service Commission, Chapter 3, Section 18.

III. METER ACCURACY

- A. The Corporation's Meter Testing and Verification program will statistically verify meter accuracy according to:
1. ANSI for Electric Meters Code for Electric Metering (ANSI C12.1)
 2. American National Standard Sampling Procedures and Tables for Inspection by Variables for Percent Non-Conforming (ANSI/ASQ Z1.9-2008) for sampling.

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- B. The Corporation will verbally advise members about the contents of the ANSI Standards in person or by phone. If the member desires to personally review the ANSI Standards, they must do so in one of the Corporation's main offices in Sundance, Gillette, or Sheridan. Prior to such review, they must read and acknowledge the ANSI Standards licensing requirements and affirm that they will not copy or reproduce them in any manner.

All in-service billing/revenue meters in the Corporation's service territory will be divided into homogeneous test groups based on form factor. A random sample from each homogeneous lot will be selected, tested, and statistically analyzed. The random test sample program as described below will be conducted annually thereafter. Meters will be considered accurate for billing purposes if they register within +/- 2% under test conditions.

IV. QUALIFICATIONS

- A. The Corporation will meet the following qualifications:
1. 100% testing of all meters by the manufacturer prior to shipment to the Corporation;
 2. Quality assurance testing of all meters by Corporation personnel before initial installation (testing information will be loaded into the Corporation's billing system for historical reference);
 3. Ability to monitor all in-service meters for performance through daily reads;
 4. Ability to monitor member usage abnormalities on a daily basis;
 5. Random sample testing and field verification of meters after ten years in service (explained in detail below);
 6. Field test and verify all instrument rated meters and associated instrumentation transformers once every three (3) years; and
 7. Field audit (e.g., visually inspect and compare endpoint to meter register) once annually for all residential services.

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Table 1. Meter Forms and Associated Information

Meter Number Starting Letter	NEMA Form	Phase	Class (Amps)	Voltage	Application	Number of Wires
TZ	1S	1Φ	100 or 200	120	Self-contained	2
T	2S	1Φ	200	240	Self-contained	3
U	2S	1Φ	200	240	Self-contained	3
H	2S	1Φ	200	240	Self-contained	3
A	2S	1Φ	200	240	Self-contained	3
N	12S	1Φ & 3Φ	200	120-480	Self-contained	3
V	3S	1Φ	10 or 20	120, 240, 480	Instrument-rated	2
Y	4S	3Φ	10 or 20	240	Instrument-rated	3
W	16S	3Φ	200	120-480	Self-contained	4
E	16S	3Φ	20	120-480	Self-contained	4 -Reactive
M	5S	3Φ	20	120-480	Instrument-rated	4
P	6S	3Φ	20	120-480	Instrument-rated	4
X	9S	3Φ	20	120-480	Instrument-rated	4
R	5S, 6S, 9S	3Φ	20	120-480	Instrument-rated	3 or 4 - Reactive

B. Test Equipment

The Corporation uses a variety of equipment to test meters and associated instrumentation. This equipment includes the following list along with the calibration schedule. All calibrations on test equipment conform to ANSI standards and manufacturers recommendations. All calibration is done by a third-party, certified contractor, or by the manufacturer of the equipment. These calibration records are available for inspection upon request or as required by the Commission. All equipment has protective cases which are used for transport between job locations to ensure there is no damage or issues that may affect testing results. These cases are stored in temperature controlled environments when not in use and are only taken out during actual testing procedures. In cases where results may not seem correct to the technician, there are several devices for each model type so results can be crossed checked between two devices, as appropriate, to provide correct validation.

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1. Laboratory Meter Test Boards (calibrated annually)
 - a. Radian Research – Models RFL 5800, WECO 2350
2. Portable Test Sets (calibrated annually)
 - a. Probewell – Models MT-1, MT-1/NT9, MT-1NT
 - b. Symbol Technologies, Inc. – Model MC 9090
3. Instrumentation Test Equipment (calibrated annually)
 - a. SpinLab Bird Dog – Models 5000, 6000
4. Knopp – Model TE-14 Portable Voltage, Amperage, Neutral, Ground, Noise, and Harmonics Test Equipment (calibrated as indicated by manufacturer's recommendations)
 - a. AEMC Ground Tester – Model 3730
 - b. Chance High Voltage Tester/Indicator – Model C403-3374 Fluke – Models 336, 374, 376, 43, 43B, 85III
 - c. Hastings Neutral Detector – Model P15068
 - d. Hubbell High Voltage Indicator
 - e. Radar Engineers FRI Mini Noise Detector – Model M330
5. Power Quality and Harmonics Test Equipment (calibrated annually)
 - a. Power Monitors, Inc. (PMI) – Eagle Model 120, 220 Single Phase Recorders
 - b. Power Monitors, Inc. (PMI) – Revolution Three Phase Recorders
 - c. Megger – Model PA9

