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David L. Armstrong  
Chairman

James W. Gardner  
Vice Chairman

Charles R. Borders  
Commissioner

July 1, 2011

## PARTIES OF RECORD

Re: Case No. 2011-00083

Attached is a copy of the memorandum which is being filed in the record of the above-referenced case. If you have any comments you would like to make regarding the contents of the informal conference memorandum, please do so within five days of receipt of this letter. If you have any questions, please contact Richard Raff at 502-564-3940, Extension 263.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Derouen".

Jeff Derouen  
Executive Director

RR/kar

Attachment

**INTRA-AGENCY MEMORANDUM**  
**KENTUCKY PUBLIC SERVICE COMMISSION**

**TO:** Case File  
**FROM:** Richard Raff, Assistant General Counsel *RR*  
**DATE:** July 1, 2011  
**RE:** Case No. 2011-00083  
Elkhorn Water District

An impromptu telephone conference was held on July 1, 2011. Participating on the call were Jolene Paris, Office Manager for Elkhorn Water, and Commission Staff members, Jason Green, Jerry Wuetcher, and Richard Raff.

The purpose of the call was to request that Ms. Paris print out and send in customer billing records, by month, covering the 24 month period of January 2009 through December 2010. The billing records need to be separated by different customer classes or by meter sizes. In addition, we request that Ms. Paris provide a list of any customer specific refunds, leak adjustments, and general refunds that were credited on bills during the period of January 2009 through December 2010. Ms. Paris indicated that she would check with Elkhorn Water's computer programmer, but that she believed that these records could be provided by next Friday, July 8, 2011.

There being no further discussions, the telephone conference ended.