

# **RMR Customer Metering Request Project Tracking Procedures**

## **Background**

A comprehensive plan has not been developed to fully coordinate, track, charge, and report on customer boundary/revenue meter requests for installation or change of use of an existing meter.

Rocky Mountain Region (RMR) employees have not tracked and charged their time involved in small projects, such as installation of a new boundary/revenue meter and associated equipment or change in usage of an existing metering point. Examples include: Drafting agreements, reviewing agreements, researching contracts, participating in meetings, modifying contracts, reviewing contracts, integrating the new equipment into operations, SCADA, billing and settlements, and procurement of needed material/equipment, etc. All this time has been charged to overhead.

## **General**

Customer shall submit a Meter Request Application and a Deposit of \$5,000 to the Operations Manager. Meter Request Application will be posted on Western's external Web Site.

Each request will be evaluated on a case-by-case basis and is subject to meeting reasonable needs of the requesting entity and Western's Operations. Acceptance of the application and deposit of the funds will initiate the Project Tracking Procedures.

RMR Operations Manager will appoint a Project Manager within two (2) Business Days after the receipt of a request.

## **Multiple Sites**

A separate request must be submitted for each site.

## **Coordination with Adjacent Systems or Affected Systems**

Upon receipt of a request, Western will provide notice of the proposed request to any affected regional transmission organization, transmission owner, and local distribution entity. Western will coordinate any work with other regional transmission organizations, transmission owners, and local distribution entities.

## **Acknowledgement of Request**

Project Manager shall acknowledge receipt of the Request within five (5) Business Days to the requestor.