

State of Florida



# Public Service Commission

CAPITAL CIRCLE OFFICE CENTER • 2540 SHUMARD OAK BOULEVARD  
TALLAHASSEE, FLORIDA 32399-0850

**-M-E-M-O-R-A-N-D-U-M-**

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**DATE:** June 20, 2019

**TO:** Adam J. Teitzman, Commission Clerk, Office of Commission Clerk

**FROM:** Consuela Wilson, Staff Assistant, Division of Accounting & Finance *CW*

**RE:** Docket No. 20190113-WS- Application for staff-assisted rate case in Manatee County by Heather Hills Utilities, LLC.

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Please include the attached document in the case file for Docket No. 20190113-WS.

COMMISSIONERS:  
ART GRAHAM, CHAIRMAN  
JULIE I. BROWN  
DONALD J. POLMANN  
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STATE OF FLORIDA



DIVISION OF  
ACCOUNTING AND FINANCE  
ANDREW L. MAUREY  
DIRECTOR  
(850) 413-6900

# Public Service Commission

June 19, 2019

Mr. Michael Smallridge  
Heather Hills Utilities, LLC  
5911 Trouble Creek Rd.  
New Port Richey, FL 34652

## STAFF'S FRIST DATA REQUEST

**Re: Docket No. 20190113-WS - Application for staff-assisted rate case in Manatee County by Heather Hills Utilities, LLC.**

Dear Mr. Smallridge:

For the engineering portion of this rate case, staff requires several items to be completed prior to our field audit and to ensure fast and expedient treatment of Heather Hills Utilities, LLC's (Utility) rate case. Please submit the following information for the period of June 1, 2018 to May 31, 2019 (test year), unless another time period is specified.

1. Purchased Water and Wastewater: All Utility related bills from the beginning of the test year to present which include meter number and location, gallons used, dollars paid, and the Utility's account numbers.
2. Purchased Power: All Utility related electricity bills from the beginning of the test year to present, which include meter number and location, kilowatts used, dollars paid, and the electric company's account numbers.
3. Contractual Services – Testing: A list of tests along with costs paid to outside laboratories for testing the water and wastewater treatment during the test year.
4. Contractual Services – Other: The costs of operation and maintenance work not performed by Utility employees with an explanation of the type of work performed. These costs include the operator's fee, mowing and grounds keeping and contracted repair for the water and wastewater systems.

5. Transportation Expenses: A schedule of all vehicles by serial number and description owned or leased by the Utility, original cost or lease documents, whom the vehicles are assigned to, and an explanation of how they are allocated to the Utility, or a copy of the log book showing miles on personal vehicles associated with Utility business. All vehicles are to be available for inspection.
6. General System Information:
  - a. Please provide the number of lots that are vacant with connected distribution lines, within the Utility's service territory, if any.
  - b. Please provide the number of vacant lots with no current connection to the system, but which could potentially be connected in the future, if any.
  - c. Please indicate whether the Utility's customer base is seasonal.
  - d. Please provide separate lists of the non-potable and potable customers by customer name and class (ex. general, residential, or multi-family).
  - e. Please provide a list of general service customers by meter size.
7. Copy of monthly totals of metered water sold for each month of the test year.
8. Copy of monthly totals of metered wastewater invoiced for each month of the test year.
9. Please explain the Utility's billing procedure.
  - a. How is the water consumption measured?
  - b. Does the Utility invoice by 1,000 gallons, 100 gallons?
  - c. How is the wastewater consumption measured?
  - d. Does the Utility use a percentage of the invoiced water to charge for wastewater? If yes, what is the percentage?
  - e. Please provide an invoice example showing water and wastewater charges.
10. A written summary, by permit number, of all Department of Environmental Protection, Water Management District, and/or County Health Department permits.
11. If any plant addition has been made or will be required due to a written order from a governmental agency, please provide a copy of that order.
12. A list of all service complaints received during the test year and four years prior to the test year. Please include an explanation of how each complaint was resolved.

13. A listing of all assets owned by the Utility.

Example:      200' – 8" PVC (Sewer)  
                  250' – 6" PVC Pipe (Water)  
                  50' – 6" PVC Fire Hydrants (Water)

14. Please describe the distribution and collection systems.

Example: The collection system is composed of polyvinyl chloride pipes and there is one lift station in the service area. The lift station has three pumps.

15. Number of customers classified as to meter size and class (commercial or residential) for the following points in time:

- a. A minimum of 4 years prior to the beginning of the test year.
- b. The beginning of the last calendar year.
- c. The end of the last calendar year.
- d. Present.

16. Please provide a copy of the Utility's engineering maps for water and wastewater showing location and size of water and wastewater mains throughout the service area and customer location and classification.

17. Please fill out the spreadsheet attached concerning any pro forma items. Please include any bid proposals or estimates for the pro forma items.

Please file all responses electronically no later than July 19, 2019, via the Commission's website [www.psc.state.fl.us](http://www.psc.state.fl.us), by selecting the Clerk's Office tab and Electronic Filing Web Form (reference Docket No. 20190113-WS) or send responses to the Commission Clerk, Office of Commission Clerk, 2540 Shumard Oak Blvd., Tallahassee, FL 32399-0850. If you have any questions, please contact Emily Knoblauch by phone at (850) 413-6632 or by email at [eknoblau@psc.state.fl.us](mailto:eknoblau@psc.state.fl.us).

Sincerely,



Malissa Bennett  
Utility Analyst I  
Division of Accounting and Finance

Item	NARU C Account Number	Issue Relevance*	Problem	Solution	Regulatory Mandate (M) or Enhancement (E)	Comments	Start Date	Estimate d End Date	Total Cost
<i>Master Flow Meter</i>	<i>309</i>	<i>C</i>	<i>Meter tested outside accuracy range</i>	<i>Replace Master Flow Meter</i>	<i>E</i>	<i>-</i>	<i>1/1/18</i>	<i>12/30/19</i>	<i>\$1500</i>

\*For Issue Relevance, please use DM (Deferred Maintenance), S (Safety), C (Compliance), R (Reliability), WQ (Water Quality), or WWQ (Wastewater Quality). In the year columns, please include the amount spent and projected to be spent.