

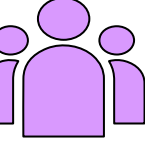








**FILES VALLEY WATER
SUPPLY CORPORATION**
P.O. BOX 127
ITASCA, TX 76055-0127

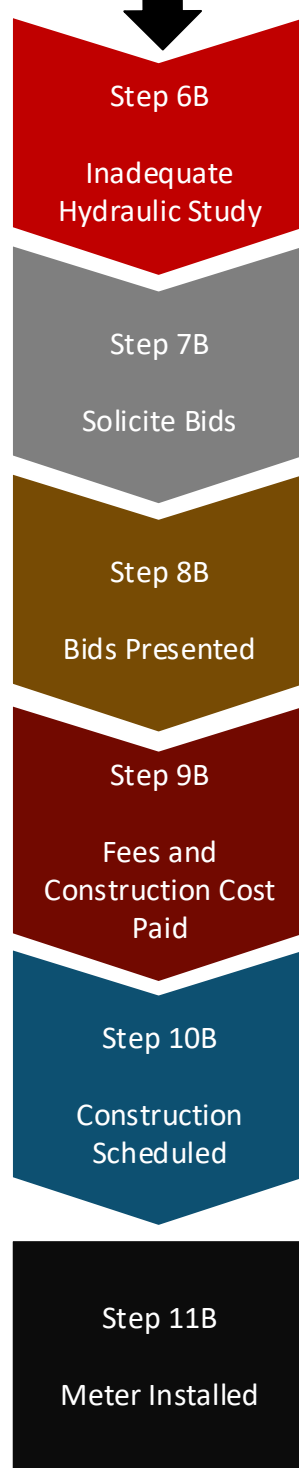
Steps for New Service





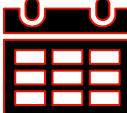



- Step 1**
Apply for Service
 Request new service by completing a new membership application.
- Step 2**
Hydraulic Study Fee
 New application will need to include hydraulic study fee.
- Step 3**
Onsite Meeting
 Onsite meeting scheduled to review and determine the location of the new meter.
- Step 4**
Hydraulic Request
 New meter location and other information provided, by Files Valley Water, to the engineer along with elevation changes and other geographic details.
- Step 5**
Hydraulic Analysis
 Engineer performs the analysis taking into account existing infrastructure versus the new service request.
- Step 6**
Hydraulic Results
 Engineer forwards the results of the hydraulic study to Files Valley Water.



- Step 6A**
Adequate Hydraulic Study
 If the existing infrastructure is adequate, then the remaining fees can now be paid.
- Step 7A**
Membership Fees Paid
 Payment received for:
* Membership Fee
* Tap Fee
* Equity buy-in
- Step 8A**
Meter Installed
 Request for new meter installation is sent for scheduling.



- Step 6B**
Inadequate Hydraulic Study
 Any line extensions, upgrades, road bores are reviewed with new service applicant.
- Step 7B**
Solicite Bids
 Meetings with contractors are coordinated by Files Valley Water to obtain bids.
- Step 8B**
Bids Presented
 New service applicant is contacted and presented the construction bids. Bids are honored for 14 days before repricing is needed.
- Step 9B**
Fees and Construction Cost Paid
 Payment received for:
* Membership Fee
* Tap Fee
* Equity buy-in
* Construction cost
- Step 10B**
Construction Scheduled
 Contractor is notified of winning bid and project is scheduled.
- Step 11B**
Meter Installed
 Construction is complete and new meter is installed.