



**NorVal Electric
Cooperative, Inc.**

P.O. Box 951
Glasgow, MT 59230
Phone (406) 228-9351
Fax (406) 367-9306

P.O. Box 287
Opheim, MT 59230
Phone (406) 762-3411
Fax (406) 762-3352

Consumer Checklist

Name: _____ Workorder #: _____

1. Complete the New Service Application Form.
2. Meet with a NorVal Electric Representative.
3. Complete Membership Application and pay applicable deposit.
4. Pay Cost Estimate – NorVal Electric will provide a cost estimate which will need to be paid prior to construction.
5. Obtain Easements from landowners affected by your project. Consumers are responsible for any fees involved with obtaining easements.
6. Obtain Electrical Permit if required by State, County, and/or City officials.
7. Contact Line Superintendent Nick Dulaney once the above steps are complete. He will provide a tentative construction date.
8. NorVal Electric Co-op crews and subcontractors (if applicable) will complete construction weather-permitting.
9. Once construction is complete and applicable electrical inspections done, a meter will be installed and power will be available.
10. Complete Restoration. Consumer is responsible for all restoration.

If you have any questions throughout the project, please contact our Line Superintendent, Nick Dulaney at 228-9351.



Getting Started

Installing new electrical service is a joint project between you and NorVal Electric Co-op. NorVal Electric Co-op is responsible for installing the power line to the meter. You are responsible for:

- Attending a meeting with a NorVal Electric Co-op representative to outline the power line route and location of service
- Obtaining Right of Way for power line installation
- Obtaining Electrical Permits from the State of Montana
 - Applications available at: http://bsd.dli.mt.gov/bc/pdf/electrical_application.pdf
- Meter bases larger than 200 amps
- Secondary wiring from the meter base or pedestal to your structure(s)
- Keeping the meter base/pedestal and transformer accessible

Requesting Service

The first step to request a new service is to fill out a New Service Application. Once this form is returned, you will be contacted by a NorVal Electric Co-op representative to set up an appointment to meet with you to discuss your project. A construction estimate will be created and sent to you within 10 days. Estimates are valid for 30 days. After 30 days, we reserve the right to revise the estimate to reflect any price increases. Included with the estimate will be the necessary easement documents that will need to be signed and notarized by the landowners affected by construction. If you wish to proceed with the project, NorVal Electric Co-op requires the estimate be paid in full up-front and that all easement forms have been completed and returned. The project will then be added to our construction schedule. Electric service will be made available by order of application and equipment availability. Please be aware that weather plays a huge role in our construction season and that outages are our crew's first priority. Also, material lead times can cause unforeseen delays at peak construction times so it is beneficial to contact us early on in your project. If you are not a current member, we also request you complete a Membership Application Form and pay a deposit ranging from \$100 to \$300 depending on the results of a credit check.

Pre-Construction Requirements

Easements – NorVal Electric Co-op requires an easement on all land where our primary power lines are located. If your project will involve other landowners, it is your responsibility to obtain a signed and notarized easement from the titled property owner(s). The easement form will be provided by the cooperative.

Permits – It is the responsibility of the consumer to obtain all applicable State, County, and/or City Electrical permits.

Call Before You Dig -- Call 811 before digging to notify all utilities with buried facilities in your area at least 2 business days prior to beginning excavation. NorVal Electric Co-op will notify other utilities for underground work our line crews are completing but will not be responsible for work done by other contractors or the consumer themselves. Call Before You Dig's goal is to prevent personal injury, property damage, and damage to buried services during an excavation project.

Member Trenching

NorVal Electric Co-op will allow members to supply trenching/excavation services on underground line installation. Trenches will need to meet the following specifications:

- Minimum of 48" depth for primary wire / 36" depth for secondary wire
- Bottom of the trench must be smooth and level
- Trench must be free of sharp rocks, concrete waste and other construction debris
- Width must be sufficient to allow safe installation of power line.
- Trench must be a minimum of 10 feet from septic tanks and drain fields
- In extremely rocky areas, sand bedding may be required

Transformer Placement

A minimum 10 foot clearance is required between a pad-mount transformer and any structure per National Electric Safety Code.

