

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF MARION)	CASE NO.
COUNTY WATER DISTRICT FOR A RATE)	2021-00394
ADJUSTMENT PURSUANT TO 807 KAR 5:076)	

COMMISSION STAFF'S FIRST REQUEST FOR INFORMATION
TO MARION COUNTY WATER DISTRICT

Marion County Water District (Marion District), pursuant to 807 KAR 5:001, is to file with the Commission an electronic version of the following information. The information requested is due on December 17, 2021. The Commission directs Marion District to the Commission's July 22, 2021 Order in Case No. 2020-00085¹ regarding filings with the Commission. Electronic documents shall be in portable document format (PDF), shall be searchable, and shall be appropriately bookmarked.

Each response shall include the question to which the response is made, and 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 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

¹ Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC July 22, 2021), Order (in which the Commission ordered that for case filings made on and after March 16, 2020, filers are NOT required to file the original physical copies of the filings required by 807 KAR 5:001, Section 8).

response is true and accurate to the best of that person's knowledge, information, and belief formed after a reasonable inquiry.

Marion District shall make timely amendment to any prior response if Marion District 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 Marion District fails or refuses to furnish all or part of the requested information, Marion District 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, Marion 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. Provide copies of each of the following, and when appropriate, provide in Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected:

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

c. General Liability Insurance policies for 2020 and the current period, if available.

d. A document detailing the names, job titles, job description, and pay rates for each employee on December 31, 2018, December 31, 2019, December 31, 2020, and for those currently employed.

e. A description of all employee benefits, other than salaries and wages, paid to, or on behalf of, each employee for each of the previous five years.

f. Minutes from Marion District commissioner meetings for the calendar years 2020 and the current period.

g. 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.).

h. 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 2020 in Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected.

3. Refer to Marion District's Application, Exhibit C, References. Provide the workpapers used to generate the pro forma adjustments in the References page in Excel Spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

4. Refer to Marion District's Application, Exhibit C, References, Adjustment D. Confirm Marion District employees participate in the County Employees' Retirement System (CERS). Provide a list of the current employees who participate in the CERS for which Marion District is required to remit contributions.

4. Refer to Marion District's Application, Exhibit G Outstanding Debt Instruments. For each resolution, agreement, and commitment included, provide a summary of the institution to whom the debt is owed, its original purpose, and the Case Number of the case in which it was authorized by the Public Service Commission.

5. State the last time Marion District performed a cost of service study (COSS) to review the appropriateness of its current rates and rate design.

a. Explain whether Marion District considered filing a COSS with the current rate application and the reasoning for not filing one.

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

c. If there has been no material changes to the Marion District's system, explain when Marion District anticipates completing a new COSS.

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

6. Provide the number of new tap-ons installed by meter size for 2020.

a. State whether Marion District keeps a record of the dollar amounts of labor and materials used to install new customer taps. If Marion District does, state the

amount of labor expense and materials expense for the test year and where it is located in the general ledger.

b. Separately state the amounts expensed to install each new meter during the test year.

c. Provide revised cost justification sheets to support any changes to the Meter Connection/Tap-on Fee.

7. Provide for Marion District's nonrecurring charges a schedule listing the number of occurrences of the Connection/Turn-on charge, Connection/Turn on (After Hours), Reconnection charge, Reconnection charge (After Hours), Field Collection charge, Meter Reading Recheck charge, Meter Test Request charge, Returned Check charge, After Due Date Penalty charge, Broken Meter Lock charge, Meter Valve Replacement, Meter Relocation charge, Service Call/Investigation charges, and Service Call/Investigation (After Hours) charges. In addition, provide the total dollar amount billed and the total dollar amount collected for each item during the test year.

8. Refer to Marion District's tariff currently on file with the Commission at sheet 3, which lists the nonrecurring charges assessed by Marion District. Provide current cost justification sheets to support each nonrecurring charge listed on this sheet.

9. Refer to Marion District's Customer Notice. Marion District proposes to raise its monthly water service 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 service rates was chosen.

b. Provide a list of alternative methods Marion District considered and an explanation as to why each alternative was not chosen to increase its monthly water service rates.

10. Refer to Marion District's Application, Exhibit E.1 Current 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.

d. Provide monthly billing registers for water customers in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible for the calendar year 2020.



Linda C. Bridwell, PE
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Public Service Commission
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DATED DEC 03 2021

cc: Parties of Record

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