



Control Number: 43134



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# WATER AND WASTEWATER UTILITIES ANNUAL REPORT

**Docket No.** 43134

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

*of*

**Manvel Utilities, LP**

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Exact Legal Name of Utility/Respondent

**12924 & 20871**

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Certificate of Convenience and Necessity (CCN) No.

*Submitted to the*



*for the*

**Calendar Year Ended**

**2014**  

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## Section 1: Utility Information

Utility Name Manvel Utilities, LP

Address 1 Clubhouse Dr.

Manvel, TX 77578

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

Telephone Number (281) 489-2900

Fax Number (281) 489-3251

E-mail Address avanderlip@inspirecom.com

Contact Person Jeff Brennan or Amy Vanderlip

Title Operator / Manager

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.

12924

Number of PWSs

1

TCEQ PWS ID No.

0200586

TCEQ PWS ID No.

(if the utility has more PWS ID Nos., please indicate in Section 10)

Number of Wastewater Systems

1

Sewer CCN No.

20871

TCEQ Sewer Discharge Permit No.

TX0122823

TCEQ Sewer Discharge Permit No.

(if the utility has more Discharge Permit Nos., please indicate in Section 10)

### Section 3: Revenues

	Water	Wastewater	Total Water + Wastewater
<b>OPERATING REVENUES:</b>			
Utility Service/Sales	\$ 80,379.00	\$ 86,746.00	\$ 167,125.00
Fees (Tap, Reconnection, etc.)			\$ 0.00
<b>OTHER REVENUES:</b>			
Please Identify:	\$ 1,891.00	\$ 1,891.00	\$ 3,782.00
<b>TOTAL REVENUES</b>	<b>\$ 82,270.00</b>	<b>\$ 88,637.00</b>	<b>\$ 170,907.00</b>

### Section 4: Expenses

	Water	Wastewater	Total Water + Wastewater
Salaries & Wages			\$ 0.00
Contract Labor			\$ 0.00
Purchased Water			\$ 0.00
Chemicals for Treatment	\$ 3,298.00	\$ 3,127.00	\$ 6,425.00
Utilities (electricity)	\$ 13,868.00	\$ 13,899.00	\$ 27,767.00
Repairs/Maintenance/Supplies	\$ 12,027.00	\$ 7,702.00	\$ 19,729.00
Office Expenses	\$ 1,841.00	\$ 1,841.00	\$ 3,682.00
Professional Fees (Accounting, Legal)	\$ 2,919.00	\$ 2,919.00	\$ 5,838.00
Insurance			\$ 0.00
Depreciation & Amortization	\$ 15,811.00	\$ 15,811.00	\$ 31,622.00
Miscellaneous (describe in remarks below)	\$ 4,331.00	\$ 4,331.00	\$ 8,662.00
<b>Subtotal</b>	<b>\$ 54,095.00</b>	<b>\$ 49,630.00</b>	<b>\$ 103,725.00</b>
<b>Taxes:</b>			
Federal Income Taxes			\$ 0.00
Property and Other Taxes (Payroll, etc.)			\$ 0.00
Regulatory Expenses (Rate Case, Permits)	\$ 2,827.00	\$ 2,827.00	\$ 5,654.00
Other (describe in remarks below)	\$ 231,421.00	\$ 178,330.00	\$ 409,751.00
<b>TOTAL EXPENSES</b>	<b>\$ 288,343.00</b>	<b>\$ 230,787.00</b>	<b>\$ 519,130.00</b>

#### Remarks:

Total Maintenance of \$8,662 is for management fees.  
Other is for a new 100,000 gallon per day waste water treatment plant.

## Section 5: Operating Items

### Debt Information:

Annual interest expense on long and/or short term debt?

Annual principal payment on debt?

Annual interest rate on debt?

Annual debt principal and interest?

Principal balance on outstanding debt at end of this reporting period?

N/A

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 % \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

### Regulatory Assessment Fee:

What was the Regulatory Assessment fee amount submitted to TCEQ for the applicable Calendar Year

\$ 1,671.25

### Rate Change:

What was the effective date of the last Rate Change?

Unknown

## Section 6: Customer Information

Connection Type <b>Water</b>	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	225	225

Connection Type <b>Wastewater</b>	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	225	225

## Section 7: Water Production & Consumption

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

11,674,100.00 gallons

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

11,378,000.00 gallons

C How much water was lost?

296,100,000.00 gallons

What is the total percent of water loss?

25.40 %

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

Portion of water lost used for common area irrigation at Oak Crest Community.

## Section 8: Wastewater Treated

What is the total amount of wastewater treated?

9,339,280.00 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

### **Handouts & signage**

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?

☒ Yes ☐ No

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

- \*Took Sam Houston water utility association 8 hr course
- \*Attended Sam Houston Utility monthly meetings
- \*Attended "Chlorine maintenance" 4 hr course @ TEC Services in league City

**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 30<sup>th</sup> day of March, 2015.

President or Owner:

Krista Snelling  
(Signature)

Krista Snelling  
(Printed name)