

Using the PSC Web Page to Find Information on Water and Sewer Utilities

The Public Service Commission has jurisdiction over water districts, water associations, investor-owned water utilities, and some sewer utilities.

The Public Service Commission also has jurisdiction to review the wholesale rates of municipal utilities that provide service to jurisdictional utilities ... these will hereafter be referred to as municipal wholesale water providers.

Rowan Water is used throughout this report as an example. To use this set of instructions, just substitute the name of the utility you are researching.

BASIC UTILITY INFORMATION

Go to PSC Home Page: <http://psc.ky.gov/>

Move your mouse over the menu item **Utility Information** and then click on the drop down arrow, move your mouse down to **Master Utility Search** and click on it OR alternatively start here: http://psc.ky.gov/utility_master/mastersearch.aspx.

On the **Master Utility Search** page enter the name **Rowan** under **Utility Name** and click on **Search**. (The Status default is Active.) This will bring up a list of active alternatives. Find the appropriate utility and click on the **View** button.

Explore the information under the various tabs. Note the **Company** name of the utility used by the PSC and the **Utility Type** (Water Associations for Rowan Water, Inc.). **You will need to use this information later**. All subsequent searches for data on the PSC Web Page will use the PSC's utility name. The **Commissioners** tab provides information for water districts and water associations.

NOTE FOR THOSE USING THE WATER RESOURCE INFORMATION SYSTEM (WRIS) DATA PORTAL (<http://wris.ky.gov/portal/SysData.aspx>) : The WRIS is built using the Division of Water's permit information, so occasionally a utility's name in the WRIS is very different from the one used at the Public Service Commission. This is particularly the case for some of the sewer (wastewater) utilities.

The PSC does not regulate all water utilities. If the PSC regulates a utility, it will appear in the PSC Master Utility Search. It will also appear with PSC documents on the WRIS Portal.

Example showing Rowan Water in the WRIS Data Portal:

The screenshot displays the Kentucky WRIS Portal interface. The top navigation bar includes the Kentucky.gov logo and the text "Kentucky WRIS Portal". A sidebar on the left contains various menu items such as "About Us", "Loan Programs", "WRIS", "Internet Mapping", "WRIS Portal", "System Data", "Project Profile Data", "SRF Project Funding", "Area Water Management Planning Councils", "Downloadable Reports", "Water Management Coordinators", "ADD GIS Staff", "Legislation & Regulations", and "WRIS Contact" (with contact info for Kelly Cunnagin). The main content area is titled "Drinking Water System Information:" and features several buttons: "Download Asset Management Report", "Download WRIS System Report", and "View Map". The system details include: DOW Permit ID: KY1030375; DOW Permit Type: Drinking Water (PWSID); DOW Permit Name: Rowan Water Inc; WRIS System Name: Rowan Water, Inc; System Type: Community; Water Source Type: Surface Water Purchaser; ADD ID: GWADD; Primary County: Rowan; DOW FieldOffice: Morehead; River Basin(s): WTP; Distribution: Licking Middle Ohio-Raccoon; ADD WMC Contact: Daniel Ball; Permit Dates: Issued: 02-01-1973; Expires: ; Inactivated: . Below this information is a tabbed interface with "Owner Entity" selected, showing a "Downloadable Documents" section with links for "Download PSC Tariff Document 1", "Download PSC Audit Report Document", "Download PSC Annual Report (UFR) Document", and "Download Consumer Confidence Report (CCR) for year 2018". A "Primary Facility Information" section at the bottom has checkboxes for "This is a treatment facility." (unchecked) and "This is a maintenance facility." (checked).

ANNUAL FINANCIAL REPORT

Annual Financial Reports are required from investor-owned water companies, water districts, water associations, and regulated sewer utilities. There are NO financial reports from municipal wholesale water providers.

Go to PSC Home Page: <http://psc.ky.gov/>

Click on the menu item **Commission Records** and then move over to **Financial** and click on **Annual Reports**, click on **Water**, and then click on the **year** desired, and then click on **Rowan**. (This will produce a pdf report, the same as what is available on the WRIS portal for the most recent annual report.) The end of the report includes links to supporting documents and an oath of truth. The advantage of searching on the PSC web page is that previous years are available.

