

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

**In the Matter of:**

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

**RESPONSE OF  
Sandy Hook Water District  
TO  
COMMISSION'S REQUEST FOR INFORMATION  
DATED DECEMBER 18, 2018**

**FILED: January 11, 2019**

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

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<b>ELECTRONIC INVESTIGATION</b>	)	
<b>INTO THE MEASURING,</b>	)	
<b>RECORDING, AND REPORTING OF</b>	)	<b>CASE NO. 2018-00394</b>
<b>WATER LOSS BY KENTUCKY'S</b>	)	
<b>JURISDICTIONAL WATER</b>	)	
<b>UTILITIES</b>	)	

**CERTIFICATION OF RESPONSE OF [Sandy Hook Water District] TO  
COMMISSION'S REQUEST FOR INFORMATION**

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

Date: 1-11-19

*Bridgett Howard*  
Bridgett Howard, General Manager  
Sandy Hook Water District

**[Sandy Hook Water District]**

**CASE NO. 2018-00394**

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

**Question No. 1**

**Responding Witness: Bridgett Howard**

Q-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 electronic 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.

A-1. Sandy Hook Water District calculates water loss monthly by using master meter readings and billing reports with customer readings and usage which are generated by our billing system after meter reading each month. The master meter readings provide the total of water produced from our wells each month. Adjustments are made to the difference between the water produced and the water sold to account for lost water. These adjustments include water used by fire departments, water used for flushing and distribution, line breaks or any other usages as identified our reporting forms.

- a. SHWD uses monthly Water Accountability Reports (excel spreadsheets)

- b. See attached spreadsheets
- c. SHWD uses the PSC Water Loss Report and Monthly Water Accountability Reports provided by Kentucky Rural Water Association

**Sandy Hook Water District**

**CASE NO. 2018-00394**

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

**Question No. 2**

**Responding Witness: Bridgett Howard**

Q-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.

A-2. Water Statistics

1. Water Produced, Purchased and Distributed
2. All water produced by the utility
3. All water purchased by the utility
4. Total produced + purchased
5. Blank
6. Title-Water Sales
7. Totals sold to residential customers
8. Totals sold to commercial customers
9. Totals sold to industrial customers
10. Totals of distribution through bulk loading station
11. Water sold to wholesale customers for resale
12. All other sales not listed above
13. Total water sales
14. Blank
15. Other Water Used
16. Water used by the utility to produce and distribute water
17. Wastewater Treatment-water used to treat wastewater N/A
18. Total water used for system flushing
19. Reported water usage from the fire departments
20. All other water usages
21. Total of 15-20 (Other water usage)
22. Blank
23. Water Loss
24. Water lost through tank overflows

25. Water lost through line breaks

26. Water lost through line leaks including water lost during leak and break repairs

27. Any losses not listed in 23-26

28. Total of lines 24 through 27

29. Blank

30. Checkpoint –  $13+21+28=4$

31. Blank

32. Water Loss Percentage Title

33. Line 28 divided by Line 4 = calculated water loss percentage.

**Sandy Hook Water District**

**CASE NO. 2018-00394**

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

**Question No. 3**

**Responding Witness: Bridgett Howard**

- Q-3. State any questions you have regarding how to use the updated Commission Form described and attached as Appendix A to this Order.
- A-3. No questions at this time

**Sandy Hook Water District**

**CASE NO. 2018-00394**

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

**Question No. 4**

**Responding Witness: Bridgett Howard**

- Q-4. State any suggestions or improvements you have for the updated Commission Form described and attached as Appendix A to this Order.
- A-4. No suggestions or improvements at this time



**Sandy Hook, KY 41171**

**CASE NO. 2018-00394**

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

**Question No. 5**

**Responding Witness: Bridgett Howard**

Q-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.

A-5. No questions at this time

**Sandy Hook Water District**

**CASE NO. 2018-00394**

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

**Question No. 6**

**Responding Witness: Bridgett Howard**

- Q-6. State any concerns you have regarding the use of the updated Commission Form described and attached as Appendix A to this Order.
- A-6. No concerns at this time

**Sandy Hook Water District**

**CASE NO. 2018-00394**

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

**Question No. 7**


**Responding Witness: Bridgett Howard**

Q-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

A-7. Yes

## CERTIFICATE OF SERVICE

In accordance with 807 KAR 5:001, Section 8, I certify that Sandy Hook 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 11, 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.

  
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Bridgett Howard

## **APPENDIX A**

# Monthly Water Accountability Reports

Month:  Year:

Water System:  PWSID:

Contact Person:  Phone:

Mailing Address:   
City:  State:  Zip:

<b>Cubic Feet Conversion:</b>	<input type="text"/>	cubic feet equals	<input type="text" value="0"/>	gallons
	<input type="text"/>	gallons equals	<input type="text" value="0"/>	cubic feet
	<input type="text"/> ft <sup>3</sup> costing <input type="text"/>	equals	<input type="text"/>	per thousand gallons

# Monthly Line Break Log

(water system) 0

Month 0  
 Year 0

PWSID 0

Date	Location	Time Found	Population Affected	Time for Repair	Disinfectant Residuals			Bact Samples		
					Date	Time	Result	Date	Time	Result

**Basic Costs of Water Production and Distribution**

Month:  Year:

System Name:  PWSID:

Total Gallons Treated:

**Man-Hours Cost** (for hours actually worked at treatment plant)

Employee Name	Hourly Wage	Hourly Fringe	Hours Worked	Monthly Cost

This report does not include analysis of other water system operational or maintenance costs. For determining customer and wholesale rates conduct a cost of service study.

