

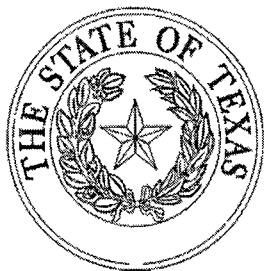


Control Number: 46988



Item Number: 13

Addendum StartPage: 0



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract Financial and Managerial Assistance Referral Form

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PUBLIC UTILITY COMMISSION  
FILING CLERK

<b>Date Sent to Contractor:</b>	12/05/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>	Anderson Water			
<b>Physical Location:</b>	P. O. Box 9009, Verhalen, 79772			
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
11675	0930011, 0930014, 0930015, 0930016	Grimes		
<b>Utility Contact:</b>	Jessica Hurst			
<b>Title:</b>	Office Manager	<b>Phone Number:</b>	936/873-2941	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans  <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues         </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility  <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input checked="" type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training  <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other         </div> </div>				
<b>Narrative Description</b>				
The utility needs assistance in completing the Annual Reports 2015 and 2016.				

NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	Anderson Water				
<b>Water CCN Number:</b>	11675	<b>No. of Active Connections:</b>	219	<b>PWS ID No:</b>	0930011
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	12/5/17	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Jessica Hurst		<b>Title:</b>	Office Manager	
<b>Address:</b>	PO Box 9009 Verhalen, TX		<b>County:</b>	Grimes	
<b>Phone Number:</b>	936-873-2941		<b>Email:</b>	N/A	
<b>Report Status:</b>	Final				

**Type of Assistance Provided**

Annual Reports

**Summary of Assistance Provided, Findings, and Outcomes**

December 6, 2017, Refugio Rodriguez attempted to reach Anderson Water and left a voice message regarding the assistance.

December 26, 2017, Mr. Rodriguez attempted to call the system but received no answer.

January 10, 2018, Mr. Rodriguez called Anderson Water. Ms. Hurst answered and stated she was still interested in assistance with Annual reports. A meeting was scheduled for January 16, 2018.

January 16, 2018, Mr. Rodriguez tried to travel to Anderson, TX, however, due to inclement weather Ms. Hurst contacted Mr. Rodriguez and cancelled the appointment. Ms. Hurst would call Mr. Rodriguez and try to complete the annual report through questions on the phone.

January 23, 2018, Mr. Rodriguez received a call from Ms. Hurst. Mr. Rodriguez was prepared to answer questions on the Annual report as they both reviewed the form over the phone. Ms. Hurst had questions about the Income Statement, Balance sheet, and water in plant service sheet. Once Mr. Rodriguez had



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

clarified the questions, Ms. Hurst stated she was confident to complete any additional entries. Ms. Hurst was awaiting other information from tax account and would be in touch.

January 30, 2018, Mr. Rodriguez has not received any final call from Ms. Hurst but would follow up one more time before completing this assignment.

Feb 28, 2018, Mr. Rodriguez spoke with Jessica regarding the time frame for a B application to be reviewed. Mr. Rodriguez contacted Director, Jason Knobloch, who provided some additional information on a time frame and this information was forwarded to Anderson Water Company.

With no other questions regarding annual reports, Mr. Rodriguez closed the assignment.

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	No	<b>If Yes, By Whom:</b>	Field Assistance Provider
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Refugio Rodriguez, Jr	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 7, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/9/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Buckholts		
<b>Physical Location:</b>		P. O. Box 107, Buckholts, 76518		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
none (P0575)	1660007	Milam		
<b>Utility Contact:</b>		Linda Hauk, Terri Eaton		
<b>Title:</b>	City Secretary, Mayor	<b>Phone Number:</b>	254/593-3111	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues         </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other         </div> </div>				
<b><u>Narrative Description</u></b>				
<p>The city would like a rate study done for water and sewer rates. I informed Ms. Hauk that she should arrange for the entire council to be present when the contractor provides them with the results of the rate study.</p>				

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

Name of Utility or Proposed Utility:	City of Buckholts				
Water CCN Number:	P0575	No. of Active Connections:	177	PWS ID No:	0660007
Sewer CCN Number:	N/A	No. of Active Connections:	N/A	WW Permit No:	N/A
Utility Classification:	Municipality				
Referred By:	Lisa Fuentes		Date of Referral:	1/9/2018	
Staff:	Garry Smith		Priority of Referral:	Routine	
Person Contacted:	Linda Hauk		Title:	City Secretary	
Address:	113 West Main Street Buckholts, Texas 76518		County:	Milam	
Phone Number:	254/593/3111		Email:	citysec@farm-maarket.net	
Report Status:	Final				

<b>Type of Assistance Provided</b>
Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>1/9/18 – TRWA representative, Garry Smith, telephoned the system and left a message for the system to return the call. No return call was received.</p> <p>1/19/18 – Garry Smith telephoned the system and spoke to the Linda Hauk, City Secretary. He explained the nature of the assistance. An appointment was scheduled to meet at the City Hall located in Milam, County on February 8, 2018.</p> <p>1/23/18 – Emailed a list of records/documentation that will be needed to prepare for the rate study.</p> <p>2/8/18 – TRWA representative, Garry Smith, met with Mrs. Linda Hauk, City Secretary. Mrs. Hauk indicated that the Mayor was not feeling well and will not be able to meet with us. She indicated that she would be available by phone if needed. Mrs. Hauk indicated that the bookkeeper would not be able to attend but she did send most of the requested financial information including the system's basic financial statements and independent auditor's report of June 30, 2017. Mrs. Hauk indicated that she has been working for the City for less than 6 Months and the Mayor is newly elected and is not familiar with how the water and wastewater operation work or how to set the system rates. She indicated that each month the City water and wastewater revenue was always less than the monthly water and wastewater expenses.</p>



**Public Utility Commission of Texas**  
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Mrs. Hauk stated that the contract operator is running late for the meeting and will be bring information on water usage, purchase water information and daily water logs.

They began to review the system expenses and customer meter information including water billed and sold. During the meeting/discussion, many questions were answered. They continued to discuss and review operating revenue, operating expenses, and other financial information including the system's rate schedules for water and sewer. They continued to review the City rate and found that the City should take a closer look at adjusting and implementing the current rates. Mr. Smith explained that the City's rates fell short of charging the correct amount on commercial customers. He explained that the City should look at adjusting the inclining block rate charge to capture the revenue of the high water users and the commercial water users. The City's current block rate are as follows:

- 0 to 10,000 gallons the cost is \$4.75
- 10001 to 20,000 the cost is \$4.94
- 20,001 and greater the cost is 5.06

Several of the high water users average about 18,000 to 20,000 per month. Mr. Smith explained the benefit of adjusting the block rates so that the low and high water users are paying their fair share of rates according to their usage. Mr. Smith gave example such as the following:

Base rate with 0 gallons each month

\$\$\$ per 1000 thereafter or have an incline block rate such as :

- 0 to 1000 gallons - the cost is \$\$\$ (based on the average low water user)
- 1000 to 3000 gallons - the cost is \$\$\$
- 3000 to 6000 gallons - the cost is \$\$\$
- 6000 to 10000 gallons - the cost is \$\$\$

Mr. Smith explained that we can complete the rate study to see what the rates should be, however, the City should decide how to charge using the current rates to see how much revenue the rates will bring by adjusting/revising the increase block rate.

Mr. Smith spoke to the Mayor on the phone and she indicated that she would like for him to meet with the board to further explain to the council members how the City should be charging for the water and sewer rates which will cover the cost of providing water and sewer to the residence.

Mr. Smith gathered much of the provided information and indicated that he would plug the information into the Electronic Rate Study Spreadsheet to provide the City with a new suggested rate.



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
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After continuing the discussion and answering any remaining questions, Mr. Smith concluded the on-site assistance.

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
The Mayor of the City of Buckholts requested another visit in order to discuss with the council during a special meeting on how to revise the current rates and/or consider new rates which will cover the cost of providing water and sewer service to the residence.			
<b>Follow-Up Needed:</b>	Yes	<b>If Yes, By Whom:</b>	Field Assistance Provider
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			
The Goal for an additional visit is to attend a special meeting with the City Council to provide a better understanding on how to properly charge all customers according to their usage and to adjust the current rates if needed to cover the cost to provide water and sewer service to the residence. A follow up assignment has been issued from TCEQ's FMT program to provide the council's training.			

<b>Report Filed By:</b>	Garry Smith	<b>Date:</b>	February 15, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018





# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	10/3/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Granite Shoals		
<b>Physical Location:</b>		2221 North Phillips Ranch Road, 78654		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
11450	various	Burnet		
<b>Utility Contact:</b>		Peggy Smith		
<b>Title:</b>	Asst. City Mgr.	<b>Phone Number:</b>	830/598-2424	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other </div> </div>				
<b><u>Narrative Description</u></b>				
The City is requesting a rate study for their water rates. They have surface and ground systems so they'll need a rate structure for each.				

**NOTE:** If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	City of Granite Shoals				
<b>Water CCN Number:</b>	11450	<b>No. of Active Connections:</b>	2221	<b>PWS ID No:</b>	Various
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	10/3/2017	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Peggy Smith		<b>Title:</b>	Asst. City Mgr.	
<b>Address:</b>	2221 North Philips Ranch Rd		<b>County:</b>	Burnet	
<b>Phone Number:</b>	830-598-2424		<b>Email:</b>	gspw@graniteshoals.org	
<b>Report Status:</b>	Final				

<b>Type of Assistance Provided</b>
Rate Study.
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>On October 4, 2017, Refugio Rodriguez spoke with Mrs. Peggy Smith, Assistant City Manager regarding the rate study. A meeting was set for October 17, 2017.</p> <p>On October 17, 2017, Mr. Rodriguez met with Mrs. Smith to discuss information concerning the rate study. Mr. Rodriguez explained that a City is not under PUC jurisdiction and may increase it's rates at any time. However, they would need to have documentation and proof supporting the increase available should 10% or more of customers make a formal complaint to PUC.</p> <p>Mr. Rodriguez provided an explanation of Class C and Class B applications, as well as copies of each. Mr. Rodriguez also explained that the Class B is detailed including expenses and other documentation.</p> <p>Mrs. Smith stated that she would have to gather the test year information and forward to Mr. Rodriguez for his review and to determine if the City has justification to increase the rates. Mr. Rodriguez stated that he would be watching for the information and would set another date to meet after he had time to review.</p> <p>October 26, 2017, Mrs. Smith contacted Mr. Rodriguez. She stated that due to medical reasons, there would be a delay of gathering the necessary information. She said that she would send the information as soon as she could.</p>



**Public Utility Commission of Texas**  
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**Assistance Activity Report**

November 27, 2017, Mr. Rodriguez has not heard from the system. Mr. Rodriguez sent an email as a reminder.

December 15, 2017, system sent information. Mrs. Smith was out due to medical reasons, but apologized for the delay.

December 27, 2017, will schedule meeting for the week of January 16-19 to review interim study.

January 17, 2018, due to conflicting schedules the City of Granite Shoals is scheduled for February 2018.

January 30, 2018, a meeting has been scheduled for February 22, 2018 to complete the rate study information.

Feb 9, 2018, Mr. Rodriguez confirmed the date with Mrs. Peggy Smith, Assistant City Manager, for rate study information and review.

Feb 22, 2018, Mr. Refugio Rodriguez traveled to the City of Granite Shoals and met with Mrs. Peggy Smith. Mr. Rodriguez provided Mrs. Smith with a spreadsheet that detailed all expenses provided by the City of Granite Shoals. Mr. Rodriguez provided an explanation of fixed and variable costs per one thousand gallons, as well as determining rates based on meter equivalences.

Mr. Rodriguez recommended that the City of Granite Shoals considers its long-term debt and capital outlay projects when rates are being increased and/or adjusted. Mrs. Smith, inquired if the rate sheet considered its current projected model of rates, Mr. Rodriguez stated that based on current expenses the City of Granite Shoals is meeting debt with the rate structure, however with any additional growth or projected capital outlay the City may have to consider an additional adjustment.

Mr. Rodriguez also recommended that since the City has only a few high users, the tiered rates may be an area of adjustment. Additionally, rates in the drought plan should be reviewed for those higher users.

Mrs. Smith thanked Mr. Rodriguez for the information and stated that it would aid in making some adjustments to the current rates and would also provide information to bring to the Council for discussion as the City of Granite Shoals looks forward to new growth and how to prepare its rates and services.

Feb 28, 2018, completed the report.



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	Maybe	<b>If Yes, By Whom:</b>	Field Assistance Provider
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			
City of Granite Shoals may have a workshop and Mrs. Smith would like Mr. Rodriguez to provide information if needed.			

<b>Report Filed By:</b>	Refugio Rodriguez	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	12/05/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Sonora		
<b>Physical Location:</b>		201 E Main, Sonora, 76950		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
none (P0815)	2180001	Sutton		
<b>Utility Contact:</b>		Edward Carrasco 325/226-1142 (cell)		
<b>Title:</b>	City Manager	<b>Phone Number:</b>	325/387-2558	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues         </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other         </div> </div>				
<b><u>Narrative Description</u></b>				
Water and wastewater rate study				

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<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	<b>City of Sonora</b>				
<b>Water CCN Number:</b>	P0815	<b>No. of Active Connections:</b>	2207	<b>PWS ID No:</b>	2180001
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	12/5/17	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Edward Carrasco		<b>Title:</b>	City Manager	
<b>Address:</b>	201 E. Main Sonora, TX 76950		<b>County:</b>	Sutton	
<b>Phone Number:</b>	325-226-1142		<b>Email:</b>	<a href="mailto:Edward.carrasco@sonora-texas.com">Edward.carrasco@sonora-texas.com</a>	
<b>Report Status:</b>	Final				

<b>Type of Assistance Provided</b>
Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>December 6, 2017, Mr. Rodriguez attempted to reach City of Sonora and left a voice message.</p> <p>December 26, 2017, A follow up call was made and left a voice message.</p> <p>January 10, 2018, Mr. Rodriguez called City of Sonora. Mr. Carrasco is still interested in Rate Study and an email was provided so information could be exchanged.</p> <p>January 11, 2018, received information and began interim rate spreadsheet.</p> <p>January 30, 2018, FMT Specialist is completing an interim spreadsheet. Target date to meet will be Feb 16, 2018.</p> <p>February 16, 2018, Refugio Rodriguez traveled to Sonora, TX to meet with Mr. Edward Carrasco, City Manager, and Belia Fay, City's Finance Director. Mr. Rodriguez provided rate study</p>



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information and/or recommendations based on financial information provided by the City of Sonora.

