

Supplemental Checklist – Establish New Utility

1. Application should request authorization from PSC to create a new water utility with new Utility ID number and to establish water rates for the new water utility.
2. Include a brief history of the project, explaining why it is needed, how it started and what studies and reports have been completed.
3. Proof that all requirements have been met for Wis. Stats. 66.0803, 66.0817, 196.49, 196.80 and 196.81.
4. Number of residential, multi-family, commercial, industrial, and public authority customers by meter size expected to be connected to the water system by the third year of operation.
5. For residential customers provide a forecast of the volume sales to an average residential customer for a single billing period.
6. For the other customer classes estimate the volume of water anticipated to be sold in each billing period.
7. List all large industrial or commercial customers and a forecast of their volume sales during each billing period.
8. What is the proposed billing period (monthly or quarterly)?
9. Engineering analysis that includes: total system annual volume, max day demand, fire demand, and max hour demand, size of proposed supply, treatment, storage and distribution facilities.
10. Maps clearly showing the locations of existing facilities, proposed facilities, the proposed service area, the service area of neighboring water utilities, and any existing water utilities located in the proposed service area.
11. A discussion and detailed engineering and economic analysis of alternatives including their associated costs and water rates. At a minimum the alternatives should include: requesting retail service from a neighboring water utility, requesting wholesale service from a neighboring water utility, and the status quo.
12. List of plant to be built by PSC uniform system of accounts including cost for each alternative.
13. Total cost separated into utility financed and contributed plant categories (grant, assessment, connection charges).
14. Method and terms of financing.
15. Describe staffing plans for the new utility (number of staff, FTEs, and their responsibilities).
16. Estimate of operating expenses for the third year of operation per USOA accounts.