

5/9/2025



8310 W. Ustick Rd Ste 300
Boise, ID 83704
(208) 342-1585
(800) 342-1585
www.digline.com

Member Company Information Sheet

Please fill in the following information and return this form by mail or email (DiglineIdaho@digline.com).

☒ New Member Setup ☐ Current Member Information Update Effective Date: _____

Company Information

Company Name: Canyon County
Mailing Address: 1115 Albany St
Caldwell, ID 83605
Billing Address _____
(if different): _____
Counties Served: Canyon County
Send Invoice and Statement:
☒ Mail ☐ Email ☐ Mail & Email
Business Hours: M-F 8am-5pm
Email Address: ITAdmin@canyoncounty.id.gov

Transmission of Locate Requests

Transmission Type: Email
Transmission Destination (email address): CCLocate@canyoncounty.id.gov

If you would like to receive duplicate copies of locate requests*, please complete the following:

Second Transmission Type: Email
Second Transmission Destination (email address): _____
Duplicate Options: ☐ Duplicate All ☐ Emergencies Only ☐ Emergencies & Priorities

*Additional charges will apply for copies of locate requests.

Contact Information

Member Representative: Chris Everett Phone: 208-880-3114 Email: Chris.Everett@canyoncounty.id.gov
Additional Roles†: ☐ Accounting ☒ Mapping & Service Area ☒ Design & Facility Requests ☒ Ticket Reporting
Alternate Representative: Curtis Long Phone: 208-880-7020 Email: Curtis.Long@canyoncounty.id.gov
Additional Roles†: ☐ Accounting ☒ Mapping & Service Area ☒ Design & Facility Requests ☒ Ticket Reporting
Emergency Contact (Day Hours): Phone: 208-454-7410 Alternate Phone: 208-880-3114
Emergency Contact (After Hours): Phone: 208-454-7410 Alternate Phone: 208-880-7020
Additional Contact: Caitlin Pendell Phone: 208-454-7401 Email: _____
Additional Roles†: ☒ Accounting ☐ Mapping & Service Area ☐ Design & Facility Requests ☐ Ticket Reporting
Additional Contact: Dave Larson Phone: 208-991-6080 Email: Dave.Larson@canyoncounty.id.gov
Additional Roles†: ☐ Accounting ☒ Mapping & Service Area ☒ Design & Facility Requests ☒ Ticket Reporting
Additional Contact: Jairo Rodriguez Phone: 208-407-1441 Email: Jairo.Rodriguez@canyoncounty.id.gov
Additional Roles†: ☐ Accounting ☒ Mapping & Service Area ☒ Design & Facility Requests ☒ Ticket Reporting
Additional Contact: _____ Phone: _____ Email: _____
Additional Roles†: ☐ Accounting ☐ Mapping & Service Area ☐ Design & Facility Requests ☐ Ticket Reporting

†See following page for Role descriptions.

25.048



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DIGLINE Contact Roles

Member Representative: This **required** role is the primary point of contact for all DIGLINE correspondence and may authorize changes to company information, personnel, notification area, and transmission preferences. All unassigned roles will default to the Member Representative.

Alternate Representative: This **required** role is the secondary point of contact for all DIGLINE correspondence and may authorize changes to company information, personnel, notification area, and transmission preferences. The Alternate will fill any unassigned roles in the absence of the Member Representative.

Emergency Locate Contact: This **required** role will receive a phone call to confirm receipt of any locate requests issued with Emergency, Priority, or Second Request header codes, which require lines to be located sooner than the standard two business days. See *Member Manual Appendix B* for information on limiting or opting out of this service.

Accounting: This **optional** role is the primary contact for any billing questions, including payment of DIGLINE invoices. If unassigned, this role will default to the Member Representative.

Mapping and Service Area: This **optional** role is responsible for the accuracy and maintenance of your company's territory information in DIGLINE's database and is the primary contact for any questions regarding this data. Multiple contacts may be assigned this role to make territory maintenance easier. If unassigned, this role will default to the Member Representative.

Design & Facility Requests: This **optional** role is responsible for responding to information requests on your company's existing underground facilities, primarily from engineering firms, for projects on which no digging is yet taking place. This contact will receive emails of any survey work or for future development projects. The Design contact's information can be distributed to requestors if necessary. If unassigned, this role will default to the Member Representative.

Ticket Reporting: This **optional** role is responsible for viewing/reviewing your company's locate ticket data. They will have the ability to search, filter and export ticket data directly from our Exactix software. Multiple contacts may be assigned this role. If unassigned, this role will default to the Member Representative.



MEMBERSHIP DUES AND FEES SCHEDULE (Effective 01/01/2025)

	TYPE	MONTHLY MINIMUM	ANNUAL	MAX TKTS ALLOWED	PER TICKET*
REGULAR MEMBERSHIP	Small User (A)		\$92.50	50	\$1.85
	Small User (B)		\$185.00	100	\$1.85
	Large User	\$74.00		40	\$1.85
	Duplicate (A)		\$95.50	50	\$1.85
	Duplicate (B)		\$185.00	100	\$1.85
	Duplicate Large User	\$74.00		40	\$1.85

TERMS

Terms of payment are NET 30 days. Late fees will be charged according to our policy as stated in the Members Manual. A copy of the manual is available by calling (208) 342-1585.

