



**TRI-COUNTY RURAL WATER DIST. #2
Pottawatomie County, Oklahoma**

NEW MEMBERSHIP

**IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO
INDICATE WHERE THEY WANT THE METER SET.
PLEASE MARK WITH FLAGS.**

METER WILL NOT BE SET UNTIL LOCATION HAS BEEN FLAGGED!

P.O. Box 118 • Earlsboro, Oklahoma 74840-0118 • (405) 997-5390 • Fax (405) 997-5457
www.tricountyrwd2.myruralwater.com

Tri-County RWD #2 is an equal opportunity employer and provider.
Hearing Impaired Contact Number: 800-722-0353



POLICY AND PROCEDURES

TRI-COUNTY RURAL WATER DIST. # 2

Pottawatomie County, Oklahoma

We are pleased to provide water service to all users within our boundaries, provided our main line is in that area. Water and sewer service is provided for in-town (Earlsboro) users ONLY. It is our privilege to complete this summary of general information regarding Tri-County Rural Water District #2 services. If you have any questions that are not addressed here, please give us a call and we will be happy to assist you.

BILLING PROCEDURES

Bills are mailed approximately the 1st day of each month. All bills are due upon receipt. **Non-receipt of your bill is no excuse for non-payment. Payment must be in the water office by 4:30 p.m. on the 15th of each month or the account is considered past due and a 5% late fee will be applied on water and a \$2.00 late fee applied on sewer. Any unpaid account not paid IN FULL by the 24th @ 4:30 p.m. will be turned off on the 25th of the month and a disconnect fee of \$50.00 and a reconnect fee of \$50.00 will be applied to your account.** When account is paid IN FULL service will be restored with-in 24 hours on normal working days, excluding weekends, holidays and after business hours.

A night drop is located on the West side of the building.

CUSTOMER INQUIRIES

We have an answering service for EMERGENCIES ONLY. They have no knowledge of your account status; therefore, they do not have the authority to make decisions on your account. Please contact our office during normal business hours (8:30 a.m. – 4:30 p.m. Monday – Friday) regarding any questions you may have concerning your account.

RESIDENTIAL WATER RATES (Effective January 1, 2023)

Minimum	\$20.00
0- 1,000 gallons	\$6.53
1,001 - 3,000 gallons	\$6.59 per thousand gallons
3,001 – 10,000 gallons	\$6.63 per thousand gallons
10,001 – 50,000 gallons	\$6.75 per thousand gallons
Over 50,000 gallons	\$7.78 per thousand gallons

POLICIES

When a customer purchases any property on the water system, before the water can be put in their name, we must receive the following:

- A copy of the Warranty Deed showing proof of ownership on the day service is established. Our Board reviews and approves all property transfers at our monthly Board meetings.
- Any new construction (including new dwellings and trailer homes) where there has not been service will need to submit a copy of the deed for our engineer to approve.
- A completed customer information sheet.
- All previous charges on the property must be paid in full before account is put into new owner's name. Any unpaid amounts go with the property.
- If your bill becomes past due over 90 days, your meter will be pulled and membership will be cancelled and you will have to pay \$1500.00 for new meter and membership.
- The water system's responsibility stops at the meter. Any water that goes through the meter is the member's responsibility.
- Water usage over 50,000 gallons will qualify member as a commercial user and subsequently result in a commercial policy and the charges related to such policy. Commercial Policy is available upon request.

OTHER FEES: *Insufficient Funds:* \$35.00. *Cut Lock Fee:* If locked off a fee of \$100.00 will be added to the account and proper law enforcement agency will be contacted and a report will be filed.

RENTERS

If this is a rental property and the property owner wants the occupant on the billing, a non-refundable charge of \$50.00 and proper paperwork will need to be completed by the renter. If the account becomes delinquent for ninety days, the owner's membership will automatically be cancelled.

NEW MEMBERS

New Membership and meter setting is \$1500.00 if our main line is on your side of the road. If the line is on the opposite side, it would require a road bore which must be paid by the customer once water service is connected. When a membership has been cancelled at the request of the property owner, it will cost \$350.00 to reinstate if within 90 days; plus any back charges. If former owner does not cancel Membership and wants to transfer to new owner a \$50.00 transfer fee applies.

