

**COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION**

**In the Matter of:**

**ELECTRONIC INVESTIGATION INTO THE )  
MEASURING, RECORDING, AND )  
REPORTING OF WATER LOSS BY ) CASE NO. 2018-00394  
KENTUCKY'S JURSDICTIONAL WATER )  
UTILITIES )**

**RESPONSE OF**

**ALLEN COUNTY WATER DISTRICT**

**TO**

**COMMISSION'S REQUEST FOR INFORMATION**

**DATED DECEMBER 18, 2018**

**FILED: January 17, 2019**

**COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION**

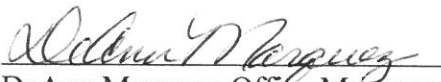
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**CERTIFICATION OF RESPONSE OF Allen County Water District TO  
COMMISSION'S REQUEST FOR INFORMATION**

This is to certify that I have supervised the preparation of Allen County Water District's Response to the Commission's Request for Information. The response submitted on behalf of Allen County Water District is true and accurate to the best of my knowledge, information and belief formed after a reasonable inquiry.

DATE: 1-17-19

  
DeAnn Marquez, Office Manager  
Allen County Water District

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 1**

**Responding Witness: DeAnn Marquez**

1. Explain in detail the manner in which you measure, calculate and track water loss and:
  - a. Identify whether you use any manual form (including Excel spreadsheet) or electric or mechanized system to calculate and track water loss.
  - b. Provide a copy of any form used (including Excel spreadsheet).
  - c. Identify the source of any form or system used.

**RESPONSE:**

a.

All master meters in the District's system are read daily by the Line Maintenance/Line Locator and on weekends by the on-call service person. Master meter readings are documented on the District's MOR. The MOR is filed with front office personnel for review. Front office personnel check the master meter readings and the "purchased" and "sold to" totals are tallied for the day.

At the end of the month, data from the MOR's are put into an Excel spreadsheet - MOR Daily Purchases & Sales - which breaks the data down into several different categories. Since the ACWD purchases water from both the City of Glasgow and the City of Scottsville, the Excel spreadsheet contains two columns that reflect what was bought and sold from each City. Then the columns are totaled at the bottom of the report.

Residential meters are read around the same time every month by the meter readers and manually put into handheld devices. Once all routes have been read, the handhelds are turned in and front office personnel download the readings into the district's Alliance software. This populates the water usage into each customer's account, and also generates a report called a "Billing Register". Front office personnel go through each reading to check the accuracy of the readings. Specifically, the front office personnel are looking for readings that are less than previous readings or appear high. If the front office personnel detect any irregularity, a work order is generated so the meter will be re-read. Once this process is complete reports are run for the end of the month and beginning of the month. Data from the billing register report is input into an excel spreadsheet entitled "Monthly Water Loss" Report which calculates the water loss percentage for the month. The monthly water loss figure is reported to and reviewed by the district's board each month. Water loss is calculated annually by the District's accountant as part of the annual audit process.

b. & c.

Exhibit A – MOR – developed by Allen County Water District

Exhibit B – MOR Daily Purchases & Sales – developed by Allen County Water District

Exhibit C – Monthly Water Loss Report – developed by Allen County Water District

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 2**

Responding Witness: DeAnn Marquez with input from the District's accountant

2. Explain in detail your understanding of the information to be provided in each of the categories on the Water Statistics page (reference page 30) of the annual report required of jurisdictional water utilities, accessed through the Commission's website.

RESPONSE: It is unclear exactly what the Commission is asking in this question. The water statistics page in the annual report is completed by the District's accountant using data supplied by the District Manager and Office Manager. Water used for line flushing, and lost during line breaks are recorded in logs maintained by the District Manager. Fire departments submit monthly reports indicating usage. Data from the monthly water loss calculation and data relating to line flushing, fire department usage and water lost during line breaks is used to calculate annual water loss for purposes of the District's annual PSC report. Monthly water loss calculations and total gallons used to flush lines, total gallons used by local fire departments and total gallons lost during line breaks are provided by the District Manager to the District accountant during the year end audit process. The District accountant compares the data with historical data using "analytical procedures" before the data is input into the water statistics page. Before the annual report containing the water statistics page is uploaded to the PSC, the report is reviewed and approved by the Board of Directors and District Manager and Office Manager.

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 3**

**Responding Witness: DeAnn Marquez**

3. State any questions you have regarding how to use the updated Commission Form described and attached as Appendix A to this Order.
  1. RESPONSE: Does this form need to be electronically filed to PSC every month?
  2. If so, what is the dead line for submission?
  3. Does PSC require a paper copy to be mailed in addition to electronic filing?

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 4**

**Responding Witness: DeAnn Marquez**

4. State any suggestions or improvement you have for the updated Commission Form described and attached as Appendix A to this Order.

RESPONSE: ACWD has no suggestions to make regarding the updated Commission Form described and attached as Appendix A to the PSC Order in No. 2018-00394.

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 5**

**Responding Witness: DeAnn Marquez**

5. State any questions you have regarding how the information in the updated Commission Form described and attached as Appendix A to this Order is to be incorporated into annual reports.

RESPONSE: At this time, ACWD does not have any questions about how the information in the updated Commission Form will be incorporated into the annual report. ACWD may have questions about the updated Commission Form that only become apparent after the updated form is required and thus ACWD reserves the right to raise questions about the updated Commission Form in the future.