NEW APPLICANTS

Do not send payment with your application. We bill monthly or annually. If you come online mid-year the membership fee will be prorated.

**"PER TICKET" means every ticket sent by DIGLINE (excluding End of Day - EOD), including multiple subscriptions (duplicates) for the same ticket number. If tickets have exceeded the allowable annual maximums, a PER TICKET fee is charged. Membership fees are reviewed annually to determine if an underground facility owner's membership level will change for the following year.

	TYPE	ANNUAL FEE	INCLUDES	ADDITIONAL PERSONS
ASSOCIATE MEMBERSHIP**	Individual	\$165.00	n/a	n/a
	Companies	\$390.00	3 persons	\$135 per added person per year

** Associate Member is defined as: Any individual, group, or business entity, including contractors, suppliers, or designated honorary members, who does not own or operate any underground facility in Idaho but desires to promote safe excavation and damage prevention by providing services and support to DIGLINE, INC.

	TYPE	ANNUAL	PER TICKET	OTHER
MISCELLANEOUS FEES	Damage Prevention Assessment Fee [†]			\$0.10/ticket
	Fax Transmissions – Received by Member		\$1.50	
	Temporary Duplicates ^{††}			\$1.85/ticket
	Mapping Updates or convertible data file	No Charge	No Charge	
	Manual Map Updates ^{†††}			\$75/hr (30-minute minimum)
	Customized Reports	\$125.00		

[†] Idaho's State Damage Prevention Board has instituted a \$0.10 per ticket fee to fund board activities. Annual Members will be charged at the beginning of the year, based on their allowed ticket maximums.

^{††} Temporary Duplicates are defined as duplicate tickets sent to another site temporarily due to transmission difficulties or receiving-software upgrade tests.

^{†††} If Maps are not updated by the Member or if Member does not provide an approved data file, e.g., Shape files, for automatic upload, charges for Map updates will apply. Hourly rate is charged at 30-minute intervals.



REGULAR MEMBERSHIP AGREEMENT

The undersigned hereby applies for membership with Dig Line, Inc. (Digline). Upon approval of this completed agreement, the undersigned agrees to be bound by and to comply with Digline's general operating procedures. The party executing this agreement affirms that they have the authority to do so on behalf of the applicant.

LEGAL NAME OF
COMPANY:

Canyon County

Physical Address:

1115 Albany St Suite 253

City: Caldwell

State: ID

Zip: 83605

Website: www.canyoncounty.id.gov

CLASSIFICATION (Choose only 1)

☐ Communications (phone, CATV, fiber)

☐ Private Entity (Ranch, Farm, etc.)

☐ Electrical

☐ Very Small System (< 10 miles of plant or <250 cust.)

☐ Gas Distribution

☐ Small System (Master meters, trailer parks, etc.)

☐ Pipeline (Liquids, Gas, Gathering, Producer)

☐ Incorporated Non-Profit Association or Group

☒ Government (Town, City, Parks, County, State)

☐ Business Entity or Corporation

☐ Water or Wastewater

☐ Other

Company Representative

Name: Curtis Long

Title: Network Engineer

Mailing Address: 1115 Albany St Suite 253

City: Caldwell

State/Zip: ID / 83605

Phone: 208-455-5913

Ext.:

Email: Curtis.Long@canyoncounty.id.gov

Billing Contact Information

Name: Caitlin Pendell

Title: IT Business Manager

Mailing Address: 1115 Albany St Suite 253

City: Caldwell

State/Zip: ID / 83605

Phone: 208-454-7300

Ext.:

Email: ITAdmin@canyoncounty.id.gov

Person Authorized to Execute Member Agreement

Name: Greg Rast

Title: Chief Operating Officer

Mailing Address: 1115 Albany St Suite 253

City: Caldwell

State/Zip: ID / 83605

Phone: 208-454-7300

Ext.:

Email: Greg.Rast@canyoncounty.id.gov

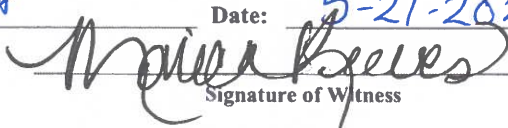
Signature of Person
Authorized to Execute
Member Agreement:

Witness:


GREG RAST
Print Name

Date:

5-21-2025


Signature of Witness

Dig Line, Inc. Manager:

Witness:

Date



MEMBERS MANUAL

DIGLINE, INC.

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1. INTRODUCTION

Since 1990, the Underground Facilities Damage Prevention Act (Title 55, Chapter 22, Sections 55-2201 through 55-2210) became law. In order to comply with the Damage Prevention Act, certain Idaho companies agreed to contract with an Idaho company known as DIGLINE, INC. (Digline) for the purpose of providing a mechanism whereby construction contractors and other persons can determine the location of underground facilities prior to any excavation. By providing such information, Digline intended to help prevent damage to underground facilities resulting from such operations and thereby help prevent injuries to persons and property damage and reduce interruptions of utility service.

