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PUBLIC UTILITY COMMISSION
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WATER AND WASTEWATER UTILITIES ANNUAL REPORT

Docket No. 45185

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

of

Greenwood Terrace

Exact Legal Name of Utility/Respondent

1650048

Certificate of Convenience and Necessity (CCN) No.

Submitted to the



for the

Calendar Year Ended

2016

193

Section 1: Utility Information

Utility Name Greenwood Terrace Mobile Home Subdivision

Address 209 Chinook Yd Thomas Management
Las Cruces, NM 88007

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

Telephone Number 575 527 4833 Fax Number 575 373 8007

E-mail Address _____

Contact Person George Thomas Title Professional 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. _____
Number of PWSs 13003
TCEQ PWS ID No. ONE
TCEQ PWS ID No. 1050048

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

Number of Wastewater Systems _____
Sewer CCN No. N/A
TCEQ Sewer Discharge Permit No. N/A
TCEQ Sewer Discharge Permit No. N/A

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

Section 3: Revenues

	Water	Wastewater	Total Water + Wastewater
OPERATING REVENUES:			
Utility Service/Sales	8393	—	8393
Fees (Tap, Reconnection, etc.)			
OTHER REVENUES:			
Please Identify:			
TOTAL REVENUES	8393		8393

Section 4: Expenses

	Water	Wastewater	Total Water + Wastewater
Salaries & Wages	3760		3760
Contract Labor			
Purchased Water			
Chemicals for Treatment	582.12		582.12
Utilities (electricity)	7568		7568
Repairs/Maintenance/Supplies	5168		5168
Office Expenses	313		313
Professional Fees (Accounting, Legal)	663		663
Insurance			
Depreciation & Amortization			
Miscellaneous (describe in remarks below)			
Subtotal	18054		18054
Taxes:			
Federal Income Taxes	367		367
Property and Other Taxes (Payroll, etc.)	8996		8996
Regulatory Expenses (Rate Case, Permits)	317		317
Other (describe in remarks below)			
TOTAL EXPENSES	9680		9680

Remarks:

Section 5: Operating Items

Debt Information:

Annual interest expense on long and/or short term debt?	\$ 28,000
Annual principal payment on debt?	\$ 96,860
Annual interest rate on debt?	8 %
Annual debt principal and interest?	\$ 37,686
Principal balance on outstanding debt at end of this reporting period?	\$ 350,000

Regulatory Assessment Fee:

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

\$ 317.60

Rate Change:

What was the effective date of the last Rate Change?

None

Section 6: Customer Information

Connection Type Water	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	40	40

Connection Type Wastewater	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	N/A	N/A

Section 7: Water Production & Consumption

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

2191100 gallons

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

1832080 gallons

C How much water was lost?

359020 gallons

What is the total percent of water loss?

16 %

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?

N/A 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

Door to door, phone, written notice

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

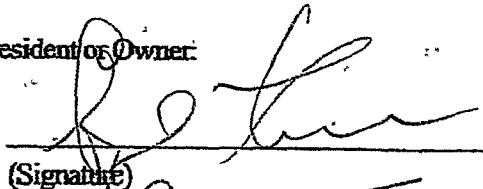
Section 10: Remarks (please feel free to attach additional pages if necessary)

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 17 day of Feb, 2017

President or Owner



(Signature)

George Thomas - member
(Printed name) Greenwood Terrace MHP LLC