

**CLASS A & B - WATER COMPANIES  
2015  
ANNUAL REPORT**

FOR

\_\_\_\_\_  
(NAME UNDER WHICH CORPORATION, PARTNERSHIP, OR INDIVIDUAL IS DOING BUSINESS)

\_\_\_\_\_  
(OFFICIAL MAILING ADDRESS)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(ZIP)

Please check if address listed above is an updated address

**Report Year Ended: December 31, 2015**

Inquiries concerning this Annual Report should be addressed to:

Name/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

SUBMIT TO:  
WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION  
PO Box 47250  
Olympia, WA 98504-7250

File online: [www.utc.wa.gov](http://www.utc.wa.gov)



**REPORT MUST BE RECEIVED NO LATER THAN MAY 2, 2016**

*\*\*\*Please refer to the Instructions for Completing the Annual Report on Page 2\*\*\**

# INSTRUCTIONS FOR ANNUAL REPORT COMPLETION

## ***Commission Authority***

The purpose of this form is to collect financial and operational information from water companies regulated by the Washington Utilities and Transportation Commission (UTC). The commission's authority for requiring this report is found in RCW 80.04.080. This report is a non-confidential public use form.

## ***Certification***

The Annual Report Certification must be signed by an authorized officer, partner or owner.

## ***Regulatory Fees***

Regulatory fees are set by commission order A-140166.

## ***Deadlines and Penalties***

All water companies regulated by the UTC are required to complete this form, including all schedules. Failure to complete all schedules will result in the report being considered incomplete and subject to penalties. Completed forms and regulatory fee payments must be received by the UTC no later than **May 2, 2016**. Failure to file the annual report by the above deadline will result in a financial penalty of \$100 for each business day after May 2. Failure to pay the regulatory fees by the above deadline will result in a 2 percent penalty on the amount due and a 1 percent monthly interest charge on the unpaid balance.

## ***Extension Requests***

You may file a written request for an extension to file the completed annual report; however, the commission will not extend the deadline for paying regulatory fees. Any extension request must be filed with the commission by **April 15, 2016**, and must state a valid reason for why the extension is needed and identify a specific date which the report will be filed with the commission. The commission will notify you by April 30 whether your request is approved or denied. Even if your request is approved, you will still be liable for penalties and interest payments if you fail to pay your regulatory fees by May 2. To file your extension request online visit:

<http://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>

## ***Confidential Status***

Water companies may file annual reports as confidential. You must follow the steps for filing confidential documents in WAC 480-07-160. The regulatory fee sheet portion of your report is not a confidential document and will not be accorded confidential treatment under the rule.

To view the confidential requirements in WAC 480-07-160, please visit the following site:

[apps.leg.wa.gov/WAC/default.aspx?cite=480-07-160](http://apps.leg.wa.gov/WAC/default.aspx?cite=480-07-160)

## ***Electronic Filing and Payment***

To obtain an electronic format of the report, submit a report online or pay your regulatory fees online visit:

[www.utc.wa.gov/regulaterindustries/pages/annualreports](http://www.utc.wa.gov/regulaterindustries/pages/annualreports)

## ***Staff Contact***

Kim Anderson at (360) 664-1153 or [kanderso@utc.wa.gov](mailto:kanderso@utc.wa.gov)

TTY Toll-Free phone number 1-800-416-5289

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# ANNUAL REPORT CERTIFICATION

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**(PLEASE VERIFY THAT ALL SCHEDULES ARE ACCURATE AND COMPLETE BEFORE SIGNING)**

Person who prepared this report: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Principal Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I, the undersigned \_\_\_\_\_  
Responsible Account Officer (Please Print)

of \_\_\_\_\_  
Name of Company

have examined the foregoing report; that, to the best of my knowledge and belief, all statement of fact contained in said report are true and said report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth therein during the period from January 1, 2015, to December 31, 2015, inclusive.

