



## **Filing Receipt**

**Filing Date - 2025-01-23 01:13:12 PM**

**Control Number - 57435**

**Item Number - 103**

# **CY 2025 Registration of Submetered or Allocated Utility Service**

**Registration Number: S120530**

## **Property Owner**

BVMF1 Villas LLC  
8390 LBJ Freeway, Suite 565  
Dallas, TX 75243  
(214) 457-1097  
awatson@wh-management.com

## **Property Manager**

WH Management  
8390 LBJ Freeway, Suite 565  
Dallas, TX 75243  
(214) 457-1097  
awatson@wh-management.com

## **Property Where Utility Service Is Provided**

Villas at Sierra Vista  
2819 Las Vegas Trail  
Fort Worth, TX 76116  
(817) 790-9215  
sierravistamanager@wh-management.com

**Property Type:** Apartment (Apartment House)

## **Information on Utility Service**

**Tenants are billed for?** Both Water and Wastewater  
**Submetered or Allocated?** Changing from Submetered to Allocated  
**Name of utility providing service:** sierravistamanager@wh-management.com

## **Changing from Submetered to Allocated**

Changing from submetered to allocated has been requested.

### **Method Used to Allocate Utility Charges**

The following methods are used:

- Occupancy Method
- Occupancy and Size of Rental Unit, Percentage = 50%

### **Method Used to Offset Charges for Common Areas**

The following methods were checked:

- Installed irrigation system that is/are separately metered or submetered.

### **Required Documents Uploaded**

The following documents were required:

- Letter requesting change from submetered to allocated.

The following documents were uploaded:

- Villas at Sierra Vista Petition to Allocate\_01.23.25.pdf

### **Filing Party**

This registration was filed by the Property Owner.

January 23, 2025

**Public Utilities Commission of Texas**  
**Attn: Filing Clerk, Central Records**  
**1701 N Congress Avenue**  
**PO Box 13326**  
**Austin, TX 78711-3326**

**Re: Application for Approval to Allocate Water/Sewer for Villas at Sierra Vista  
(S120530)**

To Whom It May Concern:

Please accept this letter and supplemental information as request for approval from the Public Utility Commission of Texas ("Commission") to modify PUC registration from submeter to allocated for purposes of water and sewer quantity measurement for Villas at Sierra Vista, located at 2819 Las Vegas Trail, Fort Worth, TX 76116 ("the Property"), and permit allocated billing pursuant to 16 TX Admin Code Sec. 24.277(d).

The Property is a two hundred twenty-seven (227) unit two-story apartment community built in 1979. The Property's current submetering system is obsolete and would need to be replaced in order to continue billing residents via submeter usage. The cost to install submeters at this Property would be approximately \$34,504.00 based on the attached Proposal, Exhibit A, and unfortunately, such financial commitment is not feasible for the Property at this time. Therefore, the Property request PUC approval to bill residents for their water/sewer using a PUC approved allocation methodology.

Should the Commission approve the allocation methodology, all required residential notices and lease documentation will be provided to the residents at least thirty-five (35) days prior to implementation as required. Our third party billing provider will implement a common area deduction based on the Property's common area characteristics in accordance with the PUC rules. Upon receipt of approval, we will then file a revised registration form with the Commission reflecting the allocation method and common area deduction.

We hope the Commission finds the information provided herein sufficient in demonstrating good cause to switch billing methodology. Should the Commission have any further questions or concerns, please contact me at your earliest convenience. We appreciate the Commission's time and effort in looking into this matter and look forward to receipt of a response.

Respectfully submitted,

Kristina Pool  
Contracts and Compliance Manager  
kpool@minolusa.com  
On behalf of  
BVMF1 Villas LLC  
awatson@wh-management.com

**EXHIBIT A**



*All that counts.*

## Installation Proposal | Retrofit Construction | Water Sub-Metering (TX)

January 23, 2025

WH Management  
8390 LBJ Freeway, Suite 565  
Dallas, TX 75234

Attn: Angela Watson | Phone: 214.457.1097 | Email: [awatson@wh-management.com](mailto:awatson@wh-management.com)

Dear Angela,

Thank you in advance for allowing Minol the opportunity to present this sub-metering proposal for **Villas at Sierra Vista** apartment community.

