

UTILITY NOTIFICATION CENTER OF COLORADO
APPLICATION FOR MEMBERSHIP

NAME OF APPLICANT/COMPANY: Alpense Water District
ADDRESS: Physical: 10 Farmers Lane #10 Breckenridge, CO 80104
Mailing: P.O. Box 2204, Frisco, CO 80443-2204
COMPANY REPRESENTATIVE: Don Skotty
TITLE: Sec Treasurer TELEPHONE: 970 547 ~~5578~~ 4846
FAX: 970 547 4518
E-MAIL: Don@Skotty.com

TYPE OF MEMBERSHIP: TIER ONE TIER TWO

CLASSIFICATION OF MEMBERSHIP

- Cable Television
- Electric Cooperative
- Electric Distribution
- Gas Distribution
- Gas Transmission/Gas Gathering
- Liquid Gas Pipeline
- Government
- Communications
- Water/Sewer

MEMBERSHIP FEE: \$25.00 (to be sent with completed application)

Applicant hereby acknowledges that once the Applicant is accepted for membership it shall have all of the rights and privileges, and is bound by the provisions relating to members as provided for in the articles, by-laws, and rules and regulations of the Utility Notification Center of Colorado (UNCC), as the same exist now or may be amended from time to time. Applicant acknowledges that Colorado State Law 9-1.5-101 and the sections that follow require all owners and operators of underground utilities within the State of Colorado to be a Tier I or a Tier II member of UNCC. If a utility is acquired by another organization membership with UNCC is non-transferable.

Alpense Water District
COMPANY NAME
Skotty
COMPANY REPRESENTATIVE SIGNATURE
DATE: 7/22/13

PLEASE RETURN TO: UNCC, ATTN: MEMBER SERVICES, 16361 TABLE MOUNTAIN PARKWAY, GOLDEN, CO 80403

FOR OFFICE USE ONLY

AMOUNT PAID: _____ DATE RECEIVED: _____
TERM # ASSIGNED: _____

**UTILITY NOTIFICATION CENTER OF COLORADO
FEE SCHEDULE
EFFECTIVE JANUARY 1, 2013**

TIER ONE MEMBERSHIP APPLICATION FEE: \$ 25.00

Tier One Members receive notices of requests to locate their underground systems and are billed monthly for these notices, per the following schedule. Payment is due upon receipt, and considered past due after the 10th day of the month following the billing cycle. Example: Billing for January is due by February 10th.

MESSAGE FEES:

Messages transmitted via E-Mail or WebTMS	\$ 1.63
Identical messages transmitted to a second E-Mail	\$ 1.63
Cancellations	\$ 1.63

TIER TWO APPLICATION FEE: \$25.00

Tier Two members receive limited service from UNCC. Callers requesting location of underground utilities will be given the name and telephone number of a Tier Two member and must call these facility owners directly.

RECEIVING INFORMATION

TIER ONE:

E-Mail ADDRESS: aaa-admin@aaaoperations.com

CONTACT PERSON IF E-MAIL IS DOWN:

NAME: Carmen Barker

TELEPHONE: 303-944-1913

Tier One members are also offered the use of the WebTMS (Ticket Management System) to use as a receiving option. Contact Member Services, 303-205-6305, for further information.

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TIER TWO

UNCC can give one telephone number for callers to contact your organization directly for locate request. Please list:

TELEPHONE #: 303-944-1913

UNCC AFTER HOURS PARTICIPATION

Date: 7 1 22 2013
Company Name: Alpensee Water District
Person Providing Information: April Oberholzer
Title: Office Mgr
Telephone: 303-944-1913
Member Terminal I.D.: _____

After-hours notification is not mandatory. Does your organization want to participate?

Yes _____ No

*****Please continue if you answered Yes*****

***TIER TWO MEMBERSHIP:**

Telephone number to be given to caller to contact your organization after-hours:

***TIER ONE MEMBERSHIP:**

Telephone number for UNCC agent to call after-hours:

Is this telephone number a:

() pager cell phone () 24-hour dispatch

() answering service () fax

() other, please specify: _____
(example: police/sheriff dept., home #, etc.)