\_\_\_\_\_  
Title  
(please print)

\_\_\_\_\_  
Signature  
(please type if filing electronically)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

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## COMPANY INFORMATION

(NAME UNDER WHICH CORPORATION, PARTNERSHIP, OR INDIVIDUAL IS DOING BUSINESS)

**Washington Unified Business Identifier (UBI) No.:** \_\_\_\_\_

*(If you do not know your UBI No. please contact Business Licensing Service at 1-800-451-7985 or BLS@dor.wa.gov)*

**Business Structure (please check the appropriate designation):**

Individual / Sole Proprietor  
  Partnership  
  Other (LP, LLP, LLC)  
  Corporation  
  Nonprofit Corporation

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail or Web Address: \_\_\_\_\_

Date Utility First Organized: \_\_\_\_\_

Location of Books & Records: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Method of Accounting:  
  Cash  
  Accrual

## PERSONNEL AND OWNERSHIP

Title	Name	% Owner	Principal Business Address	Phone #
Certified Water Manager				
Emergency Response Personnel				
Owners: Report every corporation or person owning or holding directly or indirectly 5 percent or more of the voting securities of the company.				

## INCOME STATEMENT

(For the Calendar Year 2015)

Line	Account #	Account Name	Water	Other	Total Company
(L)	(a)	(b)	(c)	(d)	(c)+(d) = (e)
<b>Revenues</b>					
1	400	Operating Revenue			\$0
2	471	Misc. Revenue Accounts <sup>1</sup> (specify on separate page)			\$0
3	474	Other Revenue Accounts (specify on separate page)			\$0
4		<b>Utility Operating Revenue (Add L1 thru L3)</b>	\$0	\$0	\$0
<b>Expenses</b>					
5	401	Operating Expense Accounts			\$0
6	403	Depreciation Expense			\$0
7	406	Amortization Expense			\$0
8	408	Other Tax & License			\$0
9	409	Federal Income Taxes			\$0
10		<i>Utility Operating Expense (Add L5 thru L9)</i>	\$0	\$0	\$0
11		<b>Utility Operating Income (Loss) (L4 minus L10)</b>	\$0	\$0	\$0
<b>Other Income and Deductions</b>					
		<b>Other Income:</b>			
12	414	Gain (Loss) From Disposition of Plant			\$0
13	415	Merchandising, Jobbing and Contract Work			\$0
14	419	Interest & Dividend Income			\$0
15	421	Nonutility Income			\$0
16		<i>Total Other Income (Add L12 thru L15)</i>	\$0	\$0	\$0
		<b>Other Deductions:</b>			
17	416	Merchandising, Jobbing and Contract Work			\$0
18	426	Miscellaneous Nonutility Expenses			
19	427	Interest Expense			\$0
20	433	Extraordinary Income/Deduction			\$0
21		<i>Total Other Deductions (Add L17 thru L19)</i>	\$0	\$0	\$0
22		<b>Net Income (Loss) (Add L11 plus L16 minus L21)</b>	\$0	\$0	\$0

<sup>1</sup>Misc Revenue Accounts should not include Jobbing & Contract work. Include this revenue under the Other Income section.

**BALANCE SHEET  
TOTAL COMPANY**

Line	Account #	Account Name	Current Year
(L)	(a)	(b)	(c)
<b>Assets</b>			
1	101	Utility Plant	_____
2	104	Utility Plant Purchased or Sold	_____
3	108	Less: Accumulated Depreciation	_____
4	114	Utility Plant Acquisition Adjustment	_____
5	110	Less: Accumulated Amortization of Plant Acquisition Adjustment	_____
6		<i>Net Utility Plant</i> (Add L1 thru L5)	\$0
7	124	Utility Investments	_____
8	127	Special Funds (Surcharges, Facility Charges)	_____
9	131	Cash	_____
10	141	Customer Accounts Receivable	_____
11	151	Plant Materials and Supplies	_____
12	162	Prepayments	_____
13	186	Other Deferred Debits (specify on separate page)	_____
14		Other Assets (specify) _____	_____
15		<b>Total Assets</b> (Add L6 thru L14)	\$0
<b>Ownership Equity and Liabilities</b>			
16	201-204	Capital Stock Issued	_____
17	211	Other Paid In Capital (specify on separate page)	_____
18	214-215	Retained Earnings	_____
19	218	Proprietary Capital	_____
20		<b>Total Ownership Equity</b> (Add L16 thru L19)	\$0
<i>Interest Rate:</i>			
21	224	Long-Term Debt	_____
22	231	Accounts Payable	_____
23	232	Notes Payable	_____
24	235	Customer Deposits	_____
25	236	Accrued Taxes	_____
26	253	Other Deferred Credits (specify on separate page)	_____
27	265	Miscellaneous Operating Reserves	_____
28	271	Contributions in Aid of Construction (CIAC)	_____
29	272	Less: Accumulated Amortization of CIAC	_____
30		Other Liabilities (specify on separate page)	_____
31		<b>Total Liabilities</b> (Add L21 thru L30)	\$0
32		<b>Total Equity, Capital and Liabilities</b> (Add L20 and L31)	\$0

