

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF BUFFALO	)	
TRAIL WATER ASSOCIATION, INC. FOR A	)	CASE NO.
RATE ADJUSTMENT PURSUANT TO 807 KAR	)	2021-00205
5:076	)	

COMMISSION STAFF'S FIRST REQUEST FOR INFORMATION  
TO BUFFALO TRAIL WATER ASSOCIATION

Buffalo Trail Water Association (Buffalo Trail Water), pursuant to 807 KAR 5:001, is to file with the Commission an electronic version the following information within 14 days of the date of this request. Pursuant to the Commission's Orders in Case No. 2020-00085,<sup>1</sup> issued March 16, 2020, and March 24, 2020, Buffalo Trail Water SHALL NOT FILE the original paper copy of all requested information at this time, but rather shall file original paper copies within 30 days of the lifting of the current state of emergency. All responses 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. Each response shall be answered under oath or, for representatives of a public or private corporation or a partnership or

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<sup>1</sup> Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC Mar. 16, 2020), Order at 5–6. Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC Mar. 24, 2020), Order at 1–3.

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.

Buffalo Trail Water shall make timely amendment to any prior response if Buffalo Trail Water obtains information that indicates the response was incorrect when made or, though correct when made, is now incorrect in any material respect. For any request to which Buffalo Trail Water fails or refuses to furnish all or part of the requested information, Buffalo Trail Water 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 applicable, the requested information shall be separately provided for total company operations and jurisdictional operations. When filing a paper containing personal information, Buffalo Trail Water shall, in accordance with 807 KAR 5:001, Section 4(10), encrypt or redact the paper so that personal information cannot be read.

1. Provide copies of each of the following, and when appropriate, provide in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible:

- a. The general ledger and trial balance for the calendar years 2020 and 2021 to date and the trial balance for the calendar years 2020 and 2021 to date;

b. The schedule of notes and bonds payable on December 31, 2019; December 31, 2020; and the current period;

c. All debt agreements/bond ordinances and amortization schedules, including related party debt;

d. Insurance policies for 2019, 2020, and the current period if available;

e. Hours worked by each employee for the calendar year 2019, 2020, and the current period;

f. A document listing the names, job titles, job description, and pay rates for each employee on December 31, 2019, December 31, 2020, and for those currently employed;

g. A list that describes all employee benefits, other than salaries and wages, paid to, or on behalf of, each employee for each of the previous five years;

h. Minutes from Buffalo Trail Water Commissioner meetings for the calendar years 2019, 2020, and the current period;

i. A document listing the name of all Commissioners for each of the five previous years, and state, individually, the total amount of each benefit paid to, or on the behalf of, each Commissioner during each year (i.e., wages, health insurance premiums, life insurance premiums, FICA taxes, etc.); and

j. Fiscal Court minutes approving each Commissioner's appointment and compensation.

2. Provide a copy of the Adjusted Trial Balance showing unaudited account balances, audit adjustments, and audited balances for the calendar year ended 2019 in

Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

3. Provide a breakdown for the number of board meetings each commissioner attended during the test year.

4. a. Provide a monthly breakdown, in both gallons and dollar amounts, of water purchased during the test year.

b. Provide a breakdown between any vendors from whom Buffalo Trail Water purchases water.

5. Provide the total amount collected and the number of occurrences for which late fees were assessed during the test year.

6. Provide the total amount collected for each nonrecurring charge and the number of occurrences for each nonrecurring charge that was assessed during the test year.

7. Refer to Buffalo Trail Water's Application, Current and Proposed Rates. Buffalo Trail Water proposes to raise its monthly water rates by an across-the-board percentage amount.

a. Provide an explanation of how the across-the-board percentage increase method to increase monthly water rates was chosen.

b. Provide a list of alternative methods to increase its monthly water rates Buffalo Trail Water considered and an explanation why each alternative was not chosen.

8. Refer to Buffalo Trail Water's Application, Billing Analysis.

a. Provide the billing analysis in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

b. Provide the source of the 2020 usage data presented in the Billing Analysis, and state whether any adjustments were made to the data.

c. Provide a list of any adjustments made to the data and include an explanation of each adjustment.

9. Refer to Buffalo Trail Water's Application for Rate Adjustment, page 3, Item 9, and the Billing Analysis Attachment.

a. Confirm that Buffalo Trail Water is using the annual report for the 12 months ended December 31, 2020, as the test period.

b. Explain whether the Billing Analysis provided is for water usage for the period ending December 31, 2020.

c. Provide an explanation why the "Analysis of Actual Water Usage – Existing System" is dated "For the period ending 2014."

d. Reconcile the Rate tiers listed in the Billing Analysis with the Rate tiers listed on the Current Rate Sheet Tariff, page 2, filed with the Commission.

10. State when the last time Buffalo Trail Water performed a cost of service study (COSS) to review the appropriateness of its current rates and rate design.

a. Explain whether any material changes to Buffalo Trail Water's system would cause a new COSS to be prepared since the last time it has completed one.

b. If there have been no material changes to Buffalo Trail Water's system, explain when Buffalo Trail Water anticipates completing a new COSS.

c. Provide a copy of the most recent COSS that has been performed for Buffalo Trail Water's system in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

11. Refer to the Application, Schedule of Adjusted Operations-Water Utility, Sheet 1. Provide a detailed breakdown of individual category amounts included in Other Water Revenue of \$57,856.00.

A handwritten signature in blue ink that reads "Linda C. Bridwell". The signature is written in a cursive style and is positioned above a horizontal line.

Linda C. Bridwell, PE  
Executive Director  
Public Service Commission  
P.O. Box 615  
Frankfort, KY 40602

DATED JUN 09 2021

cc: Parties of Record

\*Buffalo Trail Water Association, Inc.  
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