



ELECTRIC SERVICE POLICIES: BASIC SERVICES

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ELECTRIC CUSTOMER SERVICE POLICIES & PROCEDURES

Part I: Basic Services

Application and Agreement for Service

A. Existing Residential, General Service and General Service Remote Accounts

- 1) Residential Customers, either owners or renters, are required to complete, sign and return the District's application card or a special contract for electric service (refer to page 3, Section D, Owner/Renter Agreement). The customer is required to pay a deposit as noted in the Rate Schedule or pass a credit check to waive the deposit.
- 2) Service applications include provisions and stipulations necessary or desirable to protect the interests of both the customer and the District.
- 3) The District may require proof of residential ownership and/or residential lease agreement.

B. New Residential, General Service, and General Service Accounts

Service will be energized for new construction when the following conditions have been met:

- 1) The customer has completed the District's service application for new or altered electrical service with the Engineering department and has paid all applicable fees for the new installation.
- 2) The customer has provided a valid service address for the location where electric service is to be installed and a correct mailing address for billing.
- 3) The customer has obtained a State of Washington electrical inspection approval and has met all District requirements and standards.
- 4) If required, the District will have the customer complete a notarized Easement and will file an electric utility easement on behalf of the customer allowing for access and future extensions to potential customers.

C. Multi-Unit Complexes

Service will be energized to multi-unit complexes when the conditions cited under sections A & B of Residential and General Service are met. However, the account(s) will remain in the builder or owner's name until:

- 1) Meter bases and/or panel covers have been permanently marked and verified by the District.
- 2) Tenants who have applied for service will be allowed to sign up for service effective the date the unit numbers are verified by the District.
- 3) The District has been notified in writing of any unit number changes.
- 4) Total District expense to change incorrect billings due to unit number changes without proper notification will be billed to the owner.



D. Owner/Renter Standby Agreement

The Owner/Renter Standby Agreement is available to any owner of property that is let to tenants on a rental basis.

- 1) Owners may elect to enter into a rental standby agreement. The owner must sign a rental standby agreement form with the District.
- 2) In the interest of rendering uninterrupted electric service to an unoccupied premise, the District will leave electric service available with the understanding that the owner of the premise will be responsible for any charges for electric energy used during the period of time such service is in the owner's name.
- 3) If the owner adds or deletes properties to this agreement, written notice must be sent to the District, giving the date, address and unit numbers.
- 4) Individual bills will be rendered to the owner on regular billing dates for those premises with a rental standby agreement. A closing bill will be sent to the owner when the new party signs for service.
- 5) The District reserves the right to discontinue electric service in cases where no one has assumed responsibility for such service, resulting in nonpayment of bills rendered.

E. Meter Reading, Billing and Adjustments

Meters will be read or estimated and billed monthly.

- 1) Meter readings will be made on the same cycle date, as nearly as possible, during each billing interval. A variation in reading periods caused by holidays, weekends, severe storms and differences in the length of calendar months will not be construed as a change from a normal monthly billing.
- 2) The District may estimate meter readings for billing purposes when its meter reader is unable to gain access to the premises on regularly scheduled meter reading trips, or when circumstance beyond the control of the District make reading of meters impractical or impossible. The District will analyze the actual reading and make the proper adjustments.
- 3) Opening and closing bills will be prorated from the connect date to the first reading date or from the last reading date to the closing date. If the closing charge is less than \$15 or the balance owed on any closed account is less than \$15, the District may elect to cancel the charge on the amount owed. Bills will be mailed to the billing address furnished by the customer. Failure to receive a bill does not release the customer from the obligation to pay when payment is due.
- 4) Services that have been billed inaccurately due to incorrect application of rates, a faulty meter, or clerical errors (including but not limited to a faulty installation or administration of a metering system) will be billed for an estimated amount of usage based upon a maximum of thirty-six (36) months. If money is owed after the adjustment, the district may agree to a payment plan and during this time may waive any late fees associated with these additional charges until that amount is paid.
- 5) Should one customer be billed for service actually furnished to another because of misidentification of the meter, the customer's accounts will be credited and/or debited. Crediting/debiting will be for all services so billed, up to a period of three years immediately preceding the discovery of the circumstance. The customers will then be re-billed for all service actually furnished. Any payments



made to the incorrect account will be credited to the correct account after the adjustments are made.

- 6) Adjustments for non-operating streetlights may be made if the time-to-repair takes more than five working days from the date customer notified the District Office. Note: In the event a bulb change-out or other repair work did not correct the problem, it is the customer's responsibility to again notify the District so the crew can recheck the unit.
- 7) The District may alter or reschedule its meter reading and billing cycle dates when it is in the best interest of the District to do so.

Automated Meter Opt-Out

- 1) The District provides an option for customers that desire to opt-out of the use of automated meter technology. A monthly fee will be applied to the customer's bill to cover the costs of monthly manual meter reads. This fee is included in the District's Fee Schedule as a "Manual Meter Read Fee".
- 2) PUD 1 will return the service to automated meter reading (or capability) at its discretion after the customer moves, or the service transfers into another name. There may be an exception if a new customer follows the approved opt-out request process prior to installation of an automated meter by the PUD, which includes the completion of the "Automated Meter Reading Opt-Out Form" located on the District's website and in the PUD office.
- 3) At no time is the owner/tenant/account holder authorized to remove, adjust or tamper with District equipment.
- 4) If safe and convenient access to read the electric meter is prevented by customer action or inaction, PUD 1 can deny the opt-out request and install an automatic meter. The account holder shall be responsible for any costs relating to the change.

F. Change of Billing/Payment Responsibility

- 1) When a change of occupancy or legal responsibility takes place, the customer may terminate service by notification in person or by telephone within a reasonable time prior to the change.
 - a. Certain provisions of special contracts or agreements may require specific forms of notification.
 - b. The outgoing customer will be held responsible for all service supplied to the date the District is notified.

The District reserves the right to read the meter(s) for a final bill within five business days from the date of notification.

G. Security Deposit

- 1) RESIDENTIAL OWNERS AND RENTERS



- a. All residential owners and renters are required to pay the two highest month's billing in a 12 month period as a security deposit for each service at the location at which the customer is making an application, (rounded up to the nearest dollar), with a minimum \$100.00 or a satisfactory credit check to waive the deposit.
- b. New construction may require a credit check to determine if a deposit is necessary and the deposit amount will be determined by the District.

2) GENERAL SERVICE CUSTOMERS

- a. All general service customers are required to pay the two highest month's billing in a 12 month period as a security deposit for each service at the location at which the customer is making an application, (rounded up to the nearest dollar), with a minimum \$500.00.

3) REFUNDING SECURITY DEPOSITS

- a. All security deposits from residential owners and renters will be refunded if they have maintained a good payment history over a 12-month period and the account is up-to-date. General Service customer deposits will be held for 24 months.
- b. If a customer's payment history is not in good standing, the District reserves the right to withhold the deposit until the account is kept current for 12 consecutive months for Residential Owners and Renters, and 24 months for General Service customers.
- c. If the customer relocates within the District area and has an existing deposit on file, the original deposit may be transferred to the new account based on a good payment history; otherwise the original deposit will be credited to the final bill and a new deposit will be required for each service. If the original deposit has already been refunded due to good credit history, the district may waive a new deposit. If the customer moves out of the District's service area, the deposit will be credited to the final bill and a credit or balance due will be issued to the customer.

H. Disconnection of Service

- 1) The District may refuse to connect or may disconnect service for good cause, including but not limited to:
 - a) Violation of Service Policies
 - b) Failure to Pay a Deposit
 - c) Failure to Pay Electric Charges
 - d) Violation of Rate Schedule or Contract Provisions
 - e) Meter Tampering/Power Theft
 - f) Non-Responsibility for Billing
 - g) Violations of Municipal, State or National Electric Code



- 2) Except where otherwise provided in this policy the District will, before disconnection, attempt to give the customer reasonable advance notice of disconnection, the reasons for it, and the date it is to occur. Notification will take into account the particular circumstances for the disconnect, with special consideration for the potential dangers to life and property.
- 3) Disconnection does not relieve the customer of their obligation to pay for energy or services received, or for the amounts specified in the District's service policies or any written contract with the customer.

I. Reconnection of Service

- 1) The District is responsible for maintaining its distribution and service lines on a year round basis. The District's rates and schedules, except where otherwise specifically provided for, are based upon continuous service at a single service location for a period of twelve consecutive months. If a Customer does not maintain continuous service at a single service location for at least twelve (12) consecutive months.
- 2) The District will charge a basic charge at the current rate schedule for each month service has been disconnected.
- 3) The District reserves the right to remove any service that has been disconnected for more than 24 consecutive months.

J. Meter Tampering/Power Theft

- 1) Meter Tampering/Power Theft means to:
 - a. Divert, or cause to be diverted, utility services by any means whatsoever;
 - b. Make, or cause to be made, a connection or reconnection with property owned or used by the utility to provide utility service without the authorization or consent of the utility;
 - c. Prevent a utility meter or other device used in determining the charge for utility services from accurately performing its measuring function by tampering or by any other means;
 - d. Tamper with property owned or used by the utility to provide utility services including a meter seal; or
 - e. Use or receive the direct benefit of all or a portion of the utility service with knowledge of, or reason to believe that, the diversion, tampering, or unauthorized connection existed at the time of the use or that the use or receipt was without the authorization or consent of the utility.
- 2) Customers engaging in Meter Tampering shall be charged the minimum fees as set forth in the Rate Schedule for tampering. In addition to the tampering fees, the customer shall be charged all other applicable charges including, but not limited to, basic charges, usage charges as well as a reconnection charge, disconnection charge and a deposit. The District reserves the right to recover all other damages allowed by law including those authorized by RCW 9A62.060 and 9A.62.070 Usage may be estimated based on prior history.
- 3) Customer engaging in Power Theft Diversion be charged the minimum fees as set forth in the Rate Schedule for tampering. In addition to the tampering fees, the customer shall be charged all other



applicable charges including, but not limited to, basic charges, usage charges as well as a reconnection charge, disconnection charge and a deposit. The District reserves the right to recover all other damages allowed by law including those authorized by RCW 9A62.060 and 9A.62.070 Usage may be estimated based on prior history or type of diversion.

Meter Tampering/Power Theft is also a crime under Chapter 9A.61 RCW which may be punishable as a class B felony, by imprisonment in a state correctional institution for a maximum term of not more than ten years, or by a fine in an amount fixed by the court of not more than twenty thousand dollars, or by both such imprisonment and fine.

K. Security Lights

The District will install and maintain security lights upon customer request based upon a monthly charge in accordance with the District rate schedule.

- 1) The District will provide all equipment including mast arms, brackets, control equipment, wiring and supports and shall be owned, operated and maintained by the District. For installation of 2 or more security lights, the customer shall pay in advance 100% installation costs and the current monthly fee for each unit at each service location.
- 2) A customer or developer who wants to use a special decorative light and/or decorative light pole will pay the cost of the purchase and installation and will be responsible for the replacement cost.
- 3) The District reserves the right to charge a customer for material, labor and overhead costs for repairs due to vandalism or continued breakage or may remove the security light assembly.
- 4) It is the responsibility of the customer to supply the trench and conduit per the District's specifications for an underground security light service.
- 5) It is the responsibility of the customer to inform the District of malfunctioning security lights. Repairs will not be made on Saturdays, Sundays, holidays or outside normal working hours except at the expense of the customer.
- 6) The District may disconnect and/or remove at the District's discretion a security light if the monthly rate is not paid.

