



**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

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. All accounts must be paid no later than the 24th 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 April 1, 2024)

Minimum	\$20.00
0- 1,000 gallons	\$6.73
1,001 - 3,000 gallons	\$6.79 per thousand gallons
3,001 – 10,000 gallons	\$6.83 per thousand gallons
10,001 – 50,000 gallons	\$6.95 per thousand gallons
Over 50,000 gallons	\$7.78 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 \$1500.00 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 \$1,500.00. 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 8/20/2024*

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



COMMERCIAL POLICY AND PROCEDURES

TRI-COUNTY RURAL WATER DIST. # 2

Pottawatomie County, Oklahoma

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. All accounts must be paid no later than the 24th 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 April 1, 2024)

Minimum	\$30.00
0 - 1,000 gallons	\$7.35
1,001 - 3,000 gallons	\$7.41 per thousand gallons
3,001 - 10,000 gallons	\$7.51 per thousand gallons
10,001 - 50,000 gallons	\$7.62 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 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 \$3,000.00 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.
- 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 \$3,000.00. 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 8/20/2024*

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.

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 / 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

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



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