In 2016, the Idaho State Legislature amended the Underground Facilities Damage Prevention Act to include Title 55, Chapter 22, Sections 55-2201 through 55-2212, in the Idaho Code. This amended statute established the Damage Prevention Board and funding for this Board. The Damage Prevention Board was established to hear complaints regarding alleged violations of the Underground Facilities Damage Prevention Act and administer penalties for non-compliance.

Digline is a private S-Corporation which is the established one-number notification service for parts of Idaho. The underground facility owners subscribe to Digline (one-number notification service). Each member that owns, operates or maintains underground facilities becomes a member of the service as required by Idaho Law, Chapter 22, Section 55-2206. This law requires all underground facility owners within the county to belong to the established one-number notification service and also requires all excavators to notify the one-number notification service of their intended excavation activities. This manual sets forth the general operational procedures for DIGLINE, INC. and its members.

2. DIGLINE'S MAJOR FUNCTIONS

2.1) Locate Requests

To receive notifications from the public, contractors, utilities, and other parties of proposed excavation activity. These parties are required by state law to contact the one-number notification service in advance of all planned excavation. The notifications received for these purposes are referred to as locate requests.

2.2) Notify Facility Owners

To transmit, via a communications network, information pertinent to the excavation location and the nature of the excavation to all Digline members who may have underground facilities at or near the excavation location.

2.3) Promotion

To promote and market membership in Digline to all underground facility owner/operators.

2.4) Awareness

To promote awareness of safe excavation practices to the general public.

2.5) Education

To provide education to excavators, facility owner/operators and the general public in how to use the one-call process.

3. OBJECTIVES

3.1) Digline's objectives are to:

- A. Provide cost-effective notification system to members.
- B. Promote membership in Digline.
- C. Promote compliance with existing regulations, such as Title 55, Chapter 22, Sections 55-2201 through 55-2212.
- D. Promote utility coordination.
- E. Promote use of Digline to excavators.
- F. Promote public safety.
- G. Eliminate costly damages.

- H. Help protect the environment.
- I. Reduce lost production time caused by damages.

4. DEFINITIONS

Specific definitions of words as defined in State law are used in these Operating Procedures unless the context clearly implies a different meaning.

5. MEMBERSHIP

5.1) Member Classifications

Participation in Digline may be in one of the following classifications:

- A. Communications – Any member who owns or operates underground facilities that conveys or supports means of communication including phone, fiber, cable tv, etc.
- B. Fuel – Any member who owns or operates underground facilities that conveys, stores, or supports the distribution of liquid fuels such as diesel, petrol, gasoline, etc.
- C. Gas – Any member who owns or operates underground facilities that conveys, stores, or supports the distribution of vaporous products such as natural gas, propane, etc.
- D. Government – Any member of a political subdivision or authority of government or quasi-government agency or group including Schools, Parks, Authorities or other government-owned or government operated underground facilities.
- E. Municipality – Any Government member specific to Village, Town, or City entities that own or operate underground facilities that are for public use and convey, store, or support the distribution of services such as sewer, potable water, irrigation, stormwater, etc.
- F. Other – Any member who owns or operates underground facilities that does not fall under any of the other specified classifications.
- G. Power – Any member who owns or operates underground facilities conveys, stores, or supports the distribution of electrical power.
- H. Sewer – Any member who owns or operates underground facilities conveys, stores, or supports the distribution of sewer services.
- I. Water – Any member who owns or operates underground facilities conveys, stores, or supports the distribution of potable water services.
- J. Associate – Any individual, group, or business entity, including contractors, suppliers, or designated honorary members, who does not own or operate any underground facilities but desires to promote safe excavation and damage prevention by providing services and support to Digline.

5.2) Member Agreements

- A. Upon execution of the Membership Agreement, all members of Digline shall designate a company representative to be a Digline Advisory Member. Membership is considered inactive until all registration and database requirements have been satisfied.
- B. The Membership Agreement states those terms and conditions under which members may be accepted and permitted to participate in Digline.

5.3) Membership Fees

Each member will be assessed a membership fee, in accordance with the applicable Rate Schedule. Members will be notified at least thirty (30) days prior to any changes in their applicable rate schedule. A copy of the current schedule is attached as Appendix A.

6. COMMITTEES

6.1) Advisory Committee

Establish an Advisory Committee whose membership shall include the manager and office supervisor of Digline and one (1) representative from each Member organization. The purpose of the Advisory Committee is to keep the members informed on the operations of Digline and to review and advise as to any problems the members are experiencing with the services. This committee is to function as an advisory group only and shall not have any direct control over the operation of the Digline service.

6.2) Additional Committees

Additional committees may be established from time to time as necessary.

6.3) Chairperson

Unless otherwise provided, each committee shall elect a chairperson to oversee committee operations and ensure that it performs those functions as established by the committee. This chairperson is responsible for:

- A. Conducting regularly scheduled meetings.
- B. Approval and distribution of minutes of the committee meetings.
- C. The selection, or election, of Committee Secretary.
- D. Instituting all actions, as directed by the Advisory Committee, not covered in this section.

7. CENTER OPERATIONS

7.1) General Manager

The General Manager is responsible for overseeing the routine operation and maintenance of Digline.