HOLIDAY CLOSURES

Will all members please complete this form and return to UNCC, with their application.

COMPANY NAME: Alpensee Water District

CALENDAR YEAR: 2013 + 2014

HOLIDAY:	OPEN:	CLOSED:
New Year's Day	_____	<u>✓</u>
Martin Luther King Day	<u>✓</u>	_____
President's Day	<u>✓</u>	_____
Good Friday	<u>✓</u>	_____
Memorial Day	_____	<u>✓</u>
Independence Day	_____	<u>✓</u>
Colorado Day	<u>✓</u>	_____
Labor Day	_____	<u>✓</u>
Columbus Day	<u>✓</u>	_____
Veteran's Day	<u>✓</u>	_____
Thanksgiving Day	_____	<u>✓</u>
Day After Thanksgiving	_____	<u>✓</u>
Christmas Day	_____	<u>✓</u>

TELEPHONE NUMBER FOR UNCC TO CALL DURING HOLIDAY CLOSURES:
(If you are not already an after-hours participant)

303-944-1913

ANY OTHER INFORMATION THAT MAY BE USEFUL REGARDING CLOSURES:

SEND TO: UNCC
ATTN: MEMBER SERVICES
16361 TABLE MOUNTAIN PARKWAY
GOLDEN, CO 80403

GENERAL INFORMATION

PURPOSE OF UNCC

The Utility Notification Center of Colorado (UNCC) is a non-profit organization, recognized by the State of Colorado as the Notification Association, formed and supported by its' members, to provide a notification service to anyone planning to excavate within Colorado. It is mandatory in the State of Colorado to request a locate of any type of underground facility before excavating. UNCC assists in that process by acquiring the appropriate information necessary for the underground facility owners to locate their facilities. On completion of the information process, UNCC either notifies a Tier One member directly or instructs the caller to inform a Tier Two member directly and provides the telephone number to do so. The primary goal of UNCC is damage prevention, in order to preserve the continuity and integrity of utility services throughout Colorado, and to enhance safety to persons and property by attempting to prevent underground facility dig-ins.

UNCC MEMBERSHIP

Colorado State Law, Senate Bill 00-184 requires all underground facility owners in Colorado to be a member at UNCC. There are two types of membership offered at UNCC, Tier One and Tier Two. Tier One is full service from UNCC, which includes direct notification and use of voice and written documentation for a prior three (3) year period. Tier Two is a limited membership that provides the caller with the appropriate telephone number and utility name and requests that they be called directly. Although it is mandatory membership for all Colorado utilities, there are still some non-compliant organizations. A disclaimer is given at the end of each locate request stating that "if there are any other utilities, not previously mentioned, please call them directly".

UNCC is not a regulatory agency, and does not enforce or collect any fines or penalties for non-compliance.

Member utilities are notified by information provided by them in a tabular data that consists of township, range, section and quarter section listings. It is the sole responsibility of the underground facility owner to update and maintain this database information with UNCC.

NOTE: The Utility Notification Center of Colorado (UNCC) is also known as Colorado 811.

GENERAL INFORMATION

UNCC is open Monday through Friday, 7:00 a.m. to 5:00 p.m., Rocky Mountain time, for normal business hours. All regularly requested locate requests can be processed during that time. For emergency and damage requests only, UNCC is a 24-hour, 365 days per year Center. The holidays observed at UNCC are:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Memorial Day
- Labor Day
- Christmas Day

If the holiday is on a Saturday, the previous Friday is observed. If the holiday is on a Sunday, the following Monday is observed. UNCC recognizes all federal holiday closures when calculating the locate-by-dates on locate requests. Those holidays consist of the holidays listed above and the addition of Martin Luther King Day, President's Day, Columbus Day and Veteran's Day.

UNCC is a communications link between the facility owners and those requesting locate requests for excavation purposes and does not perform any type of locating services.

On the second Tuesday of each month a UNCC meeting is held to discuss questions of the utilities and UNCC in reference to locate issues. This meeting varies in location. Information can be obtained by calling 303-232-1991 for meeting location. All utilities and excavators, as well as UNCC personnel, are encouraged to attend.