ARTICLE VI, SECTION 3 OF BY-LAWS STATES NO REFUNDS

This system belongs to all water users and our water bill is based on the amount required to operate the system and to repay our loans. This is a public water system and is subjected to State Health Department regulations. BY-LAWS are available upon request.

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COMMERCIAL POLICY AND PROCEDURES

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COMMERCIAL WATER RATES (Effective January 1, 2023)

Minimum	\$30.00
0 - 1,000 gallons	\$7.14
1,001 – 3,000 gallons	\$7.19 per thousand gallons
3,001 – 10,000 gallons	\$7.29 per thousand gallons
10,001 – 50,000 gallons	\$7.40 per thousand gallons
Over 50,000 gallons	\$7.55 per thousand gallons

POLICIES

When a customer purchases any property on the water system, before the water can be put in their name, we must receive the following:

- A copy of the Warranty Deed showing proof of ownership on the day service is established. Our Board reviews and approves all property transfers and memberships at our monthly Board meetings.
- Any new construction (including new dwellings and trailer homes) where there has not been service will need to submit a copy of the deed for our engineer to approve.
- A completed customer information sheet.
- All previous charges on the property must be paid in full before account is put into new owner's name. Any unpaid amounts go with the property.
- If your bill becomes past due over 90 days, your meter will be pulled and membership will be cancelled and you will have to pay \$3,000.00 for a new meter and membership.
- The water system's responsibility stops at the meter. Any water that goes through the meter is the member's responsibility.

OTHER FEES: *Insufficient Funds:* \$35.00. *Cut Lock Fee:* If locked off a fee of \$100.00 will be added to the account and proper law enforcement agency will be contacted and a report will be filed.

RENTERS

If this is a rental property and the property owner wants the occupant on the billing, a non-refundable charge of \$100.00 and proper paperwork will need to be completed by the renter. If the account becomes delinquent for ninety days, the owner's membership will automatically be cancelled.

NEW MEMBERS

New Membership and meter setting is \$3,000.00 if our main line is on your side of the road. If the line is on the opposite side, it would require a road bore which must be paid by the customer once water service is connected. When a membership has been cancelled at the request of the property owner, it will cost \$500.00 to reinstate if within 90 days; plus any back charges. If former owner does not cancel Membership and wants to transfer to new owner a \$100.00 transfer fee applies.

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ENGINEERING DATA SHEET

NAME

SERVICE ADDRESS

MAILING ADDRESS

PHONE

EMAIL



Tri County Rural Water District No. 2
PO Box 118
Earlsboro, OK 74840
405.997.5390 (T) 405.997.5457 (F)

LEGAL DESCRIPTION/DRIVING DIRECTIONS (MUST BE INCLUDED)

PURPOSE OF THE TAP (ie. residence, pasture, business)

IF A BUSINESS, PROVIDE THE PROJECTED WATER USAGE PER MONTH

WILL THIS BE A MEDICAL MARIJUANA GROW FACILITY? _____

IF FOR AGRICULTURAL &/OR MEDICAL MARIJUANA, PROVIDE WATER USAGE PER MONTH (GALLONS)

Engineer Fee: _____

Date Engineered: _____

Date Engineer fees paid: _____

Date Engineer report mailed: _____

I, _____, am requesting water service from Tri County Rural Water District # 2.
I understand the fee of \$200.00 is non-refundable for the water district's engineering firm to do a hydraulic study.
This will be used to determine if water service can be obtained at the legal or described location above.

If the application is approved I understand other charges will be required to obtain service.

I understand that all fees for membership, installation, deposit, and road bores must be paid in full before service will be installed.

Line extensions require 1/2 of the cost in advance and the remainder is due upon completion. All cost must be paid before service is made available.

Time of installation is subject to all requirements of permits, easements, weather conditions, emergencies and work schedule of the district.

