

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

1. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Utility Information** and then
Move your mouse down to **Master Utility Information** and click on it

OR

Alternative is to start here:

http://psc.ky.gov/utility_master/mastersearch.aspx

This brings you to the Master Utility Search page.

2. Start by entering part of the name **Rowan** under **Utility Name** and click on **Search**. This will bring up a list of possible alternatives. Find the appropriate utility.
3. Click on the **View** button. Explore the information under the various tabs. **Note the Name of the Utility used by the PSC, the Utility Type (Water Associations for Rowan Water), and the Utility Class (A for Rowan Water). 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.

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. If you can't find a listing in the PSC's Master Utility Information using the System or Permit Name used in the WRIS, then look up the PSC Group ID in the WRIS under the Owner Tab.

The following illustration shows an excerpt from the WRIS Data Portal for Rowan Water, Inc., showing the PSC Group ID listed under the Owner Tab. You can search on the PSC Master Utility Search page using either "Rowan Water" for the Utility Name OR the PSC Group ID of 35800 for the Utility ID.

If there is no PSC Group ID then the Public Service Commission does not have jurisdictional authority for that utility. It is unlikely that there is any information on that utility on the PSC web page. However, you can use the Search Button on the PSC home page to check.

Example showing the PSC Group ID in the WRIS Data Portal:

Drinking Water System Information:

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**

Permit Dates: Issued: **02-01-1973** Expired: Inactivated:

[View EPA SDWIS Report](#)

[View DOW SDWIS Report](#)

System Contact
Owner
Fiscal Attributes
Planning
Maintenance
Projects

Entity Type: **WATER ASSOCIATION**

Entity Name: **ROWAN WATER INC**

PSC Group ID: **35800**

Office EMail:

Web URL:

Office Phone: **606-784-9818** Ext: Toll Free: Fax: **606-783-1644**

Mail Addr1: **110 S HARGIS AVE**
Phys Addr1: **110 S HARGIS AVE**

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.

4. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Commission Records** and then
Move your mouse down to **Financial Reports** and then
Move your mouse over to **Search Financial Reports** and click on it

OR

Alternative is to start here:

<http://psc.ky.gov/ufrnet/PublicRepSelect.aspx>

5. Select the appropriate **utility type** from the dropdown, which for Rowan Water is **Water Associations** and click **Submit**.
6. Pick the appropriate **report category** from the dropdown, which for Rowan Water is **Water Districts and Associations Class A&B** and click **Submit**.
7. Select the **Period From Date**. Start with the most recent date and click **Submit**.
8. Select (highlight) **Rowan Water, Inc.** and click **Submit**.
9. To see all of the data, click on the first entry of the report, **Title Page**, and drag the mouse down to the last item, which is **Plant Statistics – Part C**. All of the topics for the report should be highlighted. Click on **Submit**.
10. You have the option of changing the default for the **output method**. If you want a pdf file, click on the circle before Return PDF File. Click on **Submit**.
11. The Pumping and Water Statistics section of the report shows that Rowan Water purchases its water from the Morehead Utility Plant Board and that it sells water to the Fleming County Water Association and the City of Olive Hill Water District. We will try to find the contracts for these sales later.

FINANCIAL REPORT STATISTICS

An annual summary report for all PSC regulated utilities in a specific category (investor-owned water companies, water districts, water associations, and regulated sewer utilities). There are NO financial reports from municipal wholesale water providers.

12. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Commission Records** and then
Move your mouse down to **Financial Reports** and then
Move your mouse over to **Search Financial Reports** and click on it

OR

Alternative is to start here:

<http://psc.ky.gov/ufrnet/PublicRepSelect.aspx>

13. Select the appropriate **utility type** from the dropdown, which for Rowan Water is **Water Associations**, then check the box for **Check for Statistics Only** and click **Submit**.
14. Select the **Period From Date**. Start with the most recent date and click **Submit**.

THE SEARCH BUTTON ON THE HOME PAGE

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).



Use the tips for Effective Searching (click on the blue circle with a question mark).

