
PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298



January 31, 2025

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 can be accessed from the Commission's website at [WD Utility Forms and Templates \(ca.gov\)](http://www.cpuc.ca.gov) 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 including 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 2024 annual report (in both Microsoft Excel and PDF format) via e-mail to Kevin Truong at vt4@cpuc.ca.gov on or before April 30, 2025 with a CC to water.division@cpuc.ca.gov. The submitted annual report must be signed. Submission of a hard copy is no longer required if the electronic version is filed.

If any updates or corrections are made to the submitted 2024 annual report, a signed cover letter explaining the update/correction and the revised pages (marked "Revised") shall be filed (in both Microsoft Excel and PDF) to the same email addresses shown above within 30 days of the revision.

For Class D water and sewer utilities that are unable to file electronically and do not have access to a computer, please use and complete the attached 2024 annual report form. Provide two signed hard copies by post to the address below:

California Public Utilities Commission
505 Van Ness Avenue, Room 3200
San Francisco, CA 94102
Attn: Kevin Truong, Regulatory Analyst Water Division

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, 2025, please send a request for extension via email to Bruce DeBerry at bmd@cpuc.ca.gov with CC to Kevin Truong at vt4@cpuc.ca.gov and water.division@cpuc.ca.gov or mail to Bruce DeBerry, California Public Utilities Commission, 505 Van Ness Ave., Room 3200, San Francisco, CA 94102.

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 via email to Kevin Truong at vt4@cpuc.ca.gov with CC to water.division@cpuc.ca.gov.

If you need a copy of the Microsoft Excel template or have any questions, please communicate with Kevin Truong at (628) 217-1909 or at 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