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PUBLIC UTILITY COMMISSION

# WATER AND WASTEWATER UTILITIES ANNUAL REPORT

Docket No. 48115

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

of

Greenwood Terrace

Exact Legal Name of Utility/Respondent

1650048

Certificate of Convenience and Necessity (CCN) No.

Submitted to the



for the

Calendar Year Ended

2018

### Section 1: Utility Information

Utility Name Greenwood Terrace Mobile Home Subdivision

Address 209 Chinook 9/0 Thomas Management  
LAS CRUCES NM 88007

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

Telephone Number 575 527 4833 Fax Number 575 373 8007

E-mail Address \_\_\_\_\_

Contact Person George Thomas Title Owner

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

TCEQ PWS ID No.

TCEQ PWS ID No.

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

Number of Wastewater Systems

Sewer CCN No.

TCEQ Sewer Discharge Permit No.

TCEQ Sewer Discharge Permit No.

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

13003

ONE

1650048

N/A

N/A

N/A

### Section 3: Revenues

	Water	Wastewater	Total Water + Wastewater
OPERATING REVENUES:			
Utility Service/Sales			10,114
Fees (Tap, Reconnection, etc.)			N/A
OTHER REVENUES:			
Please Identify:			
TOTAL REVENUES			10,114

### Section 4: Expenses

	Water	Wastewater	Total Water + Wastewater
Salaries & Wages			10,114
Contract Labor			6,848
Purchased Water			
Chemicals for Treatment			
Utilities (electricity)			2,212
Repairs/Maintenance/Supplies			
Office Expenses			284
Professional Fees (Accounting, Legal)			299
Insurance			372
Depreciation & Amortization			
Miscellaneous (describe in remarks below)			
Subtotal			
Taxes:			
Federal Income Taxes			734
Property and Other Taxes (Payroll, etc.)			7,271
Regulatory Expenses (Rate Case, Permits)			309
Other (describe in remarks below)			
TOTAL EXPENSES			22,879

Remarks:

## Section 5: Operating Items

### Debt Information:

Annual interest expense on long and/or short term debt?	\$ <u>19,980</u>
Annual principal payment on debt?	\$ <u>10,884</u>
Annual interest rate on debt?	<u>5</u> %
Annual debt principal and interest?	\$ <u>30,064</u>
Principal balance on outstanding debt at end of this reporting period?	\$ <u>457,724</u>

### Regulatory Assessment Fee:

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

\$ 117.60

### Rate Change:

What was the effective date of the last Rate Change?

None

## Section 6: Customer Information

Connection Type Water	Number of Connections at	
	Beginning of the Calendar Year	End of the Calendar Year
Total	<u>40</u>	<u>40</u>

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

## Section 7: Water Production & Consumption

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

1653080 gallons

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

1537740 gallons

C How much water was lost?

115340 gallons

What is the total percent of water loss?

7%

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

## Section 8: Wastewater Treated

What is the total amount of wastewater treated?

0 gallons

Comments?

## Section 9: Utility Management & Operations Assessment

### Utility Policy and Procedures

Do you have an Application Form or Formal Process for New Customers?

☒ Yes ☐ No

Do you have a copy of your approved tariff and drought contingency  
plan for customers to review?

☒ Yes ☐ No

Do you have Written Operating Procedures for Routine Operations?

☒ Yes ☐ No

Do you have Written Emergency Actions Plan(s)?

☒ Yes ☐ No

Do you have Written Personnel Procedures?

☒ Yes ☐ No

Do you have Risk Management & Safety Policies?

☒ Yes ☐ No

Do you have Customer Service Policies (including billing & collection)?

☒ Yes ☐ No

Do you have a Written Budget (normally updated annually)?

☒ Yes ☐ No

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

☐☒

Do you record complaints or keep a complaint log?

☒

Yes

☐

No

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

☒

Yes

☐

No

### Rules and Regulations

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

☒

Yes

☐

No

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

☐

Yes

☐

No

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

☒

Yes

☐

No

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

☒

Yes

☐

No

### Administrative Information

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

☒

Yes

☐

No

☐

Sometimes

☐

Only if greater than 2 hours

How do you keep your customers informed?

☒

Billing Statements

☐

Newsletter

☐

Meetings

Other

*Door to Door, phone, written notice*

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

☒

Yes

☐

No

Are records kept for additions to fixed assets?

☒

Yes

☐

No

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

☒

Yes

☐

No

Are accounting records for water and wastewater kept separately?

☒

Yes

☐

No

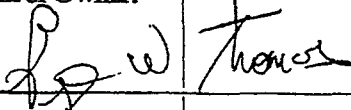
**Section 10: Remarks (please feel free to attach additional pages if necessary)**

**Section 11: Sworn Statement**

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

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

President or Owner:

  
\_\_\_\_\_  
(Signature)

George W Thomas  
\_\_\_\_\_  
(Printed name)