

February 17, 2023

Dear Stewartsville Customer:

Welcome to the Missouri American Water family! We are thrilled to have you as a customer. We are proud to be your new water and wastewater provider since February 17, 2023.

The transfer of your water and wastewater service accounts is being completed. There are no additional steps you need to take for your service to continue. Billing information is being transferred to our system. If you have a non-emergency question about the transition of your water and wastewater service, you may email us at **welcomemoaw@amwater.com**.

Your first bill from Missouri American Water is scheduled to arrive the week of March 20. A sample bill is enclosed for your reference. This bill does reflect the current water and wastewater rates.

#### **MYWATER: CUSTOMER SERVICE AT YOUR FINGERTIPS**

Below are helpful tips as we transition to being your water and wastewater service provider. This information can also be found on our website at **missouriamwater.com > Customer Service & Billing**.

As a customer of Missouri American Water, you have access to a self-service website called MyWater that allows you to manage your account and get emergency updates any time, day or night. With MyWater, you can pay your bill, turn water service on and off and track water usage history. When emergencies do occur, be sure you have access to the most up-to-date information by also signing up for alerts.

Signing up for MyWater is easy, free and simple! After you receive your first bill in the mail, visit missouriamwater.com and click on "Sign Up" in the "Login to MyWater" box in the top right corner. Make sure you have your Missouri American Water account number handy, which is listed on the top corner of your bill.

MyWater provides you with 24/7 payment ability. With MyWater, you can view and pay your bill, manage your account, set up paperless billing, and enroll in Auto Pay. Payments can also be made by phone or via mail. You can also pay by cash, check, or credit card. To learn more about these options, please visit **missouriamwater.com**. You can also contact customer service at **866-430-0820**.

#### YOUR SERVICE

Missouri American Water operates under regulations established by the Missouri Public Service Commission (MoPSC). If you believe we have not responded to an issue in a satisfactory manner, you have the right to request that the MoPSC review the unresolved issue. You may contact them at:

Missouri Public Service Commission Governor Office Building 200 Madison St, PO Box 360 Jefferson City, MO 65102-0360 800-392-4211 or psc.mo.gov

continued on reverse

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Missouri American Water 3524 S. Leonard Rd St. Joseph, M0 64503 P 1-866-430-0820 missouriamwater.com

#### APPENDIX L - Attachment L3 Page 2 of 23

Included in this packet you will find a copy of our new customer brochure, cross connection letter, understanding your bill, and our rights and responsibilities brochure, which provides specific information about our policies regarding your water and wastewater service with us. It defines your rights and responsibilities and provides information about your bill, how to pay your bill and who to contact for questions regarding your service.

Our team of dedicated professionals is committed to providing exceptional water, wastewater and customer service. From customer service representatives to plant operators, our employees recognize the critical role they play in meeting your daily water and wastewater service needs. You will notice our employees are easily recognizable as they wear uniforms and carry company identification.

As a subsidiary of American Water, we have been providing reliable service to Missourians for more than 140 years. We are a proud community partner, dedicated to making your customer experience a pleasant one. We look forward to serving your community.

Sincerely,

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Jody Carlson Senior Manager Operations Missouri American Water

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APPENDIX L - Attachment L3 Page 3 of 23

## CUSTOMER RIGHTS & RESPONSIBILITIES



MISSOURI American Water

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#### YOUR RIGHTS AND RESPONSIBILITIES AS A CUSTOMER OF MISSOURI AMERICAN WATER

#### IF YOU HAVE A QUESTION OR COMPLAINT

Missouri American Water customer service representatives are dedicated to handling every customer inquiry with attention and care. Our goal is to answer your question or resolve your issue quickly and effectively. We encourage customers to call us at 866-430-0820 as soon as an issue arises. Representatives are available anytime for emergencies, and Monday through Friday from 7 a.m. to 7 p.m. for non-emergency calls.

#### **BILL PAYMENT**

Bill payments are due 21 days after the billing date. The due date is printed on the front of the bill. A delinquent charge may be applied to all accounts not paid in full by the due date. Bills become delinquent after the due date stated on the bill. If the bill is not paid, service may be disconnected.