*Note: Line 15 **MUST** equal Line 32*

**WATER UTILITY PLANT (Account 101)**

Line No. (L)	Acct No. (a)	Account Name (b)	Balance Begin Year (c)	Additions (d)	Retirements (e)	Balance End Year (f)
1	301	Organization				\$0
2	302	Franchises				\$0
3	303	Land and Water Rights				\$0
4	304	Structures & Improvements				\$0
5	305	Collecting & Impounding Reservoirs				\$0
6	306	Lake, River, and other intakes				\$0
7	307	Wells and Springs				\$0
8	309	Supply Mains				\$0
9	310	Power Generation Equipment				\$0
10	311	Pumping Equipment				\$0
11	320	Water Treatment Equipment				\$0
12	330	Distribution Reservoirs & Tanks				\$0
13	331	Transmission & Distribution Mains				\$0
14	333	Service Connections				\$0
15	334	Meters and Meter Installation				\$0
16	335	Hydrants				\$0
17	339	Other Plant & Misc. Equipment				\$0
18	340	Office Furniture & Equipment				\$0
19	341	Transportation Equipment				\$0
20	343	Tools, Shop and Garage Equipment				\$0
21	345	Power Operated Equipment				\$0
22	346	Communication Equipment				\$0
23	348	Other Tangible Plant				\$0
24	348	Water System Plan				\$0
25	101	<b>Utility Plant Total (Add L1 thru 24)</b>	\$0	\$0	\$0	\$0

**SOURCES OF CONTRIBUTIONS IN AID OF CONSTRUCTION (CIAC)**

*Report below all plant, equipment, and monies (connection charges, facilities charges, and surcharges) received during the year for capital plant*

	Description of Charges (a)	# of Connections (b)	Cost or Charge per Connection (c)	CIAC Amount Received (d)
26				
27				
28				
29				
30				
31				
32				
33	<b>Annual Total CIAC Collected (add L26 thru L32)</b>	0	\$0	\$0

## CUSTOMER COUNT SUMMARY

Line (L)	Description (a)	Number at Beginning of Year (b)	New Services (c)	Number at End of Year (d)	Temporary (e)
1	Total Unmetered				
2	Total Metered				
3	Master Meter - Single Customer Billed				
4	Master Meter - Multiple Customers Billed				
5	Other Services (Ready to Serve, etc.)				
6	<b>Total Customers (Add L1 thru L5)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## WATER CATEGORY SUMMARY

*Provide all information in Cubic Feet<sup>1</sup>*

Line (L)	Month (a)	Purchased or Surface Water (b)	Ground Water (Wells) (c)	Total from All categories (b) + (c) = (d)	Loss or Wastage (e) enter as "+"	Water sold to Customers (d) - (e) = (f)
7	January			0		0
8	February			0		0
9	March			0		0
10	April			0		0
11	May			0		0
12	June			0		0
13	July			0		0
14	August			0		0
15	September			0		0
16	October			0		0
17	November			0		0
18	December			0		0
19	<b>Total (Add L7 thru L18)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- (d) - Category Master Meters Records
- (e) - Category Leakage or Wastage of Water
- (f) - Individual Customer Meter Records

<sup>1</sup>CONVERSION: 1 cubic foot = 7.48 gallons

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## MANAGEMENT DISCUSSION

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Management discussion and analysis of Financial Condition and Results of Operation for the calendar year ending December 31, 2015. Include any new system(s) added or removed from the company, DOH WFI number, and the date of purchase or sale.

[Enter Management Discussion Here]

**WAC 480-110-575 Reporting of affiliated interest transactions.**

(1) Each Class A water company must file an annual report summarizing all transactions, except for transactions provided at tariff rates, that occurred between the company and its affiliated interests, and the company and its subsidiaries. The report is due one hundred twenty days from the end of the company's reporting period, whether a fiscal or calendar year. The report must include a corporate organization chart of the company and its affiliated interests and subsidiaries.