There is a dropdown list from “Search All Files” to search under the topics: Orders, Electronic Case Files, Scanned Case Files, and Tariffs. Use of this search button will be discussed under those topics in the following sections.

DOCKET WEB REPORTS

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

15. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Commission Records** and then
Move your mouse down **Docket Web Reports** and click on it

OR

Alternative is to start here:

http://psc.ky.gov/docket_web_reports/docket_reports.aspx

16. In the dropdown for **Select a Report** choose **Docket for selected Utility (Open or Closed (DOC 106R))** and click on **Select**.
17. Enter the name of the utility ... **Rowan Water** and click on **Generate Report**.

18. There are 14 cases listed in the report, going back to 1986. **You will need to use the case number and the date of the final order in other searches.** As an example, a search will be conducted for Case 2007-00385 with a final order date of 10/12/07.

PSC ORDERS

19. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Commission Records** and then
Move your mouse down to **Orders** and then
Move your mouse over to **Order Vault** and click on it

OR

Alternative is to start here: <http://psc.ky.gov/Home/Library?type=Orders>

20. To find the final order for Case 2007-00385 issued on 10/12/2007, click on **Orders_2007**. (The final order date was in the Docket Web Report; see above. A case may be started in one year and the final order may be listed in the next year, so it is important to get the final order date from the Docket Web Report.)
21. The documents can also be put in case order by clicking on **Name**. (In order to put the documents in date order, click on Last Changed.) Click on **200700385_10122007.doc** to see the final order for the case.
22. An alternative search is to use the Search button on the PSC Home Page, or it can be accessed at <http://psc.ky.gov/Home/Search>. A search was conducted for Orders, selected from the drop down list from "Search All Files", and on "Rowan Water" in quotes. This produces links to all orders that contain the phrase "Rowan Water". It included all fourteen of the final orders listed from the Docket Web Report (see previous section), as well as many additional orders, for a total of forty-three orders. The following types of orders were included:
- a. Orders from one case in which Rowan Water was the applicant in 1981, which the Docket Web report missed entirely.
 - b. Additional orders, not just final orders, for cases that were on the Docket Web Report.
 - c. Orders from rate cases of the utilities to which Rowan County sold water.
 - d. Orders with a reference to Rowan Water in a footnote or map.
 - e. Orders with lists of utilities, such as administrative cases, annual assessments and requests for annual reports from the 1980s.
- Hint: to narrow the search for orders, you might search on "Rowan Water" with a year, such as "Rowan Water" 2007.

CASE DOCUMENTS

23. There are two types of case files available: Electronic Case Files (in which the applicant utility submits case documents electronically) and Scanned Case Files (in which the PSC staff scan paper documents). A case is typically assigned to only one of these categories. It is recommended that you start with Electronic Case Files, which will then direct you to go to Scanned Case Files if there are no Electronic Case Files.

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

Move your mouse over **Commission Records** and then

Move your mouse down to **Electronic Cases** and then

Move your mouse over to **Search** and click on it

OR

Alternative is to start here: <http://psc.ky.gov/efs/efsmain.aspx#>

Click on **Search Electronic Case Filings**

Enter the Case Number **2007-00385**

Press Enter or Scroll down to the bottom of the page and click on **Filter**

The results of the search stated that this is not an electronic case file, and to check the scanned files by clicking on [View Scanned documents from Non-Electronic Cases](#).

24. To view the Scanned Case Files, you can also start at:

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

Move your mouse over **Commission Records** and then

Move your mouse down to **Non-Electronic Cases** and click on it

OR start here: <http://psc.ky.gov/Home/Library?type=Cases>

Check for **Post Case Referenced Correspondence** first, by clicking on that folder, and then click on **2007 cases** and then look for case number **2007-00385**. There is no post case correspondence for this example.

To view the case file, go to the upper left hand corner of the screen and click on the option to **Return to Cases Library**. To find Case 2007-00385, click on **2007 cases** and then click on the case number **2007-00385**.