Electric Heating Rate

NorVal Electric offers discounted rates for residential electric heat where the electricity is the primary heat source. To qualify for this rate, a second meter and associated CT equipment will need to be installed by a licensed electrician. NorVal Electric Co-op has the heat meter base and CT equipment for sale. Once installed, a heat meter will be connected by line personnel.

Emergency/Standby Generators

NorVal Electric Co-op does not guarantee uninterrupted power. Unpredictable weather is our number one cause of outages. You may elect to install a generator as a back-up power source. All generators are to be connected to your wiring system by a permanently installed transfer switch. The transfer switch is designed to isolate NorVal Electric Co-op's equipment from any power provided by the generator to prevent serious or possibly fatal accidents to line personnel. NorVal Electric Co-op has transfer switches available for sale for services up to 200 amps.



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New Service Application

Name: _____ Date: _____

Mailing Address: _____

Phone: _____ (Home) _____ (Cell) _____ (Work)

Please circle preferred contact number.

Email Address: _____

This service is a: ☐ New Membership ☐ Existing Membership (if existing, please tell us which one to apply this to, as some members have multiple memberships)

Work Requested: ☐ New Service ☐ Upgrade Existing Service ☐ Other _____

Service is for: ☐ Residential ☐ Bin Site/Stockwell ☐ Irrigation ☐ Commercial
☐ Other _____

Property Information:

Service Address _____

Please provide 911 Address – contact County if unknown

City _____ State _____ Zip _____

Subdivision Name _____ Lot Number _____

Legal Description: Township _____ Range _____ Section _____

Estimated distance from nearest power line to new construction site _____ ft

Do you want: ☐ Underground ☐ Overhead

What type of heating system will you use: ☐ Electric ☐ Propane/Gas ☐ Other _____

What size of service are you requesting: ☐ 200 Amp

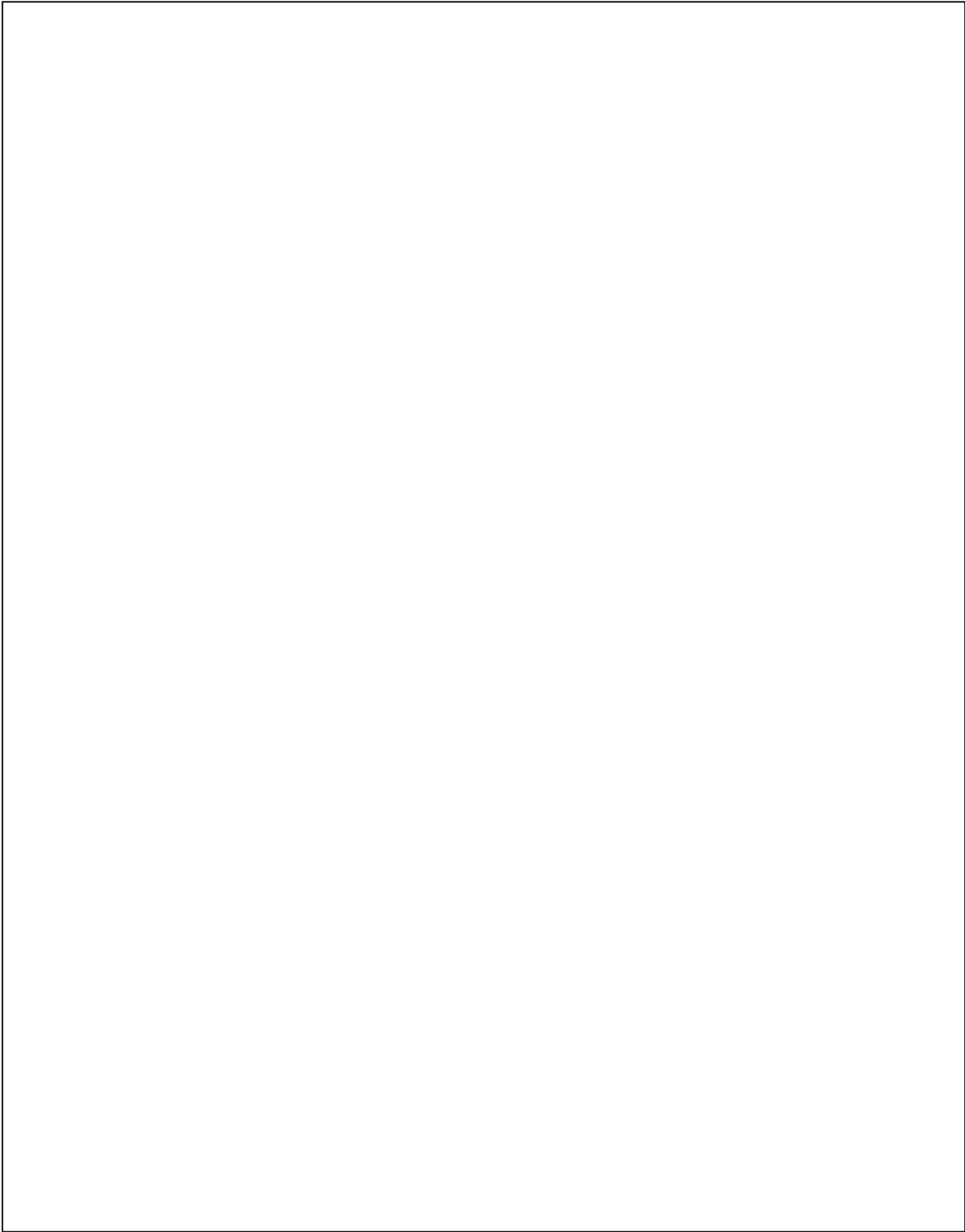
Please contact a licensed electrician for services larger than 200 Amps.

