

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



January 17, 2014

To: ALL CLASSES (A, B, C and D) WATER AND SEWER UTILITIES

Article 5 of the Public Utilities Code grants authority to the Public Utilities Commission to require all public utilities doing business in California to file reports as specified by the Commission of the utilities' operations.

An electronic copy of the specified annual report template for the calendar year 2013 can be accessed from the Commission's website at <http://www.cpuc.ca.gov/PUC/Water/Available+Documents/Forms/arforms.htm>. Your company is hereby directed to complete and return two signed, original hard copies of the **2013 Annual Report** to the Commission no later than March 31, 2014. Your company is also directed to complete and return via e-mail an electronic version (in Microsoft Excel format) of the completed **2013 Annual Report** to the Commission **no later than March 31, 2014**.

For those water utility companies with multiple districts, your company also needs to file a District Annual Report for each district the same way specified in the preceding paragraph.

Any request for an extension to file the 2013 Annual Report shall be in writing, email request is appropriate.

**For Class D Water and Sewer Utilities Only:** A specified annual report for the calendar year 2013 filings is enclosed for Class D water and sewer utilities. If your company is experiencing difficulties in filing an electronic version of the 2013 annual report, please include a signed letter along with the hard copies of your company's annual report explaining the underlining reasons and requesting a waiver for the electronic version of the 2013 Annual Report. Your request for a waiver will be granted only if you could provide valid and convincing justifications. If you have questions on how to use the 2013 Annual Report template (in Microsoft Excel Format), please contact the Commission.

**PLEASE NOTE: DO NOT USE ANY PRIOR CPUC TEMPLATES FOR THE 2013 ANNUAL REPORT(S) AS MANY REVISIONS HAVE BEEN MADE TO THE 2013 TEMPLATES.**

Address your report(s) to: California Public Utilities Commission  
Division of Water and Audits  
Attention: Kayode Kajopaiye  
505 Van Ness Avenue – Room 3105  
San Francisco, CA 94102  
[kok@cpuc.ca.gov](mailto:kok@cpuc.ca.gov)

If any updates or corrections are made to the figures presented in the annual report submitted to the CPUC, then a signed cover letter providing a written explanation of the update/change, to the data affected, as well as the revised pages shall be submitted to the above address within 30 days of the update/change occurring. An electronic version of the cover letter (in Microsoft Word format) and the

revised annual report(s) (in Microsoft Excel format) should also be e-mailed to the Commission at the above address.

In addition, the Commission staff cautions against the indiscriminate use of Public Utilities Code section 583 to classify as “confidential” information submitted in accordance with the enclosures. It has been the long-term practice of this Commission to release annual reports to the public upon request.

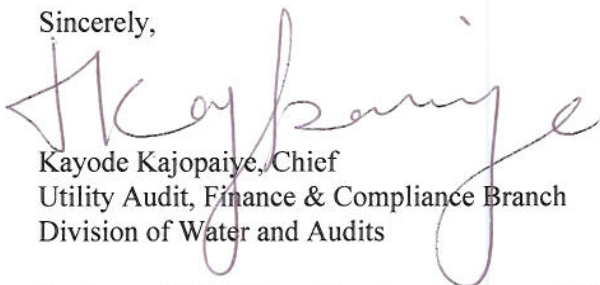
Annual reports are public records, and, as such, if they fail to fall within the provisions of General Order (G.O.) 66-C or the exemptions of the California Public Records Act (Government Code section 6250 et seq.); they are required to be available for public inspection. Even those records which are exempted from public inspection can be made public upon the determination of the Commission that the public interest for purpose of disclosure outweighs the public interest in maintaining the confidentiality of such records (see section 6255 of the Government Code).

The policy of the California Public Records Act and the practices of this Commission favor making public records readily available to the public. Accordingly, if your company plans to claim confidential status for any information submitted in the company’s reports, Commission staff advises that any such claim be prominently noted and supported by a detailed explanation of the reasons and facts that substantiate the necessity for confidential treatment. For example, in relying on G.O. 66-C, section 2.2(b), which exempts from disclosure certain information, which if revealed, would place the regulated company at an unfair business disadvantage. The mere allegation of being placed in an unfair business disadvantage is not sufficient to establish it as a fact. More factual support demonstrating how the disadvantage resulting from disclosure of the information could occur is required. Of course, data publicly exposed in other contexts (e.g. corporation annual reports, Securities and Exchange Commission (“SEC”) disclosure filings) should not be claimed to be confidential information when submitted in accordance with the enclosures.

If certain data included in the Annual Report are confidential, your company could file a request for confidential treatment of such data by following these procedures: The utility shall file two signed copies of the full and complete version of the report and two signed copies of the report with the claimed confidential information removed and the term “REDACTED” inserted in the blank area. The electronic versions of both reports (i.e., confidential version and public version) should also be filed with the Commission the same way as directed in the preceding paragraphs. Requests by the public to review documents for which confidential treatment has been requested shall be handled pursuant to G.O 66-C.

If you have any questions concerning the Annual Report, please contact Khai Duong at (415) 703-2799 or [kdu@cpuc.ca.gov](mailto:kdu@cpuc.ca.gov).

Sincerely,



Kayode Kajopaiye, Chief  
Utility Audit, Finance & Compliance Branch  
Division of Water and Audits

Enclosure(s) (for Class D water and sewer utilities only)