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October 28, 2008

PARTIES OF RECORD:
Case No. 2008-00427
Kentucky-American Water Company

Attached is a copy of the informal conference memorandum which is being filed in the record of the above-referenced case. If you wish to make any comments regarding the contents of the memorandum, please do so within five days of receipt of this letter. If you have any questions regarding the memorandum, please contact Todd Osterloh at 502/564-3940, Extension 439.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Stumbo".

Stephanie Stumbo
Executive Director

MTO:v

INTRA-AGENCY MEMORANDUM

KENTUCKY PUBLIC SERVICE COMMISSION

TO: Case File No. 2008-00427
FROM: Todd Osterloh
Staff Attorney
DATE: October 28, 2008
RE: Conference of October 23, 2008

On October 23, 2008, the Commission held an informal conference in this case in the Commission's offices in Frankfort, Kentucky. Present were:

A.W. Turner	-	Kentucky-American Water Company
Lindsey Ingram III	-	Kentucky-American Water Company
David Spenard	-	Office of the Attorney General
W.L. Wilson	-	Lexington-Fayette Urban County Gov't.
Mark Frost	-	Commission Staff
Jason Green	-	Commission Staff
Virginia Gregg	-	Commission Staff
Dennis Jones	-	Commission Staff
Todd Osterloh	-	Commission Staff
Sam Reid	-	Commission Staff
Jim Rhodes	-	Commission Staff
Lisa Welch	-	Commission Staff
Gerald Wuetcher	-	Commission Staff

Commission Staff convened this conference to discuss Kentucky-American Water Company's ("Kentucky-American") request for a deviation from Administrative Regulation 807 KAR 5:001 to permit the use of electronic filing procedures.

Beginning the conference, Mr. Osterloh stated that Commission Staff would prepare minutes of the conference for the case record, that a copy of these minutes would be provided to all parties, and that all parties would be given an opportunity to submit written comments upon those minutes.

During the conference, the participants discussed the use of electronic filing procedures in this proceeding. They agreed that:

- Each party will file with the Commission all non-confidential documents by uploading the documents into the

Commission's network using the Commission's electronic filing system, which is located at the Commission's Website.

- Immediately upon uploading the document into the Commission's system, the document will become available for download at the Commission's Website and an electronic mail message will be sent to all parties advising of the document's filing and availability. The electronic mail message will contain a link to permit the recipient to immediately access the document through his or her web browser. The filing party will not serve a paper copy of the filing on any of the parties. The filing party will continue to send an electronic mail message to the parties to advise of its uploading of a document or documents onto the Commission's network.
- A document will be considered filed as soon as it is uploaded into the Commission's network. The filing party, however, must deliver the original and one paper copy to the Commission no later than the next business day after the electronic filing is made.
- Each party will waive its right to receive service of a paper copy of the Commission's Order. Commission Staff will provide a suggested waiver form to the parties.
- Individual electronic filings will continue to be limited to 5 megabytes ("MB"). Filings larger than 5 MB shall be divided into smaller sections. Commission Staff will investigate the feasibility and advisability of increasing acceptable file size to 10 MB.
- The parties will provide, as a courtesy, a copy of all information requests to the responding party in Microsoft Word or rich text format, to facilitate the preparation of responses.
- The parties will attempt to ensure the legibility of all electronically-filed documents and will be required to have a resolution of 300 dots per inch for any scanned image.
- The requirements for filing confidential information shall be the same as used in Case No. 2007-00143.

- File-naming conventions will remain the same as those previously used.
- If possible, the Commission should dispense with the use of the *read1st.txt* file.

Commission Staff advised that the Commission would attempt to be flexible in its response to any filing problems. It suggested that the parties notify Commission Staff as soon as they discover a potential problem. It further suggested that, upon conclusion of the case, another informal conference be held to discuss the filing procedures and possible changes to improve the process.

The conference then adjourned.

cc: Parties of Record

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