For any questions regarding specific information about UNCC you may wish to contact the following persons:

Executive Director	303-205-6301
Director of Operations	303-205-6343
Member Services Administrator	303-205-6305
Call Center Director	303-205-6302

Written inquiries can be mailed, faxed or e-mailed to:

UNCC
16361 Table Mountain Parkway
Golden, CO 80403
Fax: 303-234-1712
E-mail: www.uncc.org

TIER ONE MEMBERSHIP

Tier One membership offers full service notification through UNCC. This includes direct notification for each locate request, delivered to the destination via e-mail or specialized electronic system, of the utility's choice. This assures receipt of all requests involving the utility member. The cost of this service is based on a per request charge. A current fee schedule is enclosed. An end-of-day summary is sent to each member daily to provide documentation on the amount of tickets that should have been received that day. This service is at no additional cost. Member billing begins on the first day of the month and commences on the last day of the month. Billing is sent during the first week of the following month and is payable within twenty (20) days of the invoice date. Appointment scheduling is available, but not mandatory, if a Tier One member would like to offer that option. Appointment scheduling is at no additional charge.

It is the responsibility of the facility owner to identify and/or locate their underground facilities. UNCC is a communications link only and does not perform any type of locating services.

A Tier One membership requires a two year commitment, in accordance with state law.

It is the responsibility of each individual utility to maintain their receiving equipment. Refer to the Revised Bylaws, Article II, Section 10 for more information.

All calls are recorded for documentation purposes. This information will be given, at the Tier One members' request, if documentation is necessary.

TIER TWO MEMBERSHIP

Tier Two membership offers limited services through UNCC. The service includes stating to the caller, requesting the locate, to call your organization directly. The caller is also given the appropriate telephone number to contact for locate requests. The Tier Two member can use only one telephone number to be given to the caller. UNCC's responsibility is complete on each request after giving the appropriate information of the company name and telephone number. After receiving this information from an UNCC agent, it is the caller's responsibility to contact the Tier Two member directly. UNCC does not research information for the Tier Two member regarding locate calls. With the exception of the membership fee, no other costs are incurred.

It is the responsibility of the facility owner to identify and/or locate their underground facilities. UNCC is a communications link only and does not perform any type of locating services.

CLASSIFICATION OF MEMBERSHIP

All members, regardless of Tier selection, need to distinguish the type of facility they operate. The list, found on the application for membership, include:

Cable Television	Liquid Pipeline
Electric Cooperative	Government
Electric Distribution	Communications
Gas Distribution	Water/Sewer
Gas Transmission/Gathering	

It is important to choose one of the above categories. This will assist when callers question the type of facility a utility is responsible for.

Each classification has a board member representative. An additional board member represents the Tier Two membership, collectively, regardless of type of facility. A list of the current Board of Directors is available, upon request. Board members are voted into their position by the utilities in the same category as their facility classification.

ELECTRONIC BILLING FORM FOR TIER ONE MEMBERS

Beginning January 1, 2011, UNCC will send all invoices via e-mail. For new Tier One members, please complete the following information:

Company Name: Alpensee Water District

Contact Person: Don Skotty

Telephone: 970 547-4846

E-Mail for Invoice: DON @ SKOTTY . COM

UNCC DATABASE REQUIREMENTS

All member database is comprised of Township, Range and Section. It is preferable to reduce the section into quarter sections, if possible, to reduce over-notification. It is not necessary to send a map of the underground facility. The best way for UNCC to receive the member database is with a list of the township, range, section and ¼ section listings (grid system). The list of the county/counties that the facilities are in is also needed.

The following is an example of the requested information:

Denver County Township 3 South (T3S) Range 68 West (R68W)

Sections: 35 NE, NW, SW
" " : 34 NE, SE, SW
" " : 33 All ¼'s

If a prospective member is having difficulty in obtaining township, range and section information, call Member Services at UNCC. There is a possibility that UNCC administration can give helpful suggestions to find the necessary grids.

The return packet contains a database list. Please make as many copies of this blank form as needed to complete the township, range, section and ¼ sections list.