Minol pioneered the sub-metering industry more than 60 years ago. Today, we offer a broad range of metering and installation services for electric, water and gas. With Minol's Installation Program you can take confidence in knowing that our technicians are highly-trained in the latest metering technologies. Our team can service and manage virtually any existing meter system as well as retrofit properties for metering services. The Minol Service Team has one of the largest, in-house field operations teams servicing and maintaining more than 750,000 meter points each month nationwide.

Minol understands that you have many choices when it comes to choosing a utility management company. We have built upon our continued success in the sub-metering industry to develop additional programs that maximize recovery across all areas of your business:

### **Meter Installation and Maintenance**

☑ Electric ☑ Gas ☑ Water

### **Utility Billing Solutions**

☑ Convergent Billing ☑ Electronic Data Exchange ☑ Online Reporting and Account Access ☑ Ongoing Regulatory Compliance

### **Energy Management**

☑ Bill Auditing and Analysis ☑ Bill Payment ☑ Vacant Unit Cost Recovery ☑ Budget Planning

### **Water Conservation**

☑ Water Saving Components Installation ☑ Recovery Analysis ☑ Pay Out of Savings

### **Property Management Software - Resman®**

☑ Fully-Integrated Property Management and Billing Solution ☑ Complete Portfolio Management

We look forward to an opportunity to work with you in establishing a sub-metering program that is best suited for you. Please contact me at your earliest convenience for further information or to answer any questions you may have.

Sincerely,

Justen Brown  
*Regional Sales Manager*  
**Minol USA**  
15280 Addison Road  
Suite 100  
Addison, Texas 75001

Cell: 214.697.2254 | [jsbrown@minolusa.com](mailto:jsbrown@minolusa.com)

**Measure- Manage- Recover- Conserve**

15280 Addison Road, Suite 100 ☑ Addison, TX 75001 ☑ Phone: 888.766.1253 ☑ Fax: 972.386.7711 ☑ [minolusa.com](http://minolusa.com)

Rev 2025-V1-01222025



*All three counts.*

## **Minol Installation Proposal | Retrofit Construction | Water Sub-Metering (TX)**

The following represents our proposed scope of work for **Villas at Sierra Vista** apartment community:

### **Minol Responsibilities:**

- Furnish **227** - 3/4" Minomess 130 Poly "COLD" water meters for a Full Capture application for installation by Client's preferred Plumbing Subcontractor.
- Furnish **454** Poly Meter Coupling Sets for installation by Client's preferred plumbing subcontractor.
- Furnish/Install the AMR network consisting of **1** gateway/data collector, **6** repeaters and **227** wireless transmitters.
- Programming and installation of all the data collection system components including connecting and mounting transmitters to the meters, repeaters and the data collector.
- All testing and troubleshooting to insure system integrity.
- Inventory report listing unit number, tenant space and corresponding equipment serial numbers.
- Coordination of system specifications and requirements with Project Management and other subcontractors.
- *Note: Installation of meters is to take place once lines have been properly flushed of any debris that could damage the meter and fixture(s) are in place to drain the water from the line.*

### **Client/Owner Responsibilities:**

- Provide designated interior space for meters and unencumbered access to meter installation location. Please see specification sheets for dimensional details. If meters are to be installed in ceilings, they must be located directly above access panels and with a minimum of 16" x 16" opening for access.
- Provide secure and environmentally controlled location and adequate space to install the data collector (*typically located in a manager's office or mechanical/phone room.*)
- Provide an internet connection via ethernet port for the data collector. Monthly connection charges related to communication are the responsibility of the Client.
- Provide 120-VAC dedicated outlet for each Repeater located in the attic/breezeway access where Minol has advised repeaters are to be located.
- Provide a complete and accurate listing of unit and building numbers; this is necessary for the programming of transmitters and identification of all meters and transmitters to specific units.
- Provide a building turn schedule and a minimum of 2 weeks lead time for scheduling Minol technician onsite for installation.
- Licensing, fees, permits and any state-assessed inspection fees (initial and/or re-occurring) are the responsibility of the Client/Owner.
- ***If project is located in Massachusetts, Client shall be solely responsible for compliance with laws and regulations of General Laws of Mass Part 2, Title 1, Ch. 186, Sec. 22(b) pertaining to requirement of submetering common areas. All common areas are to be submetered. The Client represents and warrants that all common areas are being submetered, or the Client has received a waiver to, or are not required to adhere to, the aforementioned requirement for submetering of common areas.***
- ***If project is located in Massachusetts, Client is solely responsible for the completion of, and the filing of, the Board of Health Massachusetts Submetering Certification Forms at the local board of health serving the Property.***
- ***For properties located in NY, CT, NC, TX or any other location that requires regulatory approval for use of sub-meters, the Client is solely responsible for obtaining such approval prior to the use of the installed sub-metering system for residential billing purposes or for other uses as appropriate.***

