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www.mpsutility.com

TO: Building Contractors
Electrical Contractors
Siding Contractors
Tree Trimming Contractors

FROM: Joe Moore *Joe Moore*
Electric Operations Manager

DATE: May 13, 2011

RE: Meter Safety and Service Coordination Requirements

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- A. If you are pouring concrete driveways or patios or for new construction:
1. Do not pour driveways or patios until Moorhead Public Service (MPS) has checked to see where our service wires will be trenched. Please call Larry Chesley, MPS Line Foreman, at 218-329-6552, or MPS' Dispatch Center at 218-299-5474 at least two weeks prior to pouring the concrete.
 2. MPS' trenching standard is to go directly from our power source to the meter location. If we are unable to trench directly to the meter due to driveways, sidewalks, etc., you will be charged a minimum of \$400 for the additional boring. In 2012, the cost of this is expected to increase to \$700 in order to cover our costs.
- OR
3. Because of the expected high volume of trenching requests we will receive this summer, an alternative will be offered this year. The guidelines are as follows:

Have your electrician install a minimum 2-inch conduit (PVC or innerduct) under the driveway at a minimum depth of 2 feet below finish grade that extends beyond the driveway edges at least 3 feet on both sides. You will be responsible for maintaining a definite way for us to find the ends of the conduit (i.e., 2x4 or pipe) until we are able to trench the service. We are trying this plan to help you get your flat work done in a timely manner.

B. If you are trimming trees and have overhead lines:

1. There will be no charge for MPS to drop and rehook secondary service wires during regular working hours.

C. If you are planning to re-side a home or business:

1. Call MPS at 218.299.5400 to schedule an appointment to have our line crew loosen the socket from the building. We would appreciate a 24-hour advance notice to schedule this work with our line crew. Please note that from May 23, 2011, until the end of September 2011 (weather permitting), we are changing our hours from 8:00 a.m. to 4:30 p.m. to 7:00 a.m. to 3:30 p.m, Monday through Friday. If the work is performed between the hours of 7:30 AM and 3:00 PM, Monday through Friday, there will not be a charge for this service.

After the end of September 2011, if the work is performed between the hours of 8:30 AM and 4:00 PM, Monday through Friday, there will not be a charge for this service.

2. DO NOT pull the meter socket away from the wall to free it as the fastening screws inside the socket could come free, short out, and cause a fire or an outage. There will be a charge if you pull the socket free from the wall or cut our meter seal.
3. According to the National Electrical Code, Section 370-23, the meter socket “shall be rigidly and securely fastened in place.” Contractors are required to install proper backing before MPS will refasten the meter socket.
4. There is no need to cut holes in new siding for an outside water meter reading device. Call MPS to schedule an appointment to have an automatic reading device installed inside the home.

This memorandum will be updated as needed and can be found on our Web site, as well as additional information that may be helpful to you. Please check periodically to see if there are any updates. To view this information, please go to www.mpsutility.com. Under “MPS Quicklinks” (in the left-hand column), choose “Rules and Regulations.”

If you have any questions, please do not hesitate to call me at 218.299.5472.

JM/cag