L. Mailing and Receiving District Communications

- 1) All correspondence, bills and notices relating to items covered by these policies will be sent by first-class mail except where specifically provided otherwise. Such communications may also be delivered personally, electronically or by phone.
 - a) Customers shall provide proper mailing addresses and means of receiving mail. Failure to do so may render the service subject to disconnection.
 - b) The District may refuse to accept customer correspondence with insufficient postage.

M. Non-Discrimination

- 1) The District does not discriminate for any reason on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, physical, mental or sensory disability, familial status, parental status, religion, sexual orientation, genetic information, veteran status, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program or upon the basis of any other legally protected classification.



N. Payment of Bills

Note: BILLING DUE DATES- All District bills are due and payable by the 10th of each month or the first business day thereafter. Unless otherwise noted on the bill, it becomes “past due” 7 calendar days after the due date.

- 1) Past Due Reminder/Penalty: A past due reminder notice will be sent to the customer on the 17th of each month or the first business day thereafter. A 1.5% late fee will be incurred on any past due balances.
- 2) Disconnection Notice: In the event the customer has not paid their bill or made satisfactory arrangements for payment within 10 days of the “Past Due” reminder, the District will send a disconnection notice to the customer by first-class mail, a recorded phone call and/or electronically requesting payment in full or to make satisfactory payment arrangements before the disconnect date shown on the notice. If the full amount due is not paid by the date requested on the disconnection notice, unless satisfactory payment arrangements have been made, the customer maybe disconnected. The District may require the customer sign a payment arrangement agreement. A disconnect notice will still be mailed even if a customer has made satisfactory payment arrangements, but the service will not be disconnected unless the customer fails to meet the payment arrangements. Service will be restored upon payment in full **plus** disconnect and reconnect charges as listed in the Rate Schedule, and may require an additional deposit at the discretion of the district.

Any payments made in the field to prevent disconnection shall incur additional fees pursuant to the Rate Schedule, even if service is not disconnected.

- 3) Collection Procedures:

The District may retain collection agencies licensed under Chapter 19.16 RCW for the purpose of collecting debts owed by any person.

The District shall not assign an account to a collection agency unless (a) there has been an attempt to advise the Customer (i) of the existence of the debt and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty days have elapsed from the time notice was attempted.

- 4) Budget Billing Program:

This budget billing option is available to residential electric utility customers. Participation maybe denied/discontinued if the customer has had a disconnect of electrical service for non-payment within the last year.

Utility customers may apply for the Budget Billing Program anytime throughout the year; however customers are strongly encouraged to apply in March. The program is designed to help customers develop a credit balance on their account to help cover the higher usage during the colder winter months. This program is intended to allow customers to pay the same amount each month of the year. This monthly amount will be billed each and every month regardless of any overpayment or credit on the account. Customers who sign up for the Budget Billing Program in October through March, will pay their monthly budget payment, plus an additional 20%, to compensate for higher starting bills. The budget payments are recalculated in May of each year. The payment amount is



Mason County Public Utility District No. 1
N. 21971 Highway 101 (At Potlatch)

Shelton, WA 98584

Effective Date: April 14, 2015

Revision Sep 2016

Revision July 2022

Revision July 2023

Administrative Policy No. 1002

calculated based on an average of the actual electrical consumption for the immediate past twelve month period. To become eligible, your account must be paid in full (no balance owed).

In the event that the residential customer does not have a twelve month history at a particular location, the previous tenant's 12 month history will be used to determine what the current customer will pay each month. In the event that the home is newly constructed, void of a 12 month history, the District shall apply a 12 month history from a similarly situated home as determined by the District until the newly constructed home develops a 12 month history.

If the customer fails to keep agreed upon payments twice in a 12 month period while on the budget billing program, they may be notified that they are no longer allowed to participate in the program for one year from the month of notification and bring your entire account(s) current as defined under District policy and state law.



Part II. Engineering Services

Delivery Phase and Voltage

A. All Services will be alternating current – A frequency of 60 cycle. Nominal secondary deliver voltages are:

- 1) Secondary delivery voltages are 120/240 single-phase and 120, 240 or 480 three-phase.
- 2) Service may also be delivered at 120/208 or 277/480 volts three-phase, only where such voltages exist, or in instances when the size of the load justifies a separate transformer installation.
- 3) Generally, delivery voltages and phases will be those available at the point of service and, if other phases and voltages are necessary, the rate will be computed in accordance with extension policies and schedules.

For large loads, power may be delivered at other voltages approved by the District.

The District may require customers to install (at customer expense) reduced voltage starting equipment in cases where across the line starting would result in excessive voltage disturbances to the District's system.

The District may refuse to serve loads of a character which are seriously detrimental to the service rendered other customers.

B. Demands

Demand meters may be installed on any account when the nature of the customer's equipment and operation indicates that a demand meter is required for correct application of the rate schedule.

C. Electric Facilities Relocations

- 1) The District may relocate its electric facilities upon request. The District will pay the cost of relocations when required by law. All other relocation expenses will be at the expense of the requester. The District may require advance deposit of estimated relocation costs.
- 2) All requests for relocations must be in writing with attached project plans. The District must be given adequate notice so that assessment, engineering, cost estimate, and appropriate authorizations may be obtained prior to the planned construction.
- 3) District personnel will evaluate the relocation request and develop a cost estimate for materials, labor, fees and any other expenses.
- 4) Evaluation will include a determination of whether any of the work is considered District maintenance and if the District will cover any the costs
- 5) In the case of abnormal or unusual expense to the District, the request may be declined. Outside consultation may be used in making this determination.
- 6)

D. Inspections

- 1) The District will have the right to inspect the customer's wiring, equipment, trench and conduit before, during or after the time service is supplied.



- 2) The right to inspect will not be construed as placing a duty or responsibility on the District for the trench, condition or maintenance of the customer's wiring, or other equipment.

E. Interruption of Service

- 1) The District will use reasonable diligence to provide an adequate, uninterrupted supply of electrical energy at normal voltage. If this supply is interrupted without notice for any cause including, but not limited to, acts of nature, floods, fires, accidents, strikes, riots, mobs, public enemies, laws, government regulations, or failure of equipment and/or devices, the District will not be liable for personal injuries, loss or damages resulting therefrom.
- 2) The District will have the right to suspend service for the purpose of making repairs, improvements or additions to its system.
 - a) Notice will be given in such cases, when practicable, and every effort will be made to make such interruptions as short as possible.
 - b) If repairs, improvements or additions are made outside normal work hours for the convenience of the customer, the customer may be required to reimburse the District for costs incurred.

F. Meter Location and Installation

- 1) Unless otherwise authorized by the District, the customer shall provide an approved meter base or loop installed on the exterior surface of the building or structure at a height of five to seven feet above finished grade.
- 2) Meters shall be installed facing the road or driveway nearest the District's supply line in a location approved by the District.
- 3) The customer shall maintain a clear space of at least 3 feet in front of the meter. If the meter is recessed in a wall of a building, a space of not less than two inches around the perimeter of the meter will be provided. Space requirements allow the District access for test equipment, maintenance and repairs.
- 4) If the meter is made inaccessible, in the sole and exclusive opinion of the District, due to remodeling or rearrangement of property, the meter shall be relocated at the customer's expense, or the District may exercise its right to disconnect service until the meter has been made accessible.
- 5) The District will install and maintain all meters and other equipment necessary for measuring the electric demand and energy used by the customer under the District's applicable rate schedule.
- 6) If the customer requests the installation of additional meters other than those necessary to adequately measure the service used by the customer, such additional meters shall be provided, installed and maintained at the customer's expense.
- 7) If feasible, a customer may combine two or more electrical services on one meter to eliminate multiple accounts with the PUD by purchasing current transformer metering ("CT" meter) from the District, or the customer may upgrade to a 320 or 400 amp meter loop in compliance with State L&I electrical guidelines and approval.
- 8) Meters are not allowed on District poles.



G. Phase Balance

In the case of three-phase service, the current taken by each wire of a three-phase service will be reasonably balanced at times of maximum or near maximum load.

H. Point of Delivery

- 1) Point of delivery is that point where customer owned equipment and District-owned facilities are connected. The customer-owned equipment shall not be attached to District facilities unless by special contract or by other agreements with the District.
- 2) All equipment on the load side of the point of delivery with the exception of meters and metering equipment and other equipment provided by the District, will belong to and be the responsibility of the customer.
- 3) The customer, or electrical contractor, is responsible for advising the District of service requirements and the desired location of the service in advance of the installation.
- 4) If the District is not consulted and/or the District does not accept the service entrance location, the customer must relocate the service entrance to an acceptable location at customer expense.

I. Right of Access

- 1) The District must have large Utility vehicle access to its equipment at all times for the purpose of reading and testing meters, or repairing and/or replacing any equipment which is the property of the District. If such equipment is so located that locks must be operated, the District should be supplied with keys, combinations or codes to such locks. The District may install locks for their own right of access.
- 2) The customer is responsible for keeping all obstructions such as fences, buildings, and foliage at a reasonable distance from the District's overhead and underground facilities located on the customer's premises.

J. System Disturbances

- 1) Electric service will not be used in such a manner as to cause severe disturbances or voltage fluctuations to other District customers.
- 2) Customers using equipment that might be detrimental to the service of other customers may be required to install at their own expense regulative equipment to control such fluctuations.

K. Underground Service

- 1) The District will construct, install and maintain underground electric distribution facilities to the metering point, including transformer, subject to the provisions set forth in the Electric Service Extension Policy.
- 2) Replacement of overhead facilities with underground facilities may be done under the following conditions when the District determines it to be cost effective or in the best interest of the District:
 - a) The District has assurance that all affected customers will cooperate in the conversion project. The District will determine in each case the minimum boundary limits to qualify for conversion.



-
- b) The District may require a payment according to the fee schedule to offset the cost of the underground installation.
 - c) The customer will bear all costs of revising customer-owned service entrance equipment to receive underground service.
 - d) The District may require the customer to execute an agreement, wherein special conditions are applicable.

L. Discontinuance of Service by the District

- 1) The District may refuse to connect or may discontinue service for violation of any of its service policies, or for violation of rate schedule or contract provisions, or for theft, or illegal diversion of electricity, or if the customer has added electrical loads which, in the opinion of the District, would jeopardize District or customer facilities (see Additional Load in Part III Special Services).
- 2) The discontinuance of service for any of the above causes does not release the customer from obligation to pay for energy received or charges specified in any existing contract.
- 3) A charge will be made for each and every reconnection in accordance with the policies of the District.
- 4) If a meter remains un-energized or the service is abandoned for two years or more, the District may notify the customer of its intent to remove all its salvageable equipment and meter. Reinstallation of removed or retired services will be in accordance with the District's Electric Service Extension Policy for new services.



Part III. SPECIAL SERVICES

A. Resale of Energy

Any purchaser of electric energy shall not connect their service with that of any other person or in any way resell, re-bill or supply any other person or premises with electricity unless permitted by the terms of a special contract approved by the Commission of the District.

B. Additional Load

Customers wishing to change load shall notify the District sufficiently in advance so that the District may, if economically feasible, provide the facilities to serve the increased load. If the customer fails to notify the District and the District's equipment is damaged, the customer shall be liable for the cost of the damage INCLUDING the cost of repairing, replacing, and/or restoring service.

C. Customer's Wiring and Equipment

The customer is responsible for providing and maintaining suitable protective equipment such as fuses circuit breakers and relays, to adequately protect the District's equipment. The District shall have the right but shall not be obligated to inspect any customer's electrical installation before service is supplied. The District reserves the right to refuse to connect service to any customer's installation which does not conform to these service policies, applicable codes and accepted standards of construction. The customer shall be solely responsible for the maintenance and safety of their wiring and equipment beyond the meter. The District shall not in any way be liable or responsible for any accident or damages to the customer or to third parties because of contact with or failure of any portion of customer's installation, whether or not such installation has been inspected by the District. All meter locations shall be approved by the District prior to installation by the customer.

