

It's real.

## MEMORANDUM

**To:** Mayor and City Council Members  
Steve Parker, City Manager

**From:** Timothy J. Howe, Director – Water / Wastewater Utilities

**Through:** Rick Cortes, Deputy City Manager

**Subject:** Agreement for wastewater billing services between the City of Seguin and Crystal Clear Special Utility District (CCSUD)

**Date:** August 3, 2021

Crystal Clear Special Utility District (CCSUD) provides retail water utility services in portions of Guadalupe, Comal, and Hays counties within its boundaries pursuant to Public Utility Commission of Texas Water Certificate of Convenience and Necessity (CCN). The City of Seguin owns, operates, and is certified to provide customers with retail wastewater service through its publicly owned treatment works system within portions of CCSUD's water service area. It is recognized that the provision of wastewater collection and treatment by the City in areas where CCSUD provides retail water service is integrally related to the same customers such that joint billing and collection practices are in the public interest. The City desires to enter into an agreement with CCSUD to facilitate billing and collection of charges due from the City's wastewater customers whom CCSUD also provides retail water service.

Subject to the terms of the agreement, CCSUD agrees to serve as the agent for the City for the purpose of billing and collecting wastewater service fees from CCSUD's water service customers. Fees associated with this agreement include an initial setup fee of \$150.00 and a monthly service charge of \$0.57 per active account which reflects CCSUD's actual vendor cost. The monthly service charge per account shall be reviewed periodically and adjusted to reflect CCSUD's actual vendor cost. In addition to these fees, there are fees associated with changes in the City's wastewater rates and reinstatement of pre-existing customer accounts. Staff recommends approval and will be available to answer any questions at the August 3, 2021 Council Meeting.