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# **WATER AND WASTEWATER UTILITIES ANNUAL REPORT**

**Docket No.** \_\_\_\_\_

(this number will be assigned by the Public Utility Commission after your document is filed)

*of*

Dillon Water Resources LP/Berry Oaks Water Company LLC

\_\_\_\_\_  
Exact Legal Name of Utility/Respondent

**12844**

\_\_\_\_\_  
Certificate of Convenience and Necessity (CCN) No.

*Submitted to the*



*for the*

**Calendar Year Ended**

**2014**  
\_\_\_\_\_

## Section 1: Utility Information

Utility Name Dillon Water Resources, LP - Berry Oaks Water Company, LLC

Address 11844 Bandera Road #421

Helotes, Texas 78023

Please check this box if your Official Address, which is noted on the enclosed letter, has changed.

Telephone Number (210) 688-3570 Fax Number (210) 695-3694

E-mail Address kelly@waterexploration.com

Contact Person Kelly Luckett Title Assistant

Check the business ownership entity of the utility as filed with the Internal Revenue Service

☐ Individual ☒ Partnership ☐ Corporation ☐ Nonprofit Association

## Section 2: Utility Background

Water CCN No.	<u>12844</u>
Number of PWSs	<u>1</u>
TCEQ PWS ID No.	<u>0460226</u>
TCEQ PWS ID No.	<u>N/A</u>
(if the utility has more PWS ID Nos., please indicate in Section 10)	
Number of Wastewater Systems	<u>N/A</u>
Sewer CCN No.	<u>N/A</u>
TCEQ Sewer Discharge Permit No.	<u>N/A</u>
TCEQ Sewer Discharge Permit No.	<u>N/A</u>
(if the utility has more Discharge Permit Nos., please indicate in Section 10)	

### Section 3: Revenues \* July 1, 2014 - Dec. 31, 2014

	Water	Wastewater	Total Water + Wastewater
<b>OPERATING REVENUES:</b>			
Utility Service/Sales	\$ 10,370.64		\$ 10,370.64
Fees (Tap, Reconnection, etc.)	\$ 150.00		\$ 150.00
<b>OTHER REVENUES:</b>			
Please Identify:			\$ 0.00
<b>TOTAL REVENUES</b>	<b>\$ 10,520.64</b>	<b>\$ 0.00</b>	<b>\$ 10,520.64</b>

### Section 4: Expenses \* July 1, 2014 - Dec 31, 2014

	Water	Wastewater	Total Water + Wastewater
Salaries & Wages			\$ 0.00
Contract Labor			\$ 0.00
Purchased Water	\$ 3,590.00		\$ 3,590.00
Chemicals for Treatment			\$ 0.00
Utilities (electricity)	\$ 3,353.23		\$ 3,353.23
Repairs/Maintenance/Supplies	\$ 8,572.30		\$ 8,572.30
Office Expenses	\$ 1,228.79		\$ 1,228.79
Professional Fees (Accounting, Legal)	\$ 5,446.90		\$ 5,446.90
Insurance			\$ 0.00
Depreciation & Amortization	\$ 19,866.42		\$ 19,866.42
Miscellaneous (describe in remarks below)	\$ 725.42		\$ 725.42
<b>Subtotal</b>	<b>\$ 42,783.06</b>	<b>\$ 0.00</b>	<b>\$ 42,783.06</b>
<b>Taxes:</b>			
Federal Income Taxes			\$ 0.00
Property and Other Taxes (Payroll, etc.)	\$ 1,061.87		\$ 1,061.87
Regulatory Expenses (Rate Case, Permits)			\$ 0.00
Other (describe in remarks below)			\$ 0.00
<b>TOTAL EXPENSES</b>	<b>\$ 43,844.93</b>	<b>\$ 0.00</b>	<b>\$ 43,844.93</b>

**Remarks:** Sample fees for water analysis

## Section 5: Operating Items

### Debt Information:

Annual interest expense on long and/or short term debt? \$ 0.00  
 Annual principal payment on debt? \$ 0.00  
 Annual interest rate on debt? 0 %  
 Annual debt principal and interest? \$ 0.00  
 Principal balance on outstanding debt at end of this reporting period? \$ 0.00