D. Relocation of Poles or Equipment – Altered or upgraded Services

- 1) If a customer requests the delivery point be moved to a new location on an existing structure, the District will remove and reconnect its service drop or delivery point at the customer's expense. 100% of the estimated engineering costs shall be paid up front and reconciled at the project's completion.
- 2) If a customer requests a pole or poles, fixtures, transformers and other facilities be moved or removed for the purpose of making improvement to their premises, the District will relocate such facilities as requested provided that such relocations are in accordance with the District's construction standard. The customer will be required to pay all costs of such relocations or removals.

E. Customer's Responsibility for District's Property

The Customer shall exercise all reasonable and proper precautions to prevent damage to any District property on customer's premises, including meter, instrument, transformer, service conductors and any other equipment installed and owned by the District. All such equipment shall become and remain the properties of the District and may be removed at the District's discretion. In the event District property is damaged because of customer negligence, the customer shall reimburse the District for any associated costs. The District may disconnect and remove the electric facilities from property where such damage persists. No unauthorized person shall connect any house, premises, wire or appliances to the District's system for the purpose of securing electric energy. Any such act shall be subject to prosecution under the law. (See Meter Tampering/Power Theft).



Customer Work Order # _____

System Work Order # _____

APPLICATION FOR NEW/ALTERED ELECTRICAL SERVICE

This application must be filled out completely to ensure line extension costs are tabulated accurately. Please include the appropriate Application Fee (as indicated below). Applications can be mailed or submitted in person to Mason County PUD No.1 at 21971 N. HWY 101, Shelton, WA. 98584. Questions regarding this application? Please call us at (360) 877-5249.

*Denotes required information

APPLICATION FEE

Single Phase Residential Service \$100.00 – Single Phase Development \$200.00 – Three Phase Service \$200.00

NOTE Application Fees are not refundable

*Customer Information:

Name(s) _____ Home # _____

Work # _____ Message/Cell # _____ Fax # _____

Mailing Address _____ City _____

State _____ Zip Code _____ E-Mail address _____

Electrical Contractor/Builder _____ Phone # _____

(Contact person)

Do you give permission to PUD 1 to provide information regarding your request for service to your contractor/electrician/agent? Please initial yes or no. Yes _____ No _____

Load Information:

*Service Type: Home R.V. Development Manufactured Home Other _____

House Size _____ Square Feet

Service Size _____ Amps

Additional Loads:

Type of Heat:

- Baseboard _____ kW
- Wall Mount Forced Air _____ kW
- Electric Furnace _____ kW
- Heat Pump LRA _____ Ton _____ Auxiliary Heat _____ kW
- Gas Oil Propane
- Solar
- Other: _____

- Water Heater: Electric Gas
- Cooking: Electric Gas
- Dryer: Electric Gas
- Hot Tub _____ kW
- Well _____ kW
- Welder _____ kW
- Generator _____ kW
- Other: _____ kW

Site Information:

*Site Address _____ Detailed directions to Site: (Map on next Page)

Development _____ Div/Lot# _____

*Parcel Nos _____ Gate Code _____

County property located in: Mason Jefferson _____

Application for Credit & Service

Mason County PUD No. 1
21971 N. Hwy 101 Shelton, WA 98584
(800) 544-4223 or (360) 877-5249
Fax (360) 877-9274
www.mason-pud1.org



This application must be filled out in its entirety in compliance with the sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. Failure to do so may delay processing the request to provide service. Please provide information for all persons held responsible for the account. Notice-only those persons listed as the responsible party on the account or who have received approval by the way of a waiver can receive information regarding the account. The customer recognizes that opening an account constitutes an agreement to pay the utility services at the applicable and established rates and to be governed by the resolution and policies of the Public Utility District No. 1 of Mason County, Washington, which includes providing safe access to PUD property by PUD employees as required. If a lawsuit is initiated to collect any amount due, the venue for any such action shall be in Mason County District Court at the discretion of Mason County PUD No. 1.

Customer Information

*Name: _____ *DOB: _____
*Mailing Address: _____ City/State/Zip: _____
*Email: _____ Cell#: _____ Home#: _____
Employer: _____ Work#: _____ Msg#: _____
*SSN: _____ (required) List any previous names used: _____
*Signature: _____ Date: _____

Co-Applicant

*Name: _____ *DOB: _____
*Mailing Address: _____ City/State/Zip: _____
*Email: _____ Cell#: _____ Home#: _____
Employer: _____ Work#: _____ Msg#: _____
*SSN: _____ (required) List any previous names used: _____
*Signature: _____ Date: _____

*Service Address: _____ City/State/Zip: _____

*Type of service: Electric Water Rent Own *Start date: _____

Does PUD 1 need a key or gate combination for access? Yes No

Do you think you may qualify to be tribal tax exempt? Yes No

In compliance with the ID Theft Prevention Program, your SSN & Driver's License will be encrypted in our system for the online credit check, then it will be destroyed. If you do not feel comfortable entering your social security number on this form, please call the office to give it over the phone.

*** Please submit the application with a copy of your driver's license. When we receive it, we will do a soft credit check to see if a deposit is needed. Credit Check Fee is \$3.00 per service.**

For official use only:

Date Received: _____ By: _____ Acct#: _____

SSN verification: Yes No

Credit Check: Green Yellow Red

Proof of Owner/Tenant: Yes No N/A

Gov't photo ID verified: Yes No

Type/ID # _____

Deposit Determination:

Amount Required: _____

Hold/Transfer: _____

Based on : Credit Check PUD Experience Co-signer

Street light(s): Yes No

Notes:



I. OBJECTIVE

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

II. POLICY CONTENT

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A. Definitions

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

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

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

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

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

Construction Cost: The cost of constructing a line extension.

Temporary Service: Commonly referred to as "construction power". Secondary and metering facilities installed in a non-permanent fashion to provide power for construction. Temporary power will be provided for a maximum of 12 months during the construction process. Within that 12 months, permanent service shall be installed and the temporary will be disconnected. At the District's discretion, an extension may be granted if the customer can demonstrate progress is being made toward a permanent service.

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

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

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

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

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

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

General Service Single Phase (GS-1): A service class that is applicable to all non-residential customers of the District requiring single phase service including: public hotels, motels, camps,



lodges, apartments, dormitories, assisted living facilities, shelters, Group A or B wells, etc. served by one metered electric service are included in this definition.

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

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

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

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

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

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

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

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

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

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

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

Residential Service: A service class that is classified as residential and seasonal uses requiring single phase 120/240V service and providing electric service to premises that have a residential purpose that includes facilities for living, eating, cooking, sleeping and sanitation. A metered electric service to premises that include a residential purpose (i.e. garages, barns, other



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ELECTRICAL SERVICE LINE EXTENSION POLICY

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outbuildings, non-Group A or B wells, pumps, etc.) and a nonresidential purpose is a residential service when the service includes a residential dwelling and the predominate usage of the metered electric service is for residential purposes.

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

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

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

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

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

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

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

B. General Provisions

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



C. Service Sizing, Voltage and Phasing

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

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

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

D. Ownership of Primary and Secondary Facilities

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

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



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

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

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

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

(3) Or authorized contractor.

(4) Or other location as predetermined by PUD 1 Engineering Department.

**** PUD 1 may allow applicant to install conduit per PUD 1 specifications.*

Meter bases will not be attached to any mobile home or temporary structure in the District's service area. However, for mobile homes constructed similar to conventional frame houses, a meter base may be attached and installed during mobile home construction at the factory. The point of delivery for overhead services shall be arranged so that the District's conductors can be attached in one place and one place only for drop into the customer's service entrance. The point of attachment must be within 6 feet horizontally of the roof edge with a minimum of 3 feet of vertical conductor clearance above the roof edge. The point of attachment must be installed in the location nearest the District's supply line. The customer will be required to provide equipment for attaching the District's conductors to building surface with adequate strength to



support the District’s conductors. Depending on the size and length of service, additional guying and or supports to the point of attachment may be required.

E. Application for New or Altered Services

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

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

The application fee amounts are as follows:

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

F. Field Survey, Design Engineering and Cost Estimate

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

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

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

There will be a contribution-in-aid to construction (CIAC) (5) by the applicant and is required as payment to PUD 1, along with any other applicable paperwork, prior to scheduling construction of the project. The cost estimate is valid for 90 days. If the CIAC has not been paid within 90 days, the estimate will be voided. An updated estimate with current pricing will be generated once the applicant notifies PUD 1 of the intent to move forward with construction.

If line extensions are to be (or were) constructed in difficult or unforeseen conditions (rock, frost, etc.), PUD 1 may require the applicant to bear additional costs.(6) PUD 1 reserves the right to



require these additional funds prior to construction starting. PUD 1 bears the sole discretion to determine what will be required of the applicant.

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

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

If construction of a project is delayed 90 days from the date of the cost estimate, then the cost estimate will be updated by PUD 1 to reflect the most current pricing and additional funds may be required from the applicant. PUD 1 reserves the right to waive cost adjusting if special conditions or situations apply.

(5) See Section H for a detailed explanation of CIAC.

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

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

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

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

- a) The Sharing shall be on any extension payment which in total exceeds \$5,000 for that portion of the extension not on the customer(s) private or developer's properties, and or development.
- b) The Sharing option is available to all customers from the time service is available under the following conditions.
 - a. For CIAC payments \$5,000.01 or greater, the sharing option will be available for a ten (10) year period. Shares shall be computed based on footage of the portion of the line or equipment (built by CIAC payment money) to be used by the additional customer(s). The District will compute the share(s) amount and will refund it to the prior customer(s) developer who paid the original CIAC. Refunds to any one customer will not exceed the original payment minus 10 percent for general administration and overhead expenses. No portion of the customer Fee used toward the CIAC payment will be refundable or used in computing the amount of sharing available.



H. Change of Service

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

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

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

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

Latecomers Agreement: (Line Share) may apply as outlined in section G.

I. Developments and Subdivisions

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

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

J. Line Extension Reconciliation

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

PUD 1 will notify the applicant if additional monies are required upon reconciliation of the project. (7) In the event that additional funds are required for the project, payments must be received within thirty (30) days after notification. If payment is not received within thirty (30) days, then any unpaid amounts will be transferred to the customer's electric billing account and



normal collection procedures will be followed. In the event that payments cannot be secured through electric billing, PUD 1 will pursue legal avenues of resolution.

(7) Typical time between project completion and reconciliation is approximately two to three months. Time may vary depending upon project schedules and/or workload.

K. Permanent Service Requirements

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

L. Right-of-Way (ROW) Clearing

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

M. Service Agreements

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

N. Permits and External Fees

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

O. Grant of Easement

For all line extension projects, PUD 1 will require Grant(s) of Easement for the purpose of construction, servicing, repair, adding of circuits, and replacement of PUD 1 lines necessary to provide service to the PUD 1 customers and to others who enter into agreements for purchasing of power from the District. Easements will be required of all land owners of which the line extension project encroaches upon. Easements will be recorded at the respective county courthouse by PUD 1 on behalf of the customer. The customer will be invoiced for the cost of the Easement.