Mr. Rodriguez began with explaining what fixed and variable rates are. He stated that a fixed monthly fee is often determined by the size of water meter installed in someone's property. The fee helps to equally distribute service costs that are not related to the volume of water used (variable cost), such as billing, customer service, and meter reading. Most single-family homes are service by a 5/8 x 3/4 meters which are the smallest and least expensive available.

Mr. Rodriguez explained that fees for large meters may vary from city to city. In addition, most systems also have to determine their capacities in order to provide the services for larger meters. Mr. Rodriguez explained that water rates must occasionally be increased because they pay for the cost of storing, treating, and piping water from the source to the distribution. They also pay for the customer's service and security costs, the administrative costs of running the water system, and various taxes imposed (regulatory fees) on a system.

With that, Mr. Rodriguez provided a spreadsheet with the total, fixed and variable costs columns, outlining figures for 70/30 percentages. Mr. Rodriguez explained fixed and variable costs per thousand gallons treated or sold. Additionally, how meters are set by equivalence base on sizes of meters.

Mr. Rodriguez explained that a City should account for long term debt and how to prepare to repay any funding when considering rates and/or setting fixed rates on meters. Mr. Rodriguez also explained tiers associated with gallons used by its customers. He also inquired if the City considered different rates for customers outside the city limits and how they will be set.

After providing the explanation and spreadsheet to Mr. Carrasco and Ms. Fay, it gave them an opportunity to ask questions on their present rates. City of Sonora had one fixed rate for 3/4-1 inch meter, one set for 1 1/2 inch -2 inch, and one set for greater than 2 inch. Tiers were set for the first 10,000 gallons and 10K -20K for the next tier.

Mr. Rodriguez only recommended starting at 3/4" X 5/8" meter and setting the tiers from small to large meters would give a better equivalence of what the City has now. He also mentioned for the City to consider that increasing meter sizes account for more connections per meter per TCEQ. He also recommended restructuring the tiers for gallons of usage suggesting 0-5000 increments. He stated that the average usage is within this range and increments of 5000 increments will allow the City to gauge and account for the higher users. He emphasized using this as water conservation measures but also to recover the costs of those higher users.

The City of Sonora liked the recommendations. However, the City has recently adopted a new water rate and would consider bringing up any future changes to City Council as it prepares for



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payments for funding in the coming year. Mr. Rodriguez stated that if any new council would like an explanation of the rate study he would be available upon request through PUC and/or TRWA offices.

With no further questions the meeting concluded.

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	Maybe	<b>If Yes, By Whom:</b>	Field Assistance Provider
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			
After the elections in May 2018 the City may propose a workshop for rate study.			

<b>Report Filed By:</b>	Refugio Rodriguez, Jr	<b>Date:</b>	February 19, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018





# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/9/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Gonzales County WSC		
<b>Physical Location:</b>		P. O. Box 749, Gonzales, 78629		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10704	0890006	Gonzales		
<b>Utility Contact:</b>		Candy Tucker		
<b>Title:</b>	office manager	<b>Phone Number:</b>	830/672-6509	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input checked="" type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input checked="" type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other </div> </div>				
<b><u>Narrative Description</u></b>				
<p>The WSC needs help in completing the STM application. They have been serving the Riverwood WSC (CCN 10711) customers ever since the owner died years ago. The application would be to transfer the Riverwood WSC service area to Gonzales County WSC and cancel Riverwood WSC's CCN.</p>				

**NOTE:** If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



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February 2018

<b>Name of Utility or Proposed Utility:</b>	<b>Gonzales County WSC</b>				
<b>Water CCN Number:</b>	10704	<b>No. of Active Connections:</b>	2500	<b>PWS ID No:</b>	0890006
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Water Supply Corporation				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	01/09/2018	
<b>Staff:</b>	Phillip Givens		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Candy Tucker		<b>Title:</b>	Office Manager	
<b>Address:</b>	P. O. Box 749, Gonzales, 78629		<b>County:</b>	Gonzales	
<b>Phone Number:</b>	830/672-6509		<b>Email:</b>	gcwsc@gvec.net	
<b>Report Status:</b>	Final				

<b>Type of Assistance Provided</b>
14) – Certificate of Convenience and Necessity (CCN) Applications and Service Areas (FYI – changed from 22-Sale/Transfer/Merger Application)
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>01/09/18 – Telephoned Candy Tucker and received an automated message that the number is temporarily unavailable. Researched DWW and telephoned Greg Tieken and left a message regarding the nature of the assignment. Researched the Internet and completed “Contact Us” form on the WSC’s website. Received a call from Barry Miller and discussed the nature of the assignment and the assistance program. Scheduled an appointment. Submitted the appointment notification. Emailed Barry Miller and Candy Tucker a copy of the FM Assistance Information form, the STM Application, and the STM Instructions.</p> <p>02/06/18 – TRWA Representative, Phillip Givens, traveled to the office of Gonzales County WSC located at 1903 E Sarah Dewitt Drive, Gonzales, Texas. Met with Candy Tucker and Barry Miller. Candy Tucker provided a detail explanation of how the WSC came to serve the five service connections within the CCN of Riverwood Water Supply. She indicated that they began providing service to the connections in November 2014 at the request of the heirs of the utility owner who has passed. She indicated that they did not know that the transfer required approval from the PUC because the Riverwood Water Supply system was not a public water system. Mr. Givens explained that Riverwood Water Supply is still a public water utility and is regulated by the PUC even though it is not regulated by TCEQ as a public water system. Candy Tucker</p>



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indicated that the heirs paid for the line extension and no funds exchanged hands to purchase the system.

Mr. Givens explained that his research shows that the Riverwood Water Supply (CCN 10711) is an IOU and not a WSC. He also explained that it would be better to submit a CCN Application to amend the CCN of the Gonzales County WSC to include the five additional connections. Mr. Givens telephoned Lisa Fuentes and discussed the assignment findings and confirmed that the CCN Amendment Application should be submitted.

Mr. Givens assisted Candy Tucker in navigating to the PUC website and downloading the CCN Application along with the instructions. Mr. Givens reviewed the application with Candy Tucker. She indicated that she is very busy with the monthly close out responsibilities and that she preferred to just go over the application and that she will complete the application some time over the next few weeks.

Mr. Givens reviewed the CCN Application with Candy Tucker page-by-page, line-by-line, including how to complete the historical and projected financial tables. Ms. Tucker indicated that she will submit copies of the WSC's audits for the last six years in place of the historical financial tables. They attempted to access the PUC CCN Map Viewer to locate and print a CCN Map. However, the viewer was not working.

Mr. Givens explained that their CCN Map can be used as the small-scale map and that the subdivision plat can be used for the large-scale map. Barry Miller located a CCN Map with metes and bounds description that was used in an application several years ago. Mr. Givens reminded them to include the most recent TCEQ Inspection Report letter. Mr. Givens explained that a Certificate of Good Standing must be included with the application packet and that a copy could be obtained from the Comptrollers website. Mr. Givens responded to questions related to the same. Mr. Givens explained how to complete the customer notice and affidavits.

Mr. Givens reviewed the instructions and suggested that she use them as a checklist to ensure that all elements of the application packet are included before sending it to the PUC. Mr. Givens explained that the PUC requires that 7 copies, including the original copy, be submitted to the address as shown in the application instructions and that there is not an application fee. Mr. Givens stressed that one of the 7 copies must be unbounded and numbered from front to back and that a complete electronic copy of the entire application packet must be included with the shipped copies.

Mr. Givens explained the electronic filing requirements via upload to the PUC Filer. Showed Candy Tucker how to access the filer on the PUC website and explained each step of uploading and submitting the file. Mr. Givens suggested that after the entire application packet is assembled,



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that the entire application along with all the required attachments be scanned as one file so that only one file has to upload.

With no further questions, Mr. Givens concluded the assistance.

02/07/18 – Completed Report

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	No	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Phillip Givens	<b>Date:</b>	February 7, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	12/21/2017	<b>Referred By:</b>	Patty Garcia	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		OW Property Owners		
<b>Physical Location:</b>		8799 CHARLYA DR, ATHENS, Texas 75752		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
12901	1070217	Henderson		
<b>Utility Contact:</b>		Jeremy Crocker, email: jnc1406@aol.com		
<b>Title:</b>	water system manager	<b>Phone Number:</b>	903/ 275-9996	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
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**Nature of Referral:****Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input checked="" type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

Mr. Crocker would like assistance with a rate application and if necessary a rate study to determine the rate they need to function properly.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



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February 2018

<b>Name of Utility or Proposed Utility:</b>	<b>OW Property Owners</b>				
<b>Water CCN Number:</b>	12901	<b>No. of Active Connections:</b>	135	<b>PWS ID No:</b>	1070217
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Patty Garcia		<b>Date of Referral:</b>	12/21/2017	
<b>Staff:</b>	Steven Mindt		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Jeremy Crocker		<b>Title:</b>	Manager	
<b>Address:</b>	8799 Charlya Dr., Athens, TX		<b>County:</b>	Henderson	
<b>Phone Number:</b>	903-275-9996		<b>Email:</b>	Jnc1406@aol.com	
<b>Report Status:</b>	Final - cancelled				

<b>Type of Assistance Provided</b>
9) Rate/Tariff Change Application 10) Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>1/5/2018 - Mr. Mindt called Mr. Jeremy Crocker, Manager, and discussed the assistance and information that the system will need to provide. Mr. Mindt emailed copies of the PUC documents that will need to be filled out. Mr. Crocker said that he would look at them and get back to Mr. Mindt to schedule a meeting once the information is gathered.</p> <p>1/19/2018 - Mr. Mindt called Mr. Jeremy Crocker and asked if he had a chance to review the documents. Mr. Crocker asked Mr. Mindt to resend the documents as he had deleted them by mistake. Mr. Mindt resent the documents and confirmed receipt.</p> <p>1/31/18 – No response from Mr. Crocker as of this date.</p> <p>2/28/18 – There has been no response from Mr. Crocker to date.</p>

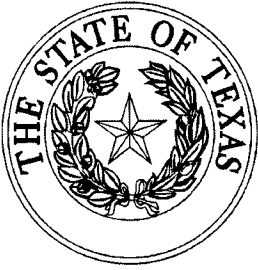


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<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
Meeting pending			
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Steven Mindt	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/18/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		QV Utility		
<b>Physical Location:</b>		215 S. Valley View Road, Donna, 78537		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
12730, 20780	1080221	Hidalgo		
<b>Utility Contact:</b>		Donald Wilson		
<b>Title:</b>	owner	<b>Phone Number:</b>	956/532-4093	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
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**Nature of Referral:** This is an exempt utility.

**Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input checked="" type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

Mr. Wilson needs assistance in completing the Class C application.

**NOTE:** If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				





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February 2018

<b>Name of Utility or Proposed Utility:</b>	QV Utility				
<b>Water CCN Number:</b>	12730/20780	<b>No. of Active Connections:</b>	135	<b>PWS ID No:</b>	1080221
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	1/18/2018	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Donald Wilson		<b>Title:</b>	Owner	
<b>Address:</b>	215 S. Valley View Rd Donna, TX 78537		<b>County:</b>	Hidalgo	
<b>Phone Number:</b>	956-532-4093		<b>Email:</b>	don@quietvillage2.com	
<b>Report Status:</b>	Final				

**Type of Assistance Provided**

Rate/Tariff Change application

**Summary of Assistance Provided, Findings, and Outcomes**

January 19, 2018, Mr. Refugio Rodriguez contacted Mr. Donald Wilson, owner of QV Utility, regarding assistance with rates and tariff change. Mr. Wilson welcomed the assistance. He stated that he was unclear on charges regarding sewer. Mr. Rodriguez stated that all of Mr. Wilson's questions would be addressed. Both parties agreed to meet on Feb 5<sup>th</sup>.

On February 5, 2018, Mr. Rodriguez traveled to QV Utility located at 215 S. Valley View Rd, Donna, TX., and met with Mr. Donald Wilson, owner. Mr. Rodriguez began with inquiring if tariff information was available for review to determine current charges and if sewer charges are defined.

Mr. Wilson did not have a tariff available but showed Mr. Rodriguez current water bill charges and a compliant letter from one of the residents that came from PUC. On the letter, PUC stated that donations from other residents are not legal and adjustments to water bills would have to be addressed.

Mr. Rodriguez studied the letter and was able to ascertain that sewer billing is part of water usage overall. Mr. Rodriguez then presented some options regarding changes to tariff. First that any



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new changes to sampling fees can be submitted for approval. Next, that any surcharges from the City of Donna can be also addressed, but the request must be submitted along with any documentation of those changes from the City of Donna for approval.

Mr. Rodriguez and Mr. Wilson completed the Class C application with the new rate of 3.5%. Mr. Rodriguez added that a copy of the tariff should be included. Mr. Rodriguez explained the submission process and requirements to Mr. Wilson. Mr. Rodriguez mentioned that until Mr. Wilson wants to submit a more comprehensive application, the Class C application and checking on surcharges on the sewer could be a good start. Mr. Rodriguez also reminded Mr. Wilson to address the donations with his customers and explained that any proposed changes would need to be approved by PUC from here on out. Mr. Rodriguez offered for Mr. Wilson to call him if he had any further questions.

With no further questions, Mr. Rodriguez concluded the assistance.

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	Maybe	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			
If Mr. Wilson wishes to submit a Class B application.			

