

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC CANNONSBURG WATER)	CASE NO.
DISTRICT'S UNACCOUNTED-FOR WATER LOSS)	2014-00267
REDUCTION PLAN, SURCHARGE AND)	
MONITORING		

COMMISSION STAFF'S THIRD REQUEST FOR INFORMATION
TO CANNONSBURG WATER DISTRICT

Cannonsburg Water District (Cannonsburg District), pursuant to 807 KAR 5:001, is to file with the Commission the original in paper medium and an electronic version of the following information. The information requested is due within 14 days of the date of this request. Responses to requests for information in paper medium shall be appropriately bound, tabbed, and indexed. Electronic documents shall be in portable document format (PDF), shall be searchable and shall be appropriately bookmarked.

Each response shall include the name of the witness responsible for responding to the questions related to the information provided, with copies to all parties of record and the original in paper medium and an electronic version filed with the Commission. Each response shall be answered under oath or, for representatives of a public or private corporation or a partnership or association or a governmental agency, be accompanied by a signed certification of the preparer or the person supervising the preparation of the response on behalf of the entity that the response is true and accurate to the best of that person's knowledge, information, and belief formed after a reasonable inquiry.

Cannonsburg District shall make timely amendment to any prior response if it obtains information that indicates that the response was incorrect when made or, though

correct when made, is now incorrect in any material respect. For any request to which Cannonsburg District fails or refuses to furnish all or part of the requested information, it shall provide a written explanation of the specific grounds for its failure to completely and precisely respond.

Careful attention shall be given to copied material to ensure that it is legible. When the requested information has been previously provided in this proceeding in the requested format, reference may be made to the specific location of that information in responding to this request. When filing a paper containing personal information, Cannonsburg District shall, in accordance with 807 KAR 5:001, Section 4(10), encrypt or redact the paper so that personal information cannot be read.

1. Cannonsburg District informed Commission Staff at the informal conference held in this matter on August 30, 2018, that an application for a Certificate of Public Convenience and Necessity (CPCN) would be filed. Provide an update to the status of that filing.

2. Describe in detail the procedure utilized in preparing monthly water use and water loss reports, including, but not limited to, the following:

a. How Cannonsburg District calculates water loss, water treatment plant usage, and system flushing.

b. Identify by name and job title, employees who prepare or assist in the preparation of the reports.

c. What is included in the water loss category? Specifically, state whether Cannonsburg District includes water loss from known leaks and breaks in the water loss category.

3. State whether Cannonsburg District has completed a water loss detection plan.

a. If the answer is yes, provide a copy of the last completed water loss detection plan.

b. If the answer is no, explain why a water loss detection plan has not been completed.

4. State whether Cannonsburg District has completed a comprehensive unaccounted-for water loss reduction plan.

a. If the answer is yes, provide a copy of the last completed comprehensive unaccounted-for water loss reduction plan.

b. If the answer is no, explain why a comprehensive unaccounted-for water loss reduction plan has not been completed.

5. Provide a copy of Cannonsburg District's most recent and updated annual and long-range Capital Improvement Plans.

6. Provide the names of the persons or entities responsible for assisting the utility with capital improvement planning, grant application assistance, engineering design, and construction services.

7. Provide a copy of Cannonsburg District's preventative maintenance program for the plant, pump, and storage facilities.

8. State whether Cannonsburg District has assigned specific personnel the responsibility to detect and fix water line leaks, and if so, state the names and job titles of such personnel and describe the functions and duties of each.

9. State whether leak detection is conducted on a daily basis, and if not, state the reasons why not.

10. Provide the number of completed water line leak repairs by category, i.e., mains, service lines, etc., that were completed from September 1, 2018, to the date of the issuance of this request.

11. Provide copies of each work order generated to investigate leaks reported by customers of Cannonsburg District from September 1, 2018, to the date of the issuance of this request.

12. Provide the policy or operating procedure in place that addresses the process and the length of time it should take for Cannonsburg District to fix a known or reported leaking water line.

13. Provide a general asset ledger identifying all new equipment purchased by Cannonsburg District from January 1, 2018, to the date of the issuance of this request used in water loss reduction efforts (e.g., listening devices, flow meters, metal detectors, hand tools, etc.).

14. Provide the type of training and the total amount of time Cannonsburg District's personnel have received for leak detection and repairs since January 1, 2015, to the date of the issuance of this request. List the personnel and dates of training.

15. Provide Cannonsburg District's policy that identifies errors that result in missed customer billings or under billing of customer accounts.

