

MEN
WATER SUPPLY CORPORATION

**NON-STANDARD SERVICE
APPLICATION
PACKET**

MEN Water Supply Corporation
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A Message to Non-Standard Service Applicants:

Over the years, Navarro County has grown to serve expanding residential, commercial, and industrial interests. As the area grows to become a major hub for commerce, residential and small commercial interests move into surrounding rural areas. Residential and light commercial development is quickly attracted to the small community atmosphere and quality of life. The MEN Water Supply Corporation is proud to serve these development interests in and around the Mildred, Eureka, and Navarro Communities.

Although MEN WSC supports growth and development of the rural community, it must also serve the interests of its members. As a member-owned, non-profit corporation, MEN WSC's mission is to provide the very best water utility service at the lowest possible cost to the consumer. Planned growth and development can serve to meet the needs of both the community and the goals of the utility. In an effort to meet these needs, the MEN WSC Board of Directors has initiated planning studies of its water system and considered the need to develop wastewater facilities. Plans are being made to expand the service capacity of the water system to meet projected growth through the coming years.

Balancing its efforts to meet development needs, MEN WSC has also implemented new development policies to insure fair and equitable development practices. The following package incorporates engineering, policy, and financial planning principles essential to the task of managing growth and development.

The Board's policy on serving the interests of growth and development is two-fold:

1. The corporation should pay for providing the "foundation" for system-wide growth through sound planning, design, and financial practices. This insures that the system's infrastructure meets current and future demands for service.
2. Site-specific growth and development should pay its own way in the expansion of the system's infrastructure to meet growth needs. This "growth pays for growth" policy is recognized and accepted by regulatory authorities and industry professionals as the fairest means by which utilities can meet planned development objectives. It truly represents a "cost-based" formula whereby costs are directly related to their origin.

As you contemplate your planned venture, we look forward to assisting you in meeting your development goals. Our staff and support group of industry professionals are ready and able to provide you with the information necessary for the successful evaluation of your water and/or wastewater utility needs. Please review this packet of information and complete the application form along with a final plat so that we may begin the process of helping you make your project a success.

Board of Directors
MEN Water Supply Corporation

Preliminary Instructions

Non-Standard Service is a term which simply means that your request for service is not a standard request. Your service offers the potential for significant additional demands on the MEN Water Supply Corporation's water and/or wastewater facilities.

All water/wastewater utilities struggle with meeting regulations for maintaining adequate service capacity. As your proposed project is evaluated, the Corporation concerns itself with its ability to provide the necessary capacity to meet your needs while continuing to provide adequate service to its existing customers. For this reason, the potential impacts on system capacity must be carefully evaluated, priced according to the need to maintain adequate capacity, and constructed to meet local, state, and federal regulations.

The following information is designed to assist you in understanding the policies and procedures associated with meeting the terms and conditions for non-standard service with the Corporation. As well, the application process is designed to assist the Corporation in evaluating your needs. Through careful evaluation, you can be assured that your interests will be adequately served while protecting the Corporation's physical and financial integrity. Through this process, everyone wins.

This application process can be simple or complex, depending on the nature of your service needs. Therefore, it is important to remember that the Corporation is available to assist you in completing this packet. We encourage you to schedule a session with the staff to work through the details of this process. Helping you through this process will save time and money. Please take advantage of this opportunity.

The Non-Standard Service Application Form is provided as the last page of this packet. You may copy, complete and return it to the Corporation. The staff can assist you in proper completion of the form, if necessary. The Corporation will date stamp the Application Form upon receipt and return a copy to you for your records. You will also need to provide a copy of an "approved" plat or map of your location, development, or facility to be served along with the application form. The Corporation staff will also advise you of the specific requirements regarding the plat. Following this page is a table indicating the sequence of events that the Corporation will follow to complete the application process. Once you have completed the Application Form and submitted an acceptable plat, the staff will walk you through the rest of the process. Depending on the complexity of your service request, this process may be modified to specifically serve the demands of your project. Be assured that the Corporation will apply the most streamlined process possible while maintaining consistency in policy application.

One final note: Providing water and wastewater services to the public costs money. In many cases, water/wastewater facilities are the single most costly component of projects such as yours. While such projects as yours can prove to be beneficial to the Corporation, the Corporation is not in a position to venture into speculative projects by extending its services for non-standard service applicants. If you are willing to pay your fair share of costs to provide service to your project, the Corporation will do everything in its power to make water/wastewater services cost effective. To this end, we offer our best wishes and support.