### Regulatory Assessment Fee:

What was the Regulatory Assessment fee amount submitted to TCEQ for the applicable Calendar Year  
 \* July 1, 2014 - Dec. 31, 2014 \$ 104.75

### Rate Change:

What was the effective date of the last Rate Change? N/A

## Section 6: Customer Information

Connection Type <b>Water</b>	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	38	38

\* July 1, 2014 = 38  
 Dec. 31, 2014 = 38

Connection Type <b>Wastewater</b>	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	0	0

## Section 7: Water Production & Consumption

A What is the total amount of water produced/pumped?

1,850,000.00 gallons

B What is the total amount of water sold/billed?

1,665,000.00 gallons

C How much water was lost?

185,000.00 gallons

What is the total percent of water loss?

10.00 %

\* July 1, 2014 - Dec. 31, 2014

To calculate the above, please reference the attached document Water and Wastewater Utilities Annual Report Instructions. Comments?

## Section 8: Wastewater Treated

What is the total amount of wastewater treated?

0.00 gallons

Comments?

## Section 9: Utility Management & Operations Assessment

### Utility Policy and Procedures

Do you have an Application Form or Formal Process for New Customers?

☒ Yes ☐ No

Do you have a copy of your approved tariff and drought contingency plan for customers to review?

☒ Yes ☐ No

Do you have Written Operating Procedures for Routine Operations?

☒ Yes ☐ No

Do you have Written Emergency Actions Plan(s)?

☐ Yes ☒ No

Do you have Written Personnel Procedures?

☐ Yes ☒ No

Do you have Risk Management & Safety Policies?

☐ Yes ☒ No

Do you have Customer Service Policies (including billing & collection)?

☒ Yes ☐ No

Do you have a Written Budget (normally updated annually)?

☐ Yes ☒ No

Did you or any utility staff attend any other utility/business related conferences?  
this year? If so, please list them in Section 10.

Do you record complaints or keep a complaint log?

☒ Yes ☐ No

Is a customer service representative, water system employee, or  
answering service accessible by phone at all times to all customers?

☒ Yes ☐ No

### **Rules and Regulations**

If you own/operate a public water system, do you have a copy of  
or have access to 30 Texas Administrative Code (TAC) Chapter 290?

☒ Yes ☐ No

If you own/operate a sewer system, do you have a copy of or have access  
to 30 TAC 30 Subchapter J, 30 TAC 217, 30 TAC 308, and 30 TAC 309?

☐ Yes ☐ No

Do you have a copy of or have access to the TAC 16?

☒ Yes ☐ No

Do you have a copy of or have access to Texas Water Code Chapter 13?

☒ Yes ☐ No

### **Administrative Information**

Do you notify customers prior to shutting down the system for repairs?

☒ Yes ☐ No ☐ Sometimes ☐ Only if greater than 2 hours

How do you keep your customers informed?

☒ Billing Statements ☐ Newsletter ☐ Meetings

Other emails/written notices

Are water records kept separate from other business and personal records?

☒ Yes ☐ No

Are records kept for additions to fixed assets?

☒ Yes ☐ No

Is the financial position of the system reviewed at least quarterly?

☒ Yes ☐ No

Are accounting records for water and wastewater kept separately? **N/A**

☐ Yes ☐ No

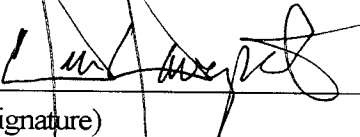
**Section 10: Remarks (please feel free to attach additional pages if necessary)**

**Section 11: Sworn Statement**

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. (This document MUST be signed by the President or Owner of the Utility)

This 25 day of March, 2015.

