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APPLICATION OF WINDSOR WATER
COMPANY FOR A CLASS D ANNUAL
RATE ADJUSTMENT

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PUBLIC UTILITY COMMISSION
PUBLIC UTILITY COMMISSION
FILING STAFF
OF TEXAS

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

I. Application

This Order addresses the application of Windsor Water Company filed on February 27, 2020, for a Class D annual rate adjustment. Windsor Water holds water certificate of convenience and necessity (CCN) number 11281 with a total of 243 active connections.

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

Under 16 Texas Administrative Code (TAC) § 24.49(d), if additional information is required to process the application, Commission Staff must file a notification to the utility on or before March 12, 2020.

The application is required to be reviewed for administrative completeness within 30 calendar days of receipt of the application. By March 30, 2020,¹ Commission Staff must file comments on the administrative completeness of the application and notice. Further, if Commission Staff recommends that the application be deemed administratively complete, Commission Staff must also file a recommendation on final disposition, including, if necessary, a proposed tariff sheet reflecting the requested rate change.

III. Discovery

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

¹ Under 16 TAC § 24.49(d)(2), Commission Staff must file comments within 30 days of the filing of the application. The 30th day is, however, March 28, 2020, a Saturday. Therefore, under 16 TAC § 22.4(a), the deadline is extended to the following Monday.

working days of receipt of an objection. The motion to compel must specify the grounds for the motion.

IV. Filing Requirements

Unless otherwise specified, an original and ten copies of documents relating to this proceeding must be filed with the Commission's filing clerk according to 16 TAC § 22.71. A copy of each document filed with the Commission must also be served on all parties as provided in 16 TAC § 22.74. All filings can be accessed on the PUC Interchange, <https://interchange.puc.texas.gov>.

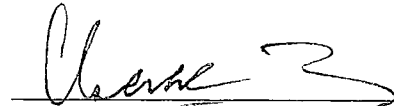
All parties must provide their current addresses, telephone and fax numbers, if available, to all other parties and the Commission by filing and serving all parties with such information. Each party must provide the Commission and all parties with updated address, telephone, and fax information, if such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

V. Ex Parte Communications

In accordance with 16 TAC § 22.3(b)(2), ex parte communications with the administrative law judge and presiding officer are prohibited. Parties must communicate with the administrative law judge only through written documents filed with the Commission's filing clerk and served on all parties. Questions concerning this Order or any other order must be submitted in writing, filed with the Commission, and served on all parties of record.

Signed at Austin, Texas the 3 day of March 2020.

PUBLIC UTILITY COMMISSION OF TEXAS



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ADMINISTRATIVE LAW JUDGE