#### DISCONTINUANCE AND RECONNECTION OF SERVICE

We will mail a written notice at least 10 days before we discontinue service for water customers (including customers that are both water and wastewater customers of Missouri American Water), and at least 30 days before we discontinue service for wastewater-only customers. The notice explains the reason for the discontinuance of service and the amount of money owed in the case of a past due bill. For wastewater customers, the 30-day notice may be waived if there is any waste discharge that might be detrimental to the health and safety of the public or cause damage to the wastewater system.

If you receive a notice, please take immediate action to avoid service discontinuance. Call our Customer Service Center at 866-430-0820. We will restore service when the bill has been paid or the conditions that caused the disconnection have been corrected. There is a reconnection fee. If you will be absent from your home or business for a period of time, you may avoid discontinuance of service by:

- 1. Forwarding your mail to an address where your bill will reach you.
- 2. Signing up for automatic payment.
- 3. Requesting termination of your service.

#### QUESTIONS ABOUT BILLING ACCURACY

For questions about billing accuracy, please contact a customer service representative at 866-430-0820.

#### **CUSTOMER DEPOSITS**

Missouri American Water does not require customer deposits.

#### READING METERS FOR ACCURATE BILLS

Missouri American Water makes every effort to obtain an actual meter reading as the most accurate way to calculate your bill. However, there are times when we may have to estimate usage. For example, adverse weather may prevent meter readings. When it is necessary to estimate usage, Missouri American Water will comply with the bill estimation procedures prescribed by PSC rules 20 CSR 4240-13-020(2)(C). The difference between the estimated bill and your actual usage will be automatically adjusted on your bill following the next actual meter reading.

Outdoor meters should not be opened, as they are sometimes difficult to re-seal properly. If you want to read your meter, you will find a numerical odometer-type meter (similar to the device that records miles traveled in a car). The odometer-type meter readings show the gallons used with a series of numbers in a small window. You can calculate the difference between readings to determine the number of gallons used. Your bill shows usage in terms of gallons. Please see our website for more information about how to read your meter.

#### **COMPLAINT PROCEDURES**

If you have a question about your bill that we cannot resolve to your satisfaction, you may pay the bill in full and Missouri American Water will credit any overpayment if the matter is resolved in your favor. If you do not pay the bill in full, Missouri American Water and the Missouri Public Service Commission (MoPSC) have complaint procedures in place that are available to customers to resolve disputes and avoid service discontinuance.

- 1. Customers must register a complaint by phone or in writing at least 24 hours before the date stated in the notice of discontinuance.
- 2. Within four days after registering the complaint, the customer must pay the part of the bill not in dispute. If the company and the customer cannot agree on the undisputed amount, at the company's discretion, it may be set at 50 percent of the disputed bill or at the amount of the customer's bill during the same time a year ago.
- 3. Missouri American Water will thoroughly investigate the complaint and attempt to resolve the problem. If, at the conclusion, the customer is still dissatisfied, we will mail a written notice explaining the MoPSC's informal complaint process. Informal complaints must be made to the MoPSC within five days after the date of the notice to avoid service disconnection. Informal complaints can be made by phone at 800-392-4211 or through the MoPSC's website at psc.mo.gov.
- 4. The MoPSC staff will investigate the informal complaint and issue findings. Missouri American Water or the customer may elect to file a formal complaint following the issuance of the finding.
- 5. A formal customer complaint must be filed within 30 days of the MoPSC findings to avoid disconnection. Formal complaints must follow specific rules set out in the MoPSC's Rules of Practice and Procedures, which is available on the MoPSC website at psc.mo.gov.

#### MISSOURI PUBLIC SERVICE COMMISSION (MoPSC)

Missouri American Water operates under regulations established by the MoPSC. If you feel we have not responded to your issue in a satisfactory manner, you have the right to request that the MoPSC review the unresolved issue. You may contact the MoPSC at:

Missouri Public Service Commission Governor Office Building 200 Madison Street, PO Box 360 Jefferson City, MO 65102-0360 800-392-4211 psc.mo.gov

#### OFFICE OF PUBLIC COUNSEL (OPC)

The OPC represents the interests of the public and utility customers in proceedings before the MoPSC and in appeals in the courts. You may contact the OPC at:

Office of Public Counsel Governor Office Building 200 Madison Street, PO Box 2230 Jefferson City, MO 65102-2230 866-922-2959 opc.mo.gov

From time to time, Missouri American Water's policies may change, so please visit our website at **missouriamwater.com** for the latest information.