Updates to the members' database are their sole responsibility. It is required that the addition or deletion of database be placed in writing. The information can be mailed, faxed or e-mailed for completion. UNCC's web page contains database update forms.

Colorado 811 offers an additional method for defining the area for notification. It is a lesser notification quadrant than using a grid system, as described above. The program utilizes the use of "polygons". The following page outlines the requirements to provide the database information in a GIS environment. If your organization is unable to provide a shape file there is a possibility, depending on the amount of database needed, to have Colorado 811 personnel to assist with hand drawing the polygon(s) to take advantage of a lesser notification quadrant. Please contact Member Services, 303-232-1991, for further details.

SHAPE FILE/POLYGON REQUIREMENTS

Requirements for Importing ESRI Shape Files for Member Notification Area Polygons

This document describes the required format of ESRI Shape files that can be imported into the notification area mapping database.

The Shape file types supported are POINT, LINE and POLYGON. For POINT and LINE shape files, you must specify a buffer distance to apply to the file to create a polygon shape file. A buffer is a radius of a point and/or a line. Minimum buffer that can be applied to linear and radian polygons is 250ft and the maximum is 1000ft.

Each Shape File submission should be packaged in a ZIP file, with the following four (4) files at a minimum and sent in an email:

- (1) ESRI Shape (.SHP) File
- (2) ESRI Shape (.SHX) Index File
- (3) ESRI Shape (.DBF) Attributes File
- (4) ESRI Shape (.PRJ) Coordinate System File

****Shape files submitted must be in the coordinate system of NAD 83 LAT/LONG decimal degrees.**

Along with the data please include the following information about the data.

(A) Sender Information - Who is supplying the shape file(s):

- a. Name and contact information

(B) Member Code - The member code for which the notification areas will be applied to.

(C) Effective Date - The date at which the notification areas will become "effective". You may specify that the notification areas be effective immediately or at some date in the future.

(D) Expiration Date - The date at which the notification areas will expire. You may specify that the notification areas expire NEVER or at some specific date in the future.

(E) Counties Covered - Which counties are covered by the submitted shape file. This can be a list of one or more counties, or you can specify the entire state (i.e., any counties the shapes fall into.)

(F) Buffer Distance (in FEET) - If the shape file being submitted contains point or line features, they will be buffered and converted into polygons. You must specify the buffer distance in feet for these types of shape files. Shape files containing polygons are assumed to already include the necessary buffers.

IMPORTANT NOTES AND LIMITATIONS:

- (1) When shape files are imported into the mapping database, they are automatically clipped to the county or counties they intersect.
- (2) Polygons are limited to 4 square miles in area. Polygons that are larger than 4 square miles will be partitioned into smaller polygons that cover the same area.
- (3) Polygons which are made up of more than 9 points will be simplified.
- (4) There is a maximum density limit of 16 polygons per quarter minute grid.

AFTER HOURS NOTIFICATION

UNCC provides normal locate request services Monday through Friday, with the exception of holidays, from 7:00 a.m. to 5:00 p.m.

For **emergency and damage locates only**, UNCC is available 24-hours per day, 7-days per week, including holidays.

After hours notification is not mandated. It is the choice of each individual utility if they wish to participate.

UNCC's after hours staff process the information the same as a locate called in during normal business hours. The delivery of the emergency/damage locate varies, according to each member utility. Each utility, Tier One or Tier Two, can only choose one (1) telephone number for after hours notification. Callers are requested to call Tier Two members directly and given the after hours telephone number that has been provided by the utility. Tier One members are contacted by direct telephone calls from UNCC agents. The choice of notification can include answering service, pager, mobile/cell telephone, or a 24-hour dispatch center. Some utilities have a dispatch that receives their tickets 24 hours and 7 days per week. The utility can choose that if dispatch already receives and monitors their after hours locates it is not necessary for UNCC to call them, or, the utility may choose that UNCC agents call them directly with the emergency information. **Tier One members are called twice, if necessary, to convey the needed locate request information. If after the second call no one is able to be reached or does not answer the message that has been left by the agent, UNCC is no longer obligated to attempt to contact the Tier One member.**

An after hours form is provided in the return packet, for those who want to participate.