



Tulsa County Water District #14

400 1/2 N Valley Dr.
Sand Springs, OK 74063
Phone 918-245-1857

HTTP://TULSACO14.COM

APPLICATION FOR WATER SERVICE MEMBERSHIP "3/4"

The undersigned hereby makes application to Rural Water District #14, Tulsa County, for water service at and upon the premises described hereinbelow, and agrees to the following conditions.

1. Purchase or cause to be purchased one Benefit Unit Membership for each water service at the unit price of **Short Tap \$3,100.00, Long Tap \$3,900.00, Short Tap \$3,500.00, 1' Long Tap \$4,000.00, 2" Short Tap \$4,000.00, 2" Long Tap \$5,300.00**. This Benefit Unit Membership entitles the owner thereof to ONE waterline from the District's water system and such line shall serve only ONE RESIDENCE OR BUSINESS establishment, together with the necessary and usual outbuildings. After Three (6) months of unpaid service, tap will be forfeited and new service will be required for purchase.
2. Applicant agrees to execute an easement without monetary charge to the District for waterline and related purposes as required by the District.
3. Applicant agrees to assume and be bound by all the obligations imposed upon the holder of such Benefit Unit by the By Laws, Rules and Regulations, and Policies of the Rural Water District #14.
4. The Benefit Unit Membership follows the title of the land unless the owner of the land designates otherwise. All charges levied against the account must be paid before the Benefit Unit can be transferred to the new owner and the necessary transfer forms completed by the seller and buyer. This Benefit Unit Membership cannot be transferred to another location without the approval of the Board.
5. Receipt of **NEW TAP AMOUNT** will constitute a subscription for water service. This consideration paid for this Benefit Unit is a Membership Fee and is non-refundable. It is further agreed that the undersigned shall diligently undertake to have the premises prepared for service within 60 days, if such is not now installed, so that he shall be in a position to use the service. After that date, the subscriber shall commence payment for service.
6. Any waterline extension or road crossing required to obtain service will be the expense of the applicant and must be installed by the District or their assigns. All charges for this construction must be paid in advance.
7. Payment of the month's water bill is to be made not later than the 10th day of the month. Bills not paid by the 10th of the month shall be subject to a late charge. In the event the meter is not set, a minimum is due on the 1st of each month and shall be subject to a late charge if not paid by the 10th.
8. Applicant agrees to CLEARLY MARK desired location for the water meter setting on the property. If this location is not feasible, the meter will be installed at the closest point possible to the desired location.

THIS BENEFIT UNIT MEMBERSHIP SHALL ENTITLE THE OWNER THEREOF TO ONE SERVICE CONNECTION FOR THE FOLLOWING PROPERTY LOCATED IN: _____ COUNTY. LEGAL DESCRIPTION BEING: _____

PLEASE GIVE DIRECTIONS AND/OR DRAW A MAP SHOWING PROPERTY LOCATION ON REVERSE SIDE

REPRESENTATIVES OF THE DISTRICT OR THE STATE AND LOCAL HEALTH DEPARTMENT SHALL HAVE THE RIGHT AT ALL REASONABLE HOURS TO ENTER UPON CONSUMER'S PREMISES FOR THE PURPOSE OF INSPECTION AND ENFORCEMENT OF THESE PROVISIONS.

Present Phone # _____

Mailing Address _____

(PRINT) Property Owner's Name

Property Owner's Signature

Property 911 Address _____

Please notify office of address &/or phone changes.

Please check box if you want the District to wait to set the meter until notified.

DO NOT WRITE BELOW THIS LINE

Approved _____ Tap# _____

S# _____ Reading _____

H.D. Approval _____ Pressure _____

Date Installed _____ Supply _____

Board Officer

Date

Sheet # _____ S-T-R _____ Street Location: _____

Meter Location: _____

Comments: _____

Endangerment of Personal Injury and Safety

Whenever an employee (s) of RWD #14, Tulsa Co. while on duty (regular or overtime) is presented with an issue that he / she feels may be injurious to their safety or health when coming in visual and / or close contact with a domestic or wild animal / reptile, the following steps must be taken.