President or Owner:

  
\_\_\_\_\_  
(Signature)

Dean Davenport  
\_\_\_\_\_  
(Printed name)



March 24, 2015

To Whom It May Concern,

Dillon Water Resources, LP was granted the final transfer on June 23, 2014 from TCEQ for CCN #12844. At that time we acquired the facilities for Berry Oaks Water System. The previous owner maintained all the bookkeeping, accounting, customer receivables, etc. from January 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2014. The report enclosed reflects accounting activities, revenue, fees, expenses, gallons produced, etc. from July 1<sup>st</sup>, 2014 through December 31<sup>st</sup>, 2014. It is our understanding that the previous owner will submit reporting documents for January 1<sup>st</sup>, 2014 through June 30<sup>th</sup>, 2014. Please contact me if you have any questions or need further details regarding any of the items on the report. My number is 210-688-3570 and my email is [kelly@waterexploration.com](mailto:kelly@waterexploration.com).

Thanks,

Kelly Luckett



## **TRANSFER OF CERTIFICATE OF CONVENIENCE AND NECESSITY**

To Provide Water Service Under V.T.C.A., Water Code  
and Texas Commission on Environmental Quality Substantive Rules

### **Certificate No. 12844**

Certificate No. 12844 was transferred by Order of the Commission in Docket No. 37651-S. Berry Oaks Water Company's facilities and lines were transferred to Dillon Water Resources, LP, CCN No. 12844, in Comal County.

Please reference Certificate No. 12844 for the location of maps and other information related to the service area transferred.

Certificate of Convenience and Necessity No. 12844 is hereby transferred by Order of the Texas Commission on Environmental Quality.

Issued Date: June 23, 2014

A handwritten signature in cursive script, appearing to read "R. Q. A. Hyl".

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For the Commission



# **Texas Commission On Environmental Quality**

**By These Presents Be It Known To All That**

**Dillon Water Resources, LP**

having duly applied for certification to provide water utility service for the convenience and necessity of the public, and it having been determined by this Commission that the public convenience and necessity would in fact be advanced by the provision of such service by this Applicant, is entitled to and is hereby granted this

## **Certificate of Convenience and Necessity No. 12844**

to provide continuous and adequate water utility service to that service area or those service areas in Comal County as by final Order or Orders duly entered by this Commission, which Order or Orders resulting from Application No. 37651-S are on file at the Commission offices in Austin, Texas; and are matters of official record available for public inspection; and be it known further that these presents do evidence the authority and the duty of the Dillon Water Resources, LP, to provide such utility service in accordance with the laws of this State and Rules of this Commission, subject only to any power and responsibility of this Commission to revoke or amend this Certificate in whole or in part upon a subsequent showing that the public convenience and necessity would be better served thereby.

Issued at Austin, Texas, this June 23, 2014

A handwritten signature in cursive script, appearing to read "R. Q. A. Hylb".

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For the Commission

## The seal of the State of Texas, featuring a five-pointed star in the center, surrounded by a wreath of olive and oak branches. The words "THE STATE OF TEXAS" are inscribed around the perimeter of the seal.

IN THE MATTER OF THE  
APPLICATION OF DILLON WATER  
RESOURCES, LP, TO ACQUIRE  
FACILITIES, AND TO TRANSFER  
CERTIFICATE OF CONVENIENCE  
AND NECESSITY NO. 12844 HELD BY  
BERRY OAKS WATER COMPANY, IN  
COMAL COUNTY, TEXAS

BEFORE THE  
TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY

Two protests were received that did not meet the criteria for scheduling a hearing under Texas Water Code, Section 13.301 and Title 30, Texas Administrative Code, Section 291.109(e). Therefore, the application was not referred for a public hearing;

The criteria set forth in Texas Water Code Sections 13.246(c) and 13.301 have been considered; and

NOW, THEREFORE, BE IT ORDERED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the application is granted and Certificate of Convenience and Necessity No. 12844 be transferred in accordance with the terms and conditions set forth herein and in the certificate.

