



**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](http://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

### BILLING PROCEDURES

Bills are mailed approximately the 1<sup>st</sup> 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 15<sup>th</sup> of each month, or the account is considered past due, and a 5% late fee will be applied. All accounts must be paid no later than the 24<sup>th</sup> at 4:30 pm. Any unpaid accounts will incur an additional \$50.00 Disconnect and \$50.00 Reconnect fee, and the service will be locked off. Service will be restored within 24 business hours once the locked-off account is paid IN FULL. (Excluding weekends and Holidays)

### CUSTOMER INQUIRIES

We have an answering service for EMERGENCIES ONLY, you can reach them by dialing (405) 997-5390. The answering service cannot provide account information. For account and billing inquiries, please call the office Mon-Fri 8:30am-4:30pm.

#### RESIDENTIAL WATER RATES (EFFECTIVE JANUARY, 2025)

Minimum	\$20.00
0- 1,000 gallons	\$6.93
1,001 - 3,000 gallons	\$6.99 per thousand gallons
3,001 – 10,000 gallons	\$7.03 per thousand gallons
10,001 – 50,000 gallons	\$7.16 per thousand gallons
Over 50,000 gallons	\$8.01 per thousand gallons

### POLICIES

When a customer purchases any property on the water system and applies for service, we must receive the following:

- A copy of the Warranty Deed showing proof of ownership.
- Complete our Membership Application.
- Any property without current service must first pay a nonrefundable engineering fee. Then our engineer will review their application to determine whether the District can or cannot supply water to their location.
- All previous charges on the property must be paid in full before the account is transferred to the new owner. Any unpaid amounts go with the property.
- If your bill has been past due for 90 days, your meter will be pulled. After the meter is pulled, you have 90 days to reinstate your service by paying the back balance plus a \$350.00 reinstatement fee. If not paid before the deadline, your membership will be canceled, and you will be required to pay \$1,625.00 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.
- Water usage over 50,000 gallons for any 3 months within a 12-month period will automatically result in an upgrade to a commercial policy and an additional \$1,500.00 will be required as well as the new rates relating to such policy. The 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 a report will be filed with local law enforcement.

### **RENTERS**

If this is a rental property and the owner wants the occupant on the billing, the renter must complete a non-refundable charge of \$50.00 and proper paperwork. If the account becomes delinquent for ninety days, the owner's membership will automatically be canceled. The owner and tenant are responsible for promptly informing the office of move-in or move-outs.

### **NEW MEMBERS**

New Residential Memberships start at \$1,625.00. If a bore or line extension is required, additional fees may apply. If an Owner requests to cancel their Membership, they must sign a forfeiture request form. Once signed, a new membership, at current cost, must be established if water service is desired. If the former owner does not cancel the Membership and wants to transfer to the new owner, a \$50.00 transfer fee applies.

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

This system belongs to all water users, and our water bill is based on the amount required to operate it and repay our loans. This public water system is subject to State Health Department regulations.

BY-LAWS are available upon request.

Revised 1/01/2025\*

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**COMMERCIAL POLICY AND PROCEDURES**  
**TRI-COUNTY RURAL WATER DIST. # 2**  
 Pottawatomie County, Oklahoma

**BILLING PROCEDURES**

Bills are mailed approximately the 1<sup>st</sup> 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 15<sup>th</sup> of each month, or the account is considered past due, and a 5% late fee will be applied. All accounts must be paid no later than the 24<sup>th</sup> at 4:30 pm. Any unpaid accounts will incur an additional \$50.00 Disconnect and \$50.00 Reconnect fee, and the service will be locked off. Service will be restored within 24 business hours once the locked-off account is paid IN FULL. (Excluding weekends and Holidays)

**CUSTOMER INQUIRIES**

We have an answering service for EMERGENCIES ONLY, you can reach them by dialing (405) 997-5390. The answering service cannot provide account information. For account and billing inquiries, please call the office Mon-Fri 8:30am-4:30pm.

**COMMERCIAL WATER RATES (EFFECTIVE JANUARY, 2025)**

Minimum	\$30.00
0 - 1,000 gallons	\$7.57
1,001 - 3,000 gallons	\$7.63per thousand gallons
3,001 - 10,000 gallons	\$7.74per thousand gallons
10,001 - 50,000 gallons	\$7.82 per thousand gallons
Over 50,000 gallons	\$8.25 per thousand gallons

**POLICIES**

When a customer purchases any property on the water system and applies for service, we must receive the following:

- A copy of the Warranty Deed showing proof of ownership.
- Complete our Membership Application.
- Any property without current service must first pay a nonrefundable engineering fee. Then, our engineer will review their application to determine whether or not the district can supply water to their location.
- All previous charges on the property must be paid in full before the account is transferred to the new owner. Any unpaid amounts go with the property.
- If your bill has been past due for 90 days, your meter will be pulled. After the meter is pulled, you have 90 days to reinstate your service by paying the back balance plus a \$500.00 reinstatement fee. If not paid before the deadline, your membership will be canceled, and you will be required to pay \$3,125.00 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.
- Water usage over 100,000 gals per month for any 3 months of a 12-month period will cause an automatic upgrade to Industrial status, and new rates will apply.

