

**MOUNTAIN ELECTRIC COOPERATIVE, INC.**Policy Bulletin No. 10-8

SUBJECT:     Underground Service

POLICY:     Part A: Underground Service  
              Part B: Underground Primary

It should be noted that other policies relating to connection, disconnection, reconnection, deposits, minimum billing, etc., must be considered and complied with, as applicable.

Part A: Underground Secondary/Service

Cooperative members may receive underground secondary electric service in accordance with Part A of this policy providing no underground primary construction is involved.

1. Customer must own property.
2. Customer shall furnish and install the underground facilities under plan and supervision of MEC and at the exclusive cost of the customer.
3. The meter center and accompanying underground facilities shall be inspected in accordance with the Cooperative's requirements and prevailing regulations.
4. The secondary conductor is owned and maintained by the customer from the point of MEC connection. IE: URD - connection to the padmount transformer OH- Weatherhead connection.

The Cooperative will provide overhead primary and/or secondary as needed to a riser pole in accordance with the appropriate policy bulletin as given below.

Policy Bulletin No. 10-6: Line Extension – Single Phase, Standard  
Overhead Construction Policy Bulletin No. 10-10: Temporary Service  
Policy Bulletin No. 10-6 (4): Mobile Homes

5. The Cooperative will provide and install the riser pole, if needed, on the customer's property.

Customer Riser pole charges are per Policy Bulletin 10-6, Exhibit 10.6. The Cooperative will maintain and retain ownership of said riser pole.

An existing secondary or service pole may be used as a riser pole provided said pole is approved by an authorized employee of the Cooperative.

Customer shall furnish and install meter center on riser pole in accordance with Policy Bulletin No. 10-13, items 4 through 10.

**Part B: Underground Primary:**

Cooperative members desiring service from underground primary facilities may receive service in accordance with Part B of this policy.

1. A written statement from the applicant requesting MEC to provide underground primary and service. For line extensions to more than one residential dwelling, such as subdivisions or non-residential loads, the request shall include a set of project plans giving the physical layout, lot boundary lines, service locations, type of voltage desired and the power requirements.

Upon reviewing the request, the Cooperative will notify the applicant, in writing if line extension serves more than one residential dwelling, whether-it is willing to provide underground facilities and if so under what conditions.

Providing the Cooperative is willing to provide underground primary facilities, items 2 through 8 below will apply.

2. **Planning:** The Cooperative's designated representative, in cooperation with the applicant/developer, will prepare plans, specifications, schematics and/or documentation of proposed design, material to be used, etc.
3. **Conduit System:** The applicant/developer shall install all underground cable conduit system with a Cooperative approved contractor. This will include opening the ditch, furnishing, and installing two conduit ducts, and closing the ditch to the approved grade and condition, and in accordance with the Cooperative's requirements and prevailing regulations. One SDR conduit is provided by MEC, and must be installed in parallel with the customer furnished duct. Would like to add another page to PB with URD guidelines.
4. **Primary Cable Installation:** All primary power cable shall be provided by the cooperative. The Cooperative or a designated approved contractor shall install cable in accordance with the Cooperative's requirements and prevailing regulations.
5. **Individual Residential Permanent-type Dwellings:** For line extensions to serve an individual residential permanent-type dwelling, the first 500 feet of primary power cable will be provided at no cost to the applicant, and the charge for the transformer will be reduced by 50% provided that (a): The construction does not require overhead poles (policy bulletin No. 10-6 provisions will apply to overhead portion) and (b): The line extension route and service entrance are approved by the Cooperative. Any primary power cable greater than 500 feet or not meeting items (a) and (b) above shall be provided by the Cooperative and charged to the applicant as a Contribution-In-Aid of construction.
6. **All Other UG Line Extensions:** For all other line extensions, including residential subdivisions, all primary power cable shall be charged to the applicant/developer as a Contribution-In-Aid of construction.
7. **Applicant/Developer Installed Equipment:** The applicant/developer shall install equipment pads, conduits, underground enclosures and manholes as directed and in accordance with the Cooperative's requirements and prevailing regulations.
8. **Cooperative Installed Equipment:** The Cooperative will install riser poles, transformers, above grade junction enclosures and cable termination equipment. These will be provided by the Cooperative and charged to the applicant/Developer.

7. **Other Charges to Applicant/Developer for Underground Equipment:** Equipment pads, riser poles, transformers, junction enclosures, underground enclosures and manholes shall be charged to the applicant/developer as a Contribution-In-Aid of construction prior to installation.
8. **Construction Commencement and Refund Policy**
  - A. **Refund Eligibility:**

If construction does not commence within twelve (12) months from the date of payment, the individual or contractor shall be entitled to a full refund of all amounts paid to date for materials and labor.
  - B. **Effect of Refund:**

Upon issuance of the refund, the individual or contractor shall thereafter be responsible for the **actual cost** of the project, should it proceed.
  - C. **Special Order Materials and Equipment:**

If any material or equipment purchased is classified as a **special order** and is not used by MEC, the individual or contractor **shall not be entitled to a refund** for such items.
  - D. **Price Increases Beyond 12 Months:**

If more than twelve (12) months have passed without commencement and prices have increased, the individual or contractor shall be required to pay the **actual cost** of the project at that time, including any applicable increases in material or labor costs.
9. **Acceptance and Ownership:** Upon final inspection and acceptance by the Cooperative, that portion of the underground facilities extending to the customer's transformer and not including line or facilities located on the customer's side of the transformer shall become the property of the Cooperative. Upon such transfer, the Cooperative shall operate and maintain said facilities. The customer shall maintain and retain ownership of all service facilities beyond the customer's transformer. IE: customer secondary service.
10. Although initially accepted by the Cooperative, if on subsequent date, the system is shown to be installed inconsistent with plans, specifications, materials, etc., the system will be repaired by the Cooperative at the customer's expense.

EFFECTIVE: April 1, 2023

REVISED: August 15, 2025