P. Temporary/Construction Service

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

Q. Service Upgrades

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

R. Security Lighting

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



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Policy No. 1000

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

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

S. Service to Motor Loads

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

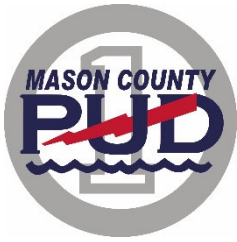
T. Requirements for Permanently Installed Standby Generators

If you intend to permanently install a standby generator for your home or business, the District requires the following:

- The customer must notify the District and provide electrical details of the work prior to installation. The information required includes generator location in proximity to the main electrical panel and proposed isolation method (disconnect) between the generator and the District's system;
- The District requires installation of an open transition switch, "double-throw", or equivalent, which prevents interconnection and back-feed to the District's electrical system; and
- District inspection of customer facilities is required prior to customer use.

III. RESPONSIBILITY:

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



Mason County PUD No. 1 – Metering Specifications

Location of Meters:

1. The customer shall provide an approved ring type minimum 200 amp meter base with the exception of an overhead feed RV only meter base. The meter base should be installed on the exterior surface of the building on the road or driveway side nearest to the supply line. The meter base must be securely mounted to the structure at a height of 5 to 7 feet above finished grade. All meter base locations must be pre-approved by the District.
2. The meter base may be installed on PUD approved meter poles and/or pedestals per the District's drawings and specifications.
3. The customer shall maintain a clear space of at least thirty (30) feet in front of the meter. If the meter is recessed in a wall of a building, a 2' space around the perimeter of the meter will be provided. Space requirements allow the district access for test equipment, maintenance, and repairs.
4. If the meter is made inaccessible, in the sole and exclusive opinion of the District, due to remodeling or rearrangement of property, the meter shall be relocated at the customer's expense, or the District may exercise its right to disconnect service until the meter has been made accessible.
5. The District will install and maintain all meters and other equipment necessary for measuring the electric demand and energy used by the customer under the District's applicable rate schedule.

Installation and Removal of Meters:

1. Only authorized PUD 1 personnel shall be allowed to install or remove meters.
2. The consumer shall be responsible for the property of PUD 1 on his/her premises and shall permit no unauthorized person to tamper with it. Consumers whose meters and/or meter seals have been tampered with to do electrical work (including work by a licensed electrician), as an attempt to connect power, divert power, or to reconnect themselves after a disconnection for non-payment, shall be charged the minimum fees as set forth in the Rate Schedule for tampering. In addition to the tampering fees, the customer shall be charged all other applicable charges including, but not limited to, basic charges, usage charges as well as a reconnection charge, disconnection charge and a deposit. The District reserves the right to recover all other damages allowed by law including those authorized by RCW9A62.060 and 9A.62.070. Usage may be estimated based on prior history or type of diversion.

Single Phase services, 200 amps or less

1. All single phase 120/240 volt services with loads up to and including 200 amps will be metered with a self-contained 4 terminal meter socket rated 200 amps or less. Lugs must accept 4/0 aluminum conductors.

Single Phase services, 201 to 400 amps

1. All single phase 120/240 volt services with loads from 201 amps to 400 amps will be metered with a self contained 4 terminal meter socket rated for 320 amps; a bypass device is not required. Lugs must accept 350 MCM aluminum wire.

Single Phase services in excess of 400 amps

1. All single phase services rated at 401 amps and above will be metered using current transformers. Contact the utility's Engineering Office for details and specifications.

Three Phase services, 200 amps

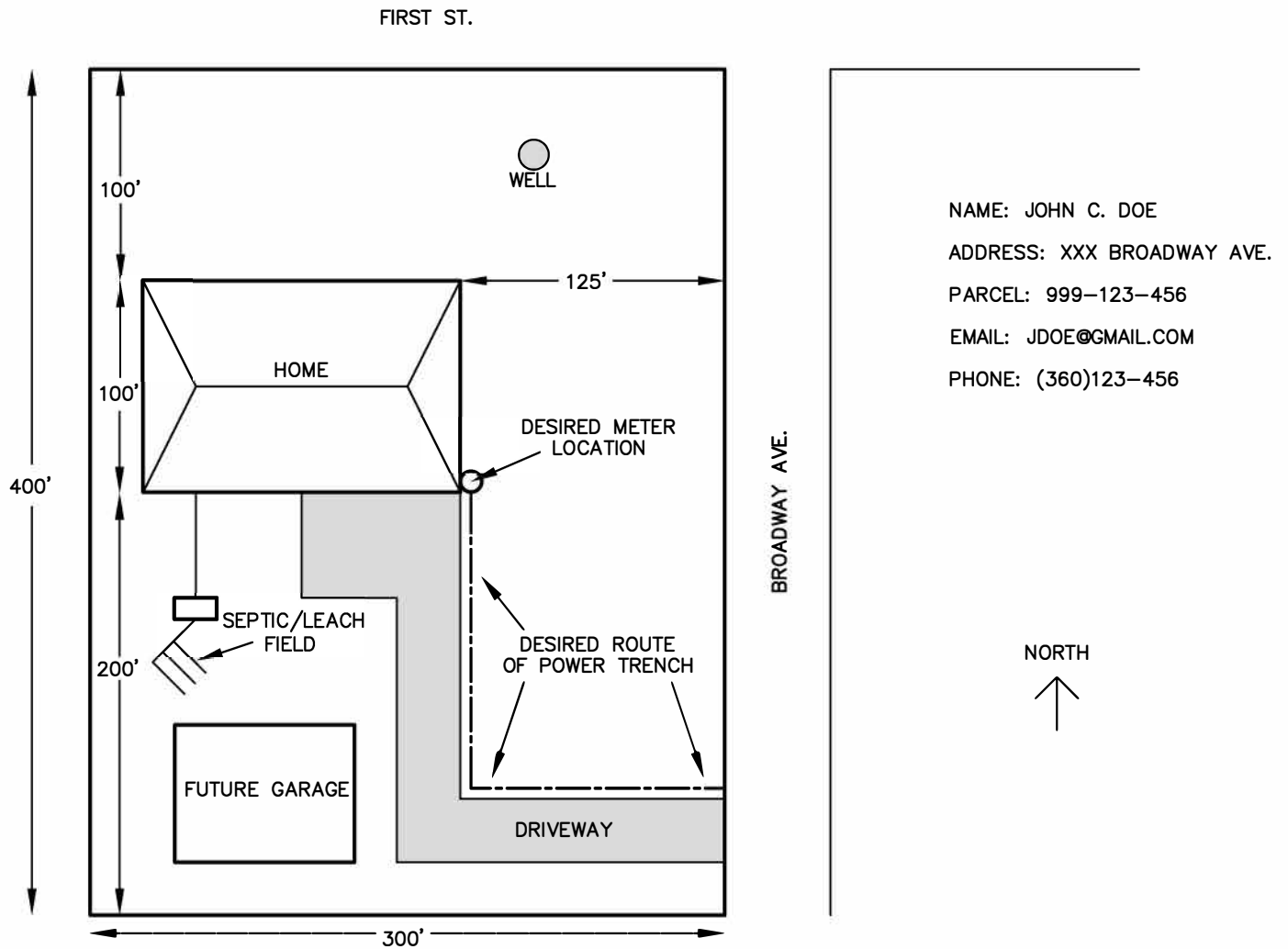
1. A 7-terminal meter base shall be installed where the service conductor does not exceed 200 amps.

Three Phase services in excess of 200 amps

1. All three phase services rated at 201 amps and above will be metered using current transformers. Contact the utility's Engineering Office for details and specifications.



EXAMPLE CUSTOMER PROVIDED SITE PLAN



NOTES:

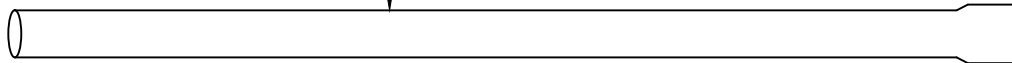
- 1) THE CUSTOMER WILL PROVIDE A SKETCH OF THE BUILDING SITE SHOWING PROPOSED LOCATION OF METER BASE AND ROUTE OF TRENCH (IF REQUIRED).
- 2) CUSTOMER MAY MEET WITH PUD ENGINEER TO DETERMINE BEST ROUTE FOR TRENCH AND LOCATION OF METER BASE BEFORE COMPLETING SITE PLAN.
- 3) METER LOCATION IS REQUIRED TO BE ACCESSIBLE TO ALL UTILITY VEHICALS INCLUDING IN-LINE BUCKET TRUCKS.



EXAMPLE SITE PLAN



DEPTH AS SPECIED PER TRENCH REQUIREMENTS



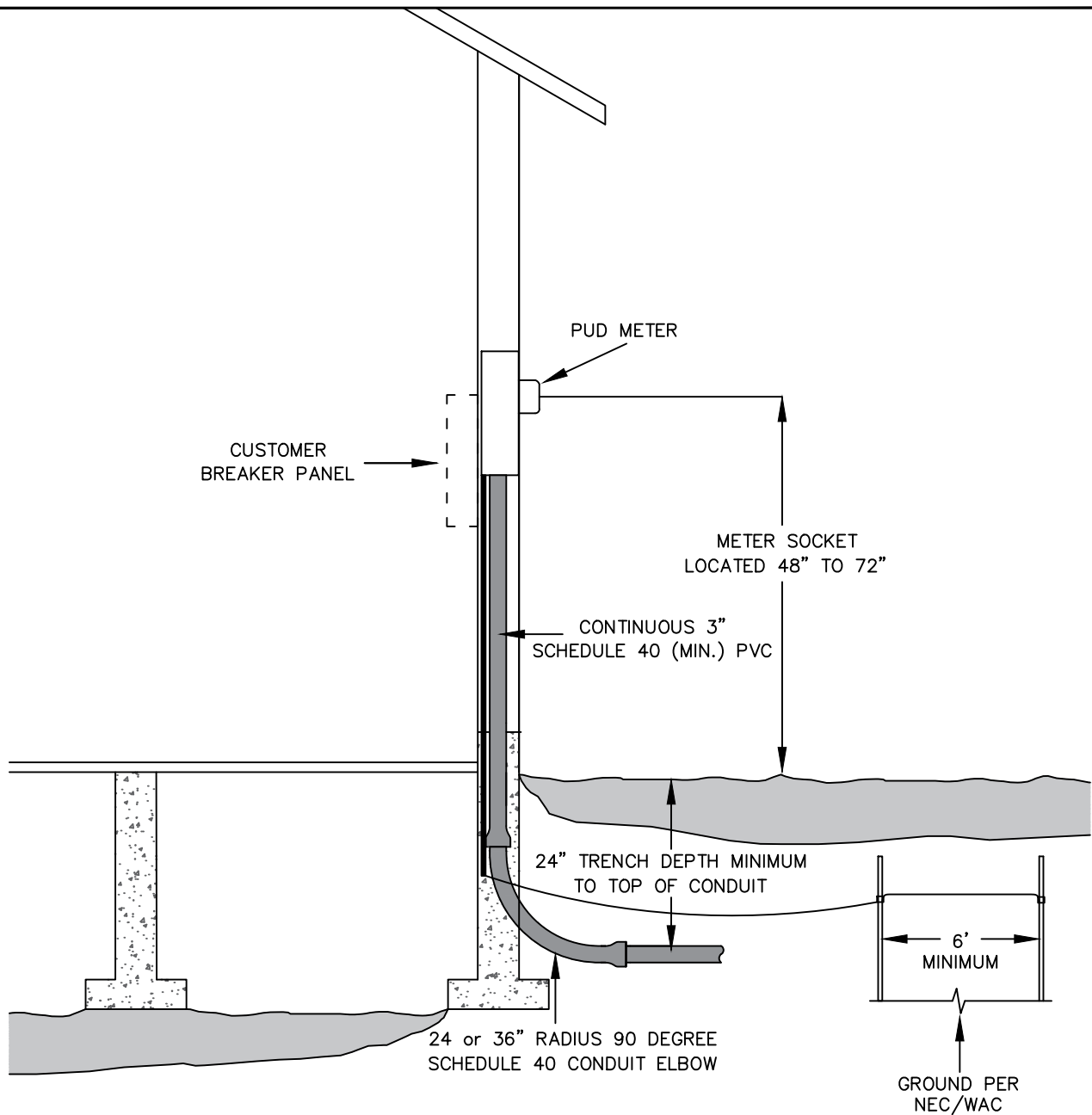
CONDUIT REQUIREMENTS			
INSTALLATION TYPE	CONDUIT TYPE/SIZE	NUMBER OF CONDUITS/R UN	COMMENTS
1-PH PRIMARY U/G	2" SCH 40 PVC	1	
3-PH PRIMARY U/G	2" SCH 40 PVC	3	
1-PH U/G SECONDARY 100/200/320A SERVICES	3" SCH 40 PVC	1	
1-PH U/G SERVICE 400A AND GREATER	MIN. 4" SCH 40 PVC		ONE (1) CONDUIT PER RUN
3-PH U/G SERVICES	MIN. 4" SCH 40 PVC		ONE (1) CONDUIT PER RUN
COMMUNICATION	MIN. 1.25" SCH 40 PVC OR HDPE	1	