**Notice of Requirement To Comply With The
Service Extension Policy
of
The MEN Water Supply Corporation**

Pursuant to Chapter 13.2502 of the Texas Water Code, MEN Water Supply Corporation hereby gives notice that any person who subdivides land by dividing any lot, tract, or parcel of land, within the service area of MEN Water Supply Corporation, Certificate of Convenience and Necessity No. 10748, in Navarro County, Texas, into two or more lots or sites for the purpose of sale or development, whether immediate or future, including re-subdivision of land for which a plat has been filed and recorded, or requests more than two water or sewer service connections, or metering equivalents thereof, on a single contiguous tract of land, must comply with the MEN Water Supply Corporation Non-Standard Service Extension Policy (the "Subdivision Policy") contained in the MEN Water Supply Corporation's tariff.

MEN Water Supply Corporation is not required to extend retail water or sewer utility service to a service applicant in a subdivision where the developer of the subdivision has failed to comply with the Non-Standard Service Extension Policy (also known as Service Extension Policy or Subdivision Policy).

Among other requirements, the Non-Standard Service Extension Policy requires:
Formal application for service, and
Submittal of information necessary for complete evaluation of service needs;

Other applicable elements of the Extension Policy, depending on the specific circumstances of the Non-Standard or subdivision service, may include:

Evaluation by the MEN Water Supply Corporation of the impact the proposed service extension or subdivision will make on the MEN Water Supply Corporation's water supply and/or sewer service system and payment of costs for this evaluation;

Payment of reasonable costs or fees by the developer for providing water supply and/or sewer service capacity;

Payment of fees for reserving water supply and/or sewer service capacity;

Forfeiture of reserved water supply and/or sewer service capacity for failure to pay applicable fees, or take services within specified time period as set forth in non-standard service agreement;

Payment of costs of any improvements to the MEN Water Supply Corporation's system that are necessary to provide the water and/or sewer service; and

Design and construction of required on-site and off-site facilities by the MEN Water Supply Corporation and the dedication of required property, facilities, and rights-of-way for the subdivision by the developer upon approval and acceptance by the Corporation.

The MEN Water Supply Corporation's tariff and a map showing the MEN Water Supply Corporation's service area may be reviewed at the MEN Water Supply Corporation's office, at 121 N. Commerce St., Corsicana, TX 75110 or 8542 Highway 287 South, Eureka, TX. The tariff and service area map are also filed of record at the Texas Natural Resource Conservation Commission in Austin, Texas and may be reviewed by contacting the TNRCC, c/o Utility Rates and Services Section, Water Utilities Division, P.O. Box 13087, Austin, Texas 78711.*

**MEN Water Supply Corporation
Non-Standard Service Application
Chronology**

No.	Items/Tasks To Be Completed	Date Completed
1	MEN WSC Non-Standard Service Application Packet delivered to the Applicant	
2	Completed Non-Standard Service Application and acknowledged Service Extension Policy returned to MEN WSC; Application Form date stamped	
3	Applicable County Approved Subdivision Plat provided to MEN - Four (4) complete sets, or other acceptable plats/maps representing service area	
4	Application & Plat reviewed by MEN WSC Staff/Support Team for assessment and estimates of Service Investigation Fee	
5	Service Investigation Fee quoted to Applicant by MEN WSC	
6	Fee paid by Applicant, normally includes costs through contract preparation, if Applicant proceeds based on Preliminary Engineering Study estimates	
7	Preliminary Engineering Study and cost estimates completed by MEN WSC Engineer	
8	MEN WSC Project Manager analyzes Preliminary Engineering Study; preliminary terms of service agreement prepared for discussion	
9	MEN discusses project cost estimates and terms of service with Applicant	
10*	Applicant authorizes advertisement for bids to confirm construction costs	
11*	MEN WSC Engineer receives and opens bids; bidder qualifications and bonding evaluated. Best bidder is qualified by MEN WSC	
12*	MEN WSC & Applicant evaluate bids within scope of original estimates	
13	Applicant makes decision to proceed, requests Service Contract	
14	MEN WSC Project Manager completes draft of Service Contract	
15	MEN WSC Project Manager reviews Service Contract with MEN WSC & Attorney; makes necessary changes & completes formal draft	
16	Formal Service Contract Presented to Applicant **	
17	Applicant executes Service Contract; Applicant issues payment for service & meets other contract terms	
18*	Administrative issues completed, i.e. easements & off-site properties secured, contract awarded to lowest, best qualified bidder; contractor bonding & insurance secured	
19*	MEN WSC executes contract with construction contractor	
20	Preconstruction conference held; inspection procedures established	
21	Construction project begins	
22	Construction completed according to MEN WSC engineering specifications	
23	Construction tests completed and warranties initiated	
24	Applicant contract terms in full force; service provided under contract	

* These items shall only apply if project capital costs are estimated to exceed \$50,000.
 ** Presentation of the Service Contract to the Applicant represents written notice provided by the MEN WSC of the amounts to be paid to obtain service by the Applicant.