

MARYLAND PUBLIC SERVICE COMMISSION

Water/Wastewater Staff Assisted Rate Case Application

pursuant to Public Utilities Article § 4-203 C
and Code of Maryland Regulations 20.70.09
and/or 20.75.08

Form MDSARC-1 General Instructions for a Maryland Staff Assisted Rate Case can be found on the Commission's web site and includes definitions and general instructions for completing this application.

www.psc.state.md.us/water/

Company Name

Business Mailing Address

*Completed for the Calendar Year
Ending*

*Gross Annual Revenues for the Most
Recent Calendar Year*

Staff-assisted rate cases are available only to water utilities with gross annual revenues for the most recent calendar year below \$350,000.

Mail or deliver seven copies of this completed Application to:
Office of the Executive Director, Maryland Public Service Commission
6 St. Paul Street, 17th Floor
Baltimore, Maryland 2120



I. GENERAL INFORMATION

A. Contact Information

1. Person to whom correspondence should be address concerning this application

Name	<input type="text"/>	Title	<input type="text"/>
Telephone Number	<input type="text"/>		
Business Address	<input type="text"/>		
E-mail Address	<input type="text"/>		

2. On-Site Manager *(if different from above)*

Name	<input type="text"/>	Title	<input type="text"/>
Telephone Number	<input type="text"/>		
Business Address	<input type="text"/>		
E-mail Address	<input type="text"/>		

3. Manager of Financial Information *(if different from above)*

Name	<input type="text"/>	Title	<input type="text"/>
Telephone Number	<input type="text"/>		
Business Address	<input type="text"/>		
E-mail Address	<input type="text"/>		

4. Location of Books and Records of Utility

B. Description of Service Territory

C. Contact Information for Affected Community Associations or Parties

II. ACCOUNTING DATA

A. General Accounting Information

1. Data for Calendar Year Ending

B. Invested Capital

Plant in Service

1 Supply Plant

2 Pumping Plant

3 Water Treatment Plant

4 General Plant

5 Other Plant

6 Total Plant in Service

7 Materials and Supplies

8 Working Capital (Inventory)

9 Other

10 Less: Accumulated Depreciation

11 Less: Contributed Property

12 Less: Deferred Income Taxes

13 Less: Other

14 Total Invested Capital

Please provide a description of any amounts presented in B5 (Other Plant), B9 (Other), and B13 (Other).

II. ACCOUNTING DATA (continued)

C. Revenues from Utility Operations

1. Billing Method (Metered, Unmetered)

2. Billing Interval (Monthly, Quarterly)

3. Revenues

a Residential

b Commercial

c Industrial

d Fire Service

e Non-water sale revenue

f Total Revenues

4. Consumption Data

a Unmetered Consumption

b Metered Consumption

i Residential

ii Commercial

iii Industrial

v Fire Service

II. ACCOUNTING DATA (continued)

D. Operating Costs of the Utility

1. Operating Expenses

a Wages and Salaries	
b Pension and Benefits	
c Purchased Water	
d Purchased Power	
e Chemicals	
f Materials and Supplies	
g Outside Services	
h Rent	
i Transportation Costs	
j Insurance	
k Regulatory Commission Expense	
l Uncollectible Costs	
m Misc./Other Expenses	
n Total Operating Expenses	

2. Maintenance Expenses

a Maintenance of Distribution Reservoirs	
b Maintenance of Mains	
c Maintenance of Services	
d Maintenance of Hydrants	
e Maintenance of Other Plant	
f Repairs	
g Maintenance of General Plant	
h Total Maintenance Expenses	

II. ACCOUNTING DATA (continued)

- 3. Depreciation
- 4. Property Taxes
- 5. Taxes Other than Income
- 6. Income Taxes
- 7. Total Operating Costs
- 8. Operating Income (Loss)

9. Please provide a description of any amounts presented in Sections II.D.1.g (Outside Services) and II.D.1.m (Misc./ Other Expenses).

E. Debts, Loans, and Financial Obligations

1. Please list each outstanding obligation of the utility below. Please include the creditor(s), date obligation was incurred, original debt, balance owed, interest rate, expiration date, pledged assets, the business purpose of each obligation, and details of any obligations entered into with an affiliated organization.

II. ACCOUNTING DATA (continued)

F. Shared Costs

1. Please provide details of costs for services assigned to the utility that have been allocated from other organizations by providing a description of services provided, affiliates, amount assigned for service, and basis for allocation.

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This section applies to the Company's water system(s).