NOTES:



1. NEW SERVICES REQUIRE A CONTINUOUS RUN OF CONDUIT FROM THE METER/MAIN TO THE PUD PAD MOUNTED TRANSFORMER, SECONDARY PEDESTAL OR POLE.
2. BURIED CONDUIT SHALL BE GRAY, UL LISTED, ELECTRICAL GRADE, SCHEDULE 40 (MINIMUM), PVC.
3. NO MORE THAN 360 DEGREE BENDS IN THE CONDUIT RUN. THIS TOTAL INCLUDES THE ELBOWS INTO EQUIPMENT PADS AND POLES.
4. CONDUIT TO BE JOINED WITH BELL ENDS OR COUPLERS AND SECURED WITH PVC CEMENT.



CONDUIT DETAIL



LEGEND

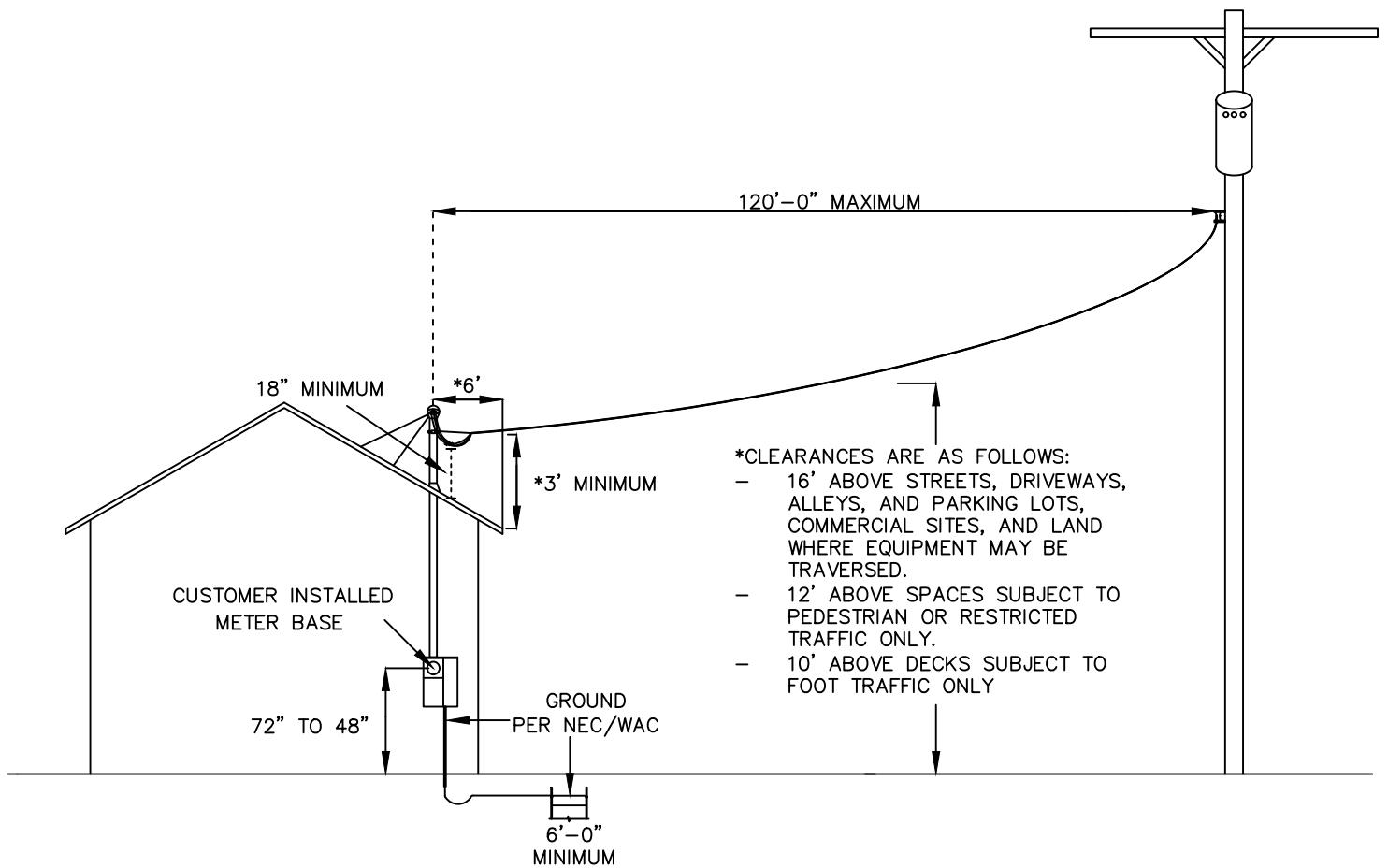
-  HOME FOUNDATION
-  UNDISTURBED EARTH

NOTES:

- 1) LOCATION PRE-APPROVAL BY PUD ENGINEER REQUIRED.
- 2) METER BASES SHALL HAVE A MAIN DISCONNECT.
- 3) ALL METER/MAIN LOCATIONS SHALL BE GROUNDED PER NEC/WAC REQUIREMENTS.
- 4) ALL CONDUIT SHALL BE CONTINUOUS THREE (3) INCH SCHEDULE 40 (MIN.) PVC (SEE CONDUIT SPECS).
- 5) ALL METER/MAIN LOCATIONS SHALL BE INSPECTED AND APPROVED BY L&I BEFORE PUD WILL INSTALL SERVICE. IT IS THE CUSTOMER'S RESPONSIBILITY TO NOTIFY PUD OF COMPLETED L&I INSPECTION.



URD FLUSH MOUNTED METER BASE

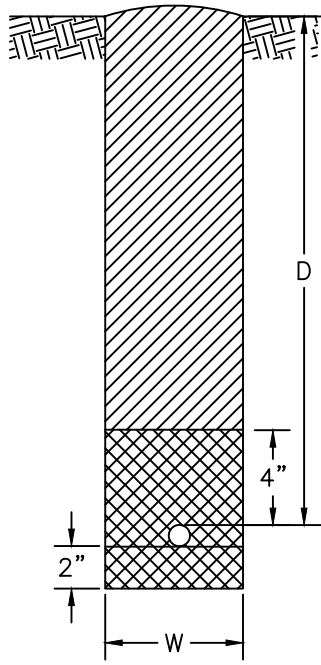


NOTES:

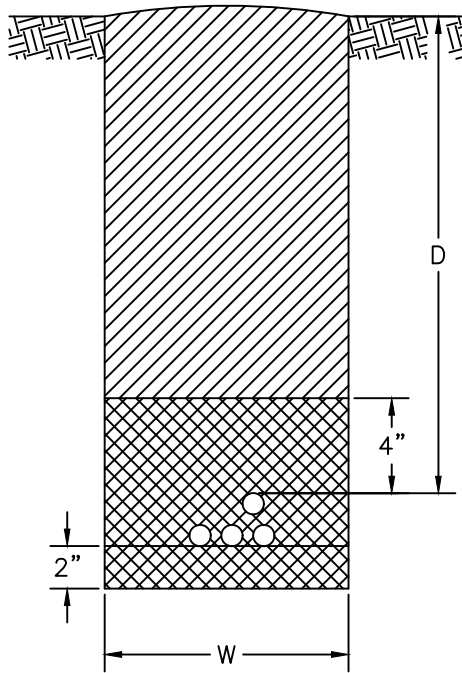
- 1) MAXIMUM SPAN DISTANCE OF 120' UNLESS APPROVED BY PUD ENGINEER.
 - 2) AN 18" TAIL SHALL BE LEFT OUT OF WEATHER-HEAD FOR PUD TO ATTACH SERVICE LINE TO.
- * AT 6' FROM THE WEATHER-HEAD, A MINIMUM OF 3' OF CLEARANCE SHALL BE PRESENT BETWEEN THE SERVICE LINE AND ROOF.



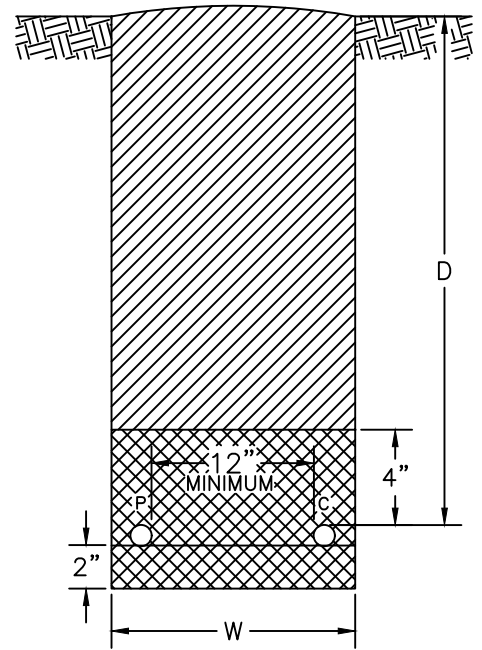
OVERHEAD SERVICE TO WEATHER-HEAD



UR2 (D x W)
TRENCHING UNIT
ONE CONDUIT






UR2-1 (D x W)
TRENCHING UNIT
MULTIPLE POWER CONDUITS
PRIMARY, SECONDARY OR SERVICE



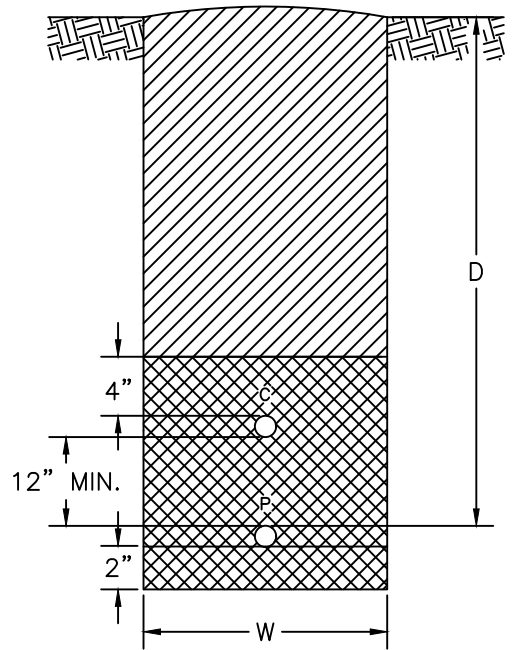
UR2-2 (D x W)
TRENCHING UNIT
POWER AND COMMUNICATION CONDUIT
OR OTHER UTILITY

LEGEND

-  SAND OR CLEAN SOIL
-  COMPACTED BACKFILL UNLESS OTHERWISE SPECIFIED
-  UNDISTURBED EARTH

NOTES:

- 1) DEPTH (D) IS TO BE A MINIMUM OF 36" TO TOP OF POWER CONDUIT FOR PRIMARY (HIGH VOLTAGE) AND 24" FOR SECONDARY AND WIDTH (W) IS A MINIMUM OF 12".
- 2) DEPTHS SPECIFIED ARE TO FINISHED GRADE.
- 3) SAND BEDDING IS NOT PART OF THESE UNITS AND WILL BE SPECIFIED AS NEEDED.
- 4) BACKFILLING IS PART OF ALL TRENCHING UNITS INCLUDING JOINT-USE TRENCHES.
- 5) AREA DISTURBED BY TRENCHING SHALL BE LANDSCAPED TO PRE-EXISTING CONDITION.
- 6) OTHER UTILITIES MAY REQUIRE DIFFERENT TRENCH DEPTHS AND SPACING. COORDINATE WITH THE OTHER UTILITIES FOR THEIR REQUIREMENTS.
- 9) PUD TO INSPECT TRENCH AND CONDUIT PRIOR TO BACKFILL.

