

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

INVESTIGATION OF THE OPERATING CAPACITY)
OF MARTIN COUNTY WATER DISTRICT) CASE NO. 2002-00116
PURSUANT TO KRS 278.280)

COMMISSION STAFF S INTERROGATORIES AND REQUESTS
FOR PRODUCTION OF DOCUMENTS TO MARTIN COUNTY WATER DISTRICT

Pursuant to Administrative Regulation 807 KAR 5:001, Commission Staff requests that Martin County Water District ("Martin District") file the original and 8 copies of the following information with the Commission no later than July 29, 2002, with a copy to all parties of record. Each copy of the information requested shall be placed in a bound volume with each item tabbed. When a number of sheets are required for an item, each sheet should be appropriately indexed, for example, Item 1(a), Sheet 2 of 6. Include with each response the name of the witness who will be responsible for responding to questions relating to the information provided. Careful attention shall be given to copied material to ensure its legibility. 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.

1. a. State whether the Martin County Judge/Executive s Order of July 26, 1996 that ordered the merger of Martin County Water District No. 1 and Martin County Water District No. 2 is still effective.

b. If the response to Item 1(a) is in the negative, provide the order(s) of the Martin County Judge/Executive that amend, modify or revoke the Martin County

Judge/Executive's Order of July 26, 1996 that ordered the merger of Martin County Water District No. 1 and Martin County Water District No. 2.

2. If the Martin County Judge/Executive has not issued any orders revising or amending his Order of July 26, 1996 that ordered the merger of Martin County Water District No. 1 and Martin County Water District No. 2, explain why 5 persons compose Martin District's Board of Commissioners.

3. a. State whether the version of Martin District's bylaws that is attached to the minutes of the Informal Conference of April 23, 2002 is the version currently in effect.

b. If the response to Item 2(a) is in the negative, provide the current version of Martin District's bylaws and state the date on which this version became effective.

4. a. State whether a copy of Martin District's bylaws is provided to each member of its Board of Commissioners when the member is appointed to the Board of Commissioners.

b. If the response to Item 3(a) is in the negative, state when a member is provided a copy of Martin District's bylaws.

5. a. Describe Martin District's policy toward training for the members of its Board of Commissioners in the area of water district management.

b. State whether Martin District will reimburse the members of its Board of Commissioners for the cost of attending courses of instruction for water district management.

6. List for each commissioner who served on Martin District's Board of Commissioners from January 1, 2000 to July 15, 2002 the courses in water district management that he or she attended.

7. Provide all written policies and procedures that Martin District currently follows.

8. Provide all correspondence, memoranda, contracts, electronic mail messages, or similar documents issued or received by Martin District in which the funding of Martin District's raw water supply pipeline is discussed or mentioned.

9. a. Identify the engineering firm responsible for the design and construction of Martin District's raw water supply pipeline.

b. Identify the employees or officials from that engineering firm who were responsible for the design and construction of the raw water supply pipeline.

10. Provide all engineering studies and reports related to the design or construction of Martin District's raw water supply pipeline.

11. State the total cost of Martin District's raw water supply pipeline.

12. Describe how Martin District determined that no Certificate of Public Convenience and Necessity was required for the construction of Martin District's raw water supply pipeline.

13. State the names and addresses of each firm that provided engineering services to Martin District from July 1, 1998 to April 1, 2002.

14. List the name and address of each vendor from whom Martin District purchased supplies, equipment, or services in excess of \$500 since January 1, 2002.

15. Provide the name of each person that Martin District presently employs, his or her job position, the date of his or her employment, and a description of his or her duties.

16. List each customer to whom Martin District provides wholesale water service and provide a copy of Martin District's contract for such water service.

17. a. State whether Martin District is currently providing unmetered water service to any person.

b. If yes, state the name and address for each person to whom such service is provided.

18. a. State the frequency of which Martin District reads its customer meters.

b. List the Martin District employees who read customer meters.

c. Describe how Martin District employees record water usage data.

19. State the name and position of the employee responsible for customer billing.

20. State the name and version of the computer software that Martin District uses to perform customer billing.

21. Describe the procedures that Martin District currently uses to procure its equipment, supplies and services.

22. a. Provide Martin District's current written emergency planning procedures.

b. If no written emergency planning procedures exist, describe Martin District emergency planning procedures.

23. a. Describe the financial planning procedures that Martin District currently employs.

b. State the name of each person responsible for Martin District's financial planning.

24. Describe the procedures that Martin District uses to determine whether its existing rates are adequate to meet its operating expenses, meet all outstanding debt obligations and provide the replacement of depleted or obsolete facilities.

25. a. Describe Martin District's present leak detection program and leak detection procedures.

b. Identify the person(s) responsible for the development of this program.

c. Identify the current employees responsible for monitoring Martin District's water distribution system for leaks.

d. Provide all studies or reports on Martin District's leak detection efforts.

26. a. Identify the person(s) responsible for testing the accuracy of Martin District's meters.

b. State how frequently Martin District tests its water meters for measurement accuracy.

c. State whether Martin District retains records of these tests and the record retention period.

27. a. State the portion of Martin District's water line loss that is attributable to unauthorized use or theft of service.

b. Describe the efforts that Martin District is currently undertaking to reduce water line loss attributable to unauthorized use or theft of service.

28. a. Describe Martin District's practices and procedures for disseminating information to the public.

b. State the name and position of the person responsible for providing the public with information regarding Martin District's operations, including the issuance and termination of boil water advisories.

29. List the reports that Martin District's management provides to the members of Martin District's Board of Commissioners on a periodic basis. For each report listed, provide a representative copy of such report and state how frequently the report is provided to the Board of Commissioners.

30. Identify the members of Martin District's management (e.g., water district superintendent, plant operator, office manager) who are required to regularly attend the meetings of Martin District's Board of Commissioners.

31. Identify any special or permanent committees of the Board of Commissioners created to address specific issues. For each committee, identify the issues to be addressed and the members of that committee.

32. Provide an organizational chart that lists all current positions and shows to whom the position holder reports.

33. Describe Martin District's current employment and staffing procedures and policies. The response to this interrogatory should include a description of how job positions are announced and advertised and how compensation levels are determined.

34. Describe the procedure that Martin District uses to address customer complaints regarding service.

35. a. Provide Martin District's procedures for inspecting its water treatment and distribution facilities.

b. If no written procedure exists, provide a written description of these procedures.

36. State how frequently Martin District conducts physical inspection of its:

a. Raw water pumps;

b. Treatment plant;

c. Valves;

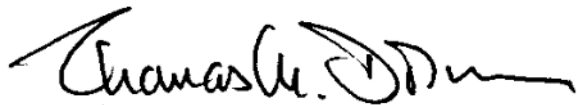
d. Distribution pumping stations;

e. Blow-off hydrants and valves; and,

f. Water storage facilities;

37. Describe the procedure that Martin District uses to inspect customer service lines between the utility's meter and place of consumption.

38. Describe the actions that Martin District currently takes to protect its current sources of water supply.



Thomas M. Dorman
Executive Director
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DATED: July 15, 2002

cc: Parties of Record