OR

If you are only interested in particular schedules of the annual report, or need this information as a TXT file to import to Excel or Word or any other application, start here: <http://psc.ky.gov/ufrnet/PublicRepSelect.aspx>

- a Select the appropriate **utility type** from the dropdown, which for Rowan Water is **Water Associations** and click **Submit**.
- b Select the **Period From Date**. Start with the most recent date and click **Submit**.
- c Select (highlight) **Rowan Water, Inc.** and click **Submit**. (You may select more than one utility, if you want to make a comparison.)
- d To see one schedule, such as **Long Term Debt**, click on it and then click on **Submit**. (You can also click on more than one schedule following the directions on the web page.)
- e Choose the **output method**: Browser, delimited Text for importing into other applications, OR PDF file. Click on **Submit**.
- f Click on DOWNLOAD RESULTS

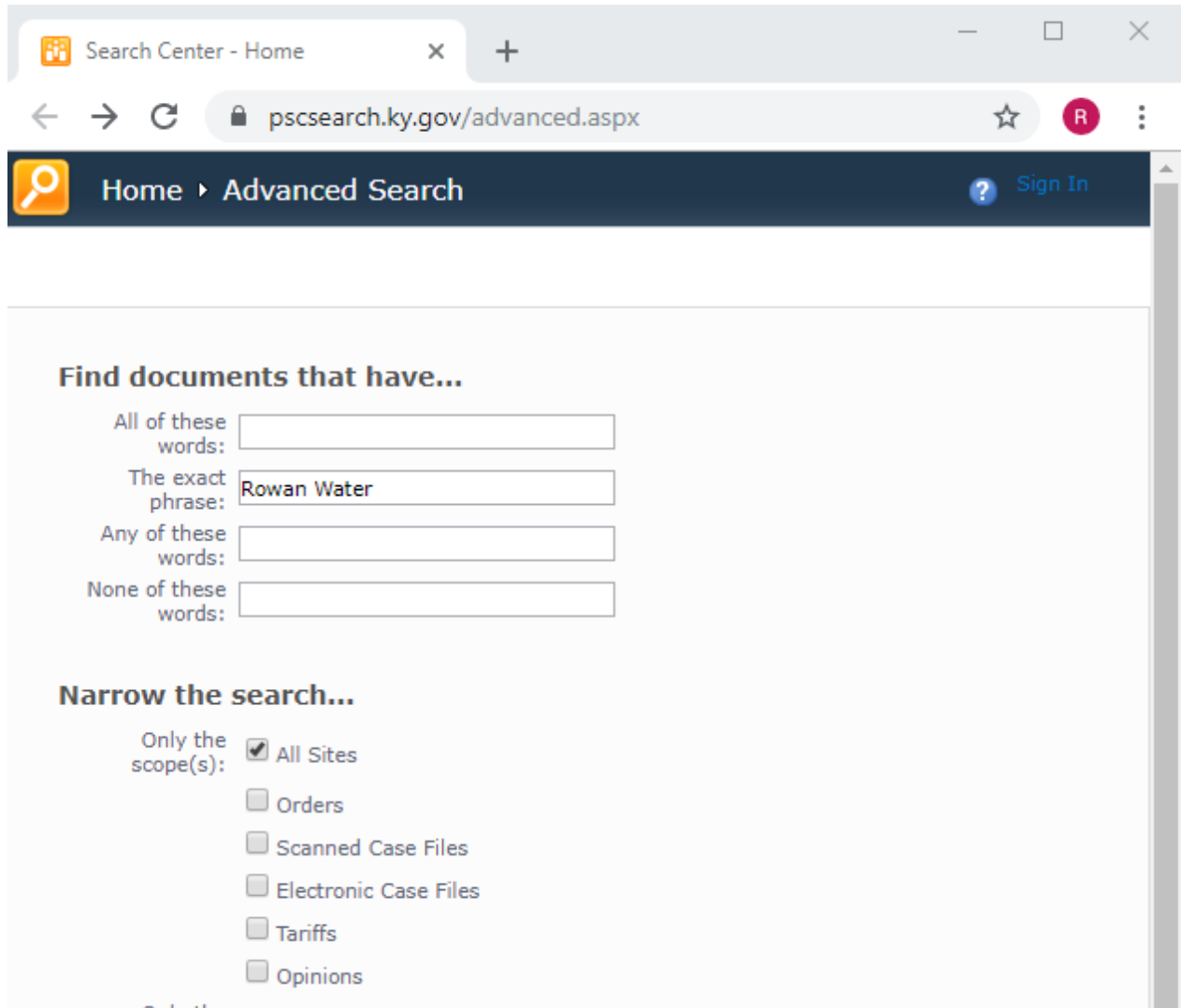
AUDIT DOCUMENTS FILED BY A C.P.A

These are documents submitted as supplemental material with annual reports. The WRIS has a copy of the PSC's most recent audit report; however, on the PSC web page there may be more than one audit covering previous fiscal years.