(2) When total transactions with an affiliated interest or a subsidiary are less than twenty-five thousand dollars for the reporting period, the company must provide the name of the affiliated interest or subsidiary participating in the transactions and the total dollar amounts of the transactions. When total transactions with an affiliated interest or subsidiary equal or exceed twenty-five thousand dollars for the reporting period, the company must provide:

(a) A balance sheet and income statement for such affiliated interest;

(b) A description of the products or services provided to or from the company and each such affiliated interest or subsidiary;

(c) A description of the pricing basis or costing method, and procedures for allocating costs for such products or services, and the amount and accounts charged during the year;

(d) A description of the terms of any loans between the company and each such affiliated interest or subsidiary and a listing of the year-end loan amounts and maximum loan amounts outstanding during the year;

(e) A description of the terms and total amount of any obligation or liability assumed by the company for each such affiliated interest or subsidiary;

(f) A description of the activities of each such affiliated interest or subsidiary with which the company has transactions; and

(g) A list of all common officers and directors between the water company and each such affiliated interest or subsidiary, along with their titles in each organization.

(3) The report required in this section supersedes the reporting requirements contained in previous commission orders authorizing affiliated interest transactions pursuant to chapter 80.16 RCW.

(4) The company is obligated to file verified copies of affiliated interest contracts and arrangements as stated in WAC 480-110-545 (Affiliated interests -- Contracts and arrangements).

**CERTIFICATION**

I, \_\_\_\_\_ makes oath and says that he/she is  
(Name of Officer)

\_\_\_\_\_ of  
(Official Title of Officer)

\_\_\_\_\_  
(Exact legal title or name of company)

that he/she has examined the foregoing affiliated interest report; that to the best of his/her knowledge, information, and belief, all statements of fact contained in the report are true and the report is a correct statement during the period from and including January 1, 2015 to and including December 31, 2015.

\_\_\_\_\_  
(Signature of officer)

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

**Typical Average Service Lives  
Salvage Rates, and Depreciation Rates  
Water Utilities**

NARUC (1996) Account Numbers	<u>Class of Plant</u>	Average Service Lives Years **	Net Salvage Percent %	Depreciation Rate Range	
Class A B C	Source of Supply Plant			Short	Long
301	Organization	XXX		XXX	XXX
302	Franchises	XXX		XXX	XXX
303	Land and Water Rights	XXX		XXX	XXX
304	Structures and Improvements	35-40		2.86%	2.50%
305	Collect. and Impounding Res.	50-75		2.00%	1.33%
306	Lake, River and Other Intakes	35-45		2.76%	2.22%
307	Wells and Springs	25-35		4.00%	2.86%
308	Infiltration Galleries and Tunnels	25-50		4.00%	2.00%
309	Supply Mains	50-75		2.00%	1.33%
310	Power Generation Equipment	10-15		10.00%	6.67%
<u>Pumping Plant</u>					
304	Structures and Improvements	35-40		2.86%	2.50%
311	Pumping Equipment	20			5.00%
311	Other Pumping Plant	25			4.00%
<u>Water Treatment Plant</u>					
304	Structures and Improvements	35-40		2.86%	2.50%
320	Water Treatment Equipment	20-35		5.00%	2.86%
<u>Transmission and Distribution Plant</u>					
304	Structures and Improvements	35-40		2.86%	2.50%
330	Distribution Reservoirs and Tanks	30-60		3.33%	1.67%
331	Trans. and Dist. Mains	50-75		2.00%	1.33%
331	Fire Mains	50-75		2.00%	1.33%
333	Service Connections	30-50		3.33%	2.00%
334	Meters	20-25	10	5.00%	4.00%
334	Meter Installations	40-60		2.50%	1.67%
335	Hydrants	40-60	5	2.50%	1.67%
<u>General Plant</u>					
304	Structures and Improvements	35-40		2.86%	2.50%
339	Other Plant	40-60		2.50%	1.67%
340	Office Furniture and Equipment	20-25	5	5.00%	4.00%
341	Transportation Equipment	7	10		14.30%
342	Stores and Equipment	20			5.00%
343	Tools, Shop and Garage Equip.	15-20	5	6.67%	5.00%
344	Laboratory Equipment	15-20		6.67%	5.00%
345	Power Operated Equipment	10-15	10	10.00%	6.67%
346	Communication Equipment	10	10		10.00%
347	Miscellaneous Equipment	10	10		10.00%
348	Other Plant Assets	10	10		10.00%
348	Water System Plan	6	10		16.67%

\*\* These lives are intended as a guide; longer or shorter lives should be used if experience shows it is warranted.