25. Click on any of the documents listed. In order to put the documents in date order, click on **Last Changed**. The documents can also be put in alphabetical order by clicking on **Name**. Often there are maps with the application and with a final report, although some have been removed, particularly engineering plans, for homeland

security reasons. (These are available to government agencies upon written request to the PSC.) Notice that there is no final order on this site for Case 2007-00385.

26. An alternative search is to use the Search button on the PSC Home Page, or it can be accessed at <http://psc.ky.gov/Home/Search>.

27. An alternative search is to use the Search button on the PSC Home Page, or it can be accessed at <http://psc.ky.gov/Home/Search>.

A search was conducted for “Electronic Case Files”, selected from the drop down list from “Search All Files”, and on “Rowan Water” in parentheses. This produced one link to a 2008 document for water training.

A search was then conducted for “Scanned Case Files” for “Rowan Water”. Twenty-six documents were found that contain the word “Rowan Water”. Scanned Case Files are generally from 2004 to the present. Consequently, in this search most of the documents pertained to Case 2007-00385, with some additional ones from the rate cases of wholesale purchasers.

A search was then conducted for “Scanned Case Files” for “Rowan Water”. Twenty-six documents were found that contain the word “Rowan Water”. Scanned Case Files are generally from 2004 to the present. Consequently, in this search most of the documents pertained to Case 2007-00385, with some additional ones from the rate cases of wholesale purchasers.

This alternative search is useful to find documents in cases that are not initiated by the utility of interest. For example, municipal utilities do not usually bring cases before the PSC, but they may be named or intervene in other cases.

TARIFFS (or Rates)

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

Move your mouse over **Commission Records** and then

Move your mouse down to **Tariff and Contracts** and then

Move your mouse over to **Current Tariffs / Contracts** and click on it

OR

Alternative is to start here: <http://psc.ky.gov/Home/Library?type=Tariffs>

29. To find the tariff for Rowan, click on **Water** and then click on **Districts, Associations & Privately Owned**

30. Click on the utility **Rowan Water**.

31. 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.) In addition there is a folder for **contracts** which contains contracts with other water utilities.
32. The Pumping and Water Statistics section of the Annual Financial Report (see above), shows that Rowan Water purchases its water from the Morehead Utility Plant Board and that Rowan Water sells water to the Fleming County Water Association and the City of Olive Hill Water District. The rates for the sales may be either in the Tariff or the Contracts folder for Rowan County or both folders.
33. To find the contracts for purchases from a municipal, move back towards the beginning so that you can click on **Municipals** instead of Districts, Associations & Privately Owned.
34. Click on **Morehead**.
35. Click on the directory for **Tariff**. The most recent document has the current rate Morehead charges for purchases by Rowan Water.

Tariff Filings

Some additional tariff information is available.

36. Go to PSC Home Page: <http://psc.ky.gov/>
Move your mouse over **Commission Records** and then
Move your mouse down to **Tariff and Contracts** and then
Move your mouse over to **Search Tariffs / Contracts** and click on it

OR
Alternative is to start here: <http://psc.ky.gov/trf/trfmain.aspx>
37. To find if there are any tariffs that have been filed at the PSC recently and are still circulating, move your mouse over **Search** in the upper left corner, and then click on **Tariffs Circulating**. This will bring up a new screen titled Current Circulating Tariff Filings. Go to the dropdown list for Service Type and select **Water** or Water-Municipal, and then click on **Filter**. This will bring up a relatively short list of documents.
38. To find Closed Tariffs, move your mouse over **Search** in the upper left corner, and then click on **Closed Tariffs**. This will bring up a screen titled Closed Tariff Filings and then go to **Company Name** and type in **Rowan**, and then delete the current year under Year Filed so that **Year Filed is Blank**, and then click on **Filter**. This will bring up a list of documents for Rowan Water; notice that there is a Water Shortage Response Plan as well as the rates adjusted per order of Case 2007-00385.

39. An alternative search is to use the Search button on the PSC Home Page, or it can be accessed at <http://psc.ky.gov/Home/Search>.

A search was conducted for “Tariffs”, selected from the drop down list from “Search All Files”, and on “Rowan Water” in quotes. This produced seventeen links to tariff documents, referring to the ones that were previously located.