V. YEARLY METER TESTING AND VERIFICATION SCHEDULE

A. The annual schedule for meter testing and verification will consist of the following:

1. All 1Ø and 3Ø demand billed accounts, including 3Ø instrument rated metered accounts and substation meters, will be tested and verified at least once every three years. The Current Transformers (CTs) and Potential Transformers (PTs) for these metering points will also be tested with test results stored in the Corporation's records.
2. All 69 kV primary delivery metered accounts will be tested and verified once every six months. The Current Transformers (CTs) and Potential Transformers (PTs) for these metering points will also be tested with test results stored in the Corporation's records.

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3. A random sample, from each of the remaining meter form types (specifically 2S, 12S, and 16S) will be selected to be tested/verified annually according to the ANSI guidelines listed.
4. above. If more than four (4) percent of the meters within each meter form type listed above are not within a +/- 2% compliance, another random sampling of meters from that form type will be chosen to be tested/verified. Additionally, if a Corporation meter, when tested, in any form group is more than +/- 2%, the Corporation will replace that meter at the time of test/verification. Once a meter has been randomly selected for testing, it will be taken out of the list of potential meters for random selection for the next five years.

Please refer to Table 1 above for a complete list and description of each NEMA meter type currently used in active meters on the Corporation's system. Additionally, forms for verifying field information are taken directly from the Service Orders for each test/verification. Service Orders are generated out of information currently residing in the Corporation's billing system (CIS.) After field information is gathered/verified, the Corporation's billing system is matched/updated with all appropriate information.

B. Field Meter Testing and Verifications

For field meter tests and verifications, the following information is gathered or verified:

- | | |
|---------------------------|-------------------------------|
| 1. Meter number | 16. Technician name |
| 2. Secondary meter number | 17. Actual number of dials |
| 3. Meter type | 18. Rate |
| 4. Register type | 19. Revenue Class |
| 5. Usage dials | 20. Seal |
| 6. Meter phase | 21. Billing multiplier |
| 7. Number of wires | 22. Present reading |
| 8. Manufacturer | 23. Previous reading |
| 9. Meter type description | 24. Demand reading |
| 10. NEMA form | 25. KVAR present reading |
| 11. Class | 26. Power factor |
| 12. Amps | 27. Township, Range, Section |
| 13. Volts | 28. Latitude/Longitude |
| 14. Base KH | 29. Transformer capacity |
| 15. Register ratio | 30. Date of test/verification |

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C. Potential Transformer (PT) Tests and Verifications

For field meter tests and verifications, the following information is gathered or verified:

1. PT number
2. System voltage
3. Ratio
4. Accuracy
5. Fused (yes/no)
6. Latitude/Longitude
7. Date of test
8. Technician name

D. Current Transformer (CT) Tests and Verifications

For field meter tests and verifications, the following information is gathered or verified:

1. CT number
2. System voltage
3. Ratio
4. Accuracy
5. Brand
6. Accuracy
7. Short time rating
8. Latitude/Longitude
9. Date of test
10. Technician name

E. Instrument Rated Services

The Corporation is required to test instrument rated services once every three years.

F. Annual Residential Meter Audit

1. Each residential meter shall be audited at least once in every 12-month period at the same time make a visual inspection of the meter location and validate the faceplate reading with that of the endpoint.
2. The Corporation will manually read each meter that has been estimated for three (3) consecutive months.
3. The Corporation will manually read each meter where an endpoint device has not been installed and read by the member.

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4. During the Annual Residential Meter Audit, the Cooperative will conduct the following inspection at each residential service:
 - a. Conduct a visual inspection of the service noting or completing anything that needs to be fixed:
 - i. Meter;
 - ii. Seal;
 - iii. Meter base;
 - iv. Display;
 - v. General appearance of service (e.g., excellent, good, fair, poor, needs attention);
 - b. Take a picture of the service;
 - c. Record meter reading from dials or electronic display;
 - d. Record endpoint reading;
 - e. If there is a 100 kWh or more discrepancy between the endpoint and the meter, the meter will be replaced at the time of the audit.

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