



Your Touchstone Energy® Cooperative 
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POLICY NO. 300-060

TITLE: LINE CONSTRUCTION POLICY

I. OBJECTIVE

To provide a construction policy for Coos-Curry Electric Cooperative, Inc. (CCEC) and its membership to cover all classes of electrical service.

II. POLICY

A. Definitions for the purpose of this policy's clarification shall include:

1. *Membership*

The applicant shall become a member of CCEC, if not already a member, by applying and paying the membership fee and is hereby bound by the provisions of the Articles of Association and Bylaws of CCEC as amended from time-to-time, and by such policies, rules and regulations as may be adopted from time-to-time by CCEC's board of directors.

2. *Temporary Service*

Electrical service to sites of a limited duration or those determined by CCEC to be temporary in nature, (e.g., temporary power to a construction site).

3. *Permanent Service*

Electrical service to a metered residential and/or general service, irrigation pump, commercial facility, or industrial facility. Other services may be deemed as permanent at the sole discretion of CCEC. ("Electrical Service", including voltages, metering equipment, and construction requirements, is detailed within CCEC's Electric Service Handbook).

4. *Electric Service Application-Residential or Commercial*

This application provides CCEC with the desired secondary voltage, service disconnect size and electrical load breakdown.

5. *Engineering Fee*

A member requesting a cost for construction will advance a \$250.00 engineering fee or \$50.00 per lot, whichever is greater. This fee will be credited to the cost for construction. This fee is non-refundable once a cost for construction has been generated.

6. *Line Construction Contract (LCC)*

The LCC is a binding cost agreement between CCEC and the member for a new line extension, a modification of existing service, or providing temporary power. Costs may include, but are not limited to: materials, labor/transportation costs, permit fees, filing fees, independent consultants, overheads and contractors.

B. General Provisions

1. CCEC will design, construct, own, operate and maintain lines only along public streets, roads and highways, that CCEC has the legal rights to occupy and on public and private property across which easements or legal right-of-way, satisfactory to CCEC have been established.
2. CCEC is responsible for the installation and maintenance of the primary conductors (high voltage lines and equipment to the transformer), and the secondary conductors (low voltage lines from the transformer to the point of demarcation). Without the express written consent of CCEC, members and contractors will not be permitted to construct, trench or provide their own materials for line extensions, service modifications or temporary service.
3. CCEC will not energize any service until it has been inspected and approved by the State Electrical Inspector. The State of Oregon may, under emergency conditions and with a signed letter from a licensed electrician allow CCEC to connect a service that has not yet been inspected.
4. A cost for construction will be prepared upon payment of the engineering fee for all new line extensions, modifications to existing services or temporary service. The LCC costs will detail the specific work to be performed by CCEC. If construction is delayed more than ninety (90) days from the date the LCC was generated, a new cost will be prepared and, if necessary, costs recomputed. If the LCC is voided, any construction fees already advanced will be refunded; less

the engineering fee, any additional engineering costs and those funds advanced for “specialized equipment and/or long lead time material”.

5. CCEC requires that the member(s)
 - a. Supply copies of an approved plot plan and or the legal property description,
 - b. Prior to installation, all property lines will be identified, and provide grade stakes that indicate the final grade elevations,
 - c. Supply a completed CCEC Electric Service Application for the proposed structure or load upgrade of existing service,
 - d. Prior to construction, agree to advise CCEC of any load changes that effectively change the original load information.
6. Exceptional cases or unusual circumstances, as determined by CCEC may require a special contract, maintenance agreement, and/or alteration of certain provisions of this policy. Exceptional cases must be approved by the General Manager/Chief Executive Officer.

C. Easements, Permits, and Code Requirements

1. All new installations or modifications to existing electrical services must comply with the latest revisions of the National Electric Safety Code, National Electrical Codes, county building codes and CCEC’s construction standards.
2. As a condition of receiving service, CCEC will require that the member(s) grant, at no cost, the following:
 - a. All right of way easements or acceptable public utility easements necessary to complete the LCC. This may include adjacent property owners.
 - b. Any regulatory permitting fees (e.g. Oregon Department Of Transportation (ODOT) and or state, county, or city crossing permits), and
 - c. Any “other agency” fees (e.g. Bonneville Power Administration (BPA) permit costs).
3. To the extent allowed by the applicable codes and construction limitations, and by CCEC’s policies and specifications, the locations and type of facilities will be installed in accordance with a mutually agreed upon design. Meters and associated electrical facilities will be located, as approved by CCEC, and accessible to CCEC’s service personnel at all times.

D. Construction Requirements

1. *Forms and Payment*

All forms, contracts and easements will be signed (notarized when necessary) and returned to CCEC. Payment for the cost of construction shall be paid in full by the member(s) prior to construction. No material will be ordered or released until payment has been received in full by CCEC.

- a. Specialized equipment and/or material, as well as equipment and/or material requiring long lead times, may be non-refundable, if the work order is cancelled by the member.

2. *Underground*

- a. Member(s) will be responsible to provide all trenching, conduit and conduit installation per CCEC's Staking Engineer field design. In addition all CCEC's primary vaults and secondary splice boxes will be installed by member(s).
- b. Member(s) will be responsible for back-filling, compaction and installation of warning tape to CCEC's satisfaction. Prior to backfilling, a CCEC employee will inspect and approve the installation.
- c. CCEC will allow joint use of its facilities in accordance with existing joint use agreements that conform to proper codes (excluding sewer and gas). CCEC will require a pulling string in all conduit installations.

3. *Overhead*

- a. All new right-of-way clearing will be the responsibility of the member(s). Right-of way clearing width will be determined by CCEC during the on-site visit. If right-of-way clearing is needed near existing power lines CCEC will determine the proper course of action.

4. *Metering Equipment*

- a. Member(s) equipment, including meter-base equipment, will not be allowed on Cooperative owned structures with voltages greater than 600 volts
- b. All metering equipment installations will be the responsibility of the member(s).
- c. Metering equipment to be inspected by the State Electrical Inspector and approved prior to electrical service being installed.

5. *Completion*

- a. Once the member(s) have completed all CCEC requirements, and is ready for service installation, member(s) will contact CCEC for final inspection.