7.2) Geographical Boundary

Digline will accept notifications of excavation activities only when they are within the geographical boundaries within established counties under their area.

7.3) Employees

Digline shall provide the personnel necessary to carry out its business and shall employ the appropriate management and staff to conduct the operations of Digline in an effective manner to ensure the integrity of the service offered to all of the Digline members.

7.4) Duties and Responsibilities

The duties and responsibilities of the personnel of Digline are designated and outlined in the approved job descriptions for those positions operating within Digline. The duties and responsibilities of these positions are subject to change pending any changes in the temporary or permanent operational needs of Digline.

7.5) Hours

Digline Notification Center is open to receive telephone notifications for standard locates during our posted business hours. The Digline Notification Center is open to receive emergency notifications twenty-four (24) hours per day, seven (7) days per week. The Center will also accept web tickets for Standard locates, twenty-four (24) hours per day, seven (7) days per week, but will process such requests as defined in section 9.1.

7.6) Holidays

Digline will observe the following State & Federal Holidays:

- A. New Year's Day
- B. Martin Luther King, Jr. Birthday (observed)
- C. Washington's Birthday (observed)
- D. Memorial Day
- E. Juneteenth
- F. Independence Day
- G. Labor Day
- H. Columbus Day
- I. Veterans Day
- J. Thanksgiving Day
- K. Christmas Day

If any of these holidays occur on a Saturday, it will normally be observed on the preceding Friday, and if any of these holidays occur on a Sunday, it will normally be observed on the following Monday.

8. DATABASE PROCEDURES

8.1) Notification Area

Each member of Digline shall be responsible for indicating every area of the State where they have underground facilities, to receive notifications from Digline. Each member company is responsible for notifying Digline in writing of changes in its coverage area within thirty (30) days of the installation of new facilities affecting their database. Each member is responsible for verifying its database at least annually to ensure its accuracy. Please refer to the Rate Schedule and the Regular Membership Agreements.

8.2) New Members

New members will be required to provide the following:

- A. Company Representative and contact information.
- B. Service Area Registration information and contact information.
- C. Billing Contact and information.
- D. After Hours emergency contact information.
- E. Attend Exactix Map training in order to complete or update their Service Area Registration with Digline. Underground facilities map data may be submitted to Digline to be uploaded or uploaded directly to the Exactix portal. Any manual data manipulation required on the part of Digline will be subject to a GIS work fee. See Fee Structure on Appendix A.

Members are not considered active until their database has been provided and they have been made active in the computer system.

Digline will begin sending tickets out once the membership requirements have been satisfied and approval is received from the member. Digline will provide a confirmation of the database input to the company's designated database contact as listed on the Company Information Form. The member is responsible for immediately reviewing and ensuring the database confirmation accurately represents what was provided to Digline. The member is responsible for the accuracy of the initial database information until such time as the member provides Digline with confirmation the database has been input correctly. Any damages or liabilities resulting from errors or omissions in the database are the sole responsibility of the member until the member has provided Digline written confirmation the database is correct. The member is responsible to notify Digline of any changes in the location of its subsurface facilities as these changes occur.

8.3) Database Updates

Once the initial member database is input, Digline will make changes to it on an as-requested basis by the member. Digline will also send an Annual Update Reminder Letter. Upon any update, Digline will begin sending tickets out immediately once the member data change is input in order to avoid any delays in protecting the member's underground facilities. Digline will provide a confirmation of the database input to the company's designated database contact as listed on the Company Information Form. The member is responsible for the accuracy of the changed database information until such time as the member provides Digline with written confirmation the database change has been input correctly. Any damages or liabilities resulting from errors or omissions in the database are the sole responsibility of the member until the member has provided Digline written confirmation that the database change is correct.

9. COMMUNICATIONS

9.1) Locate Requests

Digline will provide adequate incoming telephone lines as the volume of calls dictate. Digline also provides "web-based" accessibility for Standard locate requests twenty-four (24) hours per day, seven (7) days per week. Digline has up to 3 hours to process "web-based" requests provided Digline received the request by 5:00 PM on the work day it was submitted (Monday - Friday, excluding holidays). If Digline receives a "web-based" request after 5:00 PM, or on a weekend or a holiday, Digline has until 10:00 AM the following business day morning (Monday - Friday, excluding weekends and holidays) to process the ticket.

9.2) Voice Recordings

For liability purposes, a voice recording shall be maintained of the incoming call request to locate underground lines. These records shall be kept in retention for a period of five (5) years. Should a request become involved in litigation, a recording of that request shall, upon request, be made available to the Digline member for legal purposes for a fee. There may be a charge for any copies of tickets, written records, and/or voice records retrieved from archived information.

