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APPLICATION OF MANVEL §
TERRACE UTILITIES, INC. FOR A §
PRICE INDEX RATE ADJUSTMENT §

PUBLIC UTILITY COMMISSION
OF TEXAS

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PUBLIC UTILITY COMMISSION
FILING CLERK

**ORDER NO. 1
REQUIRING COMMENTS ON ADMINISTRATIVE COMPLETENESS
AND ADDRESSING OTHER PROCEDURAL MATTERS**

I. Application

On November 9, 2016, Manvel Terrace Utilities, Inc. requested a rate increase that will affect water rates for Manvel Terrace Utilities. The proposed effective date for the rate increase is December 10, 2016.

II. Requiring Comments on Administrative Completeness of the Application and Notice

The application shall be reviewed for administrative completeness within 30 calendar days of receipt.¹ An application is not considered filed with the Commission until a determination of administrative completeness is made. By **December 9, 2016**, Commission Staff shall file comments on the administrative completeness of the application and notice.

III. Requesting Procedural Schedule

In addition, by **December 9, 2016**, the applicant and Commission Staff shall file comments regarding how this application should be processed and propose a procedural schedule, if appropriate.

IV. Discovery

Discovery may proceed informally; however, objections to Requests for Information (RFIs) must be filed and served within 10 days of receiving the RFI. Objections shall include a statement that negotiations were conducted diligently and in good faith. If the parties are unable to resolve a discovery dispute, a motion to compel a response to an RFI must be filed and served

¹ 16 Tex. Admin. Code § 24.8(a) (TAC).

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within 5 working days of receipt of an objection. The motion to compel shall specify the grounds for the motion.

V. Filing Requirements

Unless otherwise specified, an original and ten copies of documents relating to this proceeding must be filed with the Commission filing clerk.² A copy of each document filed with the Commission must also be served on all parties.³ All filings can be accessed on the PUC Interchange, <http://interchange.puc.texas.gov>.

All parties shall provide their current addresses, telephone and facsimile numbers, if available, to all other parties and the Commission by filing and serving all parties with such information. Each party shall provide the Commission and all parties with updated address, telephone, and facsimile information if such information changes. The telephone and facsimile numbers will be placed on the service list for this proceeding. Parties are responsible for updating their own service lists to reflect changed information and the addition of any other parties.

VI. Ex Parte Communications

Ex parte communications with the administrative law judges and presiding officer are prohibited.⁴ Parties shall communicate with the ALJs only through written documents filed with the Commission's Filing Clerk and served on all parties. Questions concerning this order or any other order must be submitted in writing, filed with the Commission, and served on all parties of record.

Signed at Austin, Texas the 15th day of November 2016.

PUBLIC UTILITY COMMISSION OF TEXAS



JEFFREY J. HUHN
ADMINISTRATIVE LAW JUDGE

² 16 TAC § 22.71.

³ 16 TAC § 22.74.

⁴ 16 TAC § 22.3(b)(2).