

Instructions:

Please review all of the attached documents and complete all forms, with signatures where required. Make a copy of all completed forms and return originals to:

Database Department
305 NE 102nd AVE, Suite 300
Portland, OR 97220

To expedite membership and subscription you may scan and email a copy of the signed and completed pages to:

clint.kalfell@Montana811.org

Services Provided by UULC – Washington811 – Montana811

- **Run your cost sharing association like a business.**
- **Hire professional legal and financial advice.**
- **Employ a full-time administrator and Montana Representative.**
- **Hire vendor to provide “One-Call” or “Call Before You Dig” CYBD Call Center – 24/7/365.**
- **Provide damage prevention education and awareness.**
- **Advertise CBYD on varied media.**
- **Stay involved with regional and national regulations that affect CBYD.**
- **On request damage prevention training.**
- **Participate in industry associations.**

Exhibit B

SUBSCRIPTION AGREEMENT FORM TO MASTER AGREEMENT FOR THE NORTHWEST ONE CALL SUBSURFACE WARNING SYSTEM

The undersigned hereby subscribes and agrees to the Amended and Restated Master Agreement for The Northwest One Call Subsurface Warning System, dated as of November 6, 2018, (the "**Master Agreement**"). All terms defined in the Master Agreement shall have the same meaning when used in this Subscription Agreement.

By execution of this Subscription Agreement, the undersigned agrees to become a "Party" under and to be bound by the provisions of the Master Agreement.

The undersigned owns or operates the following type(s) of subsurface utility facilities:

<input type="checkbox"/> Electric	<input type="checkbox"/> Water
<input type="checkbox"/> Gas	<input type="checkbox"/> Cable Television
<input type="checkbox"/> Telephone	<input type="checkbox"/> Communications
<input type="checkbox"/> Streets and Roadways	<input type="checkbox"/> Transmission Pipelines
<input type="checkbox"/> Other _____	

The undersigned elects membership in the (choose from **Exhibit C** to the Master Agreement) _____ Utility Group pending further notice to the Committee.

The undersigned elects to be charged for its use of the Service under the prevailing rate:

Currently = \$1.29 (addl. \$.28 for MT mbrs.) per notice, billed monthly

Unless specified otherwise above, the undersigned agrees to be charged for its use of the Service under the Rate Schedule No. 1 pending further notice to the Committee.

The undersigned elects to receive locate request notifications by the following means pending further notice to the Committee.

☐ Automated Printer/Computer
☐ Facsimile (FAX)
☐ Voice (Phone)
☐ Email (Computer)

This subscription agreement shall apply to the undersigned' subsurface utility facilities located in the areas identified on the map attached as **Appendix A** hereto.

Any notice, request, designation, direction, statement or other communication under the Agreement may be delivered or mailed to the undersigned at the following address:

Attn: _____

The undersigned acknowledges its receipt and examination of a copy of the Master Agreement and related documentation and has fully satisfied itself as to the nature and extent of its rights and obligations there under.

Dated: _____

By: _____

Title: _____

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of _____, duly commissioned and sworn, personally appeared _____, to me known _____ to be the _____ of _____, the corporation that executed within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned and on oath stated that _____ was duly elected, qualified and acting as said officer of the corporation, that _____ was authorized to execute said and acting as said officer of the corporation, that _____ was authorized to execute said instrument and that the seal affixed, if any, is the corporate seal of said corporation.

GIVEN UNDER my hand and official seal hereto affixed the day and year in this certificate above written.

NOTARY PUBLIC in and for the State of

_____residing at

My Appointment Expires: _____

Exhibit C

UTILITY GROUPS

Utility Group

1. Counties/State DOT
2. Cities
3. Cable TV
4. Electric
5. Natural Gas
6. Corridor (e.g., Irrigation, Pipelines and Longline Telephone)
7. Water & Sewer Districts
8. Telephone
9. State of Montana

Exhibit D

LIST OF COMMITTEE MEMBERS

The list of the Committee members as of the date of this Agreement is set forth below. A current list of the Committee members at any point in time, identified by Utility Group, may be obtained from the Committee by written request of any Party and/or from the website maintained by the Committee at www.washington811.com.

