

## Instructions for Standard Rate Tariff filings from small water and/or sewer utilities

At least 30 days before the proposed effective date of adopting the Standard Rate Tariff, notify the Public Service Commission (Commission), the Montana Consumer Counsel, and all customers in writing the intent of adoption. Include the following in the filing with the Commission:

- Letter notifying the Commission of the intent to adopt the Standard Rate Tariff.
- Copy of the written notification sent to customers.
  - The customer notification must:
    - Be mailed to each customer's billing address.
      - Inform customers of the proposed standard rates and, if applicable, phase-in dates.
      - Provide information about the typical customer bill impact (usually based on 10,000 gal/mo (748 gallons in one hundred cubic feet)).
      - Provide contact information for the utility, the Montana Public Service Commission (1701 Prospect Ave, P.O. Box 202601, Helena MT, 59620-2601, 800-646-6150) and the Montana Consumer Counsel (111 North Last Chance Gulch, Suite 1B, P.O. Box 201703, Helena MT, 59620-1703, 406-444-2771).
- A statement verifying that notification was mailed to customers, including the date the notifications were mailed.
- A list of names and billing addresses of all customers.
- If applicable, provide the information regarding the utility's financial capability that was filed with the Montana Department of Environmental Quality as a part of that agency's review process for public water systems.
- A copy of the standard rates in tariff form, with the utility's name inserted where indicated on the form.

An application is not complete if any of the above information is not included. An existing small water or sewer utility must be in compliance with Mont. Code Ann. § 69-3-203 (annual report

requirement) in order to adopt standard rates. The Commission will act on the request to adopt the standard rate within 45 days after the completed application is received by the Commission.

Standard rate tariffs adopted by a small water or sewer utility expire three years after the effective date. At least three months prior to the expiration of the standard rate tariff, the utility must notify the Commission whether it will file a request for an extension of the standard rate tariff option, a rate application in accordance with the minimum rate case filing standards of Mont. Admin. R. 38.5.101 (2016), et seq., or an application in accordance with the operating ratio methodology pursuant to Mont. Admin. R. 38.5.2529.