9.3) Member Notification

- Digline shall maintain sufficient quantities of outbound telephone lines and internet bandwidth to ensure the expedient and efficient transmittal of locate requests or messages to all Digline members.
- Each Digline member is responsible for maintaining a communications-receiving device or arrangement whereby Digline can transmit location requests in an expedient and efficient manner.
- Every Digline member should use email as its preferred means of receiving notifications as additional communication charges are assessed for facsimile transmissions. All member activity concerning any additions, relocations, or disconnections of receiving units for Digline locate requests must be cleared through Digline prior to such action.
- Each Digline member is individually responsible for maintaining adequate supplies necessary to operate their receiving equipment.
- Each Digline member receiving location should ensure that the power to their machine is always on to receive transmissions from Digline.
- Every Digline member must have a backup system available for receiving notifications.
- Each Digline member shall furnish the center with the appropriate telephone numbers for verification of location requests and for emergency or after-hours notifications as outlined in Idaho Statute Title 55, Chapter 22, Section 55-2206. A Digline member can waive the telephone notification on Emergencies and Priorities. To elect this option, the member must execute a written agreement (**Appendix B**) which stipulates the member agrees to be solely responsible for ensuring their receiving equipment is functioning and indemnifies Digline from any liability that could be incurred as a result of the member failing to respond to an Emergency/Priority ticket transmitted by Digline.
- Digline will promptly contact any receiving location if it is determined that receiving equipment is not functioning properly. Digline will send test messages if needed to any receiving location upon request.
- Each Digline member receiving locate requests is responsible for immediately notifying Digline of any errors or failures of their notification-receiving equipment.

9.4) End of Day Reports

Each Digline member shall be furnished an "End of Day" report each morning. The EOD report lists all the tickets transmitted to the member the previous day. The member shall review the report and determine if it is missing any ticket transmissions. If the member is missing transmitted tickets or the good night report, the member shall immediately notify Digline and have the missing information retransmitted.

A. Option Limiting End of Day Reports

Members who receive more "End of Day" reports than tickets may request an option to limit the good night reports being sent to only when a ticket has been transmitted for that day. To elect this option, the member must execute a written agreement (**Appendix C**) which stipulates the member agrees to be solely responsible for ensuring their receiving equipment is functioning and indemnifies Digline from any liability that could be incurred as a result of the member failing to receive a ticket transmitted by Digline.

10. UNDERGROUND LOCATE REQUESTS

10.1) The Locate Ticket

- A locate request form (ticket), recording the information furnished by the caller, shall be prepared for each type of underground locate request. The date and time received will automatically be assigned by the computer system or operator while the information from the caller is being entered on the terminal.
- Digline Operation Guidelines require that everyone making a locate request must provide certain information so as to permit the locator to specifically identify the proposed area of excavation and work area requirements. If Digline determines the minimum information is not provided as required by regulations, Digline will suspend the request and advise the requestor to call back before 5:00 PM that day with the required information, or the request will be voided and the caller will have to remake the request when the information is available.
- Digline Operation Guidelines provide for the locate request to include an area no longer than can be reasonably worked by the excavator in a ten (10) day period. If the work area will take longer than ten (10) working days to complete, Digline will suggest options for the type of locate request to use in meeting the allowable size of the physical area of a single locate request.
- Callers will be notified that a locate request is only good for twenty-eight (28) days beginning the following day after the request is processed in accordance with state law. The caller will be given the valid excavation dates by the operator. All requests for "relocates" should be requested at least two (2) business days before the expiration of the original request.

10.2) Ticket Number

Digline shall sequentially number the locate request forms and the information shall be maintained by Digline to insure quick reference. The caller shall be given the location request number for their future reference, or in case additional information is required. The caller, upon their request, may also receive a confirmation copy of the locate request by email. After receipt and preparation of the request, the Digline ticket request information will be automatically stored electronically. Digline shall retain the information for a period of five (5) years.

10.3) Members Notified

Digline's computer system automatically identifies those members whose database indicates their need or desire for excavation notifications in the dig area. The Digline operators will inform the caller of Digline members that are being notified.

10.4) Member Response

The receiving location(s) of each member is responsible for promptly handling all location requests that they receive. Each member that is notified of planned excavation activities shall mark as provided by law those facilities that may be in the proposed area of excavation. The Digline member agrees to respond to the following requests within the time periods shown in the table for each type of header code request:

Header Code	Member's Required Response Time
Emergency	Must respond and begin locating within 2 hours of the emergency notification. If it will be more than 2 hours – a phone call to the onsite contact must be made – Locate as soon as possible
Priority	Date/Time as shown on the ticket – Locate as soon as possible
Standard Locate	Within two (2) business days
Update	
Design Locate	Within seven (7) business days, members respond by phone call or mark outs
Meet Request	Meet requests are scheduled a minimum of two (2) business days from the request at the established times of 11:00 AM or 1:30 PM on weekdays only

11. BILLING AND EXPENSE RECORDS

11.1) Billing Procedures

Establish the following billing procedures:

- A. The member will be charged a fee for each individual dig site notification received from Digline. The fee will be based upon the type of notification service the member selects. The rate schedules for the types of service are indicated on Appendix A. The member must indicate what type of service is selected. In addition, if the member has a second location to which he wishes to transmit a duplicate notification, he will pay an additional fee in accordance with Appendix A.
- B. Digline will, at the end of each calendar month in which services are performed, but no later than the 10th day of the following month, submit to the Subscriber a monthly billing report showing a detailed report of the notifications received by the Subscriber. If the member has more than one office location receiving dig site notifications, member will receive the information listed by office, with a company total. The bill shall be paid by the member within thirty (30) days after the date of such billing. All amounts outstanding for more than thirty (30) days after the date of billing shall accrue interest on the unpaid balance from the date of such initial billing and until paid at the rate of eighteen (18%) percent per annum.