1. Leave the area!
2. Contact the Office immediately!
3. Request the office to contact the Tap owner/ renter/ lessee to remove/ restrain the domestic animal in question.
4. If the tap owner / renter / lessee, refuses to remove / restrain the domestic animal in question, they shall be informed that their request for district services will be denied.
5. In the event of a emergency situation exists and the Tap owner / renter / lessee refuses to comply with such request, law enforcement will be called to safely secure the area to enable the district employee (s) to safely perform their assigned duties.
6. Under no circumstances shall the district employee (s) attempt to resolve the issue on their own. Attempt to do so will result in disciplinary action.
7. In the event of visual and / or close contact with a viscous wild animal or reptile, leave the area until such area is felt to be safe to perform district duties.
8. It shall be the duty of the district employee (s) to prepare and present to the district manager a detailed written documentation of the event (s) and procedures that took place **ASAP**, preferably the same working day.



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Rules And Regulations

These Rules are issued in compliance with provisions of the Rural Water Districts Act of Oklahoma (82 Oki. St. Ann Sections 1301-1321), and the By Laws of the District and are designed to govern the supplying and taking of water service in a uniform manner for the benefit of the District and its members. They are subject to change from time to time. However, all such changes must be approved by the Board of Directors and mortgage holder if applicable. If a provision of the Rules conflict with a provision of the rate schedule, the provision of the rate schedule will prevail. If any portion of these Rules shall be declared invalid by competent authority, such violation shall not affect the validity of the remaining portions.

Threats or Aggressive Behavior

Threats or aggressive behavior toward District employees or Board members will not be tolerated. Any member who threatens or acts aggressively toward any District employee or Board member may be prosecuted to the full extent of the law and/or may have his/her membership revoked upon majority vote of the Board of Directors.

Definitions

The following expressions when used herein will have the meaning stated.

APPLICANT: Any individual, firm partnership, corporation or other agency owning land located within the District, applying for a water service membership.

APPLICATION FOR WATER SERVICE MEMBERSHIP: The contract between the consumer and the District, pursuant to which water service is supplied and accepted.

BOARD: The Board of Directors of Rural Water District #14, Tulsa County.

CONNECTION OF SECOND STRUCTURE: The structures shall be connected with an enclosure consisting of a roof, floor, and walls before it would be considered one dwelling or business. Anything less would require an additional membership.

CONSUMER: Any individual, firm, partnership, corporation or other agency receiving water from the District's facilities and owning or occupy land located within the District in favor of which one or more memberships have been approved.

ILLEGAL CONNECTION: Any unauthorized use of District's water, including serving additional dwellings and/or businesses. Make or cause to be made any connection between any pipelines, meters or other equipment in such a manner as to prevent any installed metering device from registering properly, or otherwise use water without the consent of the water district. To remove, alter, tamper with or knowingly allow such to any water line meter, meter seal or other equipment belonging to the district. A minimum of \$650.00 (six hundred and fifty dollars) or what board directors determine fine will be for any loss or damage.

POINT OF DELIVERY: The point of delivery shall be at the meter, unless other wise specified in the application for water service.

SERVICE: The term service when used in connection with the supplying of water shall mean the availability for use by the consumers of water adequate to meet the consumer's requirements. Service shall be considered available when the Board approves the membership application, regardless of whether or

General Rules

1. The supplying and taking of water will be in conformance with these Rules and the appliance rate schedule.
2. Applicants for service shall make application to the District. All new applications and relocation applications must be approved by the Board of Directors. No application or relocation will be approved without receipt of membership fee and/or relocation fee and a copy of filed deed as proof of ownership.
3. Before installing an extension, the Board may require that the applicant is in readiness to accept service.
4. All new applicants for membership shall provide the District with a completed Plumbing Inspection Certificate and County D.E.Q. approval of applicant's sewer system prior to meter installation. In the case of transfer of ownership, if no final septic inspection is on file at the DEQ office or our office, a walk over by the District shall be necessary and the fee for this must be paid by the applicant.
5. A standard service membership is for the sole use of the applicant or consumer, and does not permit the extension of pipes to transfer water from one property to another, nor to share, resell, or sub-meter water to any other consumer. If an emergency or specific situation should make such an arrangement advisable, it shall be done only on specific written permission of the Board for the duration of the emergency.
6. The District, through its Board of Directors, may make specific water service contracts with the Federal Government, the State of Oklahoma, or agencies thereof, school districts, and municipal corporations, differing from stipulations set out in the rate schedule and Rules. Such contracts must receive approval of the mortgage holder.
7. Representatives of the District shall have the right at all reasonable hours to enter upon consumers' premises to read and test meters, inspect piping, and to perform other duties for the proper maintenance and operation of service, or to remove its meters and equipment upon discontinuance of service by consumers.
8. The District will make all reasonable efforts to supply continuous uninterrupted service. However, it shall have the right to interment service for the purpose of making repairs, connections, extensions, or for other necessary work. Efforts will be made to notify consumers who may affected by such interruptions, but the district will not accept responsibility for losses, which occur due to such necessary interruptions.
9. The District does not accept the responsibility for losses, which might occur due to interruptions to service, caused by storms, strikes, floods or other causes beyond its control.