Additional Contact Information:

Electrician: _____ Phone _____

Contractor: _____ Phone _____

Please sketch a site plan showing existing roads, landmarks, septic systems, building site, driveway, and proposed electrical route and location.

A large, empty rectangular box with a thin black border, intended for a hand-drawn site plan. The box occupies the majority of the lower half of the page.



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APPLICATION FOR MEMBERSHIP AND FOR ELECTRIC SERVICE

The undersigned (hereinafter called the "APPLICANT") hereby applies for membership in and agrees to purchase electric energy from NorVal Electric Cooperative, Inc., Glasgow, Montana, (hereinafter called the "COOPERATIVE") upon the following terms and conditions:

1. The Applicant will, when electric energy becomes available, purchase from the Cooperative all energy used on the premises described below, and will pay therefore monthly at rates which will be fixed by the Board of Directors of the Cooperative. The Applicant will pay a bill of at least the current base charge per month regardless of the number of kilowatt hours consumed.

2. The Applicant will cause his premises to be wired in accordance with all applicable electrical codes. The Cooperative reserves the right not to connect Applicant's premises or to energize the service in the event that Applicant's premises are not in compliance with applicable electrical codes.

3. The Applicant will comply with and be bound by the provisions of the charter and bylaws of the Cooperative, and such board policies, rules, regulations as may, from time to time, be adopted by the Cooperative.

4. The Applicant agrees to execute or deliver without cost or charge to the Cooperative, and on its demand, any easement or easements requested by the Cooperative and by it deemed convenient or necessary for the operation or maintenance or construction of an electric transmission or distribution line or system, whether or not said line or system directly serves or benefits Applicant.

5. The Applicant, by becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law their private property is exempt from execution for any such debts or liabilities.

The acceptance of this application by the Cooperative shall constitute an agreement between the Applicant and the Cooperative, and the contract for electric service shall continue in force as specified by line extension contract, if any, and thereafter until canceled by at least thirty (30) days written notice given by either party to the other.