**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 6**

**Responding Witness: DeAnn Marquez**

6. State any concerns you have regarding the use of the updated Commission Form described and attached as Appendix A to this Order.

RESPONSE: At this time, ACWD does not have any concerns regarding the use of the updated Commission Form. ACWD reserves the right to raise questions and concerns that arise after the updated Commission Form goes into effect.

**Allen County Water District**

**CASE NO. 2018-00394**

**Response to Commission's Request for Information**

**Question No. 7**

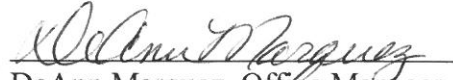
**Responding Witness: DeAnn Marquez**

7. State whether you believe it is reasonable, proper, and appropriate for the Commission to require jurisdictional water utilities to maintain and use the updated Commission Form described and attached as Appendix A to this Order. Fully explain your answer.

RESPONSE: The Allen County Water District cannot state whether it believes it is reasonable, proper or appropriate for the Commission to use the updated Commission Form without more information describing how the Commission intends to use the information reported through the form.

## CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, I certify that Allen County Water District's electronic filing of this Response is a true and accurate copy of the same document being filed in paper medium; that the electronic filing was transmitted to the Public Service Commission on January 17, 2019; that there are currently no parties that the Public Service Commission has excused from participation by electronic means in this proceeding and that an original paper medium of this Response will be delivered to the Public Service Commission within two business days.

  
DeAnn Marquez, Office Manager

# ALLEN COUNTY WATER DISTRICT

DATE: \_\_\_\_\_

FORWARDED BY \_\_\_\_\_

- |    |                      |       |      |       |
|----|----------------------|-------|------|-------|
| 1. | 31-E NEW GLASGOW RD. | _____ | TIME | _____ |
|    | MASTER METER         | _____ | PSI  | _____ |
| 2. | BAILEYS POINT        | _____ | TIME | _____ |
|    | MASTER METER         | _____ | PSI  | _____ |
| 3. | PARK VIEW CIRCLE     | _____ | TIME | _____ |
|    | MASTER METER         | _____ | PSI  | _____ |
| 4. | *WALNUT CREEK*       | _____ | TIME | _____ |
|    | MASTER METER         | _____ | PSI  | _____ |
| 5. | *CARTERTOWN ROAD *   | _____ | TIME | _____ |
|    | MASTER METER         | _____ | PSI  | _____ |
| 6. | *MAYSVILLE ROAD #2*  | _____ | TIME | _____ |
|    | MASTER METER         | _____ | TIME | _____ |
| 7. | SCOTTSVILLE          | _____ | TIME | _____ |
|    | MAYSVILLE ROAD       | _____ | PSI  | _____ |
|    | MASTER METER         | _____ |      |       |
| 8. | SCOTTSVILLE          | _____ | TIME | _____ |
|    | HIGHWAY 100          | _____ |      |       |
|    | MASTER METER         | _____ | PSI  | _____ |

\*PURCHASED FROM SCOTTSVILLE\* \_\_\_\_\_

PURCHASED FROM GLASGOW \_\_\_\_\_

GALLONS SOLD TO SCOTTSVILLE \_\_\_\_\_

TOTAL GALLONS \_\_\_\_\_

Exhibit A

**Allen County Water District  
MOR Daily Purchases & Sales  
2019 January**

Day	Gallons Purchased from Glasgow	Gallons Purchased from Scottsville - Walnut Creek	Gallons Purchased from Scottsville - B.G Road	Gallons Purchased from Scottsville - Cartertown Road	Gallons Purchased from Scottsville - 101 North	Gallons Purchased from Scottsville - Maysville #2	Total Gallons Purchased	Gallons sold to Scottsville - HWY 100 East	Gallons sold to Scottsville - Maysville Road	Total Gallons Sold
1							0			0
2							0			0
3							0			0
4							0			0
5							0			0
6							0			0
7							0			0
8							0			0
9							0			0
10							0			0
11							0			0
12							0			0
13							0			0
14							0			0
15							0			0
16							0			0
17							0			0
18							0			0
19							0			0
20							0			0
21							0			0
22							0			0
23							0			0
24							0			0
25							0			0
26							0			0
27							0			0
28							0			0
29							0			0
30							0			0
31							0			0
Monthly Totals	0	0	0	0	0	0	0	0	0	0
Daily Average	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	0

**Exhibit B**

Water Loss Report	December	2018		
M.M. #		TOTALS		INDIVIDUAL TOTALS
	1	-		-
GLASGOW	2			
	3	-		
	4	-		
	5	-		
	6	-		
	7	-		
	8			
ON MM.# 16	9	-		
	10	-		
	11	-		
	12			
MAIN LINE TAPS	14			
	15			
	16	-		
	17	-		
Glasgow	18	-		-
GLASGOW	19	-		
GLASGOW	20			
GLASGOW 31-E	21			
Glasgow NEW 231	24	-		
TOTAL		-		-
15% M.L.		-		
SOLD TO SCOTTSVILLE				
WATER USED BY ACWD				1,500,000
TOTAL		-		1,500,000
BOUGHT GLASGOW				
TOTAL DUE SCOTTSVILLE				
DIFFERENCE GALLONS		(1,500,000)		
TOTAL LOSS %		#DIV/0!		

Exhibit C