10. Water taps that go without service for more than 3 months will be forfeited to the district and any new service taps will be charge the new service tap fee or what is deemed necessary for reconnection.

11. There shall be no cross-connections made or maintained between the water system of the District or any other system (private or otherwise) and all new structures constructed within the District shall prior to service connections, comply with the plumbing standards of the State of Oklahoma. In addition, all sewage disposal systems shall comply with the standards specified by the D.E.Q. of Oklahoma. Representatives of the District, the State, and local Department of Environmental Quality shall have the right at all reasonable hours to enter upon consumer's premises for the purpose of inspection and enforcement of these provisions. Violation of this provision shall constitute cause for disconnection of consumer's service.

Meters

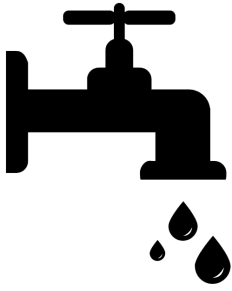
1. Meters will be furnished, installed, owned, inspected, tested and kept in proper operating condition by the District, without cost to the consumer. A complete record of tests and histories of meters will be kept. Meter tests will be made according to methods of American Waterworks Association by the District, as often as deemed necessary by its Board of Directors.
2. Service meters whose errors do not exceed two (2%) percent fast or slow shall be considered as being within the allowable limits of accuracy for billing purposes. The percentage of error will be considered as that arrived at by taking the average of the error at full load and that at ten (10%) percent load.
3. Meter tests requested by consumers will be performed without cost to the consumer if the meter is found to be in excess of two (2%) percent inaccurate. Otherwise the consumer for whom the requested test was made will be charged a fee for the test. This charge will be determined by the Board.
4. Meters shall be set in accessible places on the outside of buildings, approximately eight feet inside the property from the District's main line, except where otherwise directed by the District.

Consumer's Responsibility

1. The consumer shall be responsible for any damage to the meter installed for his / her service for any cause than normal wear and tear.
2. It shall be the consumer's responsibility to anticipate changes of occupancy, and to have his/her membership transferred to the new consumer as prescribed in the By Laws. Until the membership is formally transferred, the original holder shall be responsible for payment of service. All charges levied against a membership must be paid before the membership can be transferred, or service resumed where there has been a suspension.
3. All main line extensions necessary to bring water to a customer's property will be the expense of the customer. After the amount of charges is determined by the District, these charges will be collected in advance of construction and deposited into a operating account until construction has been completed. These funds will then be transferred into the District's GF account. All main line extensions will be constructed by the District or their assigns.

4. An applicant owning property with road way and/or section line frontage must give the District an easement for the purpose of waterline installation along the full frontage before meter is installed.
5. All extensions for more than two water taps to serve two or more parcels of land must have plans drawn up by the District's Engineer at the applicant's expense and must comply with the District's Developer Requirements.
6. The Water District will cause members meters to be read monthly and mail a bill to member listed on the account around the 26th and 27th of each month. Payment of the bill is to be made not later than the 10th day of the month. Bills not paid OR with balances of that equal to the minimum charge will be assessed a late charge after the 10th of the month. If member is not prepared for service and meter cannot be installed, member will be billed the minimum each month. **IF YOU DO NOT RECEIVE YOUR BILL BY THE 10th OF THE MONTH, *CONTACT OUR OFFICE. Failure to receive bill does not relieve the customer of his responsibility to pay.***
7. The reconnection charge for restoration of service, if reconnection is authorized and approved under the provisions of the By Laws of the District, after each suspension of service because of delinquent payment or for other infraction of these Rules, shall be the unpaid amount charged to date against the consumer's account, plus a sum to cover the reasonable cost of labor necessary to make such reconnection. This fee shall be determined by the Board.
8. In the event that a member has a water leak it is the members responsibility for any loss of water and is also the members responsibility to contact a plumber to service their leak, and the after hours emergency line for Water District #14 or office and make contact with employee via voicemail or contact. After-hours emergency line will contact customer back if message was left within 24 hours. Member will be responsible for water usage no ***exceptions. SERVLIN PROTECTION PROGRAM IS OFFERED TO MEMBERS TO USE IF MEMBER HAS OPTED IN FOR LEAK PROTECTION. SERVLIN WILL BE ASSITANCE TO MEMBERS WITH HELP PAYING FOR LEAK BILL- COVEDRAGE ON THEIR WATER BILL WHEN REQUESTED INFORMATION IS PROVIDED.***
9. **RECORD REQUEST**– Records can be requested during regular business hours and will be provided within 30 days of fulfillment (process time subject to change depending on demand and current projects at the Water District). Record request is \$15 an hour for paper research and \$1.00 a page.