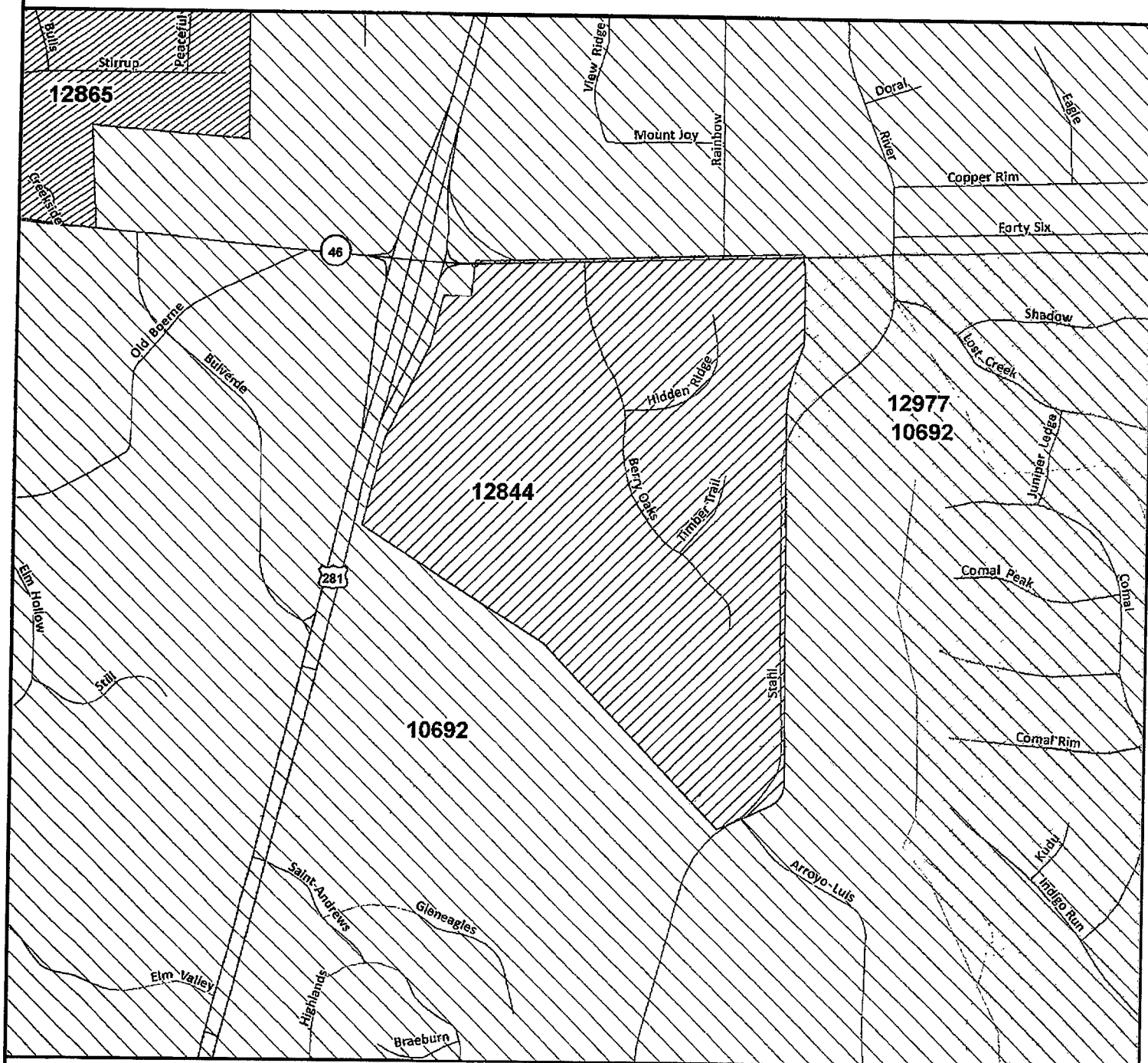
Issued dated: June 23, 2014

Texas Commission on Environmental Quality





R. Q. A. Hylb

For the Commission

Dillon Water Resources, LP  
 Water Service Area  
 CCN No. 12844  
 Application No. 37651-S  
 Transferred CCN No. 12844 from Berry Oaks Water Company  
 in Comal County



**Water CCN Service Areas**

-  12844 - Dillon Water Resources LP
-  10692 - Canyon Lake Water Service Co
-  12865 - Diamond Water Company
-  12977 - Guadalupe Blanco River Authority



Map by: Suzanne Jaster  
 Date created: April 2, 2014  
 Project path: c:/gis/projects/applications/37651-s.mxd



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