**REGULATORY FEE CALCULATION SCHEDULE**  
**Due May 2, 2016**

Company Name: \_\_\_\_\_

0

Annual Report Year  
**2015**

In accordance with RCW 80.24.010 "Regulatory Fees", the Commission requires water companies to file reports of gross intrastate operating revenue and pay fees on that revenue. Every company subject to regulation shall file with the Commission a statement under oath showing its gross intrastate revenue for the preceding year and pay to the Commission a fee as instructed below.

**Regulatory Fee Calculations**

1 Total Gross Intrastate Operating Revenue**			
2 Less Non Fee-Paying Revenue (Include details on separate page for non-paying revenue)			
3 Balance-Adjusted Gross Intrastate Operating Revenue (Line 1 minus Line 2)			\$0.00
4a If Line 3 is <b>UNDER</b> \$50,000, enter amount from Line 3 and proceed to Line 5	x	0.001	\$0.00
4b If Line 3 is <b>OVER</b> \$50,000 enter amount from Line 3			
4c First \$50,000 is subject to .1% regulatory fee	x	0.001	\$0.00
4d Remainder of gross intrastate revenue subject to .2% (Line 4b minus Line 4c)	x	0.002	\$0.00
5 Total Regulatory Fees owed (enter Line 4a, or add 4c and 4d)			\$0.00
<i>Agency Use Only</i>			001-111-0268-160-01

**Penalty & Interest Calculations**

6 Penalties on Regulatory Fees being paid after <b>May 2</b>			
6a Total Penalties on Regulatory Fees owed (enter amount from Line 5 x 2%)	x	0.02	\$0.00
7 Interest on Regulatory Fees being paid after <b>May 31</b>			
7a Amount from Line 5 x Number of months past May 31 x 1%	x	x 0.01	\$0.00
8 Total Penalties and Interest owed (Line 6a plus Line 7a)			\$0.00
9 Total Regulatory, Penalties and Interest Fees Due (Line 5 plus Line 8)			\$0.00
<i>Agency Use Only</i>			001-111-0268-160-11

**\*\*Note:** Gross Washington intrastate operating revenue is defined as all revenue collected for the year from rates under tariffs, and contracts on file at the Washington Utilities and Transportation Commission. The revenues subject to the commission's regulatory fees are gross Washington intrastate operating revenues before deductions for uncollectibles, unbillables or the payment of state and federal taxes, i.e. "Gross Revenues" means before any deductions from Revenue Receipts.

**COMMISSION USE ONLY**

Reception #:	_____	001-111-0268-160-01	_____
Reference:	AR2015	001-111-0268-160-11	_____
Payment ID:	_____	001-111-0268-032-20	
		001R-111-0268-032-20 (	_____ )
		<b>Total Paid:</b>	_____

## PAYMENT INFORMATION

**The commission accepts the following methods of payment:**

- Cash (in-person at commission)
- Check (must be in US Funds)
- Online payments\* (ACH, American Express, Discover/Novus, Mastercard, Visa)
- Pay-by-phone (credit card payments only) at (360) 664-1349

*\*Please note: A convenience fee of 2.5 percent (minimum of \$3.95) is charged by Official Payments for using the credit card processing service.*

**To pay online visit:**

<https://fortress.wa.gov/wutc/utcweb/regulatedIndustries/Pages/onlinepayments.a>

## FILING YOUR REPORT

All annual reports and regulatory fees must be received by the commission no later than May 1 each year (or the following business day if May 1 lands on a weekend). Postmark dates are not considered the date received. It is strongly recommended to use a mail delivery service, such as certified mail via USPS, with delivery confirmation or filing online to receive an email notification of receipt.

**Reports may be mailed, faxed, delivered in person or submitted online:**

- Mail to: *(recommend via certified mail no later than April 15 to ensure timely delivery)*  
Utilities and Transportation Commission  
PO Box 47250  
Olympia, WA 98504
- Physical Address for express delivery services (Fedex, UPS):  
1300 S. Evergreen Park Dr. S.W.  
Olympia, WA 98504
- Fax to: (360) 664-1289 *(Contact commission staff below to verify receipt)*
- File online using the commission e-file system: *(System will generate automatic email receipt)*  
<https://fortress.wa.gov/wutc/utcweb/docs/Pages/ElectronicFiling.aspx>

## NEED MORE ASSISTANCE?

For more information about annual reports please reference the Annual Report FAQ document at the website below or contact Kim Anderson at (360) 664-1153 or kanderso@utc.wa.gov.

<https://fortress.wa.gov/wutc/utcweb/regulatedindustries/Pages/annualReports.aspx>