III. WATER ENGINEERING DATA

1. Average Daily Usage (Gallons)

a. Residential

b. Commercial

c. Industrial

d. Fire Service

2. Total Volume of Water Supplied
to the Water System (Gallons)

3. Total Volume of Water
Consumption Registered by
Customer Meters (Gallons)

4. Percentage of Unaccounted for
Water

5. Provide the range in diameter sizes and describe what type of pipe material exists within the distribution system for both the distribution pipes and service connections.

This section applies to the Company's water system(s).

III. WATER ENGINEERING DATA (continued)

1. Please provide a description of any improvement(s) that the Company is seeking cost recovery of and state why the improvement was necessary.

2. With regard to the improvement(s) for which the Company is seeking cost recovery, has each improvement been completed and is it currently in use? If not in use, please itemize each not in use.

3. For each improvement that has not been completed, state the percentage of completion and estimate a completion date.

4. If the improvement was for the purpose of replacing existing water system components, provide the age and condition of the component being replaced.

5. What additional improvements, if any, are currently being planned for the future?

This section applies to the Company's water system(s).

III. WATER ENGINEERING DATA (continued)

1. Provide the capacity (in gallons) of each potable water storage tank.

2. Provide the gallons per day capacity of the Company's water treatment facilities.

3. Provide the gallons per minute capacity of the Company's source or sources of raw water supply.

4. What is the range of water pressure within the distribution system in pounds per square inch?

5. Has the Company experienced any issues with the distribution system pipes or service connections? Please explain any issue that the Company has experienced.

This section applies to the Company's water system(s).

III. WATER ENGINEERING DATA (continued)

1. If the water system has meters to measure supply delivery and customer usage, does the Company have a meter replacement and/or accuracy testing program? If yes, please explain the program.

2. If the Company does not have a meter replacement and/or accuracy testing program, state what the range in age is for the meters in use based on size.

3. If certain sized meters have their accuracies tested in lieu of routine replacement with a new meter, please provide the following information for the person who performs the accuracy tests.

Name Title

Telephone Number

Business Address

E-mail Address

4. Based on the meter size, what time interval (in years) is used to determine when the meter should be replaced or have its accuracy tested?

This section applies to the Company's water system(s).

III. WATER ENGINEERING DATA (continued)

1. Has the Company experienced problems with the distribution system pipes or service connection? If so, state what was done or is planned to be done to remedy the problem.

2. Does the water system provide fire protection and are the fire hydrants connected to pipes that are at least six inches in diameter? Please provide detail.

3. How often does the Company exercise the valves and fire hydrants?

4. How often does the Company flush the distribution system pipes?

5. Is the water system currently in compliance with the regulatory requirements of the Maryland Department of the Environment? If no, please provide an explanation and any documentation of each deficiency.

6. If the water system is monitored by an operator that is certified by the Maryland Department of the Environment, please provide the certification number of the operator.

7. How often does the operator mentioned above visit the system?

8. What is the duration of time spent at the water system by the operator and what are the tasks performed by the operator while at the system?

This section applies to the Company's wastewater system(s).

IV. WASTEWATER ENGINEERING DATA

1. Please provide the average daily flow in gallons per day to the wastewater treatment plant for the most recent twelve months?

2. Please provide the total capacity of the wastewater treatment plant?

3. Please provide the range in increase of flow to the wastewater treatment plant due to infiltration and inflow for the most recent twelve months?

4. Does infiltration and inflow within the collection system result in the discharge of raw sewage from the manholes or back-ups into customer premises?

5. Does infiltration and inflow affect the Company's ability to treat the wastewater in accordance with the regulatory requirements of the Maryland Department of the Environment?

This section applies to the Company's wastewater system(s).

IV. WASTEWATER ENGINEERING DATA (continued)

1. How does the Company meter the effluent from the wastewater treatment plant and how often is the meter calibrated?

2. Has the Company performed any repairs to the sewage collection system to eliminate sources of infiltration and inflow? Provide a description of the repairs.

3. Have any of the repairs from the previous question affected the volume of flow to the wastewater treatment plant? Please describe the effects.

4. Does the Company routinely perform a cleaning of the collection pipes? If so, provide a description of how the pipes are cleaned.

5. Is the sewage disposal system currently in compliance with the regulatory requirements of the Maryland Department of the Environment?

This section applies to the Company's wastewater system(s).

IV. WASTEWATER ENGINEERING DATA (continued)

1. Provide the range in pipe diameter sizes and describe what type of pipe material exists within the sewage collection system for both the collection pipes and service connections.

2. What type of problems has the Company experienced with the collection pipes and service connections?

3. If the Company has experienced problems with the collection pipes or service connections, please describe what has been done or is being planned in order to remedy the problems.

