

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



February 6, 2023

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

General Order (G.O.) No. 104-A requires that each public utility under the jurisdiction of the Commission shall file an annual report of its operations. The annual report templates for the calendar year 2022 can be accessed from the Commission's website at [WD Utility Forms and Templates \(ca.gov\)](https://www.cpuc.ca.gov/wd-utility-forms-and-templates) or <https://www.cpuc.ca.gov/about-cpuc/divisions/water-division/wd-utility-forms-and-templates>.

The template has protected sheets whereby certain total amounts are automatically carried forward or transferred to accounts such as the utility plant, capitalization, income, expenses, or other schedules. If necessary or if you need to make a change or correction, you can unprotect the sheet or schedule by clicking on "Review" and "Unprotect Sheet".

Your company is hereby directed to complete and return the electronic version of the 2022 annual report (in both Microsoft Excel and PDF format) via e-mail to Bruce DeBerry at [bmd@cpuc.ca.gov](mailto:bmd@cpuc.ca.gov) and [water.division@cpuc.ca.gov](mailto:water.division@cpuc.ca.gov) on or before April 30, 2023, and send two signed hard copies (in PDF format) by post to the address below:

California Public Utilities Commission  
505 Van Ness Avenue, Room 3200  
San Francisco, CA 94102  
Attn: Bruce DeBerry, Program Manager  
Water Division

If any updates or corrections are made to the submitted 2022 annual report, a signed cover letter explaining the update/change, the pages (marked "Revised") shall be filed (in both Microsoft Excel, PDF, and hard copy) with the Water Division (WD) ([water.division@cpuc.ca.gov](mailto:water.division@cpuc.ca.gov)) within 30 days of the revision.

For Class D water and sewer utilities that are unable to file electronically and do not have a computer; please use and complete the attached 2022 annual report form. Provide two signed hard copies by post to the address shown above. Indicate on the cover page your type of organization (C corporation, S corporation, partnership, LLC, or individual owner).

If your company cannot meet the designated due date of April 30, 2023, please send a request for filing extension via email [bmd@cpuc.ca.gov](mailto:bmd@cpuc.ca.gov) (and [water.division@cpuc.ca.gov](mailto:water.division@cpuc.ca.gov)) or mail to Bruce DeBerry. Not filing your company's annual report or late filing beyond the established deadline on April 30, 2023, or the filing extension if granted by the WD, constitutes a non-compliance with the Commission's directives and will be subject to

regulatory actions. WD will post any non-compliance of filing an annual report to CPUC's public website.

The Commission staff cautions filers against the indiscriminate use of Public Utilities Code § 583 to classify as "confidential" information contained in the annual report. It has been the long-term practice of this Commission to release annual reports to the public upon request. The Annual Reports link is posted on the WD's website at the following webpage <https://www.cpuc.ca.gov/about-cpuc/divisions/water-division> or [Water Division \(ca.gov\)](https://www.water.ca.gov).

Any information submitted with your company's annual report will be subject to public disclosure unless the annual report complies with the specific requirements set forth in G.O. No. 66-D, including but not limited to submitting a signed declaration explaining the specific legal authority and facts justifying confidential treatment of the information submitted. If certain data included in the annual report are confidential, please follow G.O. No. 66-D § 3.2 Submission of Information with a Claim of Confidentiality.

If your company plans to claim confidential status for any information submitted in the annual report, 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, you may cite G.O. No. 66-D, which exempts from disclosure certain information, which if revealed, would place the regulated company at an unfair business disadvantage. Information submitted with any claim of confidentiality must include both: (a) a "Confidential version" with the alleged confidential information highlighted and (b) a "Public version" with the alleged confidential information redacted.

The utility shall file two signed copies of the full and completed 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 version of both reports (i.e., confidential version and public version) shall be filed with the WD ([water.division@cpuc.ca.gov](mailto:water.division@cpuc.ca.gov)) in the same way as stated above.

If you need a copy of the Microsoft Excel template or have any questions, please communicate with Josefina Montero at (415) 703-1654 or at [jm2@cpuc.ca.gov](mailto:jm2@cpuc.ca.gov)

Sincerely,

/s/BRUCE DEBERRY  
Bruce DeBerry, Program Manager  
Water Division

Enclosure: For Class D Water and Sewer utilities, without an email address.