

Myrtle Springs Water Supply Corp.

P. O. Box 99

Canton, TX 75103

PWS 2340014

Telephone: 903-865-8402

Updated/revised July 2022

Welcome to Myrtle Springs Water Supply Corporation, a member owned, non-profit Corporation, governed by a Board of Directors comprised of member-owners who are elected by the member-owners.

Within the member-owned Corporation, each member is treated equally, with the Board of Directors, staff and Members adhering to the terms of our Tariff (our governing document which is on file with the State of Texas) and to applicable laws set forth by the federal and state governmental agencies.

Our Tariff requires that we must have the following information from each new member:

1. A completed **Service Application and Agreement**. This form is a U.S. Department of Agriculture, Rural Development (USDA-RD) form which we use because we have federal loans; therefore, we must comply with USDA-RD guidelines. **This form must be completed in its entirety.**
 - a. Complete the first page including address of the property or legal description of the property; the mortgage holder's name, address, and phone number.
 - b. Please read the Application/Agreement (pages 2-4 and place your initials on each of the blank line throughout the document indicating that you have read the following passage(s) and understand what you have read. If you have questions, please do not hesitate to ask our staff to give you an explanation.
 - c. The last two paragraphs on page 2 do not apply to most applicants. This information relates to expansion projects for which the Corporation has made application to USDA-RD for loans and/or grants.
 - d. The Corporation does require each new member to install a service isolation valve (water cutoff valve) separate from the meter on the member's side of the meter.
 - e. The Corporation's responsibility to require inspection to protect all members from contamination and pollution is discussed on page 3 in the third and fourth paragraphs and the first paragraph on page 4. These inspections are requirements of the federal Environmental Protection Agency (EPA) and the Texas Commission for Environmental Quality (TCEQ). Please note that these inspections are not plumbing inspections and must be performed by people specifically licensed to do a Customer Service Inspection. Corporation personnel can do these inspections for a \$75.00 fee, which must be paid in advance. If the inspection is performed by a licensed private contractor the original of the inspection form must be submitted to the Corporation within a specified period of time.
 - f. If more than one person jointly holds title to the property through marriage, inheritance, purchase or other means, the Corporation requires that each person who holds a legal share of the property sign the Application/Agreement. Failure

Myrtle Springs WSC is an equal opportunity provider and employer

or refusal to sign the Application/Agreement does not relieve any of the deed holders of financial responsibility to the Corporation.

2. A completed **Right of Way Easement** is also required from each new or current member installing additional meter(s). Again, all information must be completed on the easement; and, each person holding a legal claim to the property must sign the Right of Way Easement in the presence of a Notary Public.
3. The Corporation must have on file a copy of the **Warranty Deed** to the property where the meter is to be installed. The meter may not be moved to another property at any time. If the property is sold, the member may 1) get a refund of their membership fee after all outstanding fees have been paid; or, 2) transfer membership to the purchaser. **NOTE: The membership fee is the only portion of the cost to obtain a meter that is ever refundable.**
4. A **copy of a valid drivers' license or identification** for each person holding a legal interest in the property.
5. Because the Corporation is subject to the Open Records Act, we recommend that you complete a **Confidentiality of Utility Records** form. By doing so, we will not be required to release information about you to persons other than those listed in the explanation at the top of the form.

Rate and Fees are set by the Corporation's Board of Directors. If you disagree with any issue, including the fees as set, that cannot be resolved with the Corporation's Management, you are invited to attend a Board of Directors' Meeting usually held at 5 p.m. the fourth Tuesday of each month in our office located at 821 VZCR 3202.

At the beginning of each meeting, a time is set aside for members to voice their concern and share their ideas. However, unless the topic the member is addressing is specifically stated on the posted meeting agenda, the Directors may not take any action until the following meeting, if so decided. If you wish for your topic to be discussed and with a possible resolution at the initial meeting you attend, a written request asking that your topic be placed on the agenda must be received at least one week prior to the meeting date.

New members who join the Corporation must establish parity with existing member by paying the following current fees for a **standard service**:

Membership Fee (5/8" x 3/4" meter)	\$ 150.00
Fee to set meter	\$1,550.00
Equity Buy-In	<u>\$2,175.00</u>
	\$3,875.00

A payout plan is available to new members for only the three charges listed above. For standard service at \$1,812.50 of the basic New Service Charge must be paid at the time the Service Application and Agreement is submitted to the Corporation, with any additional charges being paid prior to the meter being set. The remaining \$1,812.50 may be paid out over the first three months of membership in installments of \$604.16 the first two months and \$604.18 the third month.

If a road bore, a line extension, a backflow preventer, a larger than standard meter, or any combination thereof is required, there will be additional charges which must be paid prior to installation of the meter.

Charges for the additional work will by:

Customer Service Inspection	\$_____ \$75.00_____
Meter (larger than standard)	\$_____
Add'l Parts	\$_____
	\$_____
	\$_____
	\$_____
Add'l Labor	\$_____
	\$_____
	\$_____
Road Bore	\$_____
Line Extension	\$_____
Equipment Rental	\$_____
Admin Fee	\$_____ \$50.00_____
Other charges	\$_____
TOTAL	\$_____

I have read and understand the information provided in this document. Further, I have completed all of the forms with my information accurately recorded. I understand that:

- a. **If any information changes, such name of mortgage holder, responsible parties for the account, telephone numbers, billing address, etc., I will notify Myrtle Springs Water Supply Corporation; and,**
- b. **I have until _____ to provide all required information to Myrtle Springs Water Supply Corporation. If required documentation is not received by the specified date, my water service will be discontinued.**

Signature

Date

****NOTARIZE ON BACK****

BEFORE ME, the undersigned, a Notary Public, on this day personally appeared

Known to me to be the person(s) whose name(s) is (are) subscribed to the foregoing instrument and acknowledged to me that he (she) (they) executed the same with accurate information for the purposes and consideration therein expressed.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____
day of _____, 20_____.**

Notary Public for the State of Texas

(SEAL)