# WELCOME NEW CUSTOMERS

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MISSOURI American Water

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#### APPENDIX L - Attachment L3 Page 7 of 23

WELCOME TO MISSOURI AMERICAN WATER! We look forward to serving you. Inside this booklet, you will find information on the following:

- Water and wastewater service
- System investment
- Emergency notifications
- Saving water and money
- Customer service
- Payment options
- Payment assistance program

For additional information, visit our website at **missouriamwater.com**.

#### APPENDIX L - Attachment L3 Page 8 of 23



RICHARD SVINDLAND President

#### A Message from Missouri American Water President RICHARD SVINDLAND

Dear Customer,

Welcome to Missouri American Water. We are proud to be your water and/or wastewater service provider. Our team of experts delivers high-quality drinking water to nearly one in four Missourians, and we also treat wastewater for thousands of homes and businesses to protect the environment. We're dedicated to providing our customers and communities with safe, clean, reliable and affordable water and wastewater service.

This guide will answer questions you may have about our company and the services we offer. We hope you will review its contents and keep it for future reference. If you have questions about Missouri American Water, please call our Customer Service Center at 866-430-0820.

Sincerely,

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RICHARD SVINDLAND President

APPENDIX L - Attachment L3 Page 9 of 23

## **PROVIDING YOU WITH HIGH-QUALITY WATER**

**Nothing is more important than the safety and quality of our water.** We work closely with the U.S. Environmental Protection Agency and the Missouri Department of Natural Resources to provide water that consistently meets or surpasses federal and state standards. To do this, we closely monitor our treatment process by performing more than 500,000 tests each year.

#### Our commitment to exceptional water quality is recognized in Missouri and across the country.

Our parent company American Water has received more than 150 awards for superior water quality. All six of Missouri American Water's surface water treatment plants are recognized by the Partnership for Safe Water, an honor achieved by less than 1% of all water utilities.



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We only have one environment, so we provide communities with scientifically proven solutions for the safe collection, treatment, and release of wastewater.

Below are a few examples of technology we implement:

- **Membrane Bioreactors:** A powerful and efficient solution for the treatment of wastewater.
- **Biological Nutrient Removal:** The removal of nutrients through an activated sludge system.
- **UV Disinfection:** Replacing chlorine with more environmentally friendly technologies for a safer, more efficient way to treat the water making it safe enough to return to the environment.

## INVESTMENT YOU CAN COUNT ON



We continuously monitor, maintain and upgrade our facilities so they operate efficiently and **meet all regulatory standards.** This requires investing in our treatment plants, tanks, pump stations, fire hydrants and metering equipment.



**Statewide, we invest more than \$200 million per year in water and wastewater system improvements.** Our ongoing commitment to investing in and updating our plants, pumps and pipelines helps provide safe, clean, and reliable service.



Missouri American Water uses a high-speed mass notification system to keep customers informed about water-emergencies and planned temporary service interruptions.

Make sure we can reach you by updating your contact information today through **MyWater** at **amwater.com/mywater** or by calling us at **866-430-0820**.

### CONVENIENT CUSTOMER SERVICE

We know you're busy, so we've made it easier than ever to manage your account online through **MyWater**:

**APPENDIX L - Attachment L3** 

Page 13 of 23

- Turn water service on and off
- Track water use
- Sign up for emergency alerts
- Manage your account
- View and pay your bill
- Set up paperless billing

Sign up today by visiting **missouriamwater.com**. You can also contact us at **866-430-0820** to speak with a U.S.-based customer service representative. Call anytime for a water emergency or 7 a.m. – 7 p.m. for non-emergency issues.



Missouri American Water offers a number of payment options to fit into your busy lifestyle.

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**AUTOMATIC PAYMENTS:** Pay your bill on time, every time. Each month, payments will be automatically deducted from your checking or savings account on the due date.