<b>Report Filed By:</b>	Refugio Rodriguez	<b>Date:</b>	February 7, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	February 12, 2017



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/30/2018	<b>Referred By:</b>	Patty Garcia	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Ralston Acres WSC		
<b>Physical Location:</b>		P.O. Box 23219, Houston, TX 77228-3219		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
13062	1010196	Harris		
<b>Utility Contact:</b>		Gilbert Barron - email: giblyn5155@att.net		
<b>Title:</b>	Volunteer/former Preside	<b>Phone Number:</b>	832/ 689-5447	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input checked="" type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:****Available Tasks for each Assignment and Referral (Select up to three tasks):**

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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input checked="" type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

Mr. Barron is currently the only volunteer for the WSC. He is the former president but had to resign due to health issues. When he returned the treasurer and secretary had to resign for health and family reasons. He states that currently most of the customers are not paying their bills, others left after Hurricane Harvey and haven't returned. He needs assistance with getting more participation from the customers to develop a new board to run the water system.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	<b>Ralston Acres WSC</b>				
<b>Water CCN Number:</b>	13062	<b>No. of Active Connections:</b>	110	<b>PWS ID No:</b>	1010196
<b>Sewer CCN Number:</b>	None	<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Water Supply Corporation				
<b>Referred By:</b>	Patty Garcia		<b>Date of Referral:</b>	01/30/2018	
<b>Staff:</b>	Phillip Givens		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Gilbert Barron & Mike Winters		<b>Title:</b>	Volunteers	
<b>Address:</b>	PO Box 23219, Houston, TX. 77228-3219		<b>County:</b>	Harris	
<b>Phone Number:</b>	832/689-5447 – Gilbert Barron 713/582-3266 – Mike Winters		<b>Email:</b>	giblyn5155@att.net gay.winters@yahoo.com (wife email)	
<b>Report Status:</b>	Final				

<b>Type of Assistance Provided</b>
18) – Meeting with Water Supply Corporation Members
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>01/31/18 – Mr. Givens telephoned Gilbert Barron and discussed the nature of the assignment and the assistance program. Mr. Barron indicated that he is no longer working with the water system. He added that Mike Winters has taken his place. Mr. Barron texted Mr. Givens the telephone number for Mike Winters. In his text message, Mr. Barron indicated that Mike Winters is trying to get a new Board committee.</p> <p>Mr. Givens telephoned Mike Winters and discussed the nature of the assignment and the assistance program. Mr. Givens explained the conversation with Gilbert Barron. Mr. Winters indicated that he is trying to collect the past due bills so they can get one of the water pumps repaired or replaced. He added that Mr. Barron provided him a list of customers with past due bills. Responding to Mr. Givens' request, he provided his wife's email address. Mr. Winters indicated that the meeting could be held at his house and provided the address. He added that the meeting would have to be on a Saturday. Mr. Givens explained that he could meet on February 10<sup>th</sup> at 3PM. They scheduled a tentative appointment subject to Mr. Winters' confirmation after</p>



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

talking with the WSC Members. He indicated that he would call back to confirm the appointment. Mr. Givens sent a tentative calendar file for February 10<sup>th</sup> at 3PM to both Mr. Winters and Mr. Barron's wife email account.

02/01/18 – Mr. Givens received an email acceptance of the February 10<sup>th</sup> calendar file from Gilbert Barron.

02/03/18 – Mr. Givens telephoned Mike Winters and received verbal confirmation of the meeting. Mr. Givens emailed the PUC notice of appointment to appropriate parties. Mr. Givens emailed Mike Winters a copy of the Tariff.

02/03/18 – Completed Interim Report.

02/10/18 – Mr. Givens traveled to the home of Mike Winters located at 7526 Nodding Pine Lane, Houston, TX. 77044. Mr. Givens met with Mike Winters and about 30 residents. Mr. Givens explained that the WSC is a quasi-governmental entity based on Chapter 67 of the Texas Water Code. He explained that the WSC is subject to both the Texas Public Information Act and the Open Meeting Act. He explained that the WSC Board Directors are required to watch the video training available on the Texas Attorney General website under the Open Government tab. Mrs. Gay Winters began to make a list of the attendees.

Mr. Givens requested to see a copy of the Articles of Incorporation and a copy of the Bylaws. They group responded that they do not have a copy of the Articles or the Bylaws. Mr. Winters indicated that Gilbert Barron dropped of a box of files/records but he has not looked through the box yet.

One of the attendees, Deborah Wagnone indicated that she has a copy of the Bylaws. Mr. Givens requested to review the Bylaws. She replied that she did not bring the Bylaws to the meeting. Mr. Givens asked if she would go to her house and bring back the Bylaws so that they could follow the Bylaws. She indicated that she would not leave to get the Bylaws. After some discussion among the group, she agreed to provide a copy of the Bylaws to Mike Winters at a later date.

Mr. Givens stressed the importance of a seated Board of Directors in order to proceed with the business of the WSC. He explained the purpose and duties of the Board as well as the duties of the President, Vice-President, Secretary, and Treasurer. After much discussion ensued, a consensus was formed to proceed with the election of a Board of Directors. Mrs. Gay Winters agreed to take the meeting minutes/notes. Seven people indicated that they were willing to serve on the Board. Votes were taken for each of the seven candidates, one at a time, and the meeting attendees voted by a show of raised hands. Mr. Givens counted the raised hands for each of the



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

candidates and Mrs. Winters recorded the votes of each candidate. Mr. Givens asked Mrs. Winters to recap the total votes of each candidate. The five top voted recipients were seated as the Board of Directors. Mr. Givens explained that in the event the Bylaws required seven or more Directors that the other two candidates must be included on the Board of Directors.

The Board of Directors proceeded with the election of officers. Mike Winters was elected Board President and Michael Brode was elected Vice President. Mr. Givens requested that Mrs. Winters email Mr. Givens a copy of the meeting minutes and a list of meeting attendees. Mrs. Winters indicated that she will type the minutes and attendee list and email a copy.

Mr. Givens discussed an action item list to include contracting with a water operations company, confirming or establishing a WSC bank account, reviewing the box of files for the Bylaws, Articles, Checking Account information, etc., and contracting a bookkeeper. After more discussion and questions answered, the meeting concluded.

02/11/18 – Mr. Givens emailed Mike & Gay Winters and reminded them of Mr. Givens' request for a copy of the meeting minutes and the attendee list. Mr. Givens emailed the contact information for four water contract operations companies, emailed sample WSC Articles and sample WSC Bylaws, emailed WSC Election Procedures, emailed Mike Winters and suggested that he try to find an alternative WSC Board meeting location such as a community church or local business, etc.,

02/12/18 – Mr. Givens telephoned Mike Winters and asked if he located the Bylaws in the box of records. He replied that he has not looked in the box yet.

02/12/18 – Completed Final Report

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	No	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Phillip Givens	<b>Date:</b>	February 12, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	11/14/2017	<b>Referred By:</b>	Patty Garcia	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Simply Aquatics		
<b>Physical Location:</b>		P.O. Box 157, Kirbyville, TX 75956		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
13259	1700694, 2030013, 2030015	Montgomery & San Augustine		
<b>Utility Contact:</b>		Leigh Ann Smith		
<b>Title:</b>	Secretary	<b>Phone Number:</b>	409-420-0774	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
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**Nature of Referral:****Available Tasks for each Assignment and Referral (Select up to three tasks):**

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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input checked="" type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

Simply Aquatics acquired three systems through STM applications. They have been operating each of these systems for a few years. They will now need assistance with a rate study and a rate change application.

NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	Simply Aquatics				
<b>Water CCN Number:</b>	13259	<b>No. of Active Connections:</b>		<b>PWS ID No:</b>	1700694, 2030013, 2030015
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Patty Garcia		<b>Date of Referral:</b>	11/14/2017	
<b>Staff:</b>	Phillip Givens		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Leigh Ann Smith		<b>Title:</b>	Secretary	
<b>Address:</b>	P.O. Box 157, Kirbyville, TX. 75956		<b>County:</b>	Montgomery & San Augustine	
<b>Phone Number:</b>	409/420-0774		<b>Email:</b>	<a href="mailto:sniwatersystem@yahoo.com">sniwatersystem@yahoo.com</a>	
<b>Report Status:</b>	Final				

**Type of Assistance Provided**

- 09) – Rate/Tariff Change Application
- 10) – Rate Study

**Summary of Assistance Provided, Findings, and Outcomes**

11/15/17 – Telephoned the office of Simply Aquatics and discussed the nature of the assignment and the assistance program with a co-worker of Leigh Ann Smith. She indicated that Ms. Smith is unavailable and took my contact information. Responding to my request, she provided the email address for Mr. Smith. Emailed Ms. Smith about the assignment and attached a copy of the Annual Report form and a copy of the Class B Rate Application along with the Instructions.

12/08/17 – Emailed Leigh Ann Smith about scheduling an appointment. Telephoned Leigh Ann Smith and left a message with her co-worker about scheduling an appointment.

12/11/17 – Received an email from Leigh Ann Smith. She wrote,

“Good morning Phillip,

I am sorry I am just now responding. I was out of town for work Friday. Would you be able to meet this coming Friday the 15th? Do I need to come to Houston?”





**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

Responded to her email that I already have appointments scheduled for Friday.

12/13/17 – Received a telephone call from Leigh Ann Smith and discussed the records needed to complete the rate application. She responded that she will gather the records and call me back after the holidays about scheduling an appointment.

12/26/17 – Completed Interim Report.

01/03/18 – Received a call from Leigh Ann Smith and discussed the assignment. She indicated that she had spoken with Lisa Fuentes about the lack of annual reports and that Ms. Fuentes emailed her a list of weblinks to search for the annual reports. Ms. Smith forwarded me a copy of the email. Reviewed the email and searched each link for an annual report from Simply Aquatics. Did not see a report from Simply Aquatics. Ms. Smith indicated that she is certain that they have the revenue and expense information in their QuickBooks bookkeeping software. She indicated that she will review the files today and call me back to schedule an appointment. Asked about the information needed to complete the equipment depreciation section. Ms. Smith indicated that she did not understand what I was talking about. Explained the requirement to include equipment depreciation, rate base, net book value, etc. Emailed her a snap shot of the Utility Plant In Service page.

01/12/18 – Telephoned Leigh Ann Smith and left a message about scheduling an appointment. Received a call back from Leigh Ann Smith. She indicated that she has collected about half the needed information. She added that she will call me to schedule an appointment when she has the rest of the records.

01/30/18 – Emailed Leigh Ann Smith about scheduling an appointment. I have not received a reply email.

02/28/18 – No additional telephone calls, emails, or other communication was received from Leigh Ann Smith

02/28/18 – Completed Unable Report.

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>
Client is not ready to proceed with scheduling an appointment to complete the application.		



**Public Utility Commission of Texas  
Financial and Managerial Assistance Program  
Assistance Activity Report**

<b>Follow-Up Needed:</b>	No	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Phillip Givens	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial

### Assistance Referral Form

<b>Date Sent to Contractor:</b>	02/21/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Cooper		
<b>Physical Location:</b>		91 N Side Square, Cooper, TX 75432		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
none, P0603	0600001	Delta		
<b>Utility Contact:</b>		Darren Braddy		
<b>Title:</b>	Mayor	<b>Phone Number:</b>	903-272-5880	<b>Fax Number:</b> 903-395-0377

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:**
**Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <input type="checkbox"/> 1) - Billing and Accounting<br><input checked="" type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input checked="" type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The City of Cooper operates a Wastewater System (TCEQ permit # WQ0010449001) and a Public Water System. The city is requesting a rate study to assist in future capital improvements and to aid in potential current purchasing decisions and budgeting. The Mayor believed rate studies were done approximately six and twelve years ago. I informed Mr. Braddy that he should arrange for the entire council to be present when the contractor provides them with the results of the rate study and capital improvement plan.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	<b>City of Cooper</b>				
<b>Water CCN Number:</b>	P0603	<b>No. of Active Connections:</b>	2244	<b>PWS ID No:</b>	0600001
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	2/21/2018	
<b>Staff:</b>	Steven Mindt		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Darren Braddy		<b>Title:</b>	Mayor	
<b>Address:</b>	91 N. Side Square, Cooper, TX		<b>County:</b>	Delta	
<b>Phone Number:</b>	903-272-5880		<b>Email:</b>	NA	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
2) Budgeting 10) Rate Study 13) Capital Improvement Plan
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
Steven Mindt, TRWA Technical Assistance and Training Specialist, called Mayor Darren Braddy on February 22, 2018, and left a message offering assistance. Mayor Braddy returned the phone call and scheduled a meeting for April 17, 2018 at 9:00 AM.



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Steven Mindt	<b>Date:</b>	March 2, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial

### Assistance Referral Form

<b>Date Sent to Contractor:</b>	11/14/2017	<b>Referred By:</b>	Patty Garcia	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Devine		
<b>Physical Location:</b>		303 S. Teel Dr, Devine, TX 78016		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10238, 20095	1630006	Medina		
<b>Utility Contact:</b>		Dora Rodriguez - email: citysc@cityofdevine		
<b>Title:</b>	Interim City Administrator	<b>Phone Number:</b>	830-633-2804	<b>Fax Number:</b> cell - 210-287-9

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans  <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility  <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training  <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other </div> </div>				
<b><u>Narrative Description</u></b>				
Interim City Administrator/Secretary stated she needs assistance with a rate study. They will be getting a loan from TWDB and she wants to make sure the rates are where they need to be in order to pay back the loan by the terms of the agreement.				

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	City of Devine				
<b>Water CCN Number:</b>	10238	<b>No. of Active Connections:</b>	1734	<b>PWS ID No:</b>	1630006
<b>Sewer CCN Number:</b>	20095	<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	11/14/2017	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Dora Rodriguez		<b>Title:</b>	City Administrator	
<b>Address:</b>	303 S. Teel Dr. Devine, TX 78016		<b>County:</b>	Medina	
<b>Phone Number:</b>	830-663-2804		<b>Email:</b>	cityscc@cityofdevine.com	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>November 16, 2017, Refugio Rodriguez contacted the City of Devine. Contact person Mrs. Dora Rodriguez was out for the remainder of the week, however office staff did take a message and would be forwarding it once Mrs. Dora Rodriguez returned.</p> <p>November 27, 20217, Mr. Rodriguez called the City of Devine. The City of Devine provided expenses, water consumption, and meter information to begin an interim study.</p> <p>December 4, 2017, Called the City of Devine and working on interim study.</p> <p>December 27, 2017, City of Devine wants to meet on the week of January 16-19, 2018 to review interim study. No specific date has been made.</p> <p>January 17, 2018, due to scheduling difficulties, Mr. Rodriguez and the City of Devine agreed to meet on Feb 5, 2018 to review the rate study information.</p> <p>January 30, 2018, Mr. Rodriguez is still scheduled with the City of Devine on February 5, 2018.</p>



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 5, 2018, Mr. Rodriguez met with the City Administrator, Dora Rodriguez, and went over the rate study spreadsheet. Mr. Rodriguez offered an explanation on fixed and variable expenses. He explained what is typical when determining the rates is the expenses, as well as the debit service the system has pending. Mr. Rodriguez suggested that based on the information provided the City of Devine may have to consider a rate increase to have sufficient revenue for upcoming projects.

Mr. Rodriguez explained the recommendations noted on the rate study spreadsheet but did not offer a specific dollar amount for an increase. The spreadsheet entries were determined by the City's knowledge of what percent was fixed and/or variable. They reviewed the rate study thoroughly. They discussed the various options for an increase and what would be needed to cover expenses. Many questions were asked and answered related to the same.

Mr. Rodriguez stated the he would be available to offer any other assistance in the future.

February 28, 2018, the City of Devine contacted Mr. Refugio and requested to extend the rate study to include sewer rates. The City emailed the information regarding the current wastewater rates.

February 28, 2018, Mr. Refugio completed an interim report until it was clear if this new request would be considered part of the original assignment.