Revised and Amended
02/10/2023



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SELLER TRANSFER FORM

This is to advise that I have sold my property located at:

Property Address

Legal Description

with water tap # _____ to:

New Owner _____

Address _____

City, State, Zip _____

Phone _____

The effective date of this transfer of ownership of this property is, _____. If this date is after the 15th of the month, send payment for subsequent month. Meter reading as of the date of transfer is _____. It is understood that this account must be paid current and a \$150.00 transfer fee paid before the transfer can be completed.

Sellers Name (Print Please)

Address

City, State, Zip

Seller's Signature

Phone

Approved _____



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PLUMBING INSPECTION CERTIFICATE

SERVICE LINE

Property Owner: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Legal Description of Property : _____

County: _____ 911 Address: _____

NEW CONSTRUCTION

Inspection Completed By: _____

(Licensed Plumber)

Address: _____

Street

City

State

Zip

License #: _____ Phone #: _____ Date of Inspection: _____

Comments: _____

Inspector's/ Licensed Plumber's Signature

EXISTING HOME AND/ OR PLUMBING

Please mark if existing home and/ or plumbing

Property Owner's Signature

Plumbing inspection certificate to be completed by:

Property located in Tulsa County:

1. *A licensed plumber must make inspection of service and complete Plumbing Inspection Certificate*

Property located in Wagoner County, Jenks City limits, Bixby City Limits, Glenpool City Limits, or Tulsa County (but outside Tulsa City Limits) :

1. *A copy of the inspector's Approval and a copy of the Building permit.*
2. *Inspector's "Top Out" Approval*
3. *A licensed plumber make inspection of service line and complete Plumbing Inspection Certificate.*



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NEW CUSTOMER TRANSFER AGREEMENT

The Undersigned hereby agrees to the following conditions:

1. This Benefit Unit Membership entitles the owner thereof to not exceed ONE waterline from the District's water system and such line shall serve only ONE residence OR business establishments, together with the necessary and usual outbuildings. If you add another home or business, you must apply for a second membership. All illegal connections will incur a \$650.00 fee.
2. Customer agrees to assume and be bound by all of the obligations imposed upon the holder of such Membership by the By Laws and Rules and Regulations of Rural Water District #14, Tulsa County, Oklahoma.
3. The Benefit Unit Membership follows the title of the land unless the owner of the land designates otherwise. All charges levied against the Membership Account must be paid BEFORE the Membership can be transferred to a new owner. This Membership CANNOT be transferred to another location without the approval of the Board of Directors of said Rural Water District.
4. The Water District will cause members meters to be read monthly and mail a bill to member listed on the account around the 1st of each month. Payment of the bill is to be made not later than the 10th' day of the month. Bills not paid OR with balances of that equal to the minimum charge will be assessed a late charge after the 10th of the month. If member is not prepared for service and meter cannot be installed, member will be billed the minimum each month. **IF YOU DO NOT RECEIVE YOUR BILL BY THE 10TH OF THE MONTH, CONTACT OUR OFFICE.**
5. Customer further agrees that the water will not be plumbed to any dwelling for household use until an approved final inspection has been made on the sewage system by the Department of Environmental Quality (DEQ) before covering the system.
6. The Benefit Unit Membership shall entitle the owner therefor to one service connection for the following property located in _____ County, Oklahoma, LEGAL DESCRIPTION OF PROPERTY BEING:

7. Representatives of the District or the State and Local Health Department shall have the right at all reasonable hours to enter upon consumer's premises for the purpose of inspection and enforcement of these provisions.

Tap #: _____

Meter Reading: _____

Transfer Fee- \$150.00: _____

Mailing Address: _____

Approved: _____

Owner (PLEASE PRINT)

Owner's Signature Date

Phone: _____

Collections and Water Disconnection Policy for Water Improvement District #14

The bill is due on the 01st of every month. If you do not receive the bill, please call us and we will give you your current account information. Please note, if you did not receive a bill in the mail, it is your *responsibility* to call and find out account information. It is not an excuse for non-payment. Late fee's are applied after the 10th of every month.

Before the 10th of the month you need to call our office and request an arrangement you must talk to one of the office personal, please do not just leave a message on the voicemail. Failure to honor an arrangement , will constitutes no further arrangements in the future.