16. Provide the date that the meters, through which Cannonsburg District purchases water from its supplier, were last tested and state how frequently those meters are tested. Provide a copy of the most recent meter test results.

17. Provide the dates on which Cannonsburg District's master meters were last tested and the results of the tests.

18. Provide Cannonsburg District's procedure and schedule for testing its master meters and customer meters.

19. State the number of meters that have been replaced by Cannonsburg District from January 1, 2018, to the date of the issuance of this request.

20. Provide the type of metering equipment, including brands and model numbers, Cannonsburg District uses.

21. State whether Cannonsburg District utilizes supervisory control and data acquisition (SCADA) technology within its system.

22. State whether Cannonsburg District utilizes telemetry within its system.

23. State whether all meters within Cannonsburg District's distribution area are read monthly. If all meters are not being read monthly, state the reasons why not.

24. Provide a list of all training provided to Cannonsburg District's meter readers.

25. For each of the utility's master meter zones, provide a monthly comparison of the master meter readings to the total customer meter readings for that zone for December 2018 and January 2019.

26. State whether Cannonsburg District uses a system-wide hydraulic model to evaluate the pressure zones and flow in the utility's distribution system.

27. Excluding the monthly activity reports filed in the case, provide copies of any written reports, memorandums, letters, emails, or minutes from January 1, 2018, to

the date of the issuance of this request that details the efforts of the utility manager in reducing water loss as reported to the water utility's board of commissioners.

28. State whether Cannonsburg District's Board of Commissioners has placed any deadlines or target dates on Cannonsburg District for achieving a reduction in the amount of water loss.

29. Provide a list of Cannonsburg District's management's five most critical projects, listed in order of priority, notwithstanding the opinions of the county judge/executive nor the opinions of the water district board of commissioners.

30. Provide the total salary of the general manager/superintendent of Cannonsburg District for calendar years 2017 and 2018.

31. Provide a copy of the most recent signed employment contract between the general manager/superintendent and Cannonsburg District.

32. State the average age, with the high and low ages, of Cannonsburg District's distribution mains.

33. "Service connection," as defined by 807 KAR 5:066(6), means the line from the main to the customer's point of service, and shall include the pipefittings and valves necessary to make the connection. State the average age of Cannonsburg District's service connections.

34. Explain if Cannonsburg District has mapped the entire distribution area for service connections to include mapping of its system, and identifying parts of its system with repeated breaks.

35. Provide a copy of Cannonsburg District's policy for dealing with apparent theft of water.

a. Provide documentation of any request by Cannonsburg District from January 1, 2017, to the date of the issuance of this request to the county attorney or commonwealth attorney's office for the prosecution of any person for the theft of water.

b. State whether Cannonsburg District provided information related to a request for prosecution to the county attorney or commonwealth attorney's office for this time frame.

c. State to which office Cannonsburg District provided the information, whether any action was taken on behalf of Cannonsburg District to prosecute any person for theft of water, and provide copies of the documentation and correspondence related to the prosecution.

36. State whether Cannonsburg District has conducted a comprehensive water audit, and if so, provide a copy of the most recent water audit.

37. Provide a copy of Cannonsburg District's procedure for monitoring and documenting withdrawals from Cannonsburg District's distribution system by fire departments. If no document exists, explain the process in detail.

a. For each fire department that made a withdrawal from Cannonsburg District's system from January 1, 2018, to the date of the issuance of this request, provide a copy of the fire department's estimate of its withdrawal.

b. For any instance in which a fire department failed to provide an estimate of withdrawal from January 1, 2018, to the date of the issuance of this request, state the actions Cannonsburg District implemented to correct the failure.

c. Provide the date on which Cannonsburg District last imposed a penalty on a fire department for the fire department's failure to submit a quarterly report on its water usage.

d. Provide a sample copy of each type of report form that Cannonsburg District provides to fire departments.

e. Provide the fourth quarter of the 2018 fire protection water usage, by month, and describe the formula relied upon, identifying all variables and all assumptions, and workpapers utilized to produce this information.

38. Explain how Cannonsburg District's accounts for flushing when determining water loss for its system.

39. Provide the type of flushing equipment that Cannonsburg District uses.

40. Provide Cannonsburg District's system flushing records, by month, from January 1, 2018, to the date of the issuance of this request, and describe the formula relied upon, identifying all variables, and all assumptions and workpapers utilized to produce this information.



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DATED: APR 04 2019

cc: Parties of Recod

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