Print Member Name: _____ Signature: _____ Date: _____

Joint Member Name: _____ Signature: _____ Date: _____

OR Organization Name: _____ Signature: _____ Date: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Phone Number(s): Home: _____ Cell: _____
Work: _____ Other: _____

Member SS # _____ Member Date of Birth: _____

Joint Member SS # _____ Joint Member Date of Birth: _____

Federal Tax ID _____ Incorporated Date: _____

If this is an organization, please provide the Federal Tax ID as well as a list of the members
authorized to conduct business _____

E-mail Address(es): _____

Date application should go in effect: _____

Physical Address (USPS) of electric SVC : _____ City: _____

State: _____ Zip Code: _____

Do you Own: _____ or Rent: _____

If renting, list Owner's name, address and telephone number. (Your landlord is entitled to a duplicate copy of your bill each month).

Are you (or someone in your household) an enrolled member of the Fork Peck Tribes?

Yes No

Members maybe eligible to participate in the WAPA credit program.

Are you interested in Auto Pay? Yes No

Your account can be set up to be paid automatically each month via Credit Card, Debit Card, or Checking Account. You may also go online at www.norval.coop to check your statement / pay online.

Is there is a life threatening reason that you MUST be notified for planned outages, i.e. on oxygen?

Yes NO

Please describe:

NORVAL ELECTRIC COOPERATIVE, INC.

Line Extension Policy

Member Policy No. 2

POLICY:

In general, a line extension is considered to be any installation of facilities necessary to provide service to a proposed permanent load. Each extension should be reviewed to determine its feasibility and what actions may be necessary to accomplish construction.

- a. The cooperative reserves the right to determine the feasibility of installing electric facilities based on terrain, soil conditions, safety, sound engineering practices, accessibility, and future maintenance. The cooperative shall consult with applicants to determine if acceptable locations and routes can be established for the installation of electric facilities. The applicant shall agree to pay the costs of professional engineering or consulting services that the cooperative determines are necessary to develop a work plan for installation of electric facilities. The cooperative reserves the right to deny an applicant's request for installation of electric facilities if acceptable locations and routes of the facilities cannot be established and agreed upon by the cooperative and the applicant.
- b. The Cooperative will determine the cost of a line extension in accordance with standard engineering cost estimating procedures prior to construction. The metering equipment will not be included in the estimated cost. Estimates will be valid for 60 days under normal conditions.
- c. The applicant shall be responsible for procurement and fees for all necessary easements, special use permits, or other land use rights for the extension and shall furnish them to the Cooperative before construction commences. If applicant is unable to obtain easements because of special circumstances that are required such as but not limited to professional survey requirements; the Cooperative will provide assistance from professional engineering firm at the cost to the applicant. The Cooperative will require a deposit to start this process and bill the applicant if it exceeds the deposit. Once the survey is done and the aid to construction is paid in full, the Cooperative will commence construction. If the applicant chooses to abandon the project, the Cooperative will refund, to the applicant, the deposit minus the Cooperative engineering and professional engineering expenses.
- d. Prior to construction of a project, applicants are required to pay a contribution in-aid-of construction. It is the policy of the Cooperative to share a portion of the cost of new line extensions to serve permanent loads. Prior to construction

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of a new service, the cooperative shall prepare an estimate of the cost of construction. The Cooperative will contribute up to a maximum of \$2,000 toward the cost of a new single-phase line extension with the exception of temporary trailers as discussed in Policy 6. All costs in excess of \$2,000 will be paid as contribution in-aid-of construction by the applicant. The following charges are excluded from the \$2,000 Cooperative contribution:

1. Meter loop charges.
2. All Right of Way permit fees.
3. All engineering fees.

Upon request, new meter loops and meter loop upgrades for existing members may be included on the monthly billing if certain criterion is met. The total owing for the service cannot exceed \$2,000. The member must be a current member with continuous service with NorVal for the prior two years. In addition, all of the members' accounts must be paid current at the time of request. Any member who has been disconnected for nonpayment in the last twenty four months will not be eligible. All charges added to the billing account must be paid in full on the next billing cycle.

