



Control Number: 48918



Item Number: 18

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PUBLIC UTILITY COMMISSION
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WATER AND WASTEWATER UTILITIES ANNUAL REPORT

Docket No. 48918

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

of

Blue Bell Manor Utility

Exact Legal Name of Utility/Respondent

10963

Certificate of Convenience and Necessity (CCN) No.

Submitted to the



for the

Calendar Year Ended

2018

Section 1: Utility Information

Utility Name BLUE BELL MANOR UTILITY

Address 1330 BLUE BELL ROAD

HOUSTON, TX 77038

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

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

E-mail Address RPAEZ@BLUEBELLVILLAGE.COM

Contact Person RODNEY PAEZ Title PRESIDENT

Check the business ownership entity of the utility as filed with the Internal Revenue Service

☐

Individual

☐

Partnership

☒

Corporation

☐

Nonprofit Association

Section 2: Utility Background

Water CCN No.

Number of PWSs

4

TCEQ PWS ID No.

1011476

TCEQ PWS ID No.

1011475

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

Number of Wastewater Systems

1

Sewer CCN No.

1

TCEQ Sewer Discharge Permit No.

20722

TCEQ Sewer Discharge Permit No.

11473

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

Section 3: Revenues

| | Water | Wastewater | Total Water + Wastewater |
|--------------------------------|----------------------|----------------------|-----------------------------|
| OPERATING REVENUES: | | | |
| Utility Service/Sales | \$ 427,524.00 | \$ 236,333.00 | \$ 663,857.00 |
| Fees (Tap, Reconnection, etc.) | \$ 5,083 00 | \$ 2,810 00 | \$ 7,893.00 |
| OTHER REVENUES: | | | |
| Please Identify: | | | \$ 0.00 |
| TOTAL REVENUES | \$ 432,607.00 | \$ 239,143.00 | \$ 671,750.00 |

Section 4: Expenses

| | Water | Wastewater | Total Water + Wastewater |
|---|----------------------|----------------------|-----------------------------|
| Salaries & Wages | \$ 13,930 00 | \$ 7,701 00 | \$ 21,631 00 |
| Contract Labor | | | \$ 0 00 |
| Purchased Water | | | \$ 0 00 |
| Chemicals for Treatment | \$ 159,958 00 | | \$ 159,958 00 |
| Utilities (electricity) | \$ 39,612 00 | \$ 54,313 00 | \$ 93,925 00 |
| Repairs/Maintenance/Supplies | \$ 100,815.00 | \$ 82,113 00 | \$ 182,928 00 |
| Office Expenses | \$ 6,671 00 | \$ 3,687 00 | \$ 10,358 00 |
| Professional Fees (Accounting, Legal) | | | \$ 0.00 |
| Insurance | \$ 5,302 00 | \$ 2,931 00 | \$ 8,233 00 |
| Depreciation & Amortization | \$ 38,095 00 | \$ 36,780 00 | \$ 74,875 00 |
| Miscellaneous (describe in remarks below) | | | \$ 0 00 |
| Subtotal | \$ 364,383.00 | \$ 187,525.00 | \$ 551,908 00 |
| Taxes: | | | |
| Federal Income Taxes | | | \$ 0 00 |
| Property and Other Taxes (Payroll, etc.) | \$ 12,378 00 | \$ 6,842 00 | \$ 19,220 00 |
| Regulatory Expenses (Rate Case, Permits) | \$ 9,419 00 | \$ 5,207 00 | \$ 14,626.00 |
| Other (describe in remarks below) | | | \$ 0 00 |
| TOTAL EXPENSES | \$ 386,180.00 | \$ 199,574.00 | \$ 585,754.00 |

Remarks: N/A

Section 5: Operating Items

Debt Information:

| | |
|--|-----------------|
| Annual interest expense on long and/or short term debt? | \$ 5,455,805 00 |
| Annual principal payment on debt? | \$ — |
| Annual interest rate on debt? | — % |
| Annual debt principal and interest? | \$ — |
| Principal balance on outstanding debt at end of this reporting period? | \$ 1,747,561 00 |

Regulatory Assessment Fee:

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

\$ 13,545 00

Rate Change:

What was the effective date of the last Rate Change?

01/01/2015

Section 6: Customer Information

| Connection Type Water | Number of Connections at | |
|---------------------------------|-----------------------------------|-----------------------------|
| | Beginning of the Calendar Year | End of the Calendar Year |
| Total | 685 | 682 |

| Connection Type Wastewater | Number of Connections at | |
|--------------------------------------|-----------------------------------|-----------------------------|
| | Beginning of the Calendar Year | End of the Calendar Year |
| Total | 567 | 563 |

Section 7: Water Production & Consumption

| | | |
|--|-----------------------|---------|
| A What is the total amount of water produced/pumped? | <u>163,757,000.00</u> | gallons |
| B What is the total amount of water sold/billed? | <u>111,142,500.00</u> | gallons |
| C How much water was lost? | <u>52,614,500.00</u> | gallons |
| What is the total percent of water loss? | <u>32.13</u> | % |

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

N/A

Section 8: Wastewater Treated

| | | |
|---|-----------------------|---------|
| What is the total amount of wastewater treated? | <u>103,742,000.00</u> | gallons |
| Comments? | | |

N/A

Section 9: Utility Management & Operations Assessment

Utility Policy and Procedures

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

Did you or any utility staff attend any other utility/business related conferences?
this year? If so, please list them in Section 10.

Do you record complaints or keep a complaint log?

☒ Yes ☐ No

Is a customer service representative, water system employee, or
answering service accessible by phone at all times to all customers?

☒ Yes ☐ No

Rules and Regulations

If you own/operate a public water system, do you have a copy of
or have access to 30 Texas Administrative Code (TAC) Chapter 290?

☒ Yes ☐ No

If you own/operate a sewer system, do you have a copy of or have access
to 30 TAC 30 Subchapter J, 30 TAC 217, 30 TAC 308, and 30 TAC 309?

☒ Yes ☐ No

Do you have a copy of or have access to the TAC 16?

☒ Yes ☐ No

Do you have a copy of or have access to Texas Water Code Chapter 13?

☒ Yes ☐ No

Administrative Information

Do you notify customers prior to shutting down the system for repairs?

☐ Yes ☐ No ☒ Sometimes ☐ Only if greater than 2 hours

How do you keep your customers informed?

☒ Billing Statements ☐ Newsletter ☐ Meetings

Other _____

Are water records kept separate from other business and personal records?

☒ Yes ☐ No

Are records kept for additions to fixed assets?

☒ Yes ☐ No

Is the financial position of the system reviewed at least quarterly?

☒ Yes ☐ No

Are accounting records for water and wastewater kept separately?

☒ Yes ☐ No

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

PWS ID 1010927

PWS ID 1010647

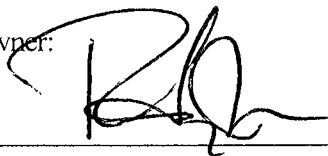
PWS ID 1010478

Section 11: Sworn Statement

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS
REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE
AND BELIEF. (This document MUST be signed by the President or Owner of the
Utility)

This 28 day of MARCH, 2019.

President or Owner:



(Signature)

Rodney Paez

(Printed name)