Electric

Cheryl Paras - Chair

Puget Sound Energy
3130 S. 38th Street
Tacoma, WA 98409
tel-(253) 476-6300

Cheryl.paras@pse.com

Term expires: Sept 2019

Cities/Towns

Dave Christensen

City of Renton
1055 S. Grady Way
Renton, WA 98057-3232
tel-425-430-7212

dchristensen@rentonwa.gov

Term expires :Sept 2020

Natural Gas

Erika Hunter
Puget Sound Energy
tel-425-456-2854

Erika.Hunter@pse.com

Term expires: Sept 2021

Telephone

Stan Choate - Treasurer

Century Link
tel-253-329-6523

Stan.Choate@centurylink.com

Term expires: Sept 2019

Corridor

Jason Comer
Williams Pipeline Company
Pasco, WA 99301
tel-509-250-6028

Jason.Comer@williams.com

Term expires: Sept 2021

Water/Sewer

Catherine Forrest
Alderwood Water & Wastewater
3626 156th St SW
Lynnwood, WA 98087
tel-425-741-7982

cforrest@awwd.com

Term expires: Sept 2019

Cable TV

Brian Hoback
Comcast Cable
402 Valley Ave NW #101
Puyallup, WA 98371
tel-253-864-4663

brian_hoback@comcast.com

Term expires: Sept 2020

D.O.T

Rick Thibodeau
King County Roads
tel-206-423-0996

rick.thibodeau@kingocounty.gov

Term expires: Sept 2021

Montana

Dale Schultz – Vice Chair

Northwestern Energy
9 W. Granite
Butte, MT 59701
tel-406-497-3106

Dale.Schultz@northwestern.com

Term expires: Sept 2020

Support Team –

Vendors

One Call Concepts, Inc.
Greg Snyder – Gen. Mgr.
305 NE – 102nd Avenue #300
Portland, OR 97220
tel-877-668-4001
gregsnyder@occinc.com

MT811 Program Coordinator and Trainer

Clint Kalfell
1221 N. 5th St.
Miles City, MT 59301
tel-406-442-3070
Clint.Kalfell@Montana811.org

Management

Executive Administrator
Don Evans
PO Box 4796
S. Colby, WA 98384-0796
tel-877-668-4001, ext 3307
drevans3@washington811.com

Utilities Underground Location Center
Out of Area Itemized Credits Adjustment Form

I _____, on behalf of _____, request that the
(name of requesting individual) (name of subscriber)

following Adjustments be made to Account # _____ For Month: _____ 20____

I certify that the below requested adjustments are appropriate and permissible under Section 3 of the Policies and Procedures for the Billing Invoice Adjustments for the UULC, and that, except for the adjustments noted, the below referenced invoice is accurate. Signed:

_____ Date: _____

Out of Notification Area Locate Request Ticket#:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total tickets out of area _____ x \$1.29 = _____ Total credit amount. (\$1.57 of MT Members)
(Signature required, see above)

AMENDED AND RESTATED
COLLECTION POLICIES AND PROCEDURES
FOR THE UULC
(NORTHWEST ONE-CALL SUBSURFACE WARNING SYSTEM)

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Section 1 - Purpose

- 1.1** These policies and procedures are adopted by the One-Call Operating Committee ("Committee") pursuant to the Master Agreement for the Northwest One-Call Subsurface Warning System "Master Agreement").
- 1.2** The rights and remedies set forth in these policies and procedures are cumulative and will not be interpreted or construed as limiting any other right or remedy to which the Committee, the UULC or any Party may be entitled under the Master Agreement or applicable law.

Section 2 - Definitions

- 2.1** Unless the context or the express language clearly suggests otherwise, all capitalized terms used herein will have the same meaning ascribed to them by the Master Agreement.
- 2.2** "UULC" means the Committee or its designee.
- 2.3** "Interest Rate" for any Fiscal Period will mean the prime rate quoted from time to time by **Bank of America** that is in effect on the first day of such Fiscal Period plus two percent (2%) or the maximum rate permitted by applicable usury law, whichever is less.

Section 3 - Late Payment Charge

- 3.1** The UULC may impose and collect a monthly late payment charge from any Party failing to pay any invoiced amount within **sixty (60)** days after the date of invoice or such later date as may be determined by the Committee.