Signature: _____ Date: _____

TRI-COUNTY RURAL WATER DISTRICT #2
100 S. SEMINOLE
EARLSBORO, OK 74840

RECEIPT OF POLICIES AND PROCEDURES

Member Signature

Date

Member Signature

Date



TRI-COUNTY RURAL WATER DIST. #2
Pottawatomie County, Oklahoma

APPLICATION

NAME (PRINT)

SERVICE ADDRESS

MAILING ADDRESS

PHONE

WORK / CELL

LANDLORDS NAME

LANDLORDS PHONE

DRIVERS LICENSE NUMBER

STATE

Closest Intersections to Service Address

TYPE OF METER: RESIDENTIAL / INDUSTRIAL / COMMERCIAL

Purpose of Meter

ALTERNATIVE EMERGENCY CONTACTS

PRIMARY EMERGENCY CONTACT

SECONDARY EMERGENCY CONTACT

PHONE

WORK/CELL

PHONE

WORK/CELL

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

COMMERCIAL INFORMATION

BUSINESS NAME

BUSINESS ADDRESS

PHONE NUMBER

FEIN

STATE TAX IDENTIFICATION NUMBER

I have filled out the above Application for Service and have been advised if any false information is provided, it can result in the denial of Utility Services with Tri-County Rural Water District #2.

NAME

DATE

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TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 REQUIRES THAT RECIPIENTS OF FEDERAL ASSISTANCE COMPILE RACE/ETHNIC INFORMATION ON APPLICANTS TAKEN WHICH IS UTILIZED BY THE GOVERNMENT FOR MONITORING PURPOSES.

(IT TO BE CONTAINED ON THE APPLICATION FORM:

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for loan and grant programs in order to monitor borrower/grantee compliance with Civil Rights Act of 1964. You are not required to furnish this information, but are encouraged to do so. The law provides that an entity or lender may not discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this entity is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

APPLICANT

CO-APPLICANT

I do not wish to furnish this information.

I do not wish to furnish this information

Race/National Origin:
(Select one or more)

Race/National Origin.
(Select one or more)

American Indian or Alaska Native

American Indian or Alaska Native

Asian

Asian

Native Hawaiian or Pacific Islander

Native Hawaiian or Pacific Islander

Black or African American

Black or African American

Hispanic or Latino

Hispanic or Latino

White

White

Other: _____

Other: _____

Sex: M F

Sex: M F

TO BE COMPLETED BY INTERVIEWER:

This application was taken by: face to face telephone mail

Applicants Name: _____ Co-Applicants name: _____

Interviewers Name: _____ Signature: _____ Date: _____

TRI-COUNTY RURAL WATER DIST. NO. 2
Pottawatomie County, Oklahoma

Name _____

Address _____

Account # _____

Dear RWD Member,

The Tri-County RWD #2 is proposing to submit grant applications for system improvements in order to keep our rates competitive with other Districts. In order to apply for the grants an income survey is required. Income statistics are by county, so please make sure you are on your County's chart. Tribal affiliation is also requested in order to request grant assistance from the corresponding tribal offices.

Number of persons in household _____. Number of persons with tribal affiliations _____.

Name of Tribe/Tribes _____.

Please place an X in the box that applies to your family size in the above or below box for the county the meter is in.

Pottawatomie County

#/people	1	2	3	4	5	6	7	8
Income	31300	35800	40250	44700	48300	51900	55450	59050
Above								
Below								

Seminole County

#/people	1	2	3	4	5	6	7	8
Income	30200	34500	38800	43100	46550	50000	53450	56900
Above								
Below								

Lincoln County

#/people	1	2	3	4	5	6	7	8
Income	31400	35850	40350	44800	48400	52000	55600	59150
Above								
Below								

Please return the survey within the next 30 days to the Tri-County RWD#2. After that date the office will begin calling customers that have not responded to complete the survey.

Thank you for taking the time to respond to this.

Sincerely,

Tri-County Rural Water District #2



TRI-COUNTY RURAL WATER DIST. NO. 2
Pottawatomie County, Oklahoma

APPROVED DEQ SEPTIC SYSTEM

I, _____, understand that I/we must have an approved DEQ septic system for new water service. I/we must provide proof within 90 days of the meter being set. Failure to do so will result in fines from the DEQ and the meter being locked off until proof is provided.

I understand that a copy of this form and proof will be placed in the account permanent file.

ACCOUNT # _____

Signature of property owner

Date