



Control Number: 45185



Item Number: 67

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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

Blue Bell Manor Utility

Exact Legal Name of Utility/Respondent

10963

Certificate of Convenience and Necessity (CCN) No.

Submitted to the



for the

**Calendar Year Ended
2015**

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Section 1: Utility Information

Utility Name Blue Bell Manor Utility Company

Address 1330 Blue Bell Road

Houston, TX 77038

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

Telephone Number (281) 447-4560 Fax Number (281) 447-0840

E-mail Address dgilley@bluebellvillage.com

Contact Person David Gilley

Title President

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.

10963

Number of PWSs

4

TCEQ PWS ID No.

1011476

TCEQ PWS ID No.

1011475

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

Number of Wastewater Systems

1

Sewer CCN No.

1

TCEQ Sewer Discharge Permit No.

20722

TCEQ Sewer Discharge Permit No.

11473

(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	\$ 480,250.00	\$ 160,083.00	\$ 640,333.00
Fees (Tap, Reconnection, etc.)	\$ 7,638.00	\$ 2,546.00	\$ 10,184.00
OTHER REVENUES:			
Please Identify:			\$ 0.00
TOTAL REVENUES	\$ 487,888.00	\$ 162,629.00	\$ 650,517.00

Section 4: Expenses

	Water	Wastewater	Total Water + Wastewater
Salaries & Wages	\$ 143,008.00	\$ 47,669.00	\$ 190,677.00
Contract Labor			\$ 0.00
Purchased Water			\$ 0.00
Chemicals for Treatment	\$ 106,759.00		\$ 106,759.00
Utilities (electricity)	\$ 35,735.00	\$ 58,796.00	\$ 94,531.00
Repairs/Maintenance/Supplies	\$ 39,519.00	\$ 46,111.00	\$ 85,630.00
Office Expenses	\$ 21,970.00	\$ 12,145.00	\$ 34,115.00
Professional Fees (Accounting, Legal)			\$ 0.00
Insurance	\$ 6,239.00	\$ 3,449.00	\$ 9,688.00
Depreciation & Amortization	\$ 39,339.00	\$ 38,923.00	\$ 78,262.00
Miscellaneous (describe in remarks below)			\$ 0.00
Subtotal	\$ 392,569.00	\$ 207,093.00	\$ 599,662.00
Taxes:			
Federal Income Taxes			\$ 0.00
Property and Other Taxes (Payroll, etc.)	\$ 7,265.00	\$ 9,247.00	\$ 16,512.00
Regulatory Expenses (Rate Case, Permits)	\$ 4,901.00	\$ 2,708.00	\$ 7,609.00
Other (describe in remarks below)			\$ 0.00
TOTAL EXPENSES	\$ 404,735.00	\$ 219,048.00	\$ 623,783.00

Remarks:

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?

\$ 36,924.00
 \$ line of credit
Prime %
 \$ line of credit
 \$ 1,296,176.00

Regulatory Assessment Fee:

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

\$ 7,235.00

Rate Change:

What was the effective date of the last Rate Change?

01/01/2015

Section 6: Customer Information

Connection Type Water	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	673	675

Connection Type Wastewater	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	543	557

Section 7: Water Production & Consumption

A What is the total amount of water produced/pumped?	<u>134,225,000.00</u>	gallons
B What is the total amount of water sold/billed?	<u>111,142,500.00</u>	gallons
C How much water was lost?	<u>23,082,500.00</u>	gallons
What is the total percent of water loss?	<u>17.20</u>	%

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

N/A

Section 8: Wastewater Treated

What is the total amount of wastewater treated?	<u>118,774,173.00</u>	gallons
Comments?		

N/A

Section 9: Utility Management & Operations Assessment

Utility Policy and Procedures

Do you have an Application Form or Formal Process for New Customers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a copy of your approved tariff and drought contingency plan for customers to review?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Operating Procedures for Routine Operations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Emergency Actions Plan(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Written Personnel Procedures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Risk Management & Safety Policies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have Customer Service Policies (including billing & collection)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a Written Budget (normally updated annually)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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 _____

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)

PWS ID 1010927
PWS ID 1010647
PWS ID 1010478

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 31 day of MARCH, 2016.

President or Owner:



(Signature)

DAVID GILLEY

(Printed name)