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- 3.2** The amount of such late payment charge will be the total of all amounts then due multiplied by a percentage equal to the then-current Interest Rate.
- 3.3** Any delinquent amounts disputed by the Party and subject to a pending review before the Committee shall not be included in the calculation of the late payment charge under Section 3.2, except as directed by the Committee in the Committee's written decision after completion of the Committee's review.

Section 4 - Collection Agency

- 4.1** The UULC may refer any Party's account to a licensed collection agency for the collection of all delinquent charges, plus collection costs, at any time after the Party has failed to pay any invoiced amount within sixty (60) days after the date of the invoice or such later date as may be determined by the Committee.
- 4.2** Any delinquent amounts disputed by the Party and subject to a pending review before the Committee shall not be referred to a collection agency under Section 4.1, except as directed by the Committee in the Committee's written decision after completion of the Committee's review.

Section 5 - Legal Action

- 5.1** Notwithstanding the Committee's resort to or implementation of any other right, remedy or procedure relative to a Party's delinquent account, the Committee may authorize the UULC to commence legal proceedings to collect all delinquent charges at any time after the Party has failed to pay an invoiced amount within sixty (60) days after the date of the invoice or such later date as may be determined by the Committee.

Section 6 - Suspension of Service

- 6.1** Whenever a Party has failed to pay any invoiced amount within sixty (60) days after the date of the invoice, the UULC may issue a Notice of Suspension to such Party.
- 6.2** The Notice of Suspension will be sent to the Party by first-class mail and will include:
- (a) the reason(s) for the suspension of the Service;
 - (b) the time and date such suspension will occur;
 - (c) the action to be taken by the Party to cure the default; and
 - (d) notice of the Party's right to request Committee review of the Notice of Suspension under Section 7 of the Master Agreement.

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- 6.3** The actual suspension of the Service to any Party will take place, if at all, not less than ten (10) business days after the Notice of Suspension is placed in the mail addressed to such Party.
- 6.4** The UULC will not be required to give the Party any warning or notice of the ordered suspension of the Service other than the Notice of Suspension.
- 6.5** The Party will have the right to have the Committee review the Notice of Suspension. A request for such review must be submitted to the Committee prior to the time and date suspension of the Service is scheduled to occur, as specified in the Notice of Suspension. If the Party timely exercises its right to Committee review, actual suspension of the Service will be stayed pending completion of the review process and thereafter will be implemented or revoked in accordance with the Committee's written decision. The Party's request and subsequent Committee review will be governed in all respects by Section 7 of the Master Agreement.
- 6.6** In the event the Service to any Party is suspended, such Party may reinstate the Service by paying all amounts showing on the Party's account, including interest, late payment charges, or other properly assessed charges that are then due and owing, and/or taking such other action as directed by the Committee.
- 6.7** Notwithstanding such suspension of the Service, the Committee, the UULC, and any Party to the Master Agreement will have the right to take any and all such other action against the Party to which the Committee, the UULC, or the Party may be entitled under the Master Agreement, these policies and procedures, or applicable law.

Section 7 - Amendment or Repeal

- 7.1** These policies and procedures may be amended or repealed at any time by action of the Committee taken in accordance with the Master Agreement.

ADOPTED July 12, 1991

AMENDED January 17, 1992; April 1, 1993, June 24, 2002, January 2012

Database/Mapping Requirements

The UULC uses a software application developed by One Call Concepts, Inc., called PRISM. The UULC's operators use the PRISM system to collect the work site data from the caller, display a map of the work site on the computer screen, and notify the utilities in the area of the work site by sending a "ticket" to each member.

The PRISM works in conjunction with MSL (Mapping Software Library). The MSL contains a detailed map of each county in the UULC's territory. These county maps are based on TIGER (Topological Integrated Geographic Encoding and Referencing) files, which are computerized maps developed by the US Bureau of Census.