**PAY ONLINE**: Visit **amwater.com/billpay**. Be sure to have your 16-digit account number handy.



**PAY BY PHONE:** Call **855-748-6066** and use your Visa or MasterCard.



**PAY BY MAIL**: Send your payment and payment stub in the envelope provided. No cash, staples or paper clips.



**PAY IN PERSON:** Visit our website to find a location near you. Locations DO NOT accept payments by mail.



Sometimes customers face circumstances that stretch their financial resources. Missouri American Water is here to assist. Our customer service representatives will work with you on a plan to pay the balance of your bill over time. You may also be qualified to receive emergency assistance through our H2O Help to Others Program<sup>™</sup>, which is supported by voluntary donations from our customers and the company.

For more information about payment assistance options, contact our Customer Service Center at **866-430-0820** or visit us online at **missouriamwater.com > Customer Service & Billing > Payment Assistance Program**.



Our customer service representatives are dedicated to handling every customer inquiry with attention and care.



866-430-0820

Hours: 7 a.m.–7 p.m. For emergencies, we're available 24/7.



infomo@amwater.com



missouriamwater.com



11

APPENDIX L - Attachment L3 Page 17 of 23



727 Craig Road St. Louis, MO 63141

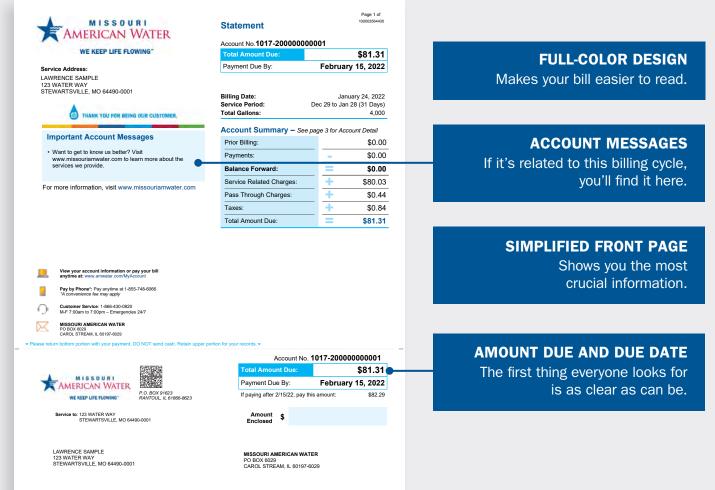
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APPENDIX L - Attachment L3 Page 18 of 23

### MAKING IT EASY TO UNDERSTAND YOUR NEW BILL

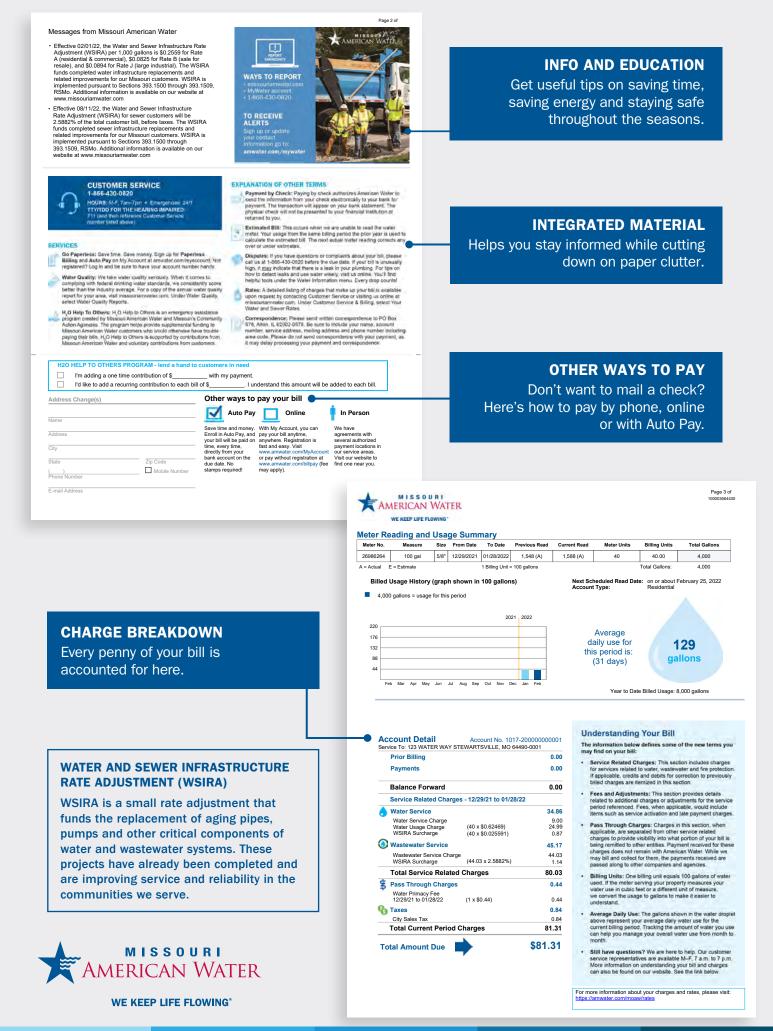
#### SIMPLE BILLING. ONE MORE WAY WE KEEP LIFE FLOWING.