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

**RENTERS**

If this is a rental property and the owner wants the occupant on the billing, the renter must complete a non-refundable charge of \$50.00 and proper paperwork. If the account becomes delinquent for ninety days, the owner's membership will automatically be canceled. The owner and tenant are responsible for promptly informing the office of the move activity.

**NEW MEMBERS**

New Commercial Memberships start at \$3,125.00. If a bore or line extension is required, additional fees may apply. If an Owner requests to cancel their Membership, they must sign a forfeiture request form. Once signed, a new membership, at current cost, must be established if water service is desired. If the former owner does not cancel the Membership and wants to transfer to the new owner, a \$100.00 transfer fee applies.

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

This system belongs to all water users, and our water bill is based on the amount required to operate it and repay our loans. This public water system is subject to State Health Department regulations.

BY-LAWS are available upon request.

Revised 1/01/2025\*

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# INDUSTRIAL POLICY AND PROCEDURES

## TRI-COUNTY RURAL WATER DIST. # 2

Pottawatomie County, Oklahoma

### BILLING PROCEDURES

Bills are mailed approximately the 1<sup>st</sup> 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 15<sup>th</sup> of each month, or the account is considered past due, and a 5% late fee will be applied. All accounts must be paid no later than the 24<sup>th</sup> at 4:30 pm. Any unpaid accounts will incur an additional \$50.00 Disconnect and \$50.00 Reconnect fee, and the service will be locked off. Service will be restored within 24 business hours once the locked-off account is paid IN FULL. (Excluding weekends and Holidays)

### CUSTOMER INQUIRIES

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### INDUSTRIAL WATER RATES (EFFECTIVE JAN, 2025)

Minimum	\$100.00
0 - 1,000 gallons	\$8.65
1,001 - 3,000 gallons	\$8.71 per thousand gallons
3,001 - 10,000 gallons	\$8.82 per thousand gallons
10,001 - 50,000 gallons	\$8.93 per thousand gallons
50,001 - 100,000 gallons	\$9.09 per thousand gallons
Over 100,000 gallons	\$9.25 per thousand gallons

### POLICIES

When a customer purchases any property on the water system and applies for service, we must receive the following:

- A copy of the Warranty Deed showing proof of ownership.
- Complete our Membership Application.
- Any property without current service must first pay a nonrefundable engineering fee. Then, our engineer will review their application to determine whether the District can supply water to their location.
- All previous charges on the property must be paid in full before the account is transferred to the new owner. Any unpaid amounts go with the property.
- If your bill has been past due for 90 days, your meter will be pulled. After the meter is pulled, you have 90 days to reinstate your service by paying the back balance plus a \$500.00 reinstatement fee. If not paid before the deadline, your membership will be canceled, and you will be required to pay \$3,125.00 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 a report will be filed with local law enforcement.

### RENTERS

If this is a rental property and the owner wants the occupant on the billing, the renter must complete a non-refundable charge of \$200.00 and proper paperwork. If the account becomes delinquent for ninety days, the owner's membership will automatically be canceled. The owner and tenant are responsible for promptly informing the office of move-ins or move-outs.

### NEW MEMBERS

New Industrial Memberships start at \$3,125.00. If a bore or line extension is required, additional fees may apply. If an Owner requests to cancel their Membership, they must sign a forfeiture request form. Once signed, a new membership, at current cost, must be established if water service is desired. If the former owner does not cancel the Membership and wants to transfer to the new owner, a \$100.00 transfer fee applies.

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

This system belongs to all water users, and our water bill is based on the amount required to operate it and repay our loans. This public water system is subject to State Health Department regulations.

BY-LAWS are available upon request.

REVISED 1/01/2025\*

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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 \$325.00 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.

If a line extension is required 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

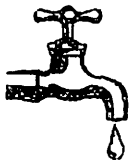
RECEIPT OF POLICIES AND PROCEDURES

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 / COMMRCIAL		_____ 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, or 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**

I do not wish to furnish this information.

**Race/National Origin.**

*(Select one or more)*

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Black or African American

Hispanic or Latino

White

Other: \_\_\_\_\_

Sex:  M  F

**CO-APPLICANT**

I do not wish to furnish this information

**Race/National Origin.**

*(Select one or more)*

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Black or African American

Hispanic or Latino

White

Other: \_\_\_\_\_

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