Go to PSC Home Page: <http://psc.ky.gov> and click on the menu item **Commission Records** and then move over to **Financial** and click on **Audit Reports**. To make the list shorter, check a General Utility Type, **Water**, and then scroll down the list to find Rowan Water, and then click on the pdf file to open the audit report.

THE HOME PAGE SEARCH

In the upper right hand corner of the PSC Home Page, just below the menu ribbon, is the phrase **Search PSC Site**. This search can also be reached at <https://pscsearch.ky.gov/advanced.aspx>, which brings up the page:



The screenshot shows a web browser window with the address bar displaying pscsearch.ky.gov/advanced.aspx. The page title is "Search Center - Home". The navigation bar includes a search icon, "Home", "Advanced Search", and a "Sign In" button. The main content area is titled "Find documents that have..." and contains four search criteria:

- All of these words: []
- The exact phrase: Rowan Water []
- Any of these words: []
- None of these words: []

Below this is the "Narrow the search..." section with the following options:

- Only the scope(s):
 - All Sites
 - Orders
 - Scanned Case Files
 - Electronic Case Files
 - Tariffs
 - Opinions

The search button on the home page will find documents from orders, case files, and tariffs. It will NOT find any information from annual financial reports or the utility master (see previous sections).

Enter **The Exact Phrase** for the utility name, use the default scope of **All Sites**, and click Search. The result for Rowan Water is 190 documents, which is overwhelming. Consequently, the following pages will focus on how to get the relevant case and tariff

information. The only information that is not available elsewhere is Opinions. Run the search again with the scope of **Opinions** checked. This results in 4 pdf documents.

The Kentucky Public Service Commission is a three-member administrative body with quasi-judicial procedures to perform its regulatory functions through the issuance of written orders. Final orders are written to conclude a case, and cases are listed in a docket.

CASES

To find PSC Cases in which Rowan Water, Inc. is the applicant:

Go to PSC Home Page: <http://psc.ky.gov/> and click on **Commission Records** and then under **Cases** click on **Search All Cases**

OR start here: https://psc.ky.gov/PSC_WebNet/SearchCases.aspx

Under Company, use the dropdown to select the name of the Utility ... **Rowan Water**. Check the box **Include Closed**. Then click on **Filter**.

There are 17 cases listed in this docket report, going back to 1986. As an example, a search will be conducted for Case 2017-00250, which is a construction project along with a rate increase. Click on **2017-00250**.

The result of the search includes all case filings as pdf documents in descending order of the date of the filings. Recent case documents have all been scanned or submitted electronically and are included in this list. Cases prior to 2005 generally just list the orders associated with the case.

Notice that in this case there are **POST Case Filings** symbolized by an icon on the left.



Click on it and a list of pdf documents appears. To go back to the **Case Filings** click on its icon. You will notice that this list begins with the final order for the case and works back to the initial application

TARIFFS (or Rates)

Tariffs are revised or created by PSC regulated utilities through cases by orders. Therefore case information will appear in the Docket Report and Case Filings. The WRIS has a copy of the PSC's most recent tariffs for regulated water utilities. Contracts are not included. To find the tariffs on the PSC web page, go to PSC Home Page: <http://psc.ky.gov/> and click on **Commission Records** and then under **Tariffs** click on **Current Tariffs**.

For example, Rowan Water buys water from the Morehead Utility Plant Board, and sells water to City of Olive Hill and Fleming County Water Association. To follow the example, click on **Water**, then click on **Districts, Associations, & Privately Owned** and then click on Rowan Water. The tariff or rates that Rowan Water charges its customers is listed under **Tariff.pdf**. (If there are amendments, or frequent changes, more than one pdf file might be listed.) The wholesale rate to City of Olive Hill and Fleming County Water Association is found within the tariff document (p.5 in this example).

To find the rate that Morehead Utility Plant Board charges Rowan Water, go back to PSC Home Page: <http://psc.ky.gov/> and click on **Commission Records** and then under **Tariffs** click on **Current Tariffs**, then click on **Water, Municipals, Morehead, Tariffs**, and then open the pdf file.