

Certificate of Public Convenience and Necessity

1. State the Name, Address, and Form of Business, and include the following:
 - a. State the company organized in;
 - b. Business organization, i.e. Corporation, Limited Liability Company, Partnership, Proprietorship, or others;
 - c. Copy of certificate of organization or a certificate of authority from the Idaho Secretary of State;
 - d. Certified copy of Articles of incorporation, by-laws, or other organizational documents;
 - e. Business Address and/or Mailing Address.
2. Attach a geographical map and a legal description reflecting the boundaries for the certificated area to be served, both in portable document format (“PDF”). The legal description should be provided using one, or a combination of the following preferred formats: (1) rectangular survey, (2) metes and bounds, and/or (3) lot and block. If the legal description using any of these formats references a platted property, please provide a copy of the recorded platted property from the county recorder’s office, including the plat map and legal/property description.
3. Include a map, in PDF, of the water system that identifies the location of wells, reservoirs, water lines, booster pumps, valves, etc. If applicable, outline names of other water utilities near the requested service area and if there is any interconnection agreements in place.
4. Attach a copy of Idaho Department of Environmental Quality (“DEQ”) water system approval letter, its most recent sanitary survey, and/or any correspondence.
5. A copy of all water right licenses or permits.
6. Provide the name of the certified water operator with their certificate number.
7. Financial Information:
 - a. Attach a copy of the water company’s prior year financial statements, such as an income statement, balance sheet, or a profit and loss statement;
 - b. Expected annual revenue with anticipated monthly water rates and other charges;
 - c. If new water company and no financial history, provide a budget with expected costs to operate, monthly water rates, and other charges.

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8. Does the company have a facility plan? If so, please provide a copy.
9. Provide a thorough and complete description of the system. This should include any known deficiencies that need to be addressed to maintain system integrity and to support growth.
10. If available, provide the following information for the Company's major equipment:
 - a. Size and material of distribution piping;
 - b. Make, model, and capacity limit of storage tanks/reservoir, whether pressurized or unpressurized;
 - c. Make, model, and rating of each booster pump and motor;
 - d. Make, model, and rating of each well pump and motor;
 - e. Make, model, and capacity of all water treatment equipment;
 - f. Year, make, model and capacity for a backup generator. Does it have an automatic transfer switch?
11. Provide the monthly metered amount of water (in gallons) pumped from each water source, for the past three year. If available, provide it in Microsoft Excel format.
12. Provide any customer complaints received from customers regarding low water pressure, interruption of service, or poor water quality over the past three years.
13. Regarding the water system connections, please provide:
 - a. Total connections currently receiving water, and identify how many are either residential, commercial, or other;
 - b. Additional connections the water system can provide water too. This could include vacant lots without service connections; and
 - c. If empty/vacant lot, are there meter pits or water service connection at the property easement?
14. Provide a copy of the current rate structure in proper tariff format, and, if available, a worksheet in Microsoft Excel format, of how it was calculated. If applicable, provide the prior rates and charges if changed within the past three year.
 - a. Note: Rate structures vary between a flat-monthly charge to a basic charge with volumetric rates with allotted water amount at various block tiers. Rate structures could include charges by meter size and/or type of customer, i.e.

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residential or commercial. Lastly, rate structures may include seasonal rates such as summer and winter rates.

15. Provide any additional charges and fees, such as hookup charges, reconnection fees, late fees, etc.
16. It is required to inform your customers (if any) of the CPCN application. Provide a copy of a notice that is brief and describes the service area and current rates (upon request a sample can be provided). It should include the Commission's contact information:

Idaho Public Utilities Commission
PO Box 83720
Boise, Idaho 83720-0074.
(208) 334-0300
17. Attach samples of the following (upon request samples can be provided):
 - a. Bill invoice/statement
 - b. Initial Notice – Termination of Service
 - c. Final Notice – Termination of Service
 - d. Annual Summary of Rules
 - e. Company Tariff – including General Rules and Regulations
 - f. Company Main Extension Rules