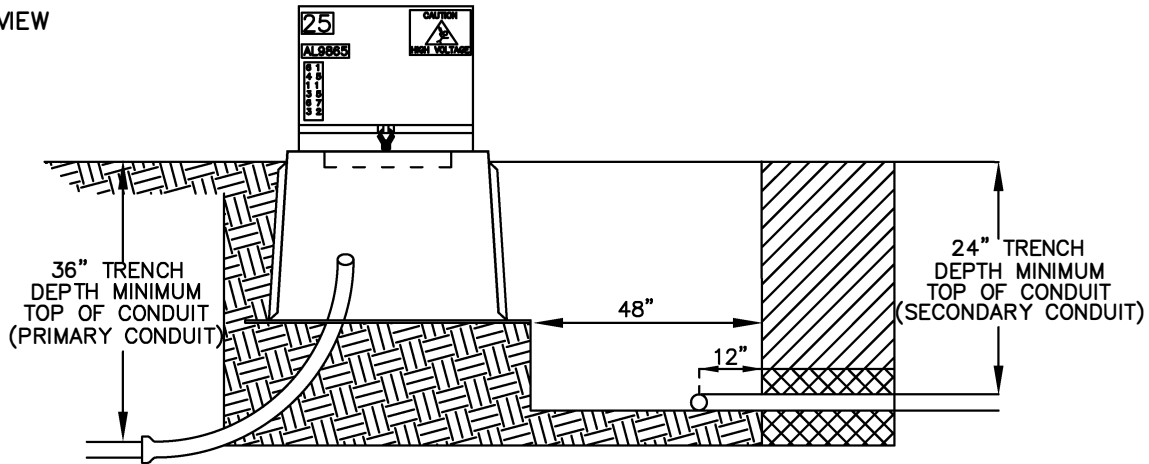


UR2-2 (D x W)
TRENCHING UNIT
POWER AND COMMUNICATION CONDUIT
(OPTIONAL CONDUIT LAYOUT)

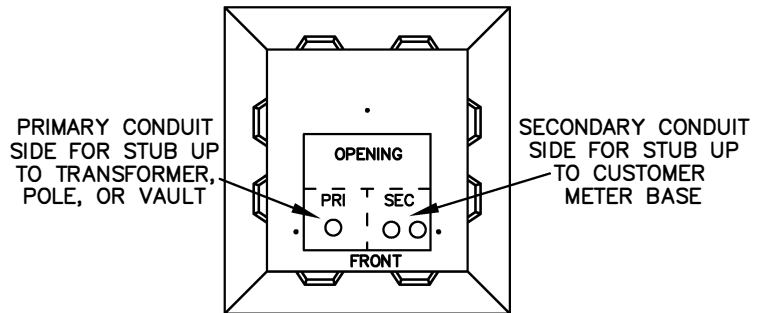
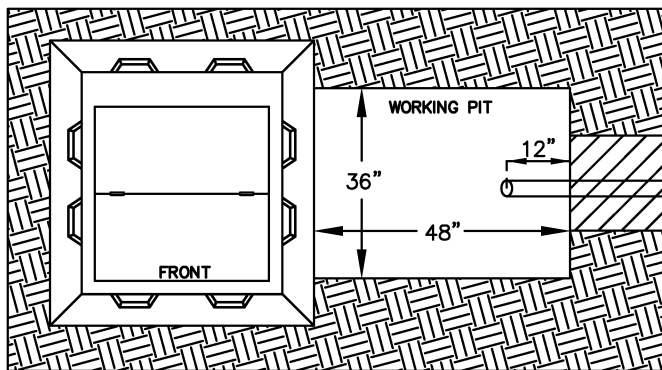


TRENCH DETAIL(S)




FRONT VIEW



TOP VIEW



LEGEND

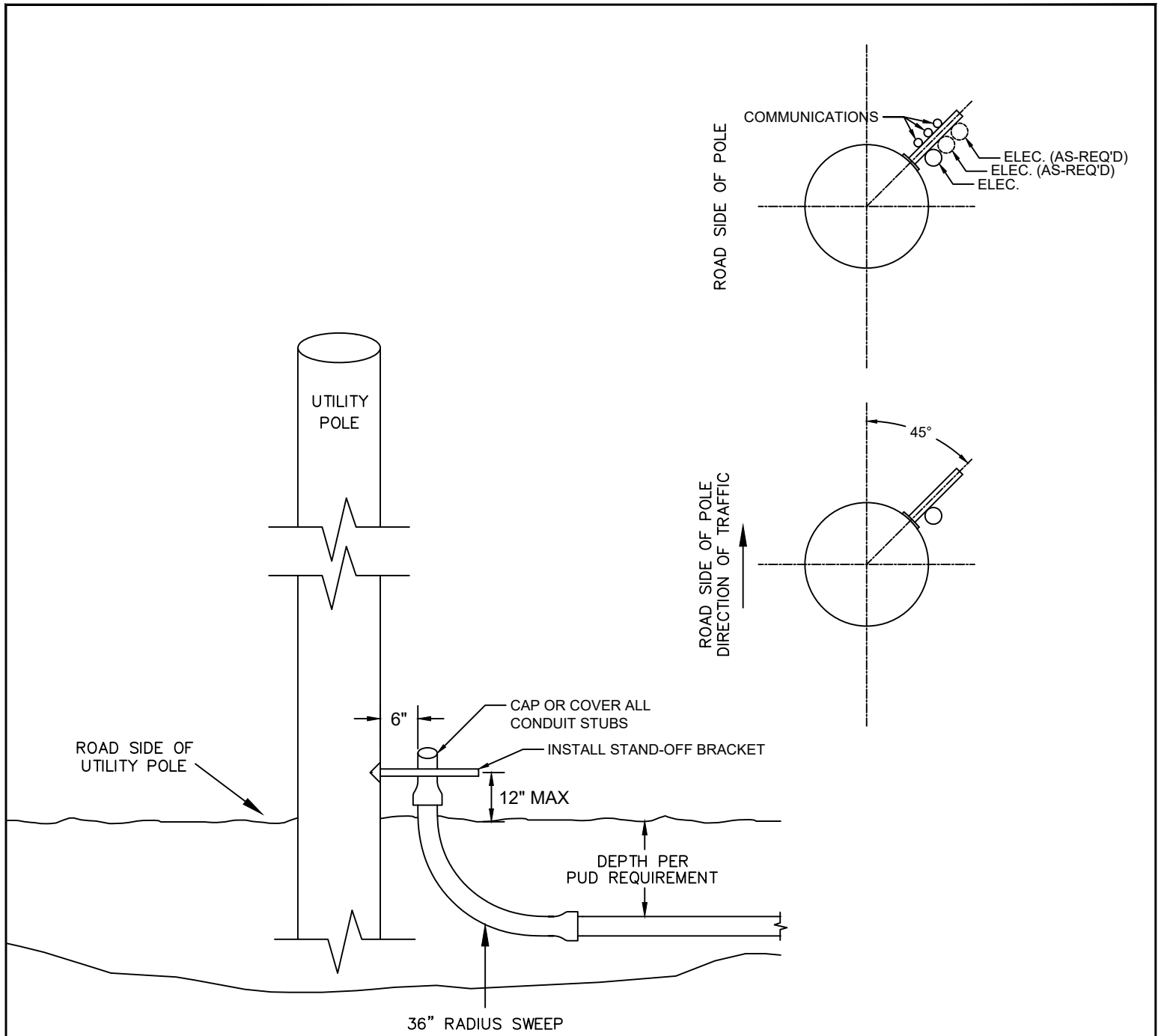
-  SAND OR CLEAN SOIL
-  COMPACTED BACKFILL UNLESS OTHERWISE SPECIFIED
-  UNDISTURBED EARTH

NOTES:

- 1) CUSTOMER/CONTRACTOR SHALL NEVER ENTER AN ENERGIZED VAULT. CONTACT PUD FOR ASSISTANCE WITH STUB-IN.
- 2) THE CUSTOMER/CONTRACTOR SHALL OPEN UP A WORKING AREA AROUND THE EXISTING TRANSFORMER MEASURING 36" BY 48"
- 3) THE APPROACH SHALL BE STRAIGHT THE LAST 48" NOT ENTERING THE TRANSFORMER AT AN ANGLE.
- 4) WHEN DIGGING UP TO THE TRANSFORMER THE HOLE SHALL EXPOSE PAST THE BOTTOM OF THE VAULT WHILE STILL MEETING MINIMUM TRENCH DEPTH REQUIREMENTS (REFER TO TRENCH REQUIREMENTS).
- 5) THE CUSTOMER/CONTRACTOR SHALL LEAVE ANY EXTRA PIECES OF CONDUIT AND AN ELBOW LAYING NEXT TO THE TRANSFORMER FOR PUD TO COMPLETE INSTALL INTO THE TRANSFORMER.



ENERGIZED TRANSFORMER STUB UP



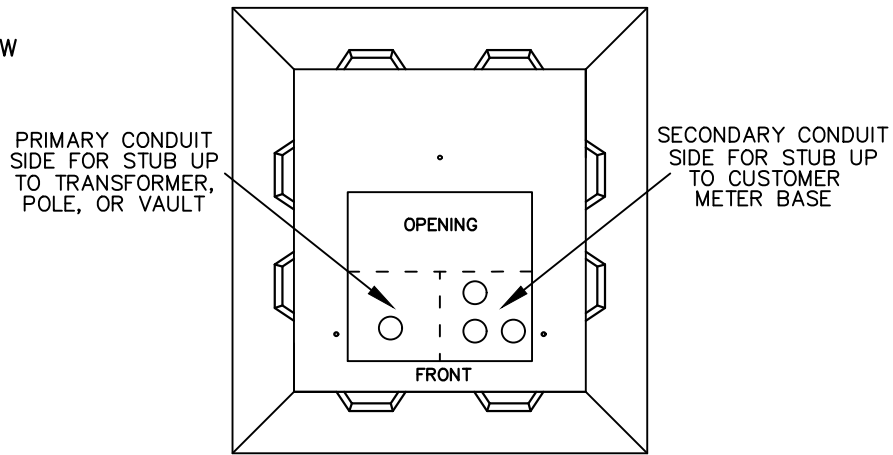
NOTES:

1. IF AN EXISTING STANDOFF/RISER BRACKET EXIST AT THE POLE, STUB CONDUIT AT THE EXISTING BRACKET.
2. INSTALL CONDUIT 6" FROM THE UTILITY POLE ON THE BACK SIDE OF THE POLE TO THE ROAD. USE QUADRANT THAT IS OPPOSITE OF THE DIRECTION OF TRAFFIC. LOCATION TO BE APPROVED BY PUD.
3. CUSTOMER/CONTRACTOR TO INSTALL STAND-OFF BRACKET. BRACKET IS TO BE SUPPLIED BY CUSTOMER. USE WESANCO W-1010-15-HDGAF OR EQUIVALENT.
4. CONDUIT STUB IS TO BE LEVEL OUT OF THE GROUND.
5. THE CONDUIT SHALL BE STUBBED OUT OF THE GROUND A MINIMUM OF 6" ABOVE FINAL GRADE.
6. THE CONDUIT SWEEP USED TO STUB UP THE POLE SHALL BE A FULL 36" RADIUS 90 DEGREE SWEEP.