At Missouri American Water, we offer a clear, simplified bill so that you can easily find the information you need. Here's a sample bill of what you can expect:



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#### APPENDIX L - Attachment L3 Page 19 of 23



### **CUSTOMER ASSISTANCE**

#### **APPENDIX L - Attachment L3** Page 20 of 23 MISSOURI American Water

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#### WE'RE HERE TO HELP

We understand it can be hard to get back on track once an account falls behind. If you are experiencing a financial hardship, we are here to help you. Please see below for several financial assistance options.



#### LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

The Low-Income Household Water Assistance Program (LIHWAP) is a temporary federally funded program that helps low-income families pay their water and/or

wastewater bills. LIHWAP provides grants of up to \$750 to help with:

- Current and past-due bills
- Threat of disconnection
- Disconnection and reconnection fees

Please visit mydss.mo.gov/utility-assistance/lihwap to learn more about the program requirements and application process in Missouri.



#### **H20 HELP TO OTHERS PROGRAM**

H2O Help to Others is an emergency assistance program created by Missouri American Water and Missouri's Community Action Agencies. The program helps provide supplemental funding to Missouri American Water customers who would otherwise have trouble paying their bills To find participating agencies, please visit missouriamwater.com > Customer Service & Billing > Payment Assistance Options.



#### ENHANCED INSTALLMENT PLAN

Missouri American Water is offering an enhanced installment plan for our customers through December 31, 2022.

You must set up an installment plan BEFORE your service is disconnected to maintain eligibility. Use our self-service web portal, MyWater, for fast and easy enrollment. If you have questions, contact us at 866-430-0820.



#### **BUDGET BILLING**

Budget Billing provides a fixed monthly payment over a period of 12 months, based on the residential customer's anticipated annual billing. You may enroll in Budget Billing online through MyWater, our self-service web portal.

#### WE'RE HERE FOR YOU

We can be reached at our Customer Service Center: 1-866-430-0820

Hours: 7 a.m.–7 p.m.

For emergencies, we're available 24/7.

For more information about Customer Assistance Programs, please visit missouriamwater.com > **Customer Service & Billing > Payment** Assistance Options.

APPENDIX L - Attachment L3 Page 21 of 23

## PROTECTING YOUR DRINKING WATER

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#### **TAKE OUR SURVEY**

You can help us determine if a current or potential cross connection exists.

Complete our survey online at: <u>https://forms.office.com/r/</u> ev07RvchV6

Or mail your completed survey (on the reverse) to: MISSOURI AMERICAN WATER Attn: Cross Connection Department 901 Hog Hollow Rd Chesterfield, MO 63017

Or email your completed survey to: moaw.crossconnection@amwater.com

Survey data helps us identify where backflow prevention devices may be needed and provides information on existing devices. If your response indicates an actual or potential cross connection, we'll contact you with steps to take to eliminate the hazard and protect yourself and the public.

#### **QUESTIONS?**

Please contact **Missouri American** Water's Cross Connection Department at 1-866-554-2912.