- e. For temporary extensions of less than twelve (12) months duration, applicants shall pay the total cost of installation and the estimated cost of removal with credits allowed for salvage values. All charges shall be paid prior to installation.
- f. The line extension policy for 3-phase service will be that the member will contribute 100 percent of the estimated construction costs prior to construction as a contribution in-aid-of construction. If the plan to serve is changed after the contribution is made the cost to serve will be corrected prior to installing the meter.
- g. The line extension policy for all services except residential and non-residential services will be that the member will contribute 100 percent of the estimated construction costs prior to construction as a contribution in-aid-of construction. Commercial services will include but is not limited to subdivisions, trailer parks, multi-meter storage facilities, utilities, non-agricultural business, and multi-meter residential facilities. The Cooperative will determine if a project is commercial. If the plan to serve is changed after the contribution is made the cost to serve will be corrected prior to installing the meter.
- h. Subdivision Line extensions will be constructed in accordance with the following:

NORVAL ELECTRIC COOPERATIVE, INC.

1. The term "subdivision" as applicable to this policy is defined as a platted or surveyed division of land into two or more parcels or any planned land unit or real estate development regardless of whether such division must be approved under applicable State law.
2. Extensions into subdivisions will be determined on an individual case basis.
3. Services to subdivisions, acreage subdivisions, or backbone facilities must be checked and applied for at the Cooperative headquarters.
4. A main feeder line is defined as any extension of electrical distribution line for the purposes of serving the subdivision, without the transformers, services, or extensions to individual occupants of the divided lands.
5. The developer of the subdivision shall provide a plat showing utility easements which shall be subject to approval by the cooperative prior to any line construction to a subdivision.
6. All main feeder lines necessary to serve a subdivision shall be scheduled and constructed as one project, regardless of whether the developer intends to develop the subdivision in stages or incrementally.
7. The developer shall provide utility easement along property lines for the entire subdivision.
8. The developer and individual consumer shall perform any necessary right-of-way clearing to the Cooperative and appropriate governmental authorities' specifications and rules.
9. Cost of the line will be borne 100 percent by the owner or developer. All costs are due and payable prior to start of construction.
10. The cost of the transformer will be borne by the Cooperative up to 25 kVA per lot. If a larger transformer is required, the lot or lots requiring the larger size will be responsible for the difference in transformer costs.
 - i. The cost of a transformer will be absorbed by the cooperative up to single phase 25 kVA transformer. If a larger transformer is required the member will be responsible for the price difference between a single phase 25 kVA transformer and the one they require. This benefit is only available for single phase permanent residential and non-residential rate classes with exception of mobile trailers which is addressed in Policy 6.
 - j. If the irrigation, residential, and seasonal classification members wish to install a meter base, which is different from the basic meter base, and disconnect

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offered by the Cooperative, it will be at the members' expense and a qualified electrician will need to make the proper connections. All meter bases must be approved by the co-op.

- k. The Cooperative will work with a member to move overhead line to underground in areas designated as a rural runway for aircraft. The Cooperative will consider sharing costs on a maximum of four spans. The member will pay the installation costs and the Cooperative will pay the material costs. If the member wishes to bury more than four spans, the amount over four spans will be totally at the member's cost.
- l. Contributions in-aid-of construction shall not be deemed to vest either interest or individual ownership in any portion of the new facilities on behalf of the applicant. All facilities installed pursuant to this policy shall be and remain the property of the Cooperative.
- m. New connections to lines less than 5 years old will be eligible for a refund of a portion of the Aid to Construction. The refund period will be within five years from the date of when the installation is completed on the Cooperative's records. Installation will be deemed complete when the service receives power (i.e. meter is installed). The refund request will need to be generated by the member within the five-year period. The refund will be calculated using the following formula: the ratio of the connected kW load to the total line ampacity multiplied by a ratio of the number of whole months remaining on the 5 year window multiplied by the original Aid to Construction paid for the line. The length of time may be changed with board approval for larger projects.

$$\frac{\text{Connected kVA Load}}{\text{Line Ampacity (kVA)}} \times \frac{\text{Number of Months Remaining of 5 year contract}}{60 \text{ Months}} \times \text{Original Amount of Aid to Construction}$$