On the third week of each month, we will disconnect water service if we have not received a payment or there are no arrangements on your account, no exceptions.

If you end on the cut off list there is \$100 collection fee applied to your account for a lock and unlock fee once work order has been issued to Lock meter,

NO EXCEPTIONS.

You must pay the past due on your account and the fees for your water service to be reconnected.



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BOARD OF DIRECTORS

Ronald Doss	Chairman
Charles Breshears	Member-Treasurer
Chad Fleming	Member

Trash Services American Waste

(918) 582-1147

SERVLINE

(918)-514-5161

TULSACO14.COM

To New Customers:

We, the Board of Directors would like to welcome you to the Water District. We are providing this information sheet to answer the most frequent questions.

The District is an independent water district that was formed by the property owners in the 1940' s. The District purchases water from the City of Sand Springs. The water is treated thru the City's filter plant before it goes through the District's water lines. The District has the Tulsa County Health Department to test the water from different site locations once a month. The office hours are Monday- Friday, 9:30 AM to 4:00 PM. There is an after-hours mail slot in the door for your convenience in paying after office hours. We ask that you pay with a check or money order when using the after-hours slot. If you have any questions concerning your account, or a service problem, please call the office at 245-1857; during regular business hours.

All new services are required to have a Membership fee of \$150.00 before the water can be turned on, this must be paid . This must be paid at the time your service is started. There will be a \$25.00 new connect fee charged to your account on the first bill. The office will require you to fill out an information sheet when you pay your membership fee. If at such time you decide to move from the District you will need to notify the office that you are moving. We will need a forwarding address plus a phone number where you can be reached so that your final bill can be forwarded or any amount left will be property owners responsibility. ***(HOME OWNERS TAKE NOTICE) The property owner is responsible for all bills that are left at the meter and to resume service if balance is/was left.***

The billing is sent out the 26th or 27th (unless it falls on a weekend) if so it will go out the day after. The monthly bills will go out in the mail each month and the bill is due on the 01st of each month. Failure to pay the bill by the 3rd week of the month will cause the meter to be turned off and a \$100.00 collection fee will be applied once work order has left office for meter to be locked ***NO EXCEPTIONS.*** This must be paid before the water service can be restored. ***Failure to receive the bill will not extend the turn off date.***

During the winter if the weather is too inclement, the meter will be estimated, if this should occur your bill would be averaged. There will be an adjustment made on your next bill if it was over or under estimated. There will be a \$35.00 call out fee charged if you need the water turned off or on after 4:00 P.M.

EMERGENCY SERVICE FEES

\$5.00 per month Emergency Medical Service Fee, this is mandatory per City of Sand Springs.

The ordinance also includes two optional fees and if you do not want to participate in them you will have to come into the office and sign the op-out form that is provided by the Sand Springs Fire Department. THE MONTH OF JUNE IS THE ONLY TIME YOU CAN OPT-OUT OF THESE PROGRAMS.

The two optional programs are as follows:

\$1.00 per month for EMSA TOTAL CARE, which would cover all out-of-pocket emergency ambulance services. This includes each member of the household and is for people with or without health insurance.

\$5.00 per month for fire subscription service, Which would cover all out-of-pocket expense for a fire run. (The fire department said the average cost for a fire call out-side the city limits is approximately \$2,000.00).

The total cost of all 3 services will be \$11.00 per month.

Sincerely,

Board of Directors

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

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 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 the information, nor on whether you choose to furnish it. However, if you 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:

APPLICANTS

_____ I do not wish to furnish this information

Race/National Origin:

(Select one or more)

- _____ American Indian or other Alaskan Native
- _____ Asian
- _____ Native Hawaiian or other Pacific Islander
- _____ Black or African American
- _____ Hispanic or Latino
- _____ White
- _____ Other (specify) _____

Sex: Female Male

CO-APPLICANT

_____ I do not wish to furnish this information

Race/National Origin:

(Select one or more)

- _____ American Indian or other Alaskan Native
- _____ Asian
- _____ Native Hawaiian or other Pacific Islander
- _____ Black or African American
- _____ Hispanic or Latino
- _____ White
- _____ Other (specify) _____

Sex: Female Male

TO BE COMPLETED BY THE INTERVIEWER:

This application was taken by: Face to face interview By telephone By mail

_____ Applicant's Name (print or type)

_____ Co-Applicants Name (print or type)

_____ Interviewer's Name (print or type)

Interviewer's Signature _____

Date: _____