You can also find information at missouriamwater.com > Water Quality> Cross Connection & Backflow Prevention.

#### PROTECTING OUR DRINKING WATER SUPPLY IS EVERYONE'S RESPONSIBILITY!

**To help protect the public water supply,** Missouri American Water implements a cross connection control program as required by the Missouri Department of Natural Resources (MDNR).

#### WHAT IS A CROSS CONNECTION?

A cross connection is a physical connection between a possible source of contamination and the public drinking water system piping. This connection, if not properly protected, can lead to the contamination of the drinking water system through a backflow event – or when the flow of water is reversed.

Follow these tips to help protect our water supply:

- Have your backflow device tested by an MDNR certified tester.
- Be aware of, eliminate and/or isolate cross connections.
- Maintain air gaps on sinks.
- Do not submerge hoses or place them where they could become submerged.
- Use hose bib vacuum breakers on fixtures (hose connections in the basement, laundry room, and on outside faucets/spigots).
- Install approved backflow prevention devices on lawn irrigation and fire sprinkler systems.
- Do not create a connection between an auxiliary water system (well, cistern, body of water) and the water supply plumbing.

#### **CUSTOMER RESPONSIBILITY**

It is the customer's responsibility to ensure that unprotected cross connections are not created. Required backflow prevention devices must be tested to ensure they meet state requirements and must be maintained in operable condition.

#### CROSS CONNECTION SURVEY

Save a stamp! Complete the survey online in one of two ways:

• Scan the QR code:



Go to https://forms.office.com/r/ev07RvchV6

#### MAILING ADDRESS

Name:	
Business:	
Address:	
City/State/Zip:	

#### Please check the box that best describes your facility type:

- Private Residence
  - Automotive Maintenance
- Car Wash

- Educational
- Food Service
- Hospital
- Manufacturing
- Π Medical/Dental Clinic Mortuary
- Agricultural
- **Treatment Facility**
- Veterinary Clinic
- Apartment with \_\_\_\_\_
- Units Other

#### Please check the box or boxes that best describe your fire protection at your facility:

- None
- П This account serves private hydrants only (no fire sprinkler system in facility)
- □ This account serves an installed fire sprinkler system
- Fire sprinkler system has outside fire department connections for pumping into the system
- Fire sprinkler system contains antifreeze or other chemicals
- Fire sprinkler system is also supplied by an auxiliary source of water (i.e., pond, reservoir, or storage tank)

If backflow prevention devices are installed on your plumbing, fire protection or lawn irrigation, they are required by the Missouri Department of Natural Resources to be inspected annually and copies of the test reports be maintained on file with the water company. If current copies of the test reports are not on file with us, please attach copies of the test(s) to this survey.

Alternatively, mail your completed survey to:

**MISSOURI AMERICAN WATER Attn: Cross Connection Department** 901 Hog Hollow Rd Chesterfield, MO 63017

Or email your completed survey to: moaw.crossconnection@amwater.com

#### **PROPERTY LOCATION**

Address: \_

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email:

#### Please check the box or boxes that best describe the usage of water in your facility:

- Typical, such as bathrooms, drinking fountains, outside water faucets; household laundry or dishwashing appliances
- Private well(s) supplying any part of your facility
- Connected into a manufacturing process
- Connected into a chemical process or photo processing
- Connected into underground lawn sprinkler/irrigation system
- Connected into a swimming pool
- Connected into water-operated/cooled equipment/appliances/ boilers

If you have a backflow device installed on your plumbing, existing device information is needed. Please complete below and provide a copy of the most recent backflow test report(s). (If no backflow device is installed on your plumbing, please skip this section.)

Please circle device type: Manufacturer:				DCDA	
Serial #		Size:			
On line to:					
Please circle device type:	RP	RPDA	DC	DCDA	
Manufacturer:	Model:				
Serial #	Size:				
On line to:	Location:				
Please circle device type:	RP	RPDA	DC	DCDA	
Manufacturer:	Model:				
Serial #	Size:				
On line to:	Location:				

APPENDIX L - Attachment L3 Page 23 of 23



3524 S. Leonard Rd St. Joseph, MO 64503

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