

POLICY NUMBER: 6.30-15
SUBJECT: Procedure to Enact Water Rate Change
EFFECTIVE DATE: 01-01-2016
SUPERSEDES: n/a
APPROVED BY: Board of Trustees

A. Purpose

The purpose of this Policy is to establish a procedure for the staff of PWD and its Board of Trustees to follow when enacting water rate changes.

The Policy is necessary as a result of the granting of exemptions to PWD from rate making statutes, allowing PWD to enact its own water rate changes without Public Utilities Commission Approval. Chapter 120 of the Rules of the Public Utilities Commission has been used for guidance in the creation of this policy.

B. Procedure

1. **Notice of Rate Making.** PWD shall provide the notices described below:
 - a. **Newspaper Publication.** At least fourteen (14) days before holding a public hearing on the rate filing, PWD will publish a notice of the rate filing in a newspaper of general circulation in the area served by PWD.
 - b. **Individual Notice.** At least fourteen (14) days before the public hearing, PWD will furnish individual notices of the proposed rate change to each of its customers by the same means it uses to distribute its customer bills.
 - c. **Content of Notice.** Each notice will contain:
 - (i) The amount of the rate change;
 - (ii) The percentage rate change for each customer class;
 - (iii) The customer's right to request information relating to the present and proposed rates;
 - (iv) The customer's right to an open and fair hearing and to further hearings before the Board of Trustees;

- (v) The availability of assistance from the Public Advocate; and,
- (vi) The date, time, place and purpose of the public hearing.

2. Supporting Materials.

- a. At least thirty (30) days before the public hearing on the rate filing, PWD will have on file at its principal business office a copy of all relevant materials supporting the rate filing. The materials will include:
 - (i) The proposed annual revenue change;
 - (ii) The proposed new rate sheets; and
 - (iii) Any calculations, exhibits, statements, or work papers showing that the proposed rate filing will produce the necessary revenues.
- b. PWD will make a copy of all relevant material supporting the rate filing available for examination by customers at its offices for at least thirty (30) days prior to the hearing.
- c. PWD will promptly provide, upon request by a customer, any information or relevant additional material which is readily available.

3. Public Hearing.

PWD will hold a public hearing prior to approving the proposed rates. At the public hearing, any customer or interested party may testify, and may question the officials of PWD regarding the proposed rate filing. PWD will answer questions, provide supporting materials for inspection, and accept statements.

4. Filing.

- a. **Time for Filing.** PWD will submit its approved rates to the Commission not later than thirty (30) days, after the adoption of the rates by the Board of Trustees; the filing shall be for informational purposes only.
- b. **Effective Date of Rate Changes.** A rate change will take effect no sooner than thirty (30) days after approval by the Board of Trustees.