FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 407
SUBJECT: METER TESTING

I.   PURPOSE:

The meter is the device by which both the consumer and the Cooperative determine the amount of service provided by the Cooperative. It is important, both for the protection of the consumer and for the Cooperative, the meter measures as accurately as possible. The purpose of this policy is to detail the operational conditions relating to the testing of meters to verify the accuracy of the meter readings.

II.   POLICY:

It shall be the policy of the Cooperative to follow the standards and practices accepted by the State Public Utilities Commission in relation to the testing of meters.

III.   RESPONSIBILITY:

The CEO/General Manager, or at their direction, the Director of Engineering of the Cooperative, shall have the responsibility of carrying out this policy.

IV.   PROVISIONS:

The following provisions apply to this policy:

A.   EQUIPMENT

1.   Meters

   a.   The following types of meter are available for use depending on the service requirements:

   b.   2S, 3S, 4S, 9S, 12S and 16S

   c.   All meters shall measure electricity using the following units depending on service requirements:

   d.   kWh, kW, and kVar

2. Equipment

    a. The following testing equipment shall be kept and maintained by Fall River:

    Meter board, CT Tester, Voltage Recorder, Harmonics Tester

B. TESTING AND CALIBRATION STANDARDS

1. Manufacturer's guidelines for use and maintenance shall be followed on all testing equipment.

2. All test equipment will be calibrated annually according to NIST standards

3. Meters will be tested based on ANSI C12 standards, reference standards will be of a higher accuracy than the meters used.

4. Minimum standards for all electric meters is + or - 2%.

C. METER TEST REQUESTED BY THE CONSUMER

1. Upon receipt of a request from a consumer, the Cooperative shall, within a reasonable period, test the accuracy of the meter.

2. No charge shall be made for the first test made during a twelve-month period.

3. If any additional meter tests are requested by the consumer including three phase and instrument transformer meters, during this same period, there will be a reasonable charge for each test which will be paid in advance of additional testing.

D. METER TEST REQUESTED BY THE COMMISSION

Upon receipt of a written request by any Utility Regulatory Commission having jurisdiction, the Cooperative shall, within twenty (20) days, test the accuracy of the meter and notify said Commission of the findings. If the test shows that the accuracy of the meter is within acceptable limits, the consumer shall be billed a reasonable charge to cover the test, otherwise there shall be no charge.

E. Non-Registration of Meter

1. Inaccurate, Improper or non-certified meters, including those for which accuracy has not been established, shall not be placed in service or allowed to remain in service.

2. All meters shall conform to ANSI, IEC, AWWA and ISO as applicable.

3. If a meter is found to be in non-compliance with the Cooperative's approved meter testing program, the Cooperative will refund the payment the member advanced for the meter test and will repair or replace the meter. The Cooperative will also adjust and refund to the consumer the overpayment of preceding bills, pursuant to W.S. § 37-2-218. No refund is required from the Cooperative except to the consumer last served by the meter prior to testing. If the Cooperative has under collected, the consumer will pay the adjusted costs back to when the error transpired but no greater than 183 days prior to the meter being shown in error, pursuant to W.S. § 37-2-222.

F. METER TEST SCHEDULE

1. All meters will be tested according to schedules as determined in ANSI C12 standards.

2. ANSI C12 standards area available to view at all Fall River office locations.

3. All meter records shall be available to said Utility Commission and to the Consumers.

4. Records shall be maintained on a continuing basis. When a meter is retired from service, all records for that meter shall be maintained for a minimum of six (6) months thereafter.

G. EQUIPMENT TESTS

1. All testing equipment will be maintained in the shop for comparison against the portable meters.

2. Testing equipment will be tested once annually by a laboratory equipped and staffed to perform such tests. The accuracy of the

Equipment and its tractability to National Bureau of Standards shall be documented and available in the Cooperative records.

3. All test equipment will be stored in the meter laboratory or in a temperature-stable environment.

4. All testing equipment will be used for testing and calibration only and not for troubleshooting.

H. TEST RESULTS AND RECORDS

1. Meters shall be tested using a minimum of high load, light load and power factor.

2. Records of all tests shall be maintained in the Cooperative's records showing the following:

   a. Identifying number and constants of the meter,

   b. Date and type of last test

   c. Reason for the test

   d. Reading of the meter before the test

   e. Error or percent accuracy at each tested load

3. The test results shall be maintained until six (6) months following the retirement from service of such equipment.

I. SERVICE SURVEYS

Each substation shall be checked at least on a monthly basis for:

1. safety

2. security

3. voltage

4. general condition

When reason exists to question the voltage level at a substation or consumer's premises, a recording graphic meter may be installed, and corrective action taken when warranted.

J. SPECIAL MEASUREMENT

The Cooperative shall have the right, at its option and its expense, to place special meters or instruments on the premises of any Consumer for the

purpose of special tests of all, or any part of the Consumer's load.

V. **PRIMACY OF POLICY**

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS

Georg Behrens, President

DATE APPROVED: <u>August 27, 2001</u>

DATE REVISED: <u>March 23, 2015</u>

<u>December 19, 2016</u>

<u>August 26, 2019</u>

<u>October 24, 2022</u>