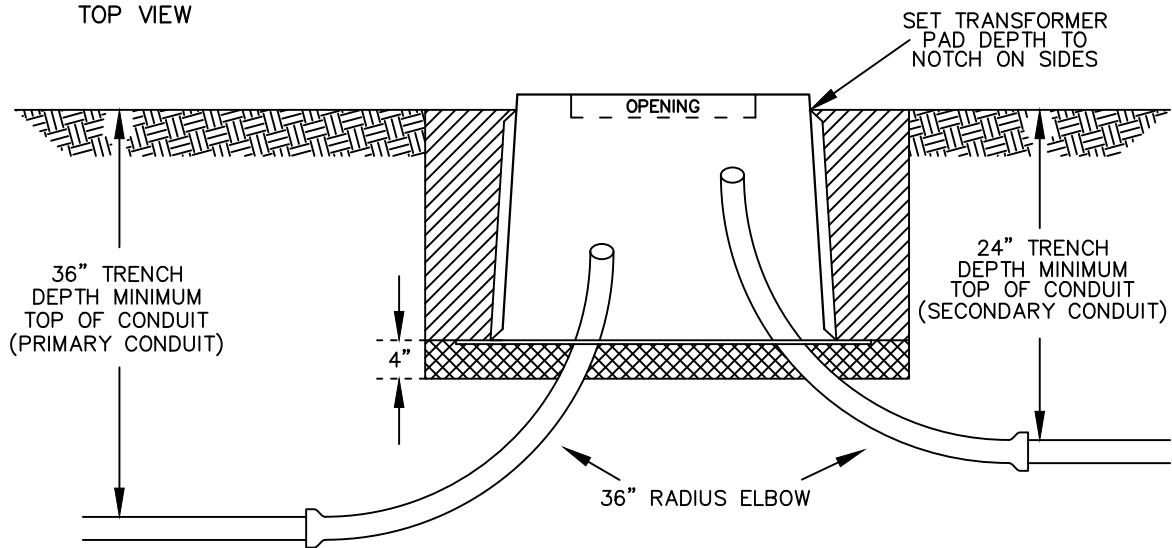


POLE-CONDUIT STUB UP




FRONT VIEW



TOP VIEW



LEGEND

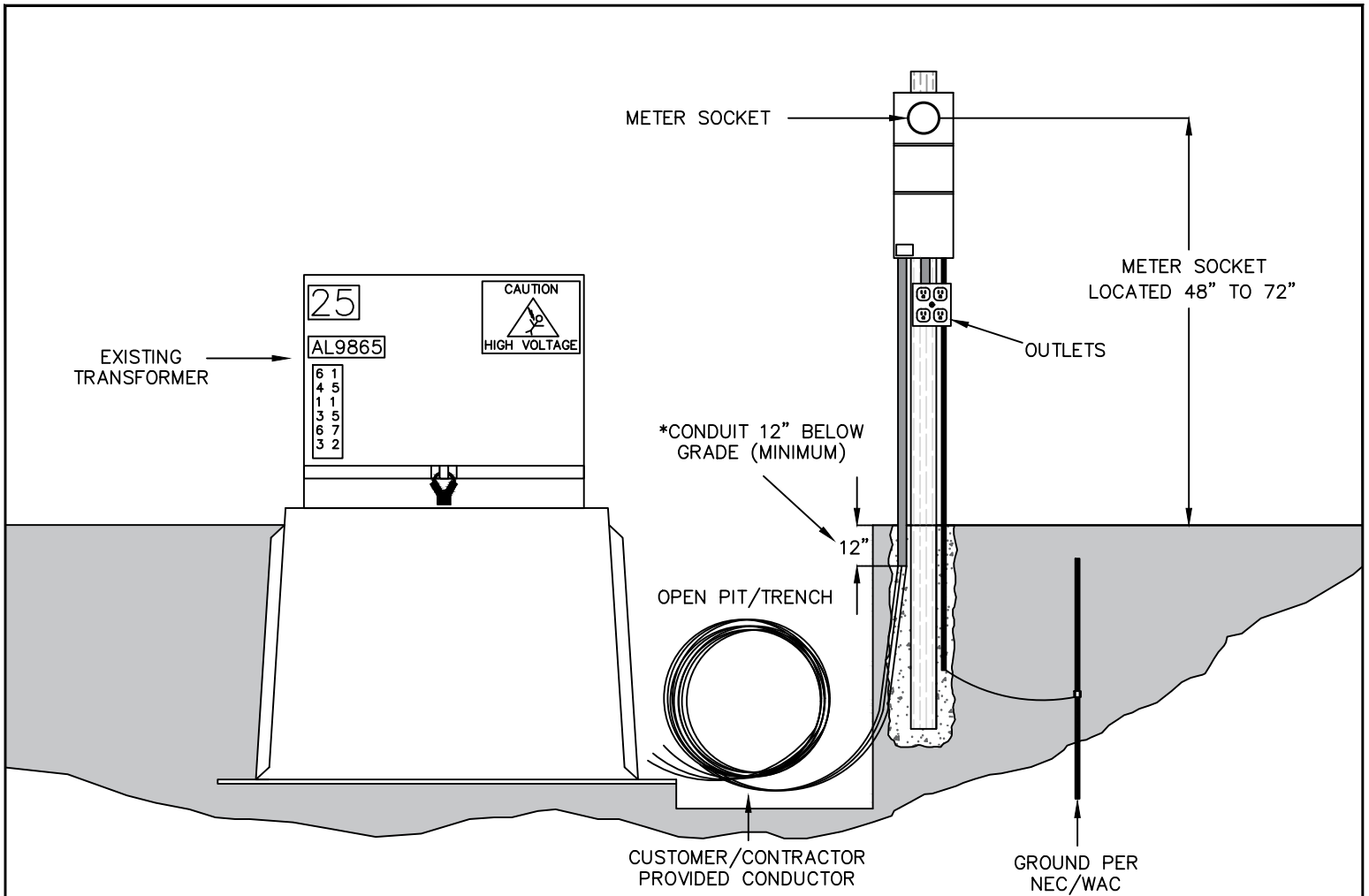
-  SAND OR CLEAN SOIL
-  COMPACTED BACKFILL UNLESS OTHERWISE SPECIFIED
-  UNDISTURBED EARTH

NOTES:



- 1) ALL ELBOWS SHALL BE WHOLE AND BE INSIDE THE OPENING OF THE TRANSFORMER AS SHOW ABOVE.
- 2) SAND OR CLEAN GRAVEL SHALL BE USED AS A LEVEL BASE FOR ALL TRANSFORMER PADS.



NON-ENERGIZED TRANSFORMER STUB IN



LEGEND

-  COMPACT FILL
-  UNDISTURBED EARTH

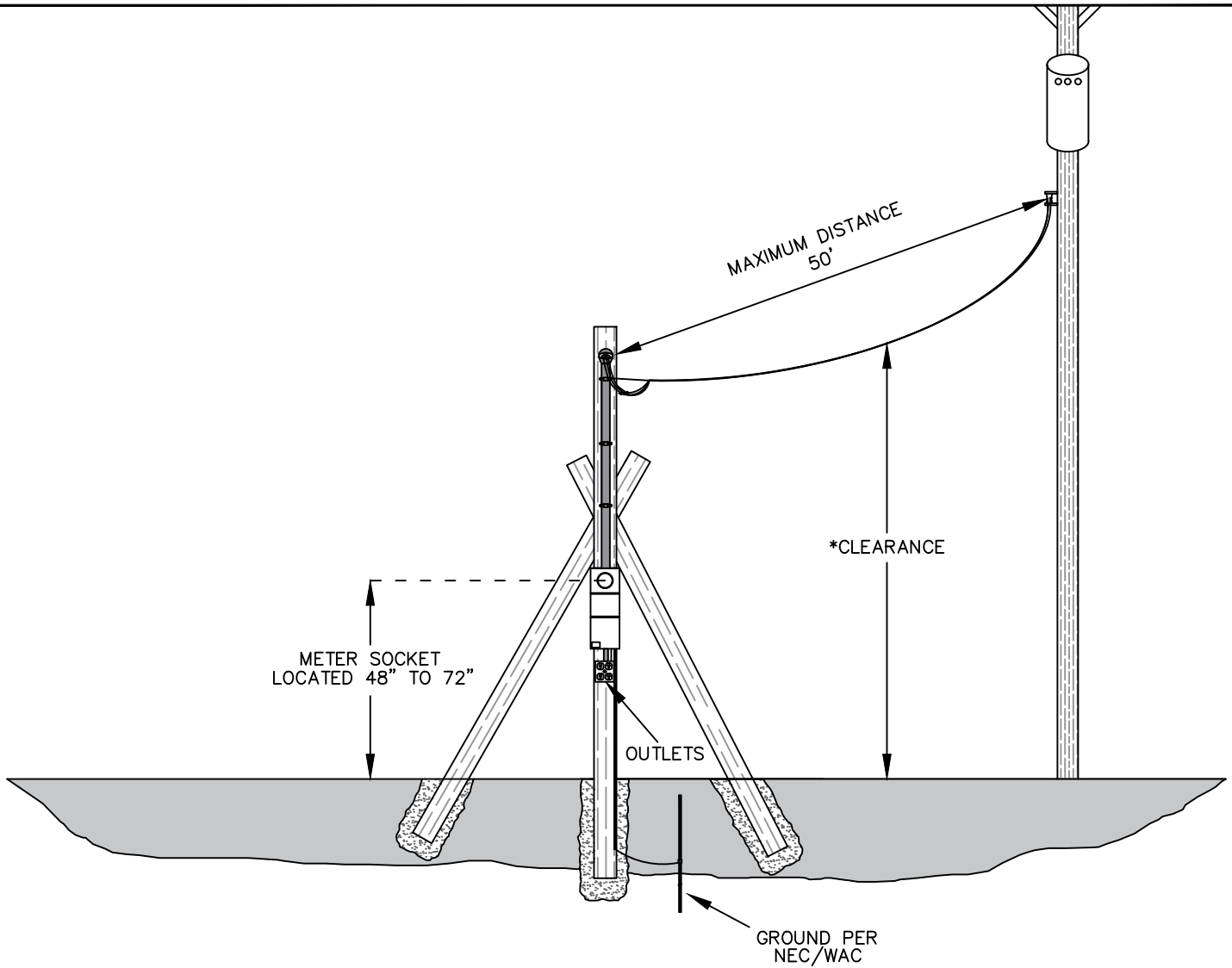
NOTES:

- 1) LOCATION PRE-APPROVAL BY PUD ENGINEER REQUIRED.
- 2) TEMPORARY METER BASES SHALL HAVE A MINIMUM TOTAL OF 60 AMP BREAKER(S).
- 3) ALL METER LOCATIONS SHALL BE GROUNDED BY NEC/WAC REQUIREMENTS.
- 4) CUSTOMER SHALL PROVIDE ALL CONDUCTOR REQUIRED FOR TEMPORARY SERVICE, LEAVING A 10' COIL NEXT TO THE TRANSFORMER OR SECONDARY SOURCE (I.E. HAND-HOLE).
- 5) CUSTOMER SHALL EXPOSE THE BASE OF THE TRANSFORMER/VAULT WHILE BEING MINIMUM 32" DEEP.
- 6) ALL METERED LOCATIONS SHALL BE INSPECTED AND APPROVED BY L&I BEFORE PUD WILL INSTALL SERVICE.



