



PASS THROUGH PROVISION RATE APPLICATION
 Addition of Pass Through Provision to Approved Tariff
 For Utilities Subject to Purchased Water/Sewer or Groundwater Conservation District Water Use Fees

Instructions: Please Answers All Questions Completely
 Attach Three Copies of Notice Mailed to Customers
 Send Three Copies of this Application and All Supporting Documents To TCEQ

Date of Application:	Drought Contingency Plan TCEQ Approval Date:	Application No.: (FOR TCEQ USE)
Name of Utility:		
Utility Mailing Address:		
Utility Telephone No.:		Number of Connections:
Water or Sewer CCN No.	PWS ID or TPDES Permit No.	County(ies)
Underground Water District:		Wholesale Provider (W/S):
<p>☞ This application is designed to allow your utility to add the following fees to your tariff:</p> <p>a) pass through increases in purchased water or sewer or; b) pass through of groundwater conservation district water use fees</p> <p>Please explain which groundwater conservation district or wholesale water or sewer provider has or proposes to increase fees for water (or sewer) used by your utility. Be sure to attach supporting documentation</p>		
<p>FAQ:</p> <p>☞ When can your utility start passing through these costs to its customers?</p> <p>Once your groundwater conservation district or wholesale service provide notifies you (in writing) of increased fees <u>and</u> after this application is approved.</p> <p>☞ How can your utility start charging adjusted water rates:</p> <p>After :</p> <p>(1) receiving TCEQ approval of the pass through provision submitted in this application; (2) mailing notice to your customers 60 days prior to the usual billing period in which the revised rates will take effect, and; (3) providing TCEQ a) a copy of the notice of increase or contract from the groundwater conservation district or wholesale provider and b) a copy of notice to customers to the TCEQ.</p>		
Utility Contact Names(s):		Email:
Phone:		Fax Number:

➤ **Note:** Please identify the items listed below and any assumptions used to calculate the adjusted gallonage rate and to project revenues and expenses.

Water Loss (%): (Gals Pumped - Gals Billed) / Gas Pumped X 100 = _____ %

Current Rates Charged: Base Rate (includes _____ gals): Gallonage Charge (per 1,000 gallons): \$ _____ /1,000 gallons

5/8" or 3/4"	\$ _____	Additional gallonage charges: \$ _____ /1,000 gallons
1"	\$ _____	
2"	\$ _____	
Larger	\$ _____	

EXAMPLE OF A PASS THROUGH PROVISION:

for utilities subject to changes in cost imposed by any non-affiliated provider of purchased water or sewer or a groundwater conservation district having jurisdiction over the Utility, these increases (decreases) shall be passed through as an adjustment to the gallonage charge according to the formula:

Adjusted Gallonage Rate (AG) = G + [B/(1 - L)], Where:

- AG = adjusted gallonage charge, rounded to nearest one cent;
- G = approved gallonage charge, per 1,000 gallons;
- B = change in fee (per 1,000 gallons);
- L = water or sewer line loss for preceding 12 months, not to exceed 0.15 (15%)

SHOW YOUR PROPOSED CALCULATIONS:

IF GALLONS ARE INCLUDED IN MINIMUM BILL YOU MUST ALSO ADJUST YOUR BASE RATE AND SHOW YOUR CALCULATIONS.

Adjusted Base Rate (ABR) = BR + [(B X N)/(1 - L)], Where:

- ABR = adjusted base rate, rounded to nearest one cent;
- BR = approved base rate charge;
- B = change in fee (per 1,000 gallons);
- N = no. of 1000 Gals included in base rate (do not use zero);
- L = water or sewer line loss for preceding 12 months, not to exceed 0.15 (15%)

IF AN ALTERNATE METHOD OF CALCULATION IS USED, PLEASE EXPLAIN AND DEFINE CLEARLY.

