

**BEFORE THE WASHINGTON STATE
UTILITIES AND TRANSPORTATION COMMISSION**

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|-----------------------------|---|-----------------------|
| WASHINGTON UTILITIES AND |) | |
| TRANSPORTATION COMMISSION, |) | DOCKET NO. UW-021667 |
| |) | |
| Complainant, |) | |
| |) | SECOND SUPPLEMENTAL |
| v. |) | ORDER; |
| |) | |
| THOMAS WATER SERVICE, INC., |) | PREHEARING CONFERENCE |
| |) | ORDER |
| Respondent. |) | |
| |) | |

- 1 **Proceeding:** Docket No. UW-021667 is a filing by Thomas Water Service, Inc. requesting a general rate increase.
- 2 **Conference:** The Commission convened a prehearing conference in this docket at Olympia, Washington on April 11, 2003, before Administrative Law Judge Karen M. Caillé.
- 3 **Appearances.** Richard A. Finnigan, attorney, Olympia, WA represents Thomas Water Service, Inc. Mary M. Tennyson, Senior Assistant Attorney General, Olympia, WA represents the staff of the Washington Utilities and Transportation Commission (Commission Staff). Contact information provided at the conference for the parties' representative is attached as Appendix A to this order.
- 4 **Protective order.** The parties asked the Commission to enter a protective order in this docket pursuant to RCW 34.05.446 and RCW 80.04.095, to protect the confidentiality of proprietary information. The request was granted and a protective order will be entered.
- 5 **Discovery.** Parties desire to engage in discovery of information in the proceeding. The proceeding qualifies under WAC 480-09-480 as a proceeding in which inquiries may be made to the extent provided in the rule. The discovery rule is invoked.

6 **Issues.** The parties discussed the issues they believe to be involved, and the possibility of stipulations as to certain facts. The parties agree that this proceeding would address standard rate case issues, and may address issues relating to the prudence of expenditures and the transfer of water rights. The parties indicated that they intend to attempt to resolve issues through settlement discussions.

7 **Hearing schedule.** The parties agreed upon the following schedule for the proceeding.

| | |
|--|--------------------------|
| Company prefiles testimony and exhibits | May 9, 2003 |
| Commission Staff prefiles testimony and exhibits | June 20, 2003 |
| Company files rebuttal testimony and exhibits | July 11, 2003 |
| Hearing for members of the public | To be determined |
| Prehearing conference to mark exhibits | August 1, 2003 (9:30) |
| Evidentiary Hearings | August 4-5, 2003 |
| Briefing Schedule | To be determined |

8 **Document Preparation and process issues.** Parties must file an original plus 7 copies of each document filed with the Commission. Appendix B states relevant Commission rules and other directions for the preparation and submission of evidence and for other process in this docket. Parties will be expected to comply with these provisions.

Dated at Olympia, Washington, and effective this ____ day of April, 2003.

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

KAREN M. CAILLÉ
Administrative Law Judge

NOTICE TO PARTIES: Any objection to the provisions of this Order must be filed within ten (10) days after the date of mailing of this statement, pursuant to WAC 480-09-460(2). Absent such objections, this prehearing conference order will control further proceedings in this matter subject to Commission review.

APPENDIX A

**DOCKET UW-021667
PARTIES' REPRESENTATIVES**

For Thomas Water Service, Inc.

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Appendix B

I. Requirements for ALL paper copies of testimony, exhibits, and briefs

The following requirements are restated from and clarify the Commission's rules relating to adjudications.

A. All paper copies of briefs, prefiled testimony, and original text in exhibits must be

- On 8-1/2x11 paper, punched for insertion in a 3-ring binder,
- Punched with **OVERSIZED HOLES** to allow easy handling.
- Double-spaced
- 12-point or larger text and footnotes, Times New Roman or equivalent serif font.
- Minimum one-inch margins from all edges.

Other exhibit materials need not be double-spaced or 12-point type, but must be printed or copied for optimum legibility.

B. All electronic and paper copies must be

- **SEQUENTIALLY NUMBERED** (all pages). **THIS INCLUDES EXHIBITS**. It is not reasonable to expect other counsel or the bench to keep track of where we are among several hundred (or sometimes even just several) unnumbered pages.
- **DATED ON THE FIRST PAGE OF EACH ITEM** and on the label of every diskette. If the item is a revision of a document previously submitted, it must be clearly labeled (**REVISED**), with the same title, and with the date it is filed clearly shown. Electronic files must be designated **R** for revision, when applicable, with an ordinal number showing the revision number.

II. Identifying exhibit numbers; Exhibits on cross examination.

A. **Identifying exhibits.** It is essential to mark documents so you, opposing counsel, and the Commission can find them. We ask you to comply with this clarification of prior practice, based on recent experience:

- **Use the witness's initials and add an ordinal number for each exhibit.** Identify testimony with a T and confidential exhibits with a C. Example: Witness Jane Quintessentia Public. Her original testimony would be JQP-1T or JQP-1TC, her first attached exhibit would be JQP-2, etc. NEVER identify the attachments merely with a single ordinal number, as that will provide the maximum confusion to everyone, including your witness.

B. Prepare a list of your exhibits with their title and (JQP) designation in digital form and in a format specified by the Commission. Send it to the presiding officer before the appropriate prehearing conference. That will simplify identification and ease administrative burdens.

NOTE: Be prepared to submit all of your possible exhibits on cross examination several days prior to the hearing. We will attempt to schedule a prehearing conference to deal with the exhibits as close as possible to the hearing itself, but we have administrative needs that require prefiling.