<b>All Assigned Tasks Completed:</b>	Yes	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	Yes	<b>If Yes, By Whom:</b>	Field Assistance Provider
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			
The City has requested to do a rate study for wastewater rates.			

<b>Report Filed By:</b>	Refugio Rodriguez	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018





# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial

### Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/30/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Gatesville		
<b>Physical Location:</b>		110 N. 8th Street, Gatesville, 76528		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10451, 20165	0500002	Coryell		
<b>Utility Contact:</b>		William Parry, email: william.parry@ci.gatesville.tx.us		
<b>Title:</b>	City Manager	<b>Phone Number:</b>	254/865-8951	<b>Fax Number:</b>

<b>Type of Utility:</b>		<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>					
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans    <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input checked="" type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility    <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training    <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other </div> </div>					
<b><u>Narrative Description</u></b>					
<p>The city would like a rate study done for water and sewer rates. I informed William Parry that he should arrange for the entire council to be present when the contractor provides them with the results of the rate study and capital improvement plan.</p>					

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	City of Gatesville				
<b>Water CCN Number:</b>	10451	<b>No. of Active Connections:</b>	3207	<b>PWS ID No:</b>	0500002
<b>Sewer CCN Number:</b>	20165	<b>No. of Active Connections:</b>	N/A	<b>WW Permit No:</b>	N/A
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	1/30/18	
<b>Staff:</b>	Garry Smith		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	William Parry		<b>Title:</b>	City Manager	
<b>Address:</b>	110 North 8 <sup>th</sup> Street Gatesville, TX 76528		<b>County:</b>	Coryell	
<b>Phone Number:</b>	254/865/8951		<b>Email:</b>	<a href="mailto:williamparry@ci.gatesville.tx.us">williamparry@ci.gatesville.tx.us</a>	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
Rate Application and Capital Improvement Plan
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>2/5/18 – TRWA representative, Garry Smith, telephoned the City of Gatesville and spoke to Mr. William Parry, City Manager. He explained the nature of the assistance assignment. A meeting was scheduled to meet at the City Hall on March 12, 2018.</p>



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
System was contacted and scheduled to conduct the Rate Study on March 12, 2018 located in Coryell, County.			
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Garry Smith	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

## Financial and Managerial

## Assistance Referral Form

<b>Date Sent to Contractor:</b>	02/26/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Kennedale		
<b>Physical Location:</b>		405 Municipal Drive, Kennedale, 76060		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10090, 20034	2200017, 2200064	Tarrant		
<b>Utility Contact:</b>		Brady Olsen		
<b>Title:</b>	Finance Director	<b>Phone Number:</b>	817/985-2110	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:****Available Tasks for each Assignment and Referral (Select up to three tasks):**

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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The city would like a rate study done for water and sewer rates. I informed Mr. Olsen that he should arrange for the entire council to be present when the contractor provides them with the results of the rate study.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	City of Kennedale				
<b>Water CCN Number:</b>	10090	<b>No. of Active Connections:</b>	3062	<b>PWS ID No:</b>	2200017
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	2/26/2018	
<b>Staff:</b>	Steven Mindt		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Brady Olsen		<b>Title:</b>	Finance Director	
<b>Address:</b>	405 Municipal Drive, Kennedale, TX		<b>County:</b>	Tarrant	
<b>Phone Number:</b>	817-985-2110		<b>Email:</b>		
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
10) Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>Mr. Steven Mindt, Technical Assistance and Training Specialist, received the assignment on February 27, 2018. Mr. Mindt called the City of Kennedale and scheduled the meeting for April 19, 2018 and began file.</p>



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

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<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Steven Mindt	<b>Date:</b>	March 2, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/30/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of Kirbyville		
<b>Physical Location:</b>		107 S Elizabeth, Kirbyville, 75956		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10369, 20143	1210002	Jasper		
<b>Utility Contact:</b>		Frank George		
<b>Title:</b>	Mayor	<b>Phone Number:</b>	409/622-1760	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:**
**Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The city would like a rate study done for water and sewer rates. I informed Mr. George that he should arrange for the entire council to be present when the contractor provides them with the results of the rate study.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	<b>City of Kirbyville</b>				
<b>Water CCN Number:</b>	10369	<b>No. of Active Connections:</b>	980	<b>PWS ID No:</b>	1210002
<b>Sewer CCN Number:</b>	20143	<b>No. of Active Connections:</b>	N/A	<b>WW Permit No:</b>	N/A
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	1/30/18	
<b>Staff:</b>	Garry Smith		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Frank George		<b>Title:</b>	Mayor	
<b>Address:</b>	107 South Elizabeth Kirbyville, Texas 75956		<b>County:</b>	Jasper	
<b>Phone Number:</b>	409/622/1760		<b>Email:</b>	N/A	
<b>Report Status:</b>	Interim				

**Type of Assistance Provided**

Rate Application

**Summary of Assistance Provided, Findings, and Outcomes**

2/5/18 – TRWA representative, Garry Smith, telephoned the City of Kirbyville and spoke to Mr. Frank George, Mayor. He explained the nature of the assistance assignment. A meeting has been scheduled to meet at the City Hall on March 6, 2018.





**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
System was contacted and scheduled to conduct the Rate Study on March 6, 2018 located in Jasper, County.			
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Garry Smith	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial

### Assistance Referral Form

<b>Date Sent to Contractor:</b>	10/03/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		City of La Feria		
<b>Physical Location:</b>		115 E. Commercial, 78559		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10977, 20388	0310003	Cameron		
<b>Utility Contact:</b>		Frank Rios		
<b>Title:</b>	Finance Director	<b>Phone Number:</b>	956/797-2261	<b>Fax Number:</b> 956/797-1898

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans  <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input checked="" type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility  <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training  <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other </div> </div>				
<b><u>Narrative Description</u></b>				
The City is requesting a rate study for their water and sewer rates.				

NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	City of La Feria				
<b>Water CCN Number:</b>	10977/20388	<b>No. of Active Connections:</b>	2767	<b>PWS ID No:</b>	0310003
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Municipality				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	10/3/17	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Frank Rios		<b>Title:</b>	Finance Director	
<b>Address:</b>	115 E. Commercial La Feria, TX		<b>County:</b>	Cameron	
<b>Phone Number:</b>	956-797-1898		<b>Email:</b>	frrios@cityoflaferia.com	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>October 3, 2017, Refugio Rodriguez attempted to contact Mr. Frank Rios. Office staff states he will be out until Monday October 9<sup>th</sup>. Mr. Rodriguez left a message regarding the assistance with a rate study.</p> <p>October 9, 2017, Mr. Rodriguez called and left another voice message for Mr. Rios.</p> <p>October 19, 2017, Mr. Rodriguez has not received a response from the City of La Feria.</p> <p>October 23, 2017, Mr. Rodriguez spoke with Mr. Frank Rios and agreed to meet on October 26, 2017.</p> <p>October 26, 2017, Mr. Rodriguez met with Mr. Frank Rios and Mr. Jaime Sandoval with the City of La Feria. The City is interested in obtaining some information on rate study but did not have all the material available. Mr. Rodriguez would provide a checklist of all materials and/or information needed to complete an interim rate study.</p>



**Public Utility Commission of Texas  
Financial and Managerial Assistance Program  
Assistance Activity Report**

November 1, 2017, Mr. Rodriguez is waiting for information to begin a interim study.

November 26, 2017, Mr. Rodriguez sent an email to Mr. Rios inquiring about the data needed for the rate study, Mr. Rios responded that he is still gathering the information.

On November 28, & 29, Mr. Rios sent some information to begin rate study.

On December 14, 2017, Mr. Rios added some additional data to include on the rate study.

On January 14, 2018, an update to City of La Feria was provided, Mr. Rodriguez apologized for the long wait due to holidays and some other pending assignments. The rate study would be completed and ready for review once all information provided was checked and verified.

A date was to be scheduled for February 19<sup>th</sup>, but the system informed Mr. Rodriguez that the City will be off due to the holiday. Due to conflicting schedules, the next available time to meet and complete the assistance is in March.

February 2, 2018, Mr. Rodriguez had time review the data and information provided but the audit was not complete and had some additional questions that needed to be answered, Mr. Rodriguez requested an itemized list of expenses, Mr. Rios did respond with the information.

February 8, 2018, Mr. Rodriguez has completed the rate study despite the long time to complete the assistance scheduling due to conflicts with the City of La Feria.

February 20, 2018, City of La Feria has agreed to meet on March 6, 2018

February 28, 2018, completed the interim report.



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Refugio Rodriguez	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	12/5/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Dog Ridge WSC		
<b>Physical Location:</b>		7480 FM 2410, Belton, Texas 76513		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
10048	TX0140044	Bell		
<b>Utility Contact:</b>		Wayne Rutherford		
<b>Title:</b>	President	<b>Phone Number:</b>	254-258-1587	<b>Fax Number:</b> 254-939-3620

<b>Type of Utility:</b>	<input checked="" type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:**
**Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input checked="" type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input checked="" type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input checked="" type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The board had their election in March and now has new board members. As of June, another position has been vacated. That particular individual had the financial background so it has created a big loss for the WSC. The board members could use training in the aspects of being a board member and also some long-range planning based on their assets and available resources.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	<b>Dog Ridge Water Supply Corporation</b>				
<b>Water CCN Number:</b>	10048	<b>No. of Active Connections:</b>	1610	<b>PWS ID No:</b>	0140044
<b>Sewer CCN Number:</b>	N/A	<b>No. of Active Connections:</b>	N/A	<b>WW Permit No:</b>	N/A
<b>Utility Classification:</b>	Water Supply Corporation				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	12/5/17	
<b>Staff:</b>	Garry Smith		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Wayne Rutherford		<b>Title:</b>	President	
<b>Address:</b>	7480 F.M. 2410 Belton, Texas		<b>County:</b>	Bell	
<b>Phone Number:</b>	254/939/3620		<b>Email:</b>	Wayner2@att.com	
<b>Report Status:</b>	Interim				

**Type of Assistance Provided**

Financial Statement, Capital Improvement Plan, and Board/Council Training

**Summary of Assistance Provided, Findings, and Outcomes**

12/8/17 – TRWA representative, Garry Smith, telephoned the system and left a message for Mr. Wayne Rutherford, President, to return the call. No return call was received.

12/12/17 – TRWA representative, Garry Smith, telephoned the system and left a message for Mr. Wayne Rutherford, President, to return the call. No return call was received.

12/26/17 – TRWA representative, Garry Smith, telephoned the system and spoke to Mr. Wayne Rutherford, President. Mr. Smith explained the nature of the assignment. Mr. Rutherford indicated that there are new board members and there will be another election in March of 2018. He indicated that he would like to make an appointment in the month of March because there will be 3 new board members and he would like them all to attend the meeting being they are new and not familiar.

1/31/2018 – No activity needed until March 2018 at the request of system official Wayne Rutherford, President.

2/28/18 – No new activity for February. Mr. Smith will contact the system after the March election to see if assistance is still desired and schedule a date.

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>
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**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

The President of the system indicated that he would not like to schedule until the month of March 2018, when all new board members can attend.			
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Garry Smith	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018





# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	12/05/2017	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		H2O Tech		
<b>Physical Location:</b>		P. O. 1133, League City, 77574		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
12934	1013011	Harris		
<b>Utility Contact:</b>		Dennis O'Keffe		
<b>Title:</b>	<b>Owner</b>	<b>Phone Number:</b>	281/704-1448	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
<b>Nature of Referral:</b> alternate # 281/557-2286 office				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input checked="" type="checkbox"/> 9) - Rate/Tariff Change Applications  <input type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues         </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other         </div> </div>				
<b><u>Narrative Description</u></b>				
A rate study is needed to support a rate increase he will file with the City of League City. He also needs assistance coming with rate increase proposal for the City.				

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

Name of Utility or Proposed Utility:	H2O Tech				
Water CCN Number:	12934	No. of Active Connections:	18	PWS ID No:	1013011
Sewer CCN Number:	N/A	No. of Active Connections:	N/A	WW Permit No:	N/A
Utility Classification:	Investor Owned Utility				
Referred By:	Lisa Fuentes		Date of Referral:	12/5/2017	
Staff:	Garry Smith		Priority of Referral:	Routine	
Person Contacted:	Dennis O’Keeffe		Title:	Owner	
Address:	P.O. Box 1133 League, City, TX		County:	Harris	
Phone Number:	281/704-1448		Email:	N/A	
Report Status:	Interim				

<b>Type of Assistance Provided</b>
(9) Rate/Tariff/ Rate Change Application
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>12/8/17 – TRWA representative, Garry Smith, telephoned the system and left a message for the system to return the call. No return call.</p> <p>12/12/17 – TRWA representative, Garry Smith, telephoned the system and spoke to Mr. Dennis O'Keeffe, owner. Mr. Smith explained the nature of the assistance. Mr. O'Keeffe discussed his interest in a rate hike. He indicated that he had been exploring the possibility of consolidating with the City of League City. However, he indicated that he has tried to call them in the past month and the City has stop talking with him. He indicated that he has to get an approval from the City before he can raise his rates. He wanted to wait until he got more information from the City of League City. He indicated that he has been communicating with Mr. John Baumgartner, City Manager. Mr. Smith told Mr. O'Keeffe that he would call him back in January to see if he still wants to complete the PUC rate application. Mr. O'Keeffe indicated that he is interested in completing the application and that he just wants to communicate with the City of League City for clarification of the City requirement.</p> <p>1/31/18 – Contacted Mr. O'Keeffe and he indicated the he has made many calls to the City of League City and left messages with Mr. John Baumgartner, City manager with no return phone call. He indicated that because they will not return his call, he would like to go ahead and schedule to conduct the Rate Study with me. A Meeting has been scheduled for February 19, 2018 at 10:00.</p>



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

2/16/18 – The meeting With Mr. O’Keeffe was cancelled. A new meeting will be scheduled and notification will follow later.

2/28/28 – Completed interim report.

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
A new date has not been set.			
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Garry Smith	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	02/26/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Lil Countryside WSC (newly formed WSC)		
<b>Physical Location:</b>		9077 Private Road 2329, Terrell, 75160		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
11923 (W Oaks Phoenix)	1160097	Hunt		
<b>Utility Contact:</b>		Tracy Lyric		
<b>Title:</b>	President	<b>Phone Number:</b>	469/774-9295	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input checked="" type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:** STM application

**Available Tasks for each Assignment and Referral (Select up to three tasks):**

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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input checked="" type="checkbox"/> 12) - Tariff Preparation and Completion<br><input checked="" type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The WSC needs assistance with above noted items.