PRISM determines notification based upon these computerized maps. Each member must provide the UULC with a map or maps displaying a "polygon" of that member's service area. This polygon is digitized into PRISM and the member will receive a ticket for each excavation within its polygon. When completed, the map, along with the "Member Information" form should be sent to: Montana811, Clint Kalfell, 1221 N 5th St, Miles City, Mt 59301

THEREAFTER, SEND ALL MAP UPDATES TO: Oregon Utility Notification Center Attn:
Database Administrator
305 NE – 102nd Avenue # 300
Portland, OR 97220

After the polygon has been digitized into PRISM, the UULC will send that member a PRISM map displaying the polygon as it appears on the computer screen. A member may edit its polygon at any time by redrawing it on the PRISM maps and returning the map to UULC. The UULC will make the correction and return a revised PRISM map to the member. The UULC cannot return the original source maps.

Some points to consider when preparing the source map:

- 1) The map should feature the same details as the PRISM map: identifiable highways, streets, railroad tracks and rivers. It is helpful if the map also features latitude and longitude. USGS quad maps, for example, are some of the most accurate. Standard city and county road maps are also acceptable
- 2) The area in which the member requires notification should be clearly enclosed using straight lines. Circles and curved lines cannot be digitized, and should be drawn instead as a series of small straight lines. A polygon boundary should not be drawn directly over the top of a street, but rather on one side or the other, to indicate whether the street is inside or outside the service area.
- 3) The map should not show the width of the roads in any great detail, because PRISM maps show all roads as single lines. The process of digitizing requires that the UULC's database administrator be able to locate 4 intersections that appear on both the source map and the PRISM map. This allows the PRISM map to "align" itself to the same scale as the source map. If, for example, the intersection on the source map is 1/4" wide, PRISM will have difficulty finding proper alignment.

You may also create your own notification polygons directly online by using IMAP. You will need to request and receive access. For more information, check out the IMAP User's Manual or call the Database Administrator at 877-668-4001.

Montana811
Member Utility Information Form

Company Information - general information

Company Name _____

Phone Number¹ _____ Repair Phone Number _____

Locate Phone Number² _____

Please place a check next to product your company provides via underground facilities

____ Electric

____ Water

____ Gas

____ Cable Television

____ Telephone

____ Communications

____ Streets and Roadways

____ Transmission Pipelines

____ Other _____

Check all that apply:

____ Distribution

____ Transmission

____ Both

Counties served:

Office Hours (Members Hours of Operation) – Please indicate your company's normal hours of operation (when your office is staffed) in spaces provided below.

Sunday Open _____ Closed _____

Monday Open _____ Closed _____

Tuesday Open _____ Closed _____

Wednesday Open _____ Closed _____

Thursday Open _____ Closed _____

Friday Open _____ Closed _____

Saturday Open _____ Closed _____

¹ Customer service number – for questions regarding customer accounts, service problems, etc.

² For questions concerning markings/locates - # that can be given to the public

³ After hours emergency phone numbers, will not be given to public

⁴ Phone number to confirm receipt of emergency locate requests during business hours, not given to public

Montana811

Member Utility Information Form

Member Recognized Holidays – Please list the holidays (name and date) that your company observes.

<u>Holiday Name</u>	-	<u>Observed Date</u>
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____
_____	-	_____

Montana811 recognizes and uses Montana Code Annotated 69-4-501.(1) - Legal Holidays for ticket processing.

- (a) Saturday;
- (b) Sunday;
- (c) New Year's Day;
- (d) Memorial Day, the last Monday in May;
- (e) Independence Day
- (f) Labor Day, the first Monday in September;
- (g) Thanksgiving Day, the fourth Thursday in November;
- (h) Christmas Day, December 25;

¹ Customer service number – for questions regarding customer accounts, service problems, etc.

² For questions concerning markings/locates - # that can be given to the public

³ After hours emergency phone numbers, will not be given to public

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Montana811
Member Utility Information Form

After Hours Emergency Phone Numbers - for emergency requests before and after office hours

After hours Contact³ _____ Phone _____

Alternate Contact _____ Phone _____

Billing information - this is where monthly invoices will be sent - There is a \$5 monthly fee for paper copies.

Main Contact _____ Phone _____

Contact Title _____ Email _____

Mailing Address _____

Alt. Contact _____ Phone _____

Contact Title _____ Email _____

If your company requires purchase orders, please list the current Purchase Order Number, Routing Number, or Pay Key Number here: _____

Ticket Receiving Station Information - information about how locates are received by your company.

