

BOARD POLICY: 1027.00

MEMBERSHIP POLICY

References: Palmetto Utility Protection Service Bylaws, Article II, S.C. Code Ann. Section 58-36-50.

Objective: To govern and describe the relationship between SC811 and its members. This policy supplements the relevant statutory provisions and provisions of the SC811 By-Laws.

Background:

Pursuant to Act 48 of 2011, all "Operators" as defined in S.C. Code Section 58-36-20(17) are required to be members of SC811. In addition, S.C. Code Section 58-36-50 establishes requirements for membership of the SC811 Board and includes representatives of organizations or trades that are not Operators. The SC811 By-Laws require that any Board member be a member of SC811 or be employed by an entity that is a member of SC811. This policy provides for Operator and non-Operator members.

01. Procedure:

All members must apply for membership in SC811. The purpose of the application process is to provide SC811 staff with the information necessary to provide notification to the Operator member. The information required for non-Operator members is less extensive.

02. Operator Members Transmission of Notifications:

- a) Operators must provide SC811 with a digital file directly compatible with existing call center software or the ability to be converted to a compatible file format. It shall contain information on the location of their Facilities (see S.C. Code Section 58-36-20(12)) in South Carolina. If the Operator cannot create a shape file, SC811 will provide access to a digital tool they can use to create their facility area.
- b) SC811 will transmit notifications of excavation activity to operator members as required by the S.C. Underground Facility Damage Prevention Act. Specific procedures governing the transmission of notices will be provided to members as part of the application process. Notices will only be provided for excavations in the Operator's facilities.

03. Information required of non-Operator members:

- a) Non-Operator members must provide general company information and a billing contact to SC811.
- b) Non-Operator members are not permitted to receive notifications for purposes other than the protection of underground facilities as provided in the South Carolina

Underground Facility Damage Prevention Act.

- c) SC811 will not transmit notifications to non-Operator members except if an Operator member has designated one to receive notifications pursuant to policies approved by the SC811 Board.

04. Payment by Members to SC811:

- a) Pursuant to S.C. Code Section 58-36-50(D), SC811 is required to "provide a reasonable way of apportioning the cost of operating the notification center among its members." The Board of SC811 has determined that Operator members will pay their share of the operating cost based on the volume of transmissions that they receive and that non-operator members will pay a flat annual fee.
- b) Operator members with more than 570 notifications per year will be billed at a rate determined by the SC811 Board pursuant annually no later than the November Board meeting before the new budget year.
- c) Operator members that have less than 571 but more than 250 notifications per year will be billed a flat rate of \$450.00 per year, which could be adjusted annually no later than the November Board meeting prior to the new budget year. The fee rate may be adjusted annually by the Board of Directors, with any changes taking effect no later than the November Board meeting preceding the new budget year.
- d) Operator members that have 250 or fewer notifications per year will be billed a flat rate of \$250.00 per year. The fee rate may be adjusted annually by the Board of Directors, with any changes taking effect no later than the November Board meeting preceding the new budget year.
- e) Locate Companies contracting for member operators will be billed \$1,200.00 per year.
- f) Non-Operator members will be billed\$ 250.00 per year.

05. Payment Methods and Processing Fees:

- a) Members must submit their membership dues payment through ACH, PayPal, or by check. Payments made via credit card or PayPal will incur processing fees for each transaction. All payments by check must be sent to a secure bank mailbox address provided on the invoice. Please note that any checks mailed to the SC811 office may incur a trip charge fee due to SC811's remote work environment. This could result in delayed payments or additional fees.
- b) Any payments over 90 days (3 months) late will receive an automatic charge of \$50 or .05%, whichever is greater.

06. Fees for Repeated Lack of Response to Locate Notifications:

- a) Members who repeatedly fail to respond to locate notifications may incur additional fees. These fees may be added to the member's annual fiscal invoice and will be issued based on their chosen billing cycle. The fee rate may be adjusted annually by the Board of Directors, with any changes taking effect no later than the November Board meeting preceding the new budget year.
- b) The allocation of these funds into escrow is designated for the specific purpose of directing resources towards training and educational initiatives.

DATE APPROVED: 5/20/2024

Link Sargent

BOARD SECRETARY