If the member shall not pay any sum due hereunder within sixty (60) days following the date of initial billing therefore, Digline shall no longer be required to notify such member as herein provided and may otherwise suspend further contractual performance hereunder without liability to member for any damages resulting from such suspension. In the alternative, Digline may pursue any remedy available by law or equity accruing as a result of such default, whether or not Digline elects to suspend service or not.

12. GENERAL

12.1) Term

This Contract shall continue until terminated. Either party may terminate this Contract upon ninety (90) days advance notification to the other by mail or email.

12.2) No Partnership

Digline is an investor-owned for-profit corporation and is pursuing this service as a profit-making venture. Nothing herein shall be construed to create a partnership or joint venture or otherwise require Digline to share its profits with Subscribers.

12.3) Response

The Subscriber shall be solely responsible for his response to any Location Request, received by the Subscriber through the Digline service and for location of its subsurface facilities. Digline shall not be liable for any loss resulting directly or indirectly from any failure of Subscriber to receive notification properly sent. Digline shall be responsible only to use its best efforts to notify the Subscriber for a reported dig site from Subscriber's notification area as provided to Digline.

12.4) Insurance

Digline shall secure and maintain in force during the term of the contract Comprehensive General Liability Insurance, including Contractual Liability Insurance with minimum limits of \$1,000,000 bodily injury per person, \$1,000,000 aggregate, and \$1,000,000 property damage per occurrence with an umbrella of \$2,000,000 per occurrence. A certificate evidencing such insurance shall be on file at the Digline office.

12.5) Enforceability

If any provision in the Membership Agreement is found for any reason to be unenforceable, the remainder of this Agreement, to the extent allowed, shall remain in full force and effect and be binding upon the parties.

12.6) Amendment

This Agreement may not be enlarged, modified, amended, or altered except in writing signed by both parties hereto.

12.7) Authority

All signatories to this Agreement represent and warrant that they have the power to execute this Agreement and to bind the company or entity which they represent to the terms of the Agreement.

12.8) No Assignment

The Subscriber may not assign to any other party the benefits of this Agreement without the written consent of Digline.

12.9) Costs of Suit

In the event of any controversy, claim or action made, filed or instituted between the parties to this Agreement to enforce the terms and conditions hereof or arising from the breach of any provision hereof, the prevailing party will be entitled to receive from the other party all costs, damages, and expenses, including reasonable attorney's fees, incurred by the prevailing party, whether or not such controversy or claim is litigated or prosecuted to judgment and including attorney's fees on appeal. The prevailing party will be that party who was awarded judgment as a result of trial or arbitration, or who receives a payment of money or other concession, from the other party in settlement of claims asserted by this party.

12.10) Governing Law

It is mutually agreed and understood that this Agreement shall be governed by the laws of the State of Idaho both as to interpretation and performance.

12.11) Binding Effect

This Agreement shall be fully binding upon, inure to the benefit of and be enforceable by each party and its successors and assigns. No assignment of any right or interest in this Agreement (whether by contract, operation of law or otherwise) shall release or relieve any party of any of its obligations or liabilities under this Agreement (except as herein provided to the contrary).



MEMBERSHIP DUES AND FEE SCHEDULE (Effective 01/01/2025)

REGULAR MEMBERSHIP	TYPE	MONTHLY MINIMUM	ANNUAL	MAX TKTS ALLOWED	PER TICKET*
	Small User (A)		\$92.50	50	\$1.85
	Small User (B)		\$185.00	100	\$1.85
	Large User	\$74.00		40	\$1.85
	Duplicate (A)		\$92.50	50	\$1.85
	Duplicate (B)		\$185.00	100	\$1.85
	Duplicate Large User	\$74.00		40	\$1.85

TERMS

Terms of payment are NET 30 days. Late fees will be charged according to our policy as stated in the Members Manual. A copy of the manual is available by calling (208) 342-1585.

NEW APPLICANTS

Do not send payment with your application. We bill monthly or annually. If you come online mid-year the membership fee will be prorated.

*"PER TICKET" means every ticket sent by DIGLINE (excluding End of Day – EOD & Broadcast messages), including multiple subscriptions (duplicates) for the same ticket number. If tickets have exceeded the allowable annual maximums, a PER TICKET fee is charged. Membership fees are reviewed annually to determine if an underground facility owner's membership level will change for the following year.

ASSOCIATE MEMBERSHIP**	TYPE	ANNUAL FEE	INCLUDES	ADDITIONAL PERSONS
	Individual	\$165.00	1 person	n/a
	Companies	\$390.00	3 persons	\$135 per added person per year

** Associate Member is defined as: Any individual, group, or business entity, including contractors, suppliers, or designated honorary members, who does not own or operate any underground facility in Idaho but desires to promote safe excavation and damage prevention by providing services and support to DIGLINE, INC.