**NOTE:** If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	Lil Countryside WSC				
<b>Water CCN Number:</b>	11923	<b>No. of Active Connections:</b>	15	<b>PWS ID No:</b>	1160097
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Water Supply Corporation				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	2/26/2018	
<b>Staff:</b>	Steven Mindt		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Tracey Lyric		<b>Title:</b>	Finance Director	
<b>Address:</b>	9077 PR 2329, Terrell, TX		<b>County:</b>	Hunt	
<b>Phone Number:</b>	469-774-9295		<b>Email:</b>	NA	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
10) Rate Study 12) Tariff Preparation and Completion 13) Capital Improvement Plan
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
Mr. Steven Mindt, Technical Assistance and Training Specialist, received the assignment on February 27, 2018. Mr. Mindt called the Lil Countryside WSC and scheduled the meeting for April 18, 2018 and began file.



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

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<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Steven Mindt	<b>Date:</b>	March 2, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	2/12/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		Village of Vinton		
<b>Physical Location:</b>		436 E. Vinton, Vinton, 79821		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
A0549	0710163	El Paso		
<b>Utility Contact:</b>		Andrea Carrillo		
<b>Title:</b>	City Secretary	<b>Phone Number:</b>	915/886-5104	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Investor-owned
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**Nature of Referral:**
**Available Tasks for each Assignment and Referral (Select up to three tasks):**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <input type="checkbox"/> 1) - Billing and Accounting<br><input type="checkbox"/> 2) - Budgeting<br><input type="checkbox"/> 3) - Business Plans<br><br><input type="checkbox"/> 4) - Managing Collections/Disconnections<br><input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations<br><input type="checkbox"/> 6) - Debt Payments<br><input type="checkbox"/> 7) - Financial Records and Record Keeping<br><input type="checkbox"/> 8) - Financial Statements<br><input type="checkbox"/> 9) - Rate/Tariff Change Applications<br><input checked="" type="checkbox"/> 10) - Rate Study<br><input type="checkbox"/> 11) - Reserve Accounts<br><input type="checkbox"/> 12) - Tariff Preparation and Completion<br><input checked="" type="checkbox"/> 13) - Capital improvement Plans<br><input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas<br><input type="checkbox"/> 15) - Customer Complaint Issues | <input type="checkbox"/> 16) - Customer Service Agreements<br><input type="checkbox"/> 17) - Customer Service and Relations<br><input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members<br><input type="checkbox"/> 19) - Petitions to Cease Operations<br><input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility<br><br><input type="checkbox"/> 21) - Record Keeping<br><input type="checkbox"/> 22) - Sale/Transfer/Merger Applications<br><input type="checkbox"/> 23) - Stock Transfer Applications<br><input type="checkbox"/> 24) - Tax Exempt Status Matters<br><input type="checkbox"/> 25) - Termination Agreements<br><input type="checkbox"/> 26) - Annual Reports<br><input type="checkbox"/> 27) - WSC Conversions<br><input type="checkbox"/> 28) - PUC Compliance Regulation<br><input type="checkbox"/> 29) - Board/Council Training<br><br><input type="checkbox"/> 30) - Consolidation Assistance<br><input type="checkbox"/> 00) - Other |
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**Narrative Description**

The city would like a rate study done for water and sewer rates. I informed that he should arrange for the entire council to be present when the contractor provides them with the results of the rate study and capital improvement plan.

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

**February 2018**

<b>Name of Utility or Proposed Utility:</b>	Village of Vinton				
<b>Water CCN Number:</b>	A0549	<b>No. of Active Connections:</b>	3	<b>PWS ID No:</b>	0710163
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	2/13/18	
<b>Staff:</b>	Refugio Rodriguez		<b>Priority of Referral:</b>		
<b>Person Contacted:</b>	Andres Carrillo		<b>Title:</b>	City Secretary	
<b>Address:</b>	436 E. Vinton, Vinton TX		<b>County:</b>	El Paso	
<b>Phone Number:</b>	915-886-5104		<b>Email:</b>	acarrillo@vintontx.us	
<b>Report Status:</b>	Interim				

<b>Type of Assistance Provided</b>
Rate Study
<b>Summary of Assistance Provided, Findings, and Outcomes</b>
<p>February 13, 2018, received the assignment for the Village of Vinton for a rate study. Contacted system and left voice message.</p> <p>February 23, 2018, Mr. Rodriguez called Mrs. Carrillo with the Village of Vinton and provided some information on what a rate study would comprise of. Mrs. Carrillo would forward a contract from El Paso on current rates.</p> <p>February 26, 2018, Mr. Rodriguez received information and is reviewing for the rate study.</p> <p>Completed interim report.</p>





**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Refugio Rodriguez	<b>Date:</b>	February 26, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018



# PUBLIC UTILITY COMMISSION

## FM Assistance Contract

### Financial and Managerial Assistance Referral Form

<b>Date Sent to Contractor:</b>	1/9/2018	<b>Referred By:</b>	Lisa Fuentes	<b>Priority:</b> <input checked="" type="checkbox"/> Routine <input type="checkbox"/> High Priority
<b>Name of Utility:</b>		BFE HOA		
<b>Physical Location:</b>		101 Constellation Drive, Cresson, 76035		
<b>CCN No.</b>	<b>PWS ID No. (Optional)</b>	<b>County(ies)</b>		
12899	1840132	Parker		
<b>Utility Contact:</b>		Mary Butt, bfewsc@gmail.com		
<b>Title:</b>	treasurer	<b>Phone Number:</b>	951/283-4076	<b>Fax Number:</b>

<b>Type of Utility:</b>	<input type="checkbox"/> WSC	<input type="checkbox"/> District	<input type="checkbox"/> Municipality	<input checked="" type="checkbox"/> Investor-owned
<b>Nature of Referral:</b>				
<b>Available Tasks for each Assignment and Referral (Select up to three tasks):</b>				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1) - Billing and Accounting  <input type="checkbox"/> 2) - Budgeting  <input type="checkbox"/> 3) - Business Plans   <input type="checkbox"/> 4) - Managing Collections/Disconnections  <input type="checkbox"/> 5) - Water Supply Corporation (WSC) Formations/Creations  <input type="checkbox"/> 6) - Debt Payments  <input type="checkbox"/> 7) - Financial Records and Record Keeping  <input type="checkbox"/> 8) - Financial Statements  <input type="checkbox"/> 9) - Rate/Tariff Change Applications  <input type="checkbox"/> 10) - Rate Study  <input type="checkbox"/> 11) - Reserve Accounts  <input type="checkbox"/> 12) - Tariff Preparation and Completion  <input type="checkbox"/> 13) - Capital improvement Plans  <input type="checkbox"/> 14) - Certificate of Convenience and Necessity (CCN) Applications and Service Areas  <input type="checkbox"/> 15) - Customer Complaint Issues         </div> <div style="width: 50%;"> <input type="checkbox"/> 16) - Customer Service Agreements  <input type="checkbox"/> 17) - Customer Service and Relations  <input type="checkbox"/> 18) - Meeting with Home Owners Associations, Property Owners Associations or Water Supply Corporation Members  <input type="checkbox"/> 19) - Petitions to Cease Operations  <input type="checkbox"/> 20) - Receivership/Temporary Manager/Supervision of a Utility   <input type="checkbox"/> 21) - Record Keeping  <input checked="" type="checkbox"/> 22) - Sale/Transfer/Merger Applications  <input type="checkbox"/> 23) - Stock Transfer Applications  <input type="checkbox"/> 24) - Tax Exempt Status Matters  <input type="checkbox"/> 25) - Termination Agreements  <input type="checkbox"/> 26) - Annual Reports  <input type="checkbox"/> 27) - WSC Conversions  <input type="checkbox"/> 28) - PUC Compliance Regulation  <input type="checkbox"/> 29) - Board/Council Training   <input type="checkbox"/> 30) - Consolidation Assistance  <input type="checkbox"/> 00) - Other         </div> </div>				
<b><u>Narrative Description</u></b>				
The HOA is purchasing the utility from the owner.				

**NOTE: If background information cannot be attached to email, please mail hard copies to Jay Stone: [jay.stone@puc.texas.gov](mailto:jay.stone@puc.texas.gov)**

<b>Background information attached:</b>	<input type="checkbox"/> Letter of Inquiry	<input type="checkbox"/> Letters, Memos	<input type="checkbox"/> Tariff	<input type="checkbox"/> Survey Letter, etc.
<b>Other:</b>				



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

February 2018

<b>Name of Utility or Proposed Utility:</b>	<b>BFE HOA</b>				
<b>Water CCN Number:</b>	12899	<b>No. of Active Connections:</b>	37	<b>PWS ID No:</b>	1840132
<b>Sewer CCN Number:</b>		<b>No. of Active Connections:</b>		<b>WW Permit No:</b>	
<b>Utility Classification:</b>	Investor Owned Utility				
<b>Referred By:</b>	Lisa Fuentes		<b>Date of Referral:</b>	01/09/2018	
<b>Staff:</b>	Steve Mindt		<b>Priority of Referral:</b>	Routine	
<b>Person Contacted:</b>	Mary Butt		<b>Title:</b>	Treasurer	
<b>Address:</b>	101 Constellation Drive, Cresson, 76035		<b>County:</b>	Parker	
<b>Phone Number:</b>	951-283-4076		<b>Email:</b>	bfewsc@gmail.com	
<b>Report Status:</b>	Interim				

**Type of Assistance Provided**

Sale/Transfer/Merger Applications

**Summary of Assistance Provided, Findings, and Outcomes**

1/18/18 – Called the contact number and left a message regarding the assistance.

1/19/18 – Called and scheduled a meeting for 3/8/18 at 12:30pm located at 117 Citation Drive, Cresson.

1/30/18 – Completed the interim report.

2/28/18 – No updated information. Meeting still scheduled for 3/8/18



**Public Utility Commission of Texas**  
**Financial and Managerial Assistance Program**  
**Assistance Activity Report**

<b>All Assigned Tasks Completed:</b>	No	<b>If No, Provide Explanation:</b>	
<b>Follow-Up Needed:</b>	N/A	<b>If Yes, By Whom:</b>	N/A
<b>If Yes, provide specific goals and details of the expected outcome of the additional assistance:</b>			

<b>Report Filed By:</b>	Steve Mindt	<b>Date:</b>	February 28, 2018
<b>Approved By:</b>	Jason Knobloch	<b>Review Date:</b>	March 13, 2018

WATER UTILITY TARIFF  
FOR RECEIVED

44149

Anderson Water Company, Inc.  
(Utility Name)

2015 JAN -7 PM 3:43  
PUBLIC UTILITY COMMISSION  
FILING CLERK

P.O. Box 447  
(Business Address)

Anderson, Texas 77830  
(City, State, Zip Code)

(936) 873-2941  
(Area Code/Telephone)

This tariff is effective for utility operations under the following Certificate(s) of Convenience and Necessity:

11675

This tariff is effective in the following counties:

Grimes

This tariff is effective in the following cities or unincorporated towns (if any):

None

This tariff is effective in the following subdivisions or systems:

Communities of Richards (PWS #0930015), Roan's Prairie (PWS #0930016), Shiro (PWS #0930014) and the Out-of-City Customers of Anderson (PWS #0930011)

## TABLE OF CONTENTS

The above utility lists the following sections of its tariff (if additional pages are needed for a section, all pages should be numbered consecutively):

SECTION 1.0 -- RATE SCHEDULE .....	2
SECTION 2.0 -- SERVICE RULES AND POLICIES .....	3
SECTION 3.0 -- EXTENSION POLICY .....	8
SECTION 4.0 -- DROUGHT CONTINGENCY PLAN .....	10
APPENDIX A -- SAMPLE SERVICE AGREEMENT	
APPENDIX B -- APPLICATION FOR SERVICE	

**SECTION 1.0 - RATE SCHEDULE**

**Section 1.01 - Rates**

<u>Meter Size</u>	<u>Monthly Base Rate</u>	<u>Gallonge Charge</u>
5/8" or 3/4"	\$ <u>24.00</u> (INCLUDING <u>3,000</u> GALLONS)	\$ <u>3.00</u>
1"	\$ <u>34.00</u>	per 1000 gallons
1½"	\$ <u>59.00</u>	same for all meter sizes
2"	\$ <u>89.00</u>	
3"	\$ <u>159.00</u>	
4"	\$ <u>259.00</u>	

**REGULATORY ASSESSMENT** ..... 1.0%  
A REGULATORY ASSESSMENT, EQUAL TO ONE PERCENT OF THE CHARGE FOR RETAIL  
WATER SERVICE ONLY, SHALL BE COLLECTED FROM EACH RETAIL CUSTOMER.

**Section 1.02 - Miscellaneous Fees**

**TAP FEE** ..... \$ 300.00  
THE TAP FEE IS BASED ON THE AVERAGE OF THE UTILITY'S ACTUAL COST FOR MATERIALS  
AND LABOR FOR STANDARD RESIDENTIAL CONNECTION OF 5/8" or 3/4" METER.

**RECONNECTION FEE**  
THE RECONNECT FEE WILL BE CHARGED BEFORE SERVICE CAN BE RESTORED  
TO A CUSTOMER WHO HAS BEEN DISCONNECTED FOR THE FOLLOWING REASONS:

- a) **Non payment of bill** (Maximum \$25.00) ..... \$ 25.00
- b) **Customer's request** ..... \$ 25.00  
OR OTHER REASONS LISTED UNDER SECTION 2.0 OF THIS TARIFF

**TRANSFER FEE** ..... \$ 10.00  
THE TRANSFER FEE WILL BE CHARGED FOR CHANGING AN ACCOUNT NAME AT  
THE SAME SERVICE LOCATION WHERE THE SERVICE IS NOT DISCONNECTED.

**LATE CHARGE** ..... \$2.00 OR 5%  
A ONE TIME PENALTY MAY BE MADE ON DELINQUENT BILLS BUT MAY NOT BE APPLIED  
TO ANY BALANCE TO WHICH THE PENALTY WAS APPLIED IN A PREVIOUS BILLING.

**RETURNED CHECK CHARGE** ..... \$ 35.00

**CUSTOMER DEPOSIT** (Maximum \$50) ..... \$ 50.00

**NON RESIDENTIAL CUSTOMER DEPOSIT** ..... \$ per TNRCC Rules

**RATES LISTED ARE EFFECTIVE ONLY IF  
THIS PAGE HAS TNRCC APPROVAL STAMP**

TERRITORIAL NATURAL RESOURCE CONSERVATION

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APPROVED BY   Jm   /   JLS    
Page 69 of 189

SECTION 2.0 - SERVICE RULES AND REGULATIONS

Section 2.01 - Texas Natural Resource Conservation Commission Rules

The utility will have the most current Texas Natural Resource Conservation Commission Rules, Chapter 291, Water Rates, available at its office for reference purposes. The Rules and this tariff shall be available for public inspection and reproduction at a reasonable cost. The latest Rules or Commission approved changes to the Rules supersede any rules or requirements in this tariff.