PASS THROUGH PROVISION CHECKLIST

The utility must submit to TCEQ 3 copies:

- Completed application form. If an alternate method of calculating the adjusted rate is used, it must be accompanied by a written explanation;
- Completed Affidavit;
- Notice to Customers;
- Written documentation that the utility is being required to pay for an increase in purchased water/sewer or a groundwater conservation district water use fee;
- Tariff reflecting the applicant's current rates (must be current and on file with the (TCEQ); and
- Approved Drought Contingency Plan in Tariff (must be current and on file with the (TCEQ).

☞ Note: The cost of the pass through charges to customers cannot exceed the increased or decreased cost to the utility.

Send all the required information to:

**Texas Commission on Environmental Quality
Registration, Review & Reporting Division
Permits Administrative Review Section
Water Quality Applications Team, MC 156
P. O. Box 13087
Austin, Texas 78711-3087**

Upon Approval of Application: The TCEQ will

- ★ Mail your approval letter (with a copy of the approved pass through provision in your tariff) page to you, and;
- ★ Include a copy of the notice required to be mailed to your customers in the form of a bill insert (to be used upon implementing any pass through of change in fees).

AFFIDAVIT

STATE OF TEXAS

I, _____, being duly sworn, file this **APPLICATION FOR and NOTICE OF PROPOSED PASS THROUGH PROVISION** as _____ (indicate relationship to Applicant, that is, owner, member of partnership, title as officer of corporation, or other authorized representative of Applicant); that, in such capacity, I am qualified and authorized to file and verify such application, am personally familiar with this application, and have complied with all the requirements contained in this application; and, that all such statements made and matters set forth therein are true and correct. I further state that the application is made in good faith and that this application does not duplicate any filing presently before the Texas Natural Resource Conservation Commission.

I represent that the Utility filing this NOTICE is subject to purchased water or sewer treatment or to a groundwater conservation district water use fee which affects the utility’s water costs.

I represent that the Applicant will provide continuous and adequate service to all customers and qualified applicants for service within its certified service area.

I further represent that a copy of the attached NOTICE was provided by _____ to each customer or other affected party on or about _____, 20____. (mail or hand delivery)

Affiant (Utility's Authorized Representative)

If the Affiant to this form is any person other than the sole owner, partner, officer of the Applicant, or its attorney, a properly verified Power of Attorney must be enclosed.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public in and for the State of Texas, this _____ day of _____, 20_____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

SEAL

PRINT OR TYPE NAME OF NOTARY

MY COMMISSION EXPIRES _____

NOTICE OF PROPOSED PASS THROUGH RATE PROVISION

Company Name

CCN Number

has submitted a pass through rate provision application with the Texas Commission on Environmental Quality (Commission). **The proposed adjusted rates will be implemented only upon written notice from a purchased water or sewer provider or an groundwater conservation district requiring a change in fees and only after mailed notice to the customers prior to the beginning of the billing period in which the adjusted rate takes effect.** Unless protests are received from 10 percent of the ratepayers within 90 days of the effective date or unless the Commission staff requests a hearing, no hearing will be held and the water use fee pass through rate provision will be approved as proposed. Please read all information carefully. Protests should be mailed to:

**Texas Commission on Environmental Quality
Utility Certification & Rate Analysis Team, MC 153
P. O. Box 13087
Austin, Texas 78711-3087**

Subdivisions /Systems Affected by Pass Through Provision

Company Address

City

State

Zip

Phone #

Date Customer Notice Mailed

Effective Date of the Increase

Date Meters Typically Read

PASS THROUGH RATE PROVISION:

(INSERT YOUR UTILITY'S PASS THROUGH PROVISION HERE)

To implement or modify the pass through provision, the utility must comply with all notice and other requirements of 30 TAC 291.21(h).

In the event that the application is set for hearing, the rates derived from the specific pass through provision requested by the utility may be decreased or increased by order of the Commission. You may inspect a copy of the application at your utility's office or at the Commission's office at Park 35 - Building F, Third Floor, 12100 Park 35 Circle, Austin, Texas. Additional information about the application can be obtained by contacting the Utilities & Districts Section at 512/239-6960. Information about how you can participate in the rate setting process can be obtained by contacting the Public Interest Counsel at 512/239-6363.