MISCELLANEOUS FEES	TYPE	ANNUAL	MONTHLY	OTHER
	Damage Prevention Assessment Fee [†]			\$0.10/ticket
	Fax Transmissions – Assessed by Member Type: Annual or Monthly		\$1.50 per transmission	
	Temporary Duplicates ^{††}			\$1.85/ticket
	Map Updates by Member or convertible data file	No Charge	No Charge	
	Manual Map Updates ^{†††}			\$75/hr (30-minute minimum)
	Customized Reports	\$125.00		

† Idaho's State Damage Prevention Board has instituted a \$0.10 per ticket fee to fund board activities. Annual Members will be charged at the beginning of the year, based on their allowed ticket maximums.

†† Temporary Duplicates are defined as duplicate tickets sent to another site temporarily due to transmission difficulties or receiving-software upgrade tests.

††† If Maps are not updated by the Member or if Member does not provide an approved data file, e.g., Shape files, for automatic upload, charges for Map updates will apply. Hourly rate is charged at 30-minute intervals.



APPENDIX B

AGREEMENT TO LIMIT THE TELEPHONE NOTIFICATION OF EMERGENCY/PRIORITY TICKETS

It is understood and agreed between _____ (hereafter) known as Member and Digline, Inc. that Digline, Inc. will notify Member by telephone regarding all Emergency and Priority tickets during the specified day/times listed below. All other times, only a ticket transmission will be sent to the Terminal listed below and no additional telephone notification will be done.

The Member further agrees to release, indemnify, and hold harmless Digline, Inc., its officers and employees, from any and all claims, causes of action, damages, and judgments arising out of the Member's failure to respond to an Emergency/Priority that was electronically transmitted by Digline, Inc. without the additional telephone notification.

It is further agreed that it is the Member's sole responsibility to make sure that their receiving equipment for locate tickets is properly functioning at all times and that the Member diligently monitors the transmission of tickets for immediate response to said Emergency/Priority.

Method of transmission (Terminal):

Email: _____

Select phone call out choice for **Emergency Tickets**:

_____ Notify by phone at all times	Phone #: _____
_____ Notify by phone during normal Business Hours	Phone #: _____
_____ Notify by phone after Normal Business Hours Only (after 5:00p before 6:00am Holidays weekends)	Phone #: _____

Select phone call out choice for **Priorities** for the following workday:

_____ Notify by phone at all times	Phone #: _____
_____ Notify by phone during normal Business Hours	Phone #: _____

Company Name: _____

Member Authorized Signature: _____

Date: _____

Please Print Name: _____

Phone: _____

Email: _____

Digline, Inc.
Authorized Signature: _____



APPENDIX C

AGREEMENT TO LIMIT THE TRANSMISSION OF END OF DAY REPORTS

It is understood and agreed between _____ (hereafter known as Member) and Digline, Inc. that Digline, Inc. will transmit "End of Day" reports to Member only on days that they have been sent locate tickets or other communications to the terminals listed below.

The Member further agrees to release, indemnify, and hold harmless Digline, Inc., its officers and employees, from any and all claims, causes of action, damages, and judgments arising out of the Member's failure to receive a locate ticket that was transmitted by Digline, Inc.

It is further agreed that it is the Member's sole responsibility to make sure that their receiving equipment for locate tickets is properly functioning at all times and that Member will abide by all applicable state regulations.

Send Ticket Summary:

_____ Daily _____ Tickets > 1

Terminals: _____

Member Authorized Signature: _____

Date: _____

Please print name: _____

Phone: _____

Email: _____

Digline, Inc.
Authorized Signature: _____



APPENDIX D SELF-NOTIFICATION SUPPRESSION

General. The Subscriber acknowledges that the Agreement to which this Appendix is attached provides the Subscriber with, among other rights, the right (i) to receive a copy of certain notices of pending excavation received by Digline if the Subscriber has indicated that it has Underground Facilities within the area in which a locate request received by Digline will occur and (ii) to receive from Underground Facility owners accurate information as to locatable underground facilities by surface-marking the location.

Waiver. The Subscriber waives receipt of all notification provisions of the Subscriber's agreement with Digline with respect to utility location requests submitted to Digline by designated employees of the Subscriber, _____.

RELEASE and INDEMNITY: The Subscriber herewith releases Digline, its officers, agents, servants and employees from any and all liability, loss, cost or expense whatsoever including, without limitation, all liability for direct, indirect, consequential or other damage to underground facilities owned by the Subscriber as a result of non-notification of Subscriber's underground facilities.

CONSIDERATION: The consideration for the waiver, release and indemnity herein set forth includes, without limitation, the reduction in liability for locate fees resulting from the reduction in notifications. The Subscriber herewith acknowledges the receipt and adequacy of the consideration.

Dated this _____ day of _____, 20____.

SUBSCRIBER:

Authorized Agent

DIGLINE, INC.:

Authorized Agent



APPENDIX E

TYPES OF WORK TICKET SUPPRESSION

General. The Subscriber acknowledges that the Agreement to which this Appendix is attached provides the Subscriber with, among other rights, the right (i) to receive a copy of certain notices of pending excavation received by Digline if the Subscriber has indicated that it has Underground Facilities within the area in which a locate request received by Digline indicates that excavation will occur and (ii) to receive from Underground Facility owners accurate information as to locatable underground facilities by surface-marking the location.