Section 2.02 - Application for and Provision of Water Service

All applications for service will be made on the utility's standard application or contract form (attached in the Appendix to this tariff) and will be signed by the applicant before water service is provided by the utility. A separate application or contract will be made for each service location.

After the applicant has met all the requirements, conditions and regulations for service, the utility will install tap, meter and utility cut-off valve and/or take all necessary actions to initiate service. The utility will serve each qualified applicant for service within 5 working days unless line extensions or new facilities are required. If construction is required to fill the order and if it cannot be completed within 30 days, the utility will provide the applicant with a written explanation of the construction required and an expected date of service.

Where service has previously been provided, service will be reconnected within one working day after the applicant has met the requirements for reconnection.

The customer will be responsible for furnishing and laying the necessary customer service pipe from the meter location to the place of consumption. Customers may be required to install a customer owned cut-off valve on the customer's side of the meter or connection.

Section 2.03 - Refusal of Service

The utility may decline to serve an applicant until the applicant has complied with the regulations of the regulatory agencies (state and municipal regulations) and for the reasons outlined in the TNRCC Rules. In the event that the utility refuses to serve an applicant, the utility will inform the applicant in writing of the basis of its refusal. The utility is also required to inform the applicant a complaint may be filed with the Commission.

Section 2.04 - Customer Deposits

If a residential applicant cannot establish credit to the satisfaction of the utility, the applicant may be required to pay a deposit as provided for in Section 1.02 of this tariff. The utility will keep records of the deposit and credit interest in accordance with TNRCC Rules.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

SECTION 2.0 - SERVICE RULES AND REGULATIONS (CONT.)

Section 2.04 - Customer Deposits (cont.)

Residential applicants 65 years of age or older may not be required to pay deposits unless the applicant has an outstanding account balance with the utility or another water or sewer utility which accrued within the last two years.

Nonresidential applicants who cannot establish credit to the satisfaction of the utility may be required to make a deposit that does not exceed an amount equivalent to one-sixth of the estimated annual billings.

Refund of deposit - If service is not connected, or after disconnection of service, the utility will promptly refund the customer's deposit plus accrued interest or the balance, if any, in excess of the unpaid bills for service furnished. The utility may refund the deposit at any time prior to termination of utility service but must refund the deposit plus interest for any customer who has paid 18 consecutive billings without being delinquent.

Section 2.05 - Meter Requirements, Readings, and Testing

All water sold by the utility will be billed based on meter measurements. The utility will provide, install, own and maintain meters to measure amounts of water consumed by its customers. One meter is required for each residential, commercial or industrial facility in accordance with the TNRCC Rules.

Service meters will be read at monthly intervals and as nearly as possible on the corresponding day of each monthly meter reading period unless otherwise authorized by the Commission.

Meter tests. The utility will, upon the request of a customer, and, if the customer so desires, in his or her presence or in that of his or her authorized representative, make without charge a test of the accuracy of the customer's meter. If the customer asks to observe the test, the test will be made during the utility's normal working hours at a time convenient to the customer. Whenever possible, the test will be made on the customer's premises, but may, at the utility's discretion, be made at the utility's testing facility. If within a period of two years the customer requests a new test, the utility will make the test, but if the meter is found to be within the accuracy standards established by the American Water Works Association, the utility will charge the customer a fee which reflects the cost to test the meter up to a maximum \$25 for a residential customer. Following the completion of any requested test, the utility will promptly advise the customer of the date of removal of the meter, the date of the test, the result of the test, and who made the test.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

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D.A. APPROVED TARIFF BY *BF*



SECTION 2.0 - SERVICE RULES AND REGULATIONS (CONT.)

Section 2.06 - Billing

Bills from the utility will be mailed monthly unless otherwise authorized by the Commission. The due date of bills for utility service will be at least sixteen (16) days from the date of issuance. The postmark on the bill or, if there is no postmark on the bill, the recorded date of mailing by the utility will constitute proof of the date of issuance. Payment for utility service is delinquent if full payment, including late fees and the regulatory assessment, is not received at the utility or the utility's authorized payment agency by 5:00 p.m. on the due date. If the due date falls on a holiday or weekend, the due date for payment purposes will be the next work day after the due date.

A late penalty of either \$2.00 or 5.0% will be charged on bills received after the due date. The penalty on delinquent bills will not be applied to any balance to which the penalty was applied in a previous billing. The utility must maintain a record of the date of mailing to charge the late penalty.

Each bill will provide all information required by the TNRCC Rules. For each of the systems it operates, the utility will maintain and note on the monthly bill a telephone number (or numbers) which may be reached by a local call by customers. At the utility's option, a toll-free telephone number or the equivalent may be provided.

In the event of a dispute between a customer and a utility regarding any bill for utility service, the utility will conduct an investigation and report the results to the customer. If the dispute is not resolved, the utility will inform the customer that a complaint may be filed with the Commission.

Section 2.07 - Service Disconnection

Utility service may be disconnected if the bill has not been paid in full by the date listed on the termination notice. The termination date must be at least 10 days after the notice is mailed or hand delivered.

The utility is encouraged to offer a deferred payment plan to a customer who cannot pay an outstanding bill in full and is willing to pay the balance in reasonable installments. However, a customer's utility service may be disconnected if a bill has not been paid or a deferred payment agreement entered into within 26 days from the date of issuance of a bill and if proper notice of termination has been given.

Notice of termination must be a separate mailing or hand delivery in accordance with the TNRCC Rules.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

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SECTION 2.0 - SERVICE RULES AND REGULATIONS (CONT.)

Section 2.07 - Service Disconnection (cont.)

Utility service may also be disconnected without notice for reasons as described in the TNRCC Rules.

Utility personnel must be available to collect payments and to reconnect service on the day of and the day after any disconnection of service unless service was disconnected at the customer's request or due to a hazardous condition.

Section 2.08 - Reconnection of Service

Service will be reconnected within 24 hours after the past due bill and any other outstanding charges are paid or correction of the conditions which caused service to be disconnected.

Section 2.09 - Service Interruptions

The utility will make all reasonable efforts to prevent interruptions of service. If interruptions occur, the utility will re-establish service within the shortest possible time. Except for momentary interruptions due to automatic equipment operations, the utility will keep a complete record of all interruptions, both emergency and scheduled and will notify the Commission in writing of any service interruptions affecting the entire system or any major division of the system lasting more than four hours. The notice will explain the cause of the interruptions.

**Prorated Bills** - If service is interrupted or seriously impaired for 24 consecutive hours or more, the utility will prorate the monthly base bill in proportion to the time service was not available to reflect this loss of service.

Section 2.10 - Quality of Service

The utility will plan, furnish, and maintain production, treatment, storage, transmission, and distribution facilities of sufficient size and capacity to provide a continuous and adequate supply of water for all reasonable consumer uses. Unless otherwise authorized by the Commission, the utility will maintain facilities as described in the TWC Rules or in the Texas Natural Resource Conservation Commission's "Rules and Regulations for Public Water Systems."

Section 2.11 - Customer Complaints and Disputes

If a customer or applicant for service lodges a complaint, the utility will promptly make a suitable investigation and advise the complainant of the results. Service will not be disconnected pending completion

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

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SECTION 2.0 - SERVICE RULES AND REGULATIONS (CONT.)

Section 2.11 - Customer Complaints and Disputes (cont.)

of the investigation. If the complainant is dissatisfied with the utility's response, the utility must advise the complainant that he has recourse through the Texas Natural Resource Conservation Commission complaint process. Pending resolution of a complaint, the commission may require continuation or restoration of service.

The utility will maintain a record of all complaints which shows the name and address of the complainant, the date and nature of the complaint and the adjustment or disposition thereof, for a period of two years after the final settlement of the complaint.

SECTION 2.20 - SPECIFIC UTILITY SERVICE RULES AND REGULATIONS

This section contains specific utility service rules in addition to the rules previously listed under Section 2.0. It must be reviewed and approved by the Commission and in compliance with TNRCC Rules to be effective.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

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SECTION 3.0 - EXTENSION POLICY

Section 3.01 - Standard Extension Requirements

LINE EXTENSION AND CONSTRUCTION CHARGES. No contribution in aid of construction may be required of any customer except as provided for in this approved extension policy.

The customer will be given an itemized statement of the costs, options such as rebates to the customer, sharing of construction costs between the utility and the customer, or sharing of costs between the customer and other applicants prior to beginning construction.

The utility will bear the full cost of any oversizing of water mains necessary to serve other customers in the immediate area. The individual residential customer shall not be charged for any additional production, storage, or treatment facilities. Contributions in aid of construction may not be required of individual residential customers for production, storage, treatment or transmission facilities unless otherwise approved by the Commission under this specific extension policy.

COST UTILITIES SHALL BEAR. Within its certificate area, the utility will pay the cost of the first 200 feet of any water main or distribution line necessary to extend service to an individual residential customer within a platted subdivision. However, if the residential customer requesting service purchased the property after the developer was notified of the need to provide facilities to the utility, the utility may charge for the first 200 feet. The utility must also be able to document that the developer of the subdivision refused to provide facilities compatible with the utility's facilities in accordance with the utility's approved extension policy after receiving a written request from the utility.

Developers may be required to provide contributions in aid of construction in amounts to furnish the system with all facilities necessary to comply with the Texas Natural Resource Conservation Commission's "Rules and Regulations for Public Water Systems."

SECTION 3.20 - SPECIFIC UTILITY EXTENSION POLICY

This section contains the utility's specific extension policy which complies with the requirements already stated under Section 3.01. It must be reviewed and approved by the Commission and in compliance with TNRCC Rules to be effective.

Residential customers not covered under Section 3.01 will be charged the equivalent of the costs of extending service to their property from the nearest transmission or distribution line even if that line does not have adequate capacity to serve the customer. However, if the customer places unique, non-standard service demands upon the system, the customer may be charged the full cost of extending service to and throughout their property, including the cost of all necessary transmission and storage facilities necessary to meet the service demands anticipated to be created by that property.

Developers will be required to provide contributions in aid of construction in amounts sufficient to furnish the development with all facilities necessary to provide for reasonable local demand requirements and to comply with Texas Natural Resource Conservation Commission minimum design criteria for facilities used in the production, transmission, pumping, or treatment of water or Texas Natural Resource Conservation Commission minimum requirements. For purposes of this subsection, a developer is one who subdivides or requests more than two meters on a piece of property. Commercial, industrial, and wholesale customers will be treated as developers.

Anderson Water Company, Inc.

Water Utility Tariff Page No. 10

**SECTION 4.0 -- DROUGHT CONTINGENCY PLAN**  
(Utility must attach copy of TCEQ approved Drought Contingency Plan)

**ANDERSON WATER COMPANY, INC.**

PO Box 447  
1212 Becker Lane  
Anderson, TX 77830

Phone (936) 873-2941  
Fax (936) 873-2962  
[www.andersonwater.com](http://www.andersonwater.com)

**RECEIVED**

DEC 29 2005

**WATER RIGHTS PERMITTING**

December 22, 2005

Texas Commission on Environmental Quality  
Drought Contingency Section, MC 160  
P O Box 13087  
Austin, TX 78711-387


RE: Anderson Water Company, CCN #11675

To Whom It May Concern:

We received a phone call that you had not received a copy of our Drought Contingency Plan, even though it had been submitted some time ago. Enclosed please find a copy of said plan.


Please let me know if you have any questions.

Sincerely,

  
Rickey D. Wehmeyer, President  
Anderson Water Company  
Enclosure (1)  
RDW/jdw

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

DEC 29 2005

APPROVED BY: 

## DROUGHT CONTINGENCY PLAN FOR THE *ANDERSON WATER COMPANY*

In case of extreme drought, periods of abnormally high usage, system contamination, or extended reduction inability to supply water due to equipment failure, temporary restriction may be instituted to limit non-essential water usage. The purpose of the Drought Contingency Plan is to encourage customer conservation in order to maintain supply, storage, or pressure or to comply with the requirements of a court, government agency or other authority.

### To all customers of Anderson Water Company

The following is a Drought Contingency Plan established by our company and approved by T.N.R.C.C. to implement a smooth transition into water conservation efforts for our systems when drought conditions occur and are causing an over taxation of their pumping capabilities.

You will be notified by mail and through our local newspaper "Navasota Examiner" three (3) days prior to implementation of each phase of these provisions as they may be needed to conserve water and to protect our systems during these drought conditions.

Below are listed each phase and conditions for our customers to follow during their implementation.

**Phase I** is being implemented now. As you read and understand our Drought Contingency Plan and through the summer to September Phase 1 is in effect. We consider this as "Standby". We also urge you to always be water conservative. Water in Texas is precious and limited.

#### **Phase II. Voluntary measures:**

**Restricted Days/Hours:** Water customers are requested to voluntarily limit the use of the irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems.

Customers are requested to limit outdoor water use to **Mondays for water customers with a street address ending with the number 1, 2, or 3, Wednesdays for water customers with a street address ending with the numbers 4, 5, or 6, and Fridays for water customers with a street address ending with the numbers 7, 8, 9, or 0.** Irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.

#### **Phase III. Mandated measures:**

1. Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to **Mondays for water customers with a street address ending with the**



number 1, 2, or 3, Wednesdays for water customers with a street address ending with the numbers 4, 5, or 6, and Fridays for water customers with a street address ending with the numbers 7, 8, 9, or 0. Irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.

2. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed shall be done with a hand-held bucket or a hand held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulation if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.

3. Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or "jacuzzi" type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.

4. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.

5. Use of water from hydrants or flush valves shall be limited to maintaining public health, safety, and welfare.

6. Use of water for the irrigation of golf courses, parks, and green belt areas is prohibited except by hand held hose and only on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight.

7. The following uses of water are defined as non-essential and are prohibited:
- a. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
  - b. use of water to wash down buildings or structures for purposes other than immediated fire protection;
  - c. use of water for dust control;
  - d. flushing gutters or permitting water to run or accumulate in any gutter or street;
  - e. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
  - f. any waste of water.

**Phase IV. Critical Water Use Restrictions:** The water company will implement Phase IV when

any one of the Supply or Demand has reached their selected triggered base. Upon initiation and termination of Phase IV, the utility will mail a public announcement to its customers. Notice to INRCC.

