

1. Provide and explain the internal procedures in place to ensure the timely filing of:
 - a. Fuel adjustment clause (FAC) filings made pursuant to 807 KAR 5:056, Sections 1(7) and (9);

RESPONSE: This filing will be made in a timely matter when request is due.

- b. The affidavit certifying compliance or noncompliance with 807 KAR 5:056 as required by Commission Order in initiating FAC reviews; and,

RESPONSE: This filing will be made in a timely matter when request is due.

- c. The affidavit of publication of hearing notice as required by Commission Order in initiating FAC reviews.

RESPONSE: This filing will be made as soon as received from KENTUCKY LIVING magazine staff.

2. Refer to Case No. 2017-00016, Licking Valley RECC's Response to Commission Staffs Second Request for Information, Item 2. Given Licking Valley RECC's untimely filing of an affidavit attesting to its compliance or noncompliance with the requirements of 807 KAR 5:056, pursuant to the Commission's August 10, 2018 Order, provide a detailed contingency plan to ensure future filing compliance.

RESPONSE:

Licking Valley RECC apologizes for our oversight in this matter. In the past when an email was received from Kentucky Public Service Commission it was always forwarded to an employee for the request to be answered. We received the email in case No. 2018-00222 while employee was on sick leave and when he returned to work the email was overlooked. The emails coming to that email account from the PSC were supposed to automatically forward to another email addresses. That command had been removed at some point several months ago in error.

Licking Valley RECC has now put into place that when an email notification is received from the Kentucky Public Service Commission those notifications will go into John May's received emails, and Maudie Nickell's received emails. Each case will be monitored to make sure all aspects of case filings are completed and filed in a timely manner.