Waiver. The Subscriber waives receipt of all notification provisions of the Subscriber's agreement with Digline with respect to specific Pre-Selected Types of Work listed on utility location requests submitted to Digline by excavators. The specific Pre-Selected Types of Work are attached and are part of this Addendum.

RELEASE and INDEMNITY: The Subscriber herewith releases Digline, its officers, agents, servants and employees from any and all liability, loss, cost or expense whatsoever including, without limitation, all liability for direct, indirect, consequential or other damage to underground facilities owned by the Subscriber as a result of non-notification of Subscriber's underground facilities.

CONSIDERATION: The consideration for the waiver, release and indemnity herein set forth includes, without limitation, the reduction in liability for locate fees resulting from the reduction in notifications. The Subscriber herewith acknowledges the receipt and adequacy of the consideration.

Dates this ____ day of _____, 20__.

SUBSCRIBER:

Authorized Agent

DIGLINE, INC.:

Authorized Agent



WORK TYPE TICKET SUPPRESSION (APPENDIX E)

Please indicate with an *X* which work types you want suppressed. You will not receive locate requests from Digline for tickets containing these types of work.

Suppress	Work Type	Suppress	Work Type
	ANCHOR(S) INSTALL		GROUND LEVELING/GRADING
	BARN/SHOP CONSTRUCTION		GROUND ROD(S) INSTALL
	BUILDING ADDITION		GUARDRAIL(S) INSTALL/REPAIR
	BUILDING DEMOLITION		HOME ADDITION
	CATV LINE/PED INSTALL – PRIVATE		HOME CONSTRUCTION
	CATV LINE/PED INSTALL – PUBLIC R/O/W		HYDRANT INSTALL/REPAIR/REPLACE
	CATV LINE/PED REPAIR		IRRIGATION LINE/SYSTEM INSTALL
	COMMERCIAL CONSTRUCTION		IRRIGATION LINE/SYSTEM REPAIR
	CONCRETE PAD(S) INSTALL/REPAIR		JOINT TRENCH OF UTILITIES
	CONDUIT INSTALL		LANDSCAPING
	CULVERT INSTALL/REPAIR/REPLACE		MAIL BOX INSTALL/REPAIR
	CURB/GUTTER/SIDEWALK INSTALL/REPAIR		PARKING LOT
	DECK INSTALL/REPAIR		PATIO
	DIRECTIONAL/MECHANICAL BORING		PAVING – PRIVATE
	DITCH/CANAL		PAVING – PUBLIC
	DRAIN FIELD INSTALL/REPAIR/REPLACE		PEDESTRIAN RAMP
	DRAIN INSTALL		PHONE LINE INSTALL/REPAIR/REPLACE
	DRY WELL		POLE(S) & ANCHORS(S) INSTALL/REPLACE
	EGRESS WINDOWS		POLE(S) INSTALL/REPLACE
	FENCE INSTALL – PRIVATE		POND EXCAVATION
	FENCE INSTALL – PUBLIC		POTHOLING
	FENCE REPAIR/REPLACE – PRIVATE		POWER LINE INSTALL/REPAIR/REPLACE
	FENCE REPAIR/REPLACE – PUBLIC		PROPANE TANK INSTALL/REMOVE
	FIBEROPTIC INSTALL – PRIVATE		RETAINING WALL – PRIVATE
	FIBEROPTIC INSTALL – PUBLIC		RETAINING WALL – PUBLIC
	FIBEROPTIC REPAIR/REPLACE		ROAD CONSTRUCTION
	FIRE ALERT NOTICE		ROAD REPAIR/SINK HOLE
	FOOTINGS INSTALL/REPAIR/REPLACE		SATELLITE DISH INSTALL
	FOUNDATION INSTALL/REPAIR – PRIVATE	N/A	SEE OTHER WORK TYPE
	FOUNDATION INSTALL/REPAIR – PUBLIC		SEPTIC SYSTEM INSTALL/REPAIR/REPLACE
	FRENCH DRAIN		SEWER LINE INSTALL/REPAIR/REPLACE – PRIVATE
	GARAGE CONSTRUCTION		SEWER LINE INSTALL/REPAIR/REPLACE – PUBLIC
	GAS LINE/SERVICE ABANDON		SEWER MAIN INSTALL/REPAIR/REPLACE
	GAS LINE/SERVICE INSTALL		SHED CONSTRUCTION
	GAS LINE/SERVICE MAINTENANCE		SHRUBS – PLANTING
	GAS LINE/SERVICE RELOCATE		SHRUBS – REMOVAL
	GAS LINE/SERVICE REPAIR		SIDEWALK
	GAS MAIN INSTALL		SIGN(S) INSTALL/RELOCATE
	GAS MAIN REPAIR		SOIL REMOVAL
	GEO THERMAL LINE INSTALL/REPAIR		SOIL SAMPLE






***PUBLIC** – Work being done in the road and/or alley right of way (R/O/W).

***PRIVATE** – Work being done on private property only.


DATED this 15th day of May, 2025.

CANYON COUNTY BOARD OF COMMISSIONERS

☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: 

Deputy Clerk