**Mandatory Water Use Restriction:** All outdoor use of water is prohibited.

1. Irrigation of landscaped areas is absolutely prohibited.
2. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.

**Phase V. Violations:**

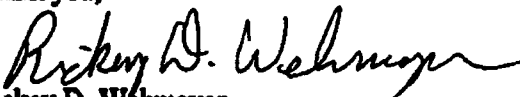
1. First violation: The customer will be notified by written notice of their specific violation.
2. Subsequent violations:
  - a. After written notice, the utility may install a flow restricting device in the line to limit the amount of water which will pass through the meter in a 24 hour period. The utility may charge the customer for the actual cost of installing and removing the flow restricting device, not to exceed \$50.00.
  - b. After written notice, the utility may discontinue service at the meter for a period of seven (7) days, or until the end of the calendar month, whichever is LESS. The normal reconnect fee of the utility will apply for restoration of service.

**Phase VI. Exemptions or Variances**

The utility may grant any customer an exemption or variance from the drought contingency plan for good cause upon written request. A customer who is refused an exemption or variance may appeal such action of the utility in writing to the Texas Natural Resource Conservation Commission. The utility will treat all customers equally concerning exemptions and variances, and shall not discriminate in granting exemptions and variances. No exemption or variance shall be retroactive or otherwise justify any violation of the Plan occurring prior to the issuance of the variance.

Customers will be given written notification of termination of any phase of water restriction which has been activated. As always we appreciate your cooperation in the preservation and conservation of your water supply.

Thank you,



Rickey D. Wehmeyer  
Anderson Water Co., Inc.  
President

---

**Model Drought Contingency Plan**

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**DROUGHT CONTINGENCY PLAN  
FOR THE  
INVESTOR OWNED UTILITY**

---

**ANDERSON WATER COMPANY, INC.**

---

**(Name of utility)**

---

**P. O. BOX 447 ANDERSON, TX 77830**

---

**(Address, City, Zip Code)**

---

**11675**

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**(CCN#)**

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**0930011, 0930014, 0930015, 0930016**

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**(PWS #s)**

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**AUGUST 23, 2000**

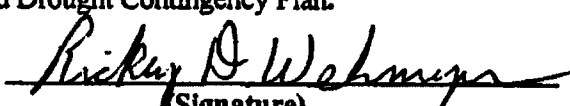
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**(Date)****Section 1 Declaration of Policy, Purpose, and Intent**

In cases of extreme drought, periods of abnormally high usage, system contamination, or extended reduction in ability to supply water due to equipment failure, temporary restrictions may be instituted to limit non-essential water usage. The purpose of the Drought Contingency Plan is to encourage customer conservation in order to maintain supply, storage, or pressure or to comply with the requirements of a court, government agency or other authority.

**Please note:** Water restriction is not a legitimate alternative if water system does not meet the Texas Natural Resource Conservation Commission's (TNRCC) capacity requirements under normal conditions or if the utility fails to take all immediate and necessary steps to replace or repair malfunctioning equipment.

I **RICKEY D. WEHMEYER** (Please print name), being the responsible official  
for **ANDERSON WATER COMPANY, INC.** (Name of utility), request a minor tariff  
amendment to include the enclosed Drought Contingency Plan.

  
(Signature)

**08-23-00**  
(Date)

**Section 2 Public Involvement**

Opportunity for the public to provide input into the preparation of the Plan was provided by:  
(check at least one of the following)

☐ *scheduling and providing public notice of a public meeting to accept input on the Plan.*

The meeting took place at:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

☐ *mailed survey with summary of results. (attach survey and results)*

☒ *bill insert inviting comment. (attach bill insert)*

☐ *other method* \_\_\_\_\_

**Section 3 Public Education**

The ANDERSON WATER CO., INC. (*name of utility*) will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage.

Drought plan information will be provided by:  
(check at least one of the following)

☐ *public meeting*

☐ *press releases*

☒ *utility bill inserts*

☐ *other* \_\_\_\_\_

**Section 4 Coordination with Regional Water Planning Groups**

The service area of the ANDERSON WATER COMPANY, INC (*name of your utility*) is located within:

BRAZOS VALLEY G WATER PLANNING GROUP \_\_\_\_\_

Regional Water Planning Group (RWPG) \_\_\_\_\_

ANDERSON WATER COMPANY, INC (*name of your utility*) has mailed a copy of this Plan to the RWPG.

BRAZOS VALLEY G WATER PLANNING GROUP  
*Model Drought Contingency Plan for IOUs - 6/15/00*

## Section 5 Notice Requirements

Written notice will be provided to each customer prior to implementation or termination of each stage of the water restriction program. Mailed notice must be given to each customer 72 hours prior to the start of water restriction. If notice is hand delivered, the utility cannot enforce the provisions of the plan for 24 hours after notice is provided. The written notice to customers will contain the following information:

1. the date restrictions will begin,
2. the circumstances that triggered the restrictions,
3. the stages of response and explanation of the restrictions to be implemented, and,
4. an explanation of the consequences for violations.

The utility must notify the TNRCC by telephone at (512) 239- 6020, or electronic mail at [watermon@tnrcc.state.tx.us](mailto:watermon@tnrcc.state.tx.us) prior to implementing Stage III and must notify in writing the Public Drinking Water Section at MC - 155, P.O. Box 13087, Austin, Texas 78711-3087 within five (5) working days of implementation including a copy of the utility's restriction notice. The utility must file a status report of its restriction program with the TNRCC at the initiation and termination of mandatory water use restrictions (i.e. Stages III and IV).

## Section 6 Violations

1. First violation - The customer will be notified by written notice of their specific violation.
2. Subsequent violations:
  - a. After written notice, the utility may install a flow restricting device in the line to limit the amount of water which will pass through the meter in a 24 hour period. The utility may charge the customer for the actual cost of installing and removing the flow restricting device, not to exceed \$50.00.
  - b. After written notice, the utility may discontinue service at the meter for a period of seven (7) days, or until the end of the calendar month, whichever is LESS. The normal reconnect fee of the utility will apply for restoration of service.

## Section 7 Exemptions or Variances

The utility may grant any customer an exemption or variance from the drought contingency plan for good cause upon written request. A customer who is refused an exemption or variance may appeal such action of the utility in writing to the Texas Natural Resource Conservation Commission. The utility will treat all customers equally concerning exemptions and variances, and shall not discriminate in granting exemptions and variances. No exemption or variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

## Section 8 Response Stages

Unless there is an immediate and extreme reduction in water production, or other absolute necessity to declare an emergency or severe condition, the utility will initially declare Stage I restrictions. If, after a reasonable period of time, demand is not reduced enough to alleviate outages, reduce the risk of outages, or comply with restrictions required by a court, government agency or other authority, Stage II may be implemented with Stage III to follow if necessary.

### STAGE I - CUSTOMER AWARENESS

Stage 1 will begin:

Every April 1<sup>st</sup>, the utility will mail a public announcement to its customers.

No notice to TNRCC required.

Stage 1 will end:

Every September 30<sup>th</sup>, the utility will mail a public announcement to its customers.

No notice to TNRCC required.

#### Utility Measures:

This announcement will be designed to increase customer awareness of water conservation and encourage the most efficient use of water. A copy of the current public announcement on water conservation awareness shall be kept on file available for inspection by the TNRCC.

#### Voluntary Water Use Restrictions:

Water customers are requested to voluntarily limit the use of water for non-essential purposes and to practice water conservation.

### STAGE II - VOLUNTARY WATER CONSERVATION:

Goal: 5% reduction in water use

The water utility will implement Stage 2 when any one of the selected triggers is reached:

Supply-Based Triggers (check at least one and fill in the appropriate value)

- ☐ Well level reaches \_\_\_\_\_ ft. mean sea level (m.s.l.)
- ☐ Overnight recovery rate reaches \_\_\_\_\_ ft.
- ☐ Reservoir elevation reaches \_\_\_\_\_ ft. (m.s.l.)
- ☐ Stream flow reaches \_\_\_\_\_ cfs at USGS gage # \_\_\_\_\_
- ☐ Wholesale supplier's drought Stage 2 \_\_\_\_\_

☒ Other WATER PUMPAGE TRIPLES OVER AVG. DAILY USAGE.

	AVERAGE	TRIGGER		AVERAGE	TRIGGER
ROANS PRAIRIE	6,000	18,000	ANDERSON	66,000	198,000
SHIRO	14,000	42,000	RICHARDS	22,000	66,000

**Demand- or Capacity-Based Triggers** (check at least one and fill in the appropriate value)

- ☐ Drinking water treatment as % of capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of pumping capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of storage capacity \_\_\_\_\_ %
- ☒ Pump hours per day 15 hrs.
- ☐ Production or distribution limitations.
- ☐ Other \_\_\_\_\_

Upon initiation and termination of Stage 2, the utility will mail a public announcement to its customers. No notice to TNRCC required.

**Requirements for termination**

Stage 2 of the Plan may end when all of the conditions listed as triggering events have ceased to exist for a period of three (3) consecutive days. Upon termination of Stage 2, Stage 1 becomes operative.

**Utility Measures:**

Visually inspect lines and repair leaks on a daily basis. Monthly review of customer use records and follow-up on any that have unusually high usage.

*Describe additional measures, if any, to be implemented directly by the utility to manage limited water supplies and/or reduce water demand. Examples include: reduced or discontinued flushing of water mains, activation and use of an alternative supply source(s); use of reclaimed water for non-potable purposes.*

The second water source for \_\_\_\_\_ (name of utility) is:  
(check one)

- ☐ Other well
- ☐ Inter-connection with other system
- ☐ Purchased water
- ☐ Other \_\_\_\_\_

**Voluntary Water Use Restrictions:**

1. **Restricted Hours:** Outside watering is allowed daily, but only during periods specifically described in the customer notice; between 10:00 PM and 5:00 AM for example; **OR**
2. **Restricted Days/Hours:** Water customers are requested to voluntarily limit the irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems. Customers are requested to limit outdoor water use to **Mondays for water customers with a street address ending with the numbers 1, 2, or 3, Wednesdays for water customers with a street address ending with the numbers 4, 5, or 6, and Fridays**

for water customers with a street address ending with the numbers 7, 8, 9, or 0. Irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.

3. Other uses that waste water such as water running down the gutter.

### **STAGE III - MANDATORY WATER USE RESTRICTIONS:**

Goal: 10% reduction in water use

The water utility will implement Stage 3 when any one of the selected triggers is reached:

**Supply-Based Triggers** (check at least one and fill in the appropriate value)

- ☐ Well level reaches \_\_\_\_\_ ft. (m.s.l.)
- ☐ Overnight recovery rate reaches \_\_\_\_\_ ft.
- ☐ Reservoir elevation reaches \_\_\_\_\_ ft. (m.s.l.)
- ☐ Stream flow reaches \_\_\_\_\_ cfs at USGS gage # \_\_\_\_\_
- ☐ Wholesale supplier's drought Stage 3 \_\_\_\_\_
- ☒ Other **WATER PUMPAGE INCREASES 10% OVER STAGE 2 TRIGGER VOLUME**

**Demand- or Capacity-Based Triggers** (check at least one and fill in the appropriate value)

- ☐ Drinking water treatment as % of capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of pumping capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of storage capacity \_\_\_\_\_ %
- ☒ Pump hours per day 17 hrs.
- ☐ Production or distribution limitations.
- ☐ Other \_\_\_\_\_

Upon initiation and termination of Stage 3, the utility will mail a public announcement to its customers. Notice to TNRCC required.

#### **Requirements for termination**

Stage 3 of the Plan may end when all of the conditions listed as triggering events have ceased to exist for a period of three (3) consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

#### **Utility Measures:**

Visually inspect lines and repair leaks on a regular basis. Flushing is prohibited except for dead end mains.



***Describe additional measures, if any, to be implemented directly by the utility to manage limited water supplies and/or reduce water demand. Examples include: activation and use of an alternative supply source(s); use of reclaimed water for non-potable purposes; offering low-flow fixtures and water restrictors.***

**Mandatory Water Use Restrictions:** The following water use restrictions shall apply to all customers.

1. Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Mondays for water customers with a street address ending with the numbers 1, 2, or 3, Wednesdays for water customers with a street address ending with the numbers 4, 5, or 6, and Fridays for water customers with a street address ending with the numbers 7, 8, 9, or 0. Irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.
2. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
3. Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or "jacuzzi" type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
4. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
5. Use of water from hydrants or flush valves shall be limited to maintaining public health, safety, and welfare.
6. Use of water for the irrigation of golf courses, parks, and green belt areas is prohibited except by hand held hose and only on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight.
7. The following uses of water are defined as non-essential and are prohibited:

FEBRUARY 2018

- a. Wash down of any sidewalks, walkways, Overways, parking lots, tennis courts, or other hard-surfaced areas;
- b. use of water to wash down buildings or structures for purposes other than immediate fire protection;
- c. use of water for dust control;
- d. flushing gutters or permitting water to run or accumulate in any gutter or street;
- e. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- f. Any waste of water.

**STAGE IV - CRITICAL WATER USE RESTRICTIONS:** Goal: 15% reduction in water use

The water utility will implement Stage 4 when any one of the selected triggers is reached:

**Supply-Based Triggers** (check at least one and fill in the appropriate value)

- ☐ Well level reaches \_\_\_\_\_ ft. (m.s.l.)
- ☐ Overnight recovery rate reaches \_\_\_\_\_ ft.
- ☐ Reservoir elevation reaches \_\_\_\_\_ ft. (m.s.l.)
- ☐ Stream flow reaches \_\_\_\_\_ cfs at USGS gage # \_\_\_\_\_
- ☐ Wholesale supplier's drought Stage 4 \_\_\_\_\_
- ☒ Supply contamination.
- ☒ Other WATER PUMPAGE INCREASES 15% OVER STAGE 3 TRIGGER VOLUME

**Demand- or Capacity-Based Triggers** (check at least one and fill in the appropriate value)

- ☐ Drinking water treatment as % of capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of pumping capacity \_\_\_\_\_ %
- ☐ Total daily demand as % of storage capacity \_\_\_\_\_ %
- ☒ Pump hours per day 20 hrs.
- ☐ Production or distribution limitations.
- ☒ System outage.
- ☐ Other \_\_\_\_\_

Upon initiation and termination of Stage 4, the utility will mail a public announcement to its customers. Notice to TNRCC required.

**Requirements for termination :**

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three (3) consecutive days. Upon termination of Stage 4, Stage 3 becomes operative.

