

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



February 8, 2024

**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 2023 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 like 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 2023 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, 2024, 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 2023 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 ([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 2023 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, 2024, please send a request for 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.

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. Annual reports are also posted on the Water Division’s FTP website. The link is on this webpage <https://www.cpuc.ca.gov/about-cpuc/divisions/water-division> or [Water Division \(ca.gov\)](https://files.cpuc.ca.gov/WaterAnnualReports/) or <https://files.cpuc.ca.gov/WaterAnnualReports/>.

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.

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.

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 Water Division ([water.division@cpuc.ca.gov](mailto:water.division@cpuc.ca.gov)) in the same way as stated previously.

If you need a copy of the Microsoft Excel template or have any questions, please communicate with Kevin Truong at (415) 703-1353 or at [VT4@cpuc.ca.gov](mailto:VT4@cpuc.ca.gov)

Sincerely,

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

Enclosures: for Class D Water and Sewer utilities, without email address