Receiving Method (check one)

☐ Fax ☐ Voice ☐ Phone No. _____ ☐ Email (please sign attached **Email Ticket Agreement and Release Form**)

Contact Name _____ Phone _____

Address _____

Email _____

Alternate Contact _____ Phone _____

Daytime Emergency Verification Phone⁴ _____

¹ Customer service number – for questions regarding customer accounts, service problems, etc.

² For questions concerning markings/locates - # that can be given to the public

³ After hours emergency phone numbers, will not be given to public

⁴ Phone number to confirm receipt of emergency locate requests during business hours, not given to public

Montana811
Member Utility Information Form

District Mapping Information- Person responsible for submitting/maintaining maps of your “notification area,” the area in which your company wants to be notified of excavation.

Main Contact _____ Phone _____

Contact Title _____ Email _____

Mail Address _____

Alt Contact _____ Phone _____

Contact Title _____ Email _____

Locate Questions – person to contact about locates. i.e. problems, complaints, markings

Main Contact _____ Phone _____

Contact Title _____ Email _____

Mailing Address _____

Responsible for all administrative decisions – person that oversees One-Call info for the company.

Main Contact _____ Phone _____

Contact Title _____ Email _____

Mailing Address _____

Form completed by:

Print Name _____

Title _____

Signature _____

Date Signed _____

(To maintain accuracy, UULC will not alter this data without your written permission. You can use a copy of this form to update your information as needed.)

¹ Customer service number – for questions regarding customer accounts, service problems, etc.

² For questions concerning markings/locates - # that can be given to the public

³ After hours emergency phone numbers, will not be given to public

⁴ Phone number to confirm receipt of emergency locate requests during business hours, not given to public

ELECTRONIC TICKET AGREEMENT and RELEASE FORM

Utilities Underground Location Center (Montana 811) has entered into an agreement with One Call Concepts (OCC), our contracted service provider, to provide tickets and other information electronically.

You acknowledge, by your signature below, for your organization, that the Montana 811 has no control over third party telecommunications networks, servers, or the internet used in providing the services requested above, and that delays and disruptions of other transmissions over such networks are completely beyond the control of Montana 811. Montana 811 or OCC does not guarantee the availability or reliability of such telecommunications networks beyond its control.

It is your organization's responsibility to confirm that all information sent through electronic methods (tickets by sequence number, audits, etc.) is received. Because emergency and other priority messages will be sent electronically, your organization must accept responsibility to frequently check your electronic receiving location and confirm the receipt of all information sent to your designated location.

By signing below, your organization agrees that it releases, remisses and forever discharges, for itself and its predecessors, principals, agents, successors, and assigns, Montana 811 and/or OCC, and any of its agents, employees, successors and assigns of and from all claims, demands, damages, actions, causes of action nor suits at law or in equity, of whatsoever kind or nature, for or because of any tickets, reports or other information that Montana 811 attempts to transmit to you through the use of electronic delivery, whether it be through the internet or through telecommunication systems or otherwise.

By signing below your organization also acknowledges, understands, and agrees to the following:

- *Delays and disruptions over third party telecommunications networks, servers or the Internet, all of which are used in providing backup messages, are completely beyond the control of the Utility Notification Center (UNC) and One Call Concepts, Inc. (OCC). The UNC and OCC do not guarantee the availability or reliability of such networks.*
- *The UNC and OCC shall not be responsible or liable for any loss, damage or expenses incurred directly or indirectly as a result of any difficulties experienced by a third party service provider.*
- *Your organization is responsible for ensuring the method selected is capable of receiving the information.*
- *SMS and Text Messages deliveries will not display any information from the ticket except the ticket number. They will provide you with a weblink to an online website, and that website will have the ticket details.*

If you have any questions, please do not hesitate to contact the OCC Database Department at 877-668-4001
Thank you.

READ, ACKNOWLEDGED AND ACCEPTED:

Company _____

By: _____ Title: _____

Print Name: _____

Phone Number: (_____)____ - _____

Date: ____/____/____

Terminal Code: _____ (If applicable)

Delivery Information

For the section below, complete **ONLY the ONE** section for the receiving method you elect to use:

Email Delivery:

Email Address to Send Locates: _____