### **The Plumber will Provide/Install: (Client's preferred Plumbing Subcontractor)**

- A plumbing loop with sufficient length, clearance and support to accommodate the meter and couplings installation per manufacturers guidelines. See attached specifications.
- Transition fittings for connecting the threaded meter couplings to the piping.
- Installation of the Meters and Meter Couplings (supplied by Minol, Inc.) in the plumbing loop. Absolutely no pipe dope or plumbing tape is to be used on the threaded ends of idler tubes or meters during installation. Must allow at least 4" of clearance around the tube/meter and couplings; must not allow the tube/meter and couplings to rest on top of the water heater for support.
- Installation of a cutoff valve on the supply side of each meter allowing shut-off of water prior to installation of meter. ***Note: This is not included in the pricing and will be an extra to the contract amount.***
- ***Note: If project is located in Massachusetts, the plumber must agree to complete, sign and provide the Board of Health Massachusetts Submetering Certification Form, which is required to commence billing residents.***

### **Project/Contract Specified Exclusions:**

- Cost for and securing of permits or bonds, Cost/Setup/Oversight of inspections and Joint check agreements.
- Minol personnel will only attend site meetings when working on site.
- Minol will provide installation locations of collector and repeaters for as-built drawings.
- Designated laborer for site composite cleanup crew.
- Material or labor associated with plenum wrapping of meters/transmitters due to Mechanical Inspector or Authority interpretation.
- Provide/install access panels for concealed work, mounting brackets, anchoring devices, guards, sleeves, transition fittings.
- Removal and draining of hot water tank and/or removal of washer/dryer to access meter location.
- Installation of back flow preventers, if applicable.
- Valve replacement if necessary.
- Cutting and covering of walls if necessary.

15280 Addison Road, Suite 100 ☎ Addison, TX 75001 ☎ Phone: 888.766.1253 ☎ Fax: 972.386.7711 ☎ minolusa.com



*All that counts.*

**Price:**

Sub-Metering and AMR Reading System Installation for the property named **Villas at Sierra Vista** apartment community:

**227 units for a total cost of \$34,504\***  
***(Proposal includes State Use Tax)***

The contract price stated above is good for 90 days from the date of this Proposal. Due to market volatility or force majeure event(s) impacting access to materials and equipment, acceptance of this proposal after 90 days may result in price increases and/or delays in shipment. The pricing includes only items listed above and may be subject to modification following a site visit and installation consultation by a Minol representative. The pricing excludes applicable sales tax, permit and licensing fees, and any additional fees not itemized above. Upon presentment of a valid resale certificate from the general contractor, or a valid tax exemption certificate if contracting with the property owner, Minol will waive any applicable sales or use tax on the contract price. All prior negotiations or discussions involving pricing proposals are null and void. Minol reserves the right to amend, modify, or withdraw this proposal at any time, without notice, prior to acceptance by Client. If Client requires use of its own contract, any timeline requirements for contract execution requested by the Client will not be acceptable or adhered to by Minol.

Accepted by:

\_\_\_\_\_  
Client/Agent for Client

\_\_\_\_\_  
Minol

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**About Minol**

Founded in 1952, Minol is the third largest Metering, Billing, Conservation and Energy Management provider with 2,500 employees and 32 offices worldwide. We are a privately held, family-owned company with a 60-year history of innovative metering technologies and consumption based billing of gas, electric, water and heating costs. As the third largest utility billing provider, our global team produces more than 5.4 million bills annually for 30,000 clients.

We operate in all major markets providing services for more than 300,000 in the multifamily and military markets, as well as commercial properties and government agencies.

We are proud to have achieved positive, strategic growth throughout our history. By partnering with Minol, you can be confident that you are our priority. We will constantly strive to maximize the value of your investment by continually identifying improvements and developing new opportunities that enhance your investment.