4. Provide a description of the improvements that the Company is seeking cost recovery and state why the improvement was necessary.

5. If the improvement was for the purpose of replacing existing sewage disposal system components, provide the age and describe the condition of the component that has been replaced.

This section applies to the Company's wastewater system(s).

IV. WASTEWATER ENGINEERING DATA (continued)

1. With regard to the improvements that the Company is seeking cost recovery, has each improvement been completed and is it currently in use? If not in use, please itemize each not in use.

2. If certain improvements have not been completed, please provide the percentage of completion and provide an estimate of when each improvement will be complete and in use.

3. If the improvement was for the purpose of replacing existing sewage disposal system components, provide the age and describe the condition of the component that has been replaced.

4. What additional improvements, if any, are currently being planned for the future?

This section applies to the Company's wastewater system(s).

IV. WASTEWATER ENGINEERING DATA (continued)

1. Has the Company had inspections performed on the condition of the collection system? If so, please provide a copy of these inspection reports as required in Section V of this application.

2. If the sewage disposal system is monitored by an operator that is certified by the Maryland Department of the Environment, please provide the certification number of the operator.

3. How often does the operator visit the sewage disposal system?

4. What is the duration of time spent at the sewage disposal system and what are the tasks performed by the operator while at the system?

V. RATE DESIGN INFORMATION

1. Does the Company own multiple water systems? If so, please provide a description of each system. Please describe if the systems are connected or stand-alone systems.

2. For each of the water/sewage systems owned, provide the number of residential, industrial, commercial and fire service customers served by each system.

Water/Sewage System Name	<input type="text"/>
Total Number of Customers	<input type="text"/>
Residential	<input type="text"/>
Commercial	<input type="text"/>
Industrial	<input type="text"/>
Fire Service	<input type="text"/>

Water/Sewage System Name	<input type="text"/>
Total Number of Customers	<input type="text"/>
Residential	<input type="text"/>
Commercial	<input type="text"/>
Industrial	<input type="text"/>
Fire Service	<input type="text"/>

3. Please explain which meter/connection sizes are used to serve each customer class.

V. RATE DESIGN INFORMATION (continued)

1. Please describe the Company's current rate structure. (flat rate, fixed rate and volumetric rates, increasing blocks based on usage, etc.)

2. Does the Company charge any additional fees? Please include the description, amount, and frequency of each additional fee.

VI. REQUIRED ATTACHMENTS AND EXHIBITS

Please include each of the following as a separate attachment. Label each attachment or exhibit as described below. Check the boxes below to indicate that the attachments have been included.

Label	Description
Exhibit1.SDATCompliance	<input type="checkbox"/> Most recent certification of the Company's SDAT Compliance
Exhibit2.AnnualReport	<input type="checkbox"/> Copy of the most recent Annual Report filed with the Commission
Exhibit3.TariffSheets	<input type="checkbox"/> Copy of the Company's current tariff sheets showing rates charged to customers
Exhibit4.SampleBill	<input type="checkbox"/> Copy of a customer bill with all customer specific information redacted
Exhibit5.AppropriationsPermit	<input type="checkbox"/> Water Appropriations Permit issued by the Maryland Department of the Environment for the Company's source or sources of raw water supply
Exhibit6.PotableWaterContract	<input type="checkbox"/> Copy of contract that allows for the purchase of potable water (if applicable)
Exhibit7.MeterReplacementProgram	<input type="checkbox"/> Meter Replacement Testing Program Results (if applicable)
Exhibit8.Rates	<input type="checkbox"/> Rate Information Chart (found on the Commission's web site http://www.psc.state.md.us/water/)
<i>Wastewater system(s) exhibits</i>	
Exhibit9.EffluentMeter	<input type="checkbox"/> Copy of the most recent calibration test of the effluent meter for wastewater treatment plants
Exhibit10.NPDESPermit	<input type="checkbox"/> NPDES Discharge Permit issued by the Maryland Department of the Environment
Exhibit11.InspectionReport	<input type="checkbox"/> Collection system inspection report referred to on Page 16 of this application (if applicable)

Please list any additional exhibits or attachments the Company has attached to this filing (additional descriptions for any response, separate cost of capital analysis, etc.). Please include a brief description of the attachment and the label.

VII. AFFIDAVIT

By submitting this application, the Applicant consents to the procedures set forth in COMAR 20.70.09 and/or 20.75.08 and certifies that the statements set forth herein are true and correct to the best of my information, knowledge, and belief.

Signed	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>

Subscribed and sworn to before me
this ____ day of _____, _____.

Notary Public