*CONDUCTOR SHALL BE IN CONDUIT FROM THE METER BASE TO 12" BELOW GRADE (MINIMUM).



TEMPORARY UNDERGROUND



LEGEND

-  COMPACT FILL
-  UNDISTURBED EARTH

NOTES:

- 1) LOCATION PRE-APPROVAL BY PUD ENGINEER REQUIRED.
- 2) METER BASES SHALL BE SUPPORTED AWAY FROM THE OVERHEAD TRANSFORMER.
- 3) TEMPORARY METER BASES SHALL HAVE A MINIMUM TOTAL OF 60 AMP BREAKER(S).
- 4) ALL METERED LOCATIONS SHALL BE GROUNDED BY NEC/WAC REQUIREMENTS.
- 5) ALL METERED LOCATIONS SHALL BE INSPECTED AND APPROVED BY L&I BEFORE PUD WILL INSTALL SERVICE.

***CLEARANCES ARE AS FOLLOWS:**

- 16' ABOVE STREETS, DRIVEWAYS, ALLEYS, AND PARKING LOTS, COMMERCIAL SITES, AND LAND WHERE EQUIPMENT MAY BE TRAVERSED.
- 12' ABOVE SPACES SUBJECT TO PEDESTRIAN OR RESTRICTED TRAFFIC ONLY.



TEMPORARY OVERHEAD



Mason County PUD No. 1 – Temporary Service Requirements

Definition: Commonly referred to as “construction power”. Secondary and metering facilities installed in a non-permanent fashion to provide power for construction. Temporary power will be provided for a maximum of 12 months during the construction process. Within that 12 months, permanent service shall be installed and the temporary will be disconnected. At the District’s discretion, an extension of the maximum 12 months may be granted if the customer can demonstrate progress is being made towards a permanent service.

Basic Requirements

1. Call the utility Engineering Department to request an application and discuss fees and concerns.
2. Determine if the temporary service will be overhead or underground.
3. Once the customer's service is installed, the State Labor and Industries, requires that the installation pass an electrical inspection before the utility can complete the connection. Electrical Inspections on tribal lands are performed by reservation personnel.
4. Two days prior to any trenching or excavation work, the customer is required to call for underground locates. PUD No. 1 belongs to ONE CALL (811 or 1-800-424-5555).

Underground Temporary Service

1. Contact the Utility’s Engineering office to request a temporary service and pay fees.
2. Obtain an electrical permit from Labor & Industries
3. Obtain underground locates.
4. The customer trenches to the front right side of the transformer (facing the side that has company numbers and stickers attached) or nearest the secondary pedestal and leaves the wires exposed.
5. Install the meter pedestal and meter socket within 5’ from transformer or secondary pedestal. (see illustration pg. 2). If a distance of more than 5’ is necessary, contact the PUD Engineering Department.
6. Provide the appropriately sized conductor from the meter socket to the utility’s connection point, leaving extra conductor for PUD crews to connect into the secondary pedestal or transformer.
7. Obtain an electrical inspection from Labor & Industries.
8. Cover wire leading to the connection point, except where the PUD will make connections.
9. Call the PUD to advise that the installation has passed inspection and is ready to be scheduled for connection.

Overhead Temporary Service

1. Contact the Utility’s Engineering office to request a temporary service and pay fees.
2. Obtain an electrical permit from Labor & Industries.
3. Install a temporary meter post on the property within 70 feet of the power pole that will sever it. (see illustration pg. 3).
4. The pole must be tall enough to provide adequate clearance above roadways and driveways. The National Electric Safety Code (NESC) requires 16’ above roadways and 12’ above the residential property.
5. Install a meter socket per Labor & Industry requirements and get it inspected.
6. After these items are completed, call the PUD to advise that the installation has passed inspection and is ready to be scheduled for connection.



Contractor Listing

Call 2 days before digging!!!!

Locate Center (800) 424-5555 or 811

ELECTRICIANS

Aries Electric - Shelton	(360) 426-4960
Daley Electric - Shelton	(360) 868-2822
Double D Electrical - Port Hadlock	(360) 385-1130
First Light Electric - Shelton	(360) 317-6910
Homestreet Electric - Shelton	(360) 410-0569
Kealy Electric	(360) 462-0175
Kilowatt Electric - Shelton	(360) 229-3112
Lighthouse Electric - Shelton	(360) 427-4349
Mason Electric - Belfair	(360) 265-9301
Mills Electrical - Shelton	(360) 490-5642
Mr Electric - Shelton	(360) 426-7600
Paul's Electric - Shelton	(360) 426-8910
Quality Electrical Solutions - Allyn	(253) 514-7735
Ram Electric - Shelton	(360) 861-4242
Reliant Electric - Tumwater	(360) 943-1070
Shocking Difference - Olympia	(360) 754-4542
Wood's Electric - Lacey	(360) 742-3661

PLUMBERS

Mitchell Plumbing - Hoodspport	(360) 877-0045
Olympic Plumbing - Shelton	(360) 426-3616
Union City Plumbing - Shelton	(360) 426-0061

Labor & Industries

(360) 902-5799

EXCAVATORS

Active Underground LLC - Shelton	(360) 426-9277
Arrow Land Clearing & Septic - Union	(360) 898-4388
B-Line Construction - Shelton	(360) 545-3929
Burns Excavation - Silverdale	(360) 878-3200
Fassio Excavation - Union	(360) 898-7286
Five Guys Excavating (BME)	(360) 432-0971
Goos Excavating - Shelton	(360) 462-4667
Justice Bros. Trucking & Excavating - Shelton	(360) 204-9927
Manke Excavating - Shelton	(360) 426-0834
Mason County Excavating - Shelton	(360) 490-3144
Morger Construction - Quilcene	(360) 765-3205
RW Excavation - Allyn	(360) 801-0195
South Shore Construction - Belfair	(360) 275-0818
Tobin Bros.	(360) 239-0510
Vandyn Duyn Dump Trucking - Shelton	(253) 324-0207

SOLAR

A & R Solar - Seattle	(206) 707-9937
Brimma Solar - Seattle	(866) 808-0018
Capstone Solar - Olympia	(800) 583-3620
Forecast Solar - Bothel	(425) 487-6000
Greenlight - Vancouver	(360) 836-8902
Power Trip Energy - Port Townsend	(360) 643-3080
SolTerra - Seattle	(206) 462-1103
South Sound Solar - Olympia	(360) 352-7869

Updated June 2023

***Disclaimer: This list is not exhaustive and may not be current. It is only provided as a convenience to the customer. PUD 1 does not make recommendations on which contractors to use and cannot be held liable for issues arising between the PUD 1 customer and their contractor of choice. Customers should thoroughly research contractors before hiring.**

ANSWERS TO FREQUENTLY ASKED QUESTIONS:

1. PUD No. 1 requires a signed application for service, valid mailing address and parcel number or site address, and full payment of fees prior to installing a service. A recorded utility easement will be required.
2. Primary trench (high voltage) must be a minimum of 3 feet deep.
3. Secondary trench (from transformer/pole to meter base) must be a minimum of 2 feet deep.
4. Request locates before any digging by calling 811 or going to the 811 online site. See additional information provided.
5. Customer or excavator/contractor must supply the trench and install a Sch 40 electric 2" PVC conduit for primary - and Sch 40 electric 3" PVC conduit for secondary. All conduits must be constructed with a pull string in the pipe and the pipe ends capped off to prevent dirt, water, mud, and small animals from entering the pipe. All transitions from underground to above ground that are accessible to vehicle traffic as well as all road crossings must be Sch 80 electric PVC. PUD 1 is required to inspect the trench and conduit prior to backfill in accordance with the trench details sheet. Inspections will be completed within 24 business hours of receiving notice that the trench and conduit are ready for inspection unless there are outages or other extenuating circumstances that prohibit PUD personnel from accessing the site.
6. Maximum distance for a secondary service line is 250 feet from the transformer. If further, primary (high voltage) cable needs to be installed to within appropriate distance.
7. Mason County PUD No. 1 requires a 1-foot separation in a joint trench. Electric cable goes in the trench first, then cover with approximately 1 foot of soil and install other utilities (telephone, cable TV, water lines, etc.) or separate 1-foot at bottom of trench (see Detail).
8. PUD No. 1 installs all facilities up to and including the meter. The meter base and beyond is the responsibility of the customer.
9. PUD No. 1 connects to the top lugs of the meter base for Underground Service and the customer supplied mast, weather head/wire tails on Overhead Service.
10. Customer must install and get a required State Electrical Inspection on the meter base prior to the PUD installing cable. (L&I does not inspect PUD's work.) For most services, after approval, the PUD can install their facilities and energize service in one visit.
11. The customer or contractor must notify the PUD when the State Electrical Inspector has approved the service. PUD requires a 5-to-7-day notice to schedule installation of cable and other materials.

QUESTIONS ABOUT METER BASE AND RELATED WIRING?

Call Labor & Industries prior to 8:30 a.m.

Department of Labor & Industries

Electrical Inspection Section

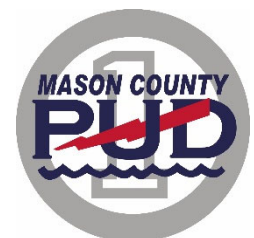
PO Box 44000

Olympia, WA 98504-4000

(7273 Linderson Way SW)

Phone: 360-902-5800

www.lni.wa.gov





LOCATING UNDERGROUND UTILITIES

1-800-424-5555 / 811 / 811 Online








CALL TWO WORKING DAYS BEFORE YOU DIG

The customer or contractor that is digging must call the Utilities Underground Location Center at least two full working days (48 hours) before trenching or excavating for underground service. The proposed digging path must be marked in white paint prior to submitting the locate request. One call to the Location Center notifies all pertinent utilities that a locate is required. Not all utilities are members of the 'One-Call' system. The Center will advise you which utilities will be notified. You will have to individually contact the utilities not listed. Also, you must locate your own private water lines, community or shared water lines, gas/propane lines, underground feeder wires to outbuildings, sprinkler systems, septic systems etc.

Excavation must not begin until the locations of underground wires, cables, and pipes have been marked, or the utilities have informed the customer that they have no facilities in the area.

Any digging within 24 inches of location marks must be done, cautiously by hand. Locates are only valid for 45 days and must be maintained by the customer or contractor during that time frame.

The color code for marking underground utilities is:

	Red	electric power lines, cables, conduit, and lighting cables
	Orange	telecommunication, alarm or signal lines, cables, or conduit
	Yellow	natural gas, oil, steam, petroleum, or other gaseous or flammable material
	Green	sewers and drain lines
	Blue	potable (drinkable) water
	Purple	reclaimed water, irrigation, and slurry lines
	White	proposed excavation limits or route