30 -WATER FUND  
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	* C/F BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
30 -WATER FUND		1,277,180.00	14,171.18	1,050,243.66	82.23	0.00	226,936.34
*** TOTAL REVENUES ***		1,277,180.00	14,171.18	1,050,243.66	82.23	0.00	226,936.34
<u>EXPENDITURE SUMMARY</u>							
15 -MAINTENANCE		494,121.00	48,193.11	389,378.88	78.55	0.00	106,742.12
19 -CONSTRUCTION		0.00	0.00	0.00	0.00	0.00	0.00
20 -ADMINISTRATIVE		555,832.16	( 80,954.61)	415,985.81	74.84	0.00	139,846.35
90 -DEPRECIATION		0.00	207,345.34	207,115.34	100.00	0.00	( 207,345.34)
*** TOTAL EXPENDITURES ***		1,050,232.16	175,583.84	1,011,710.03	96.33	0.00	39,522.13
*** TOTAL PROFIT / (LOSS) ***		226,947.84	( 161,412.66)	38,533.63	( 16.10)	0.00	( 161,412.66)

30 -WATER FUND  
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
10400	WATER SALES	1,000,000.00	96,753.22	1,026,179.28	100.62	0.00	( 26,179.28)
10412	RECONNECT/DISCONNECT	20,000.00	1,790.00	14,590.00	72.95	0.00	5,410.00
10425	TAP FEE REVENUE	10,000.00	375.00	5,375.00	53.75	0.00	4,625.00
10426	SERVICE FEES/RET CHK FEES	600.00	25.00	600.00	100.00	0.00	( 90.00)
10430	CSI/BACKFLOW INSPECTIONS	0.00	0.00	0.00	0.00	0.00	0.00
10557	SEDC GRANT-LOVE'S INFRASTRUCTURE 2	225,000.00	0.00	0.00	0.00	0.00	225,000.00
10558	LOVE'S INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00
10700	INTEREST EARNED	5,000.00	287.96	3,329.13	66.58	0.00	1,670.87
10751	MISCELLANEOUS REVENUE	0.00	( 30,200.00)	90.25	0.00	0.00	( 90.25)
10793	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00
10900	TRANSFER FROM OTHER FUNDS	16,580.00	0.00	0.00	0.00	0.00	16,580.00
10962	TRANSFER FROM MM SAVINGS	0.00	0.00	0.00	0.00	0.00	0.00
10968	BOND REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***		1,225,000.00	18,471.18	1,050,243.40	85.73	0.00	225,136.18

30 -WATER FUND

18 -MAINTENANCE

DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
18800	SALARY EXPENSE	117,400.00	18,007.55	117,919.54	100.44	0.00	( 519.54)
18802	FICA & MEDICARE EXPENSE	3,600.00	977.63	8,961.67	93.35	0.00	638.33
18803	TEC EXPENSE	2,400.00	0.00	189.93	7.91	0.00	2,210.07
18804	EMPLOYER INSURANCE EXPENSE	41,740.00	3,434.50	39,061.15	69.62	0.00	12,678.85
18805	INRS EXPENSE	11,280.00	3,193.72	13,154.31	115.59	0.00	( 1,774.31)
18806	WORKER'S COMP EXPENSE	5,556.64	0.00	5,556.64	100.00	0.00	0.00
18807	UNIFORM EXPENSE	3,200.00	137.87	3,643.95	82.62	0.00	556.05
18808	HOUSE RENT	0.00	0.00	0.00	0.00	0.00	0.00
18809	OVERTIME	7,000.00	567.81	5,956.73	85.10	0.00	1,043.27
18810	UTILITIES	53,812.35	6,270.57	51,364.99	95.45	0.00	2,447.36
18818	MACHINERY MTCE	1,585.61	0.00	4,585.61	100.00	0.00	0.00
18846	MINOR TOOLS	5,044.14	225.45	5,044.14	100.00	0.00	0.00
18848	SAFETY EQUIPMENT	1,500.00	0.00	697.60	46.51	0.00	802.40
18850	MOTOR VEHICLE MTCE.	7,515.69	4,390.92	7,575.69	100.00	0.00	0.00
18851	MOTOR VEHICLE FUEL	8,000.00	1,374.59	7,497.34	93.72	0.00	502.16
18865	PLANT CHEMICALS	9,300.00	403.31	8,065.69	86.73	0.00	1,234.31
18872	MECHANICAL SUPPLIES	500.00	0.00	400.43	80.09	0.00	99.57
18873	UTILITY LINE MAINTENANCE	13,547.00	7.49	13,402.28	99.93	0.00	144.72
18874	WATER STORAGE TANK MTCE.	3,000.00	0.00	1,309.49	43.65	0.00	1,690.52
18875	BOOSTER PUMP MAINTENANCE	9,915.82	0.00	9,815.82	100.00	0.00	0.00
18876	LABORATORY FEES	3,799.39	2,017.64	5,799.38	100.00	0.00	0.00
18881	WATER WELL MAINTENANCE	43,667.37	6,932.84	32,210.37	73.77	0.00	11,453.00
18882	METER AND TAP EXPENSE	60,000.00	1,061.59	57,003.44	95.01	0.00	2,996.56
18902	CAPITAL - STORAGE TANK	20,000.00	0.00	0.00	0.00	0.00	20,000.00
18906	CAPITAL - LINE IMPROVEMEN	10,000.00	0.00	162.70	1.62	0.00	9,837.80
18910	CAPITAL - WATER WELL RENAB	30,000.00	0.00	.00	0.00	0.00	30,000.00
18912	CAPITAL - WELL INSTRUMENTATION	10,000.00	0.00	0.00	0.00	0.00	10,000.00
18914	CAPITAL - TANK REPAIR	0.00	0.00	0.00	0.00	0.00	0.00
18916	CAPITAL - WELL MONITORING EQUI	0.00	0.00	0.00	0.00	0.00	0.00
18940	CAPITAL - BACK HOE	0.00	0.00	0.00	0.00	0.00	0.00
18948	CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
18959	CAPITAL EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
18960	SECC INFRASTRUCTURE-LOVE'S	0.00	0.00	0.00	0.00	0.00	0.00
18961	LOVE'S INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00

\*\* DEPARTMENT TOTAL \*\*\*

117,400.00	44,741.11	53,513.10	93.11	0.00	20,000.00
*****	*****	*****	*****	*****	*****

1-11-2018 09:03 AM PROJECT 46988

ACTIVITY FEBRUARY 2018  
FINANCIAL STATEMENT  
AS OF: SEPTEMBER 30TH, 2017

PAGE: 4

30 -WATER FUND  
19 -CONSTRUCTION  
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D PERCENT	BUDGET BALANCE
19960	CONTRACTOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
19965	ENGINEERING EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
*** DEPARTMENT TOTAL ***		0.00	0.00	0.00	0.00	0.00	0.00

30 - WATER FUND

20 - ADMINISTRATIVE

DEPARTMENT EXPENSES

ACT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
20800	SALARY EXPENSE	127,931.70	12,830.33	131,806.21	103.03	0.00	3,875.13)
20802	FICA & MEDICARE EXPENSE	9,945.49	651.31	9,945.49	100.00	0.00	0.00
20803	TEC EXPENSE	27.00	0.00	27.00	100.00	0.00	0.00
20804	EMPLOYER INSURANCE EXPENSE	26,571.04	1,489.40	26,871.04	100.00	0.00	0.00
20805	TRNS EXPENSE	12,046.28	2,982.06	14,266.28	118.43	0.00	2,220.00)
20806	WORKER'S COMP EXPENSE	1,700.08	0.00	1,700.08	100.00	0.00	0.00
20807	UNIFORM EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
20808	CITY MGR. EXPENSE/AUTO	0.00	0.00	0.00	0.00	0.00	0.00
20809	OVERTIME	581.56	26.83	507.06	104.38	0.00	25.50)
20810	TRAVEL/SCHOOLS/DUES	9,987.26	60.00	8,770.00	87.56	0.00	219.26
20811	CONSUMER CONFIDENCE REPORT	0.00	0.00	0.00	0.00	0.00	0.00
20812	ADVERTISING/PUBLIC NOTICE	280.00	0.00	280.00	100.00	0.00	0.00
20813	ENGINEERING SERVICES	3,000.00	( 25,917.08)	0.00	0.00	0.00	5,200.00
20814	LEGAL & PROFESSIONAL FEES	22,335.34	1,173.34	22,335.34	100.00	0.00	0.00
20815	AUDIT SERVICES	9,407.17	0.00	9,000.00	95.67	0.00	407.17
20818	SPECIAL SERVICES/CONSULTING	4,549.29	0.00	4,549.29	100.00	0.00	0.00
20821	STATE FEES	9,382.65	0.00	9,382.65	100.00	0.00	0.00
20822	DRUG TESTING	300.00	0.00	50.00	16.67	0.00	250.00
20831	TELEPHONE	5,645.72	612.09	5,645.72	100.00	0.00	0.00
20832	BUILDING MAINTENANCE	174.00	0.00	174.00	100.00	0.00	0.00
20833	INSURANCE	10,264.53	0.00	10,264.53	100.00	0.00	0.00
20834	OFFICE SUPPLIES	1,627.04	52.97	1,627.04	100.00	0.00	0.00
20835	POSTAGE	4,409.00	0.00	4,408.84	100.00	0.00	0.16
20836	DATA PROCESSING	9,763.16	540.00	7,963.03	85.95	0.00	1,300.13
20837	OFFICE EQUIPMENT MAINTENANCE	2,300.00	0.00	1,164.31	50.62	0.00	1,135.79
20838	MACHINERY/ EQUIP. MAINTENANCE	1,586.85	21.84	1,586.95	100.00	0.00	0.00
20840	JANITORIAL SUPPLIES	500.00	71.59	486.97	97.37	0.00	13.13
20845	RADIO MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
20846	MINOR TOOLS	99.12	0.00	99.12	100.00	0.00	0.00
20850	MOTOR VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
20851	MOTOR VEHICLE FUEL	0.00	0.00	0.00	0.00	0.00	0.00
20857	DISPATCHER SERVICE	22,721.00	1,616.50	22,720.95	100.00	0.00	0.05
20876	LABORATORY FEES	0.00	0.00	0.00	0.00	0.00	0.00
20882	BAD DEBT EXPENSE	0.00	5,708.27	5,708.27	0.00	0.00	( 5,708.27)
20893	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
20891	BANK SERVICE CHARGES	6,712.16	670.71	7,391.87	110.13	0.00	( 679.71)
20892	INTEREST EXPENSE	0.00	111,153.33	111,153.33	0.00	0.00	( 111,153.33)
20894	TRANSFER TO SEWER FUND	0.00	0.00	0.00	0.00	0.00	0.00
20895	CAPITAL EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
20896	CONTRACTOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
20898	PLANNING PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
20899	DEBT SERVICE - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
20902	DRSRE - 2007A	134,757.50	( 134,757.50)	0.00	0.00	0.00	134,757.50
20993	BOND RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00
20997	CONTRIBUTION TO INT L BANKING	0.00	0.00	0.00	0.00	0.00	0.00
20998	VERIPS 2010	60,425.00	0.00	0.00	0.00	0.00	60,425.00

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PROJECT 46988

CITY OF FEBRUARY 2018  
FINANCIAL STATEMENT  
AS OF: SEPTEMBER 30TH, 2017

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30 -WATER FUND  
20 -ADMINISTRATIVE  
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	DEPARTMENT TOTAL ***	551,012.06	42,551.61	415,215.41	75.04	0.00	(32,346.15)



CITY OF FEBRUARY 2018  
FINANCIAL STATEMENT  
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10 -WATER FUND  
30 -DEPRECIATION  
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
00990	DEPRECIATION EXPENSE	0.00	207,345.34	207,345.34	0.00	0.00	207,345.34
***	DEPARTMENT TOTAL ***	0.00	207,345.34	207,345.34	0.00	0.00	207,345.34
***	TOTAL EXPENSES ***	1,050,332.11	115,583.84	1,011,710.03	96.32	0.00	8,037.11
***	TOTAL PROFIT / (LOSS) ***	246,927.34	( 164,112.66)	39,820.60	15.38	114,936.13	163,394.21

\*\*\* END OF REPORT \*\*\*

# **Gonzales County Water Supply Corporation**

## **Section G Rate and Service Fees**

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## SECTION G RATES AND SERVICE FEES

Unless specifically defined in this Tariff, all fees, rates, and charges as stated shall be **non-refundable**.

1. **Service Investigation Fee.** The Corporation shall conduct a service investigation for each service application submitted at the Corporation office. An initial determination shall be made by the Corporation, without charge, as to whether the service request is Standard or Non Standard. An investigation shall then be conducted and the results reported under the following terms:
  - a. All Standard Service requests shall be investigated without charge and all applicable costs for providing service shall be quoted in writing to the Applicant within ten (10) working days of application.
  - b. All Non-Standard Service requests shall be subject to a fee, appropriate to each project, of sufficient amount to cover all administrative, legal, and engineering fees associated with investigation of the Corporation's ability to deliver service to the Applicant to;
    1. provide cost estimates of the project,
    2. to present detailed plans and specifications as per final plat,
    3. to advertise and accept bids for the project,
    4. to present a Non-Standard Service Contract to the Applicant, and
    5. to provide other services as required by the Corporation for such investigation. A Non-Standard Service Contract shall be presented to the Applicant within a suitable amount of time as determined by the complexity of the project. (See Section F.)
2. **Membership Fee.** At the time the application for service is approved, a non-refundable Membership Fee must be paid before service shall be provided or reserved for the Applicant by the Corporation. *The Membership Fee for water service is \$100 for each service unit.*
  - a. The Membership Fee for water service is \$100 for each service unit.
  - b. Membership fee for oversized or Master Metered Accounts shall be based on multiples of meter size equivalence or actual connections served.
3. **Easement Fee.** When the Corporation determines that private right-of-way easements and/or facilities sites are necessary to provide service to the Applicant, the Applicant shall be required to make good faith efforts to secure easements in behalf of the Corporation and/or pay all costs incurred by the Corporation in validating, clearing, and retaining such right-of-way in addition to tap fees otherwise required pursuant to the provisions of this Tariff. The costs may include all legal fees and expenses necessary to attempt to secure such right-of-way and/or facilities sites in behalf of the Applicant. (see Section E. 2. c. (2), Section F. 7.a.)
4. **Installation Fee.** The Corporation shall charge an installation fee for service as follows:
  - a. **Standard Service** shall include all current labor, materials, engineering, legal, plumbing inspection, and administrative costs necessary to provide individual metered water service. The standard tap fee for water service shall be **\$800** for each service unit.
  - b. **Non-Standard Service** shall include any and all construction labor and materials, inspection, administration, legal, and engineering fees, as determined by the Corporation under the rules of Section F of this Tariff.
  - c. **Standard and Non-Standard Service Installation** shall include all costs of any pipeline reallocations as per Section E.1.c.(6) of this Tariff.