Total Man-Hours Cost

**Chemical Cost**

Chemical Name	Units (lbs or gals)	Cost per Unit	Monthly Cost
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Chemical Name	Units (lbs or gals)	Cost per Unit

Total Chemical Cost:

**Electrical Cost**

Treatment Facility:	<input type="text"/>
Low Service (if separate):	<input type="text"/>
High Service (if separate):	<input type="text"/>

Total Electrical Cost:

Gas for heating:

Total Heating Cost:

**Additional Distribution Cost**

Booster Pump Station Name	Gallons Pumped	Electricity	chemical (lbs or gals)	cost per lb or gal	chemical cost	Station Cost	Cost of P plus Distri Thou

Total Production Cost for Month:   
 Total Distribution Cost for Month:  \$0.00  
 Total:  \$0.00

Production Cost Per Thousand Gallons:  
 Average Production + Distribution:



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Monthly Cost
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

\$0.00
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# Fire Department - Water Usage Report Form

KRS 278.170(3) 807 KAR 5:095 Section 9

Any city, county, urban-county, charter county, fire protection district, or volunteer fire protection district ("User") may withdraw water from the utility's water distribution system for the purpose of fighting fires or training firefighters at no charge on the condition that it maintains estimates of the amount of water used for fire protection and training during the calendar month and reports the amount of this water usage to the utility no later than the 15th day of the following calendar month.

Any city, county, urban-county, charter county, fire protection district, or volunteer fire protection district that withdraws water from the utility's water distribution system for fire protection or training purposes and fails to submit the required report on water usage in a timely manner shall be assessed the cost of this water.

A non-reporting user's usage shall be presumed to be 0.3 percent of the utility's total water sales for the calendar month.

**Sandy Hook Fire & Rescue** (name of Fire Department)

Month  
Year

**November**  
**2017**

**Sandy Hook Water District** (name of Water System)

unit conversion factor: **29.83**  
coefficient value: **0.95**

Date	Hydrant Location and/or Number	Reason Operated	Total Minutes Operated	Nozzle size (typically 2.5 or 4.5)	Pitot Pressure	GPM	Gallons Flowed	Estimated Flow if Pitot not used

**Total Gallons for Month** **0**

## Monthly Water Use Report

Water Utility:  PWSID:

For the Month of:  Year:

1	PRODUCTION COST PER THOUSAND	<input style="width: 100%; border: 1px solid black;" type="text" value="\$0.00"/>
2	PURCHASE COST PER THOUSAND	<input style="width: 100%; border: 1px solid black;" type="text" value="\$0.00"/>

**GALLONS**

<b>WATER PRODUCED or PURCHASED</b>		
3	Water Produced	<input style="width: 100%; border: 1px solid black;" type="text" value="\$0.00"/>
4	Water Purchased	<input style="width: 100%; border: 1px solid black;" type="text" value="\$0.00"/>
5	<b>TOTAL PRODUCED AND PURCHASED</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
6	<b>TOTAL COST</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>

**WATER SOLD**

7	Residential	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
8	Commercial	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
9	Industrial	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
10	Bulk Loading Stations	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
11	Wholesale	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
12	Other Sales (explain) _____	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
13	<b>TOTAL WATER SOLD</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
14	<b>TOTAL WATER NOT SOLD</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>

**BREAKDOWN OF WATER USAGE**

15	Water Treatment Plant	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
16	Wastewater Treatment Plant	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
17	System Flushing	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
18	Fire Department Usage	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
19	DBP Flushing <span style="margin-left: 100px;">DBP Maintenance</span>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
20	<b>TOTAL USAGE</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>

**WATER LOSS PERCENTAGE FOR RATE PURPOSES**

**BREAKDOWN OF WATER LOST**

22	Tank Overflows (other than for DBP maintenance)	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
23	Excavation Breaks	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
24	Repaired Line Breaks	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
25	Unknown Loss	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
26	<b>TOTAL WATER NOT SOLD OR USED</b>	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
27	<b>COST OF WATER NOT SOLD OR USED</b>	<input style="width: 100%; border: 1px solid black;" type="text"/>

**"UNKNOWN LOSS" FLOW RATE AND COST:**

28	"Unknown Loss"	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
29	% "Unknown Loss"	<input style="width: 100%; border: 1px solid black;" type="text"/>
30	Number of Days in Period	<input style="width: 100%; border: 1px solid black;" type="text" value="0"/>
31	"Unknown Loss" per Day (Gallons per Day)	#DIV/0!
32	"Unknown Loss" per Minute (GPM)	#DIV/0!
33	"Unknown Loss" Cost for Month	<input style="width: 100%; border: 1px solid black;" type="text"/>

## Monthly Water Use Report

Water Utility:  PWSID:

For the Month of:  Year:

Line #	Item	Gallons
1	<b>Water Produced, Purchased and Distributed</b>	
2	Water Produced	0
3	Water Purchased	0
4	<b>Water Produced &amp; Purchased</b>	0
5		
6	<b>Water Sales</b>	
7	Residential	0
8	Commercial	0
9	Industrial	0
10	Bulk Loading Stations	0
11	Wholesale	0
12	Other Sales (explain) _____ 0	0
13	<b>Total Water Sales</b>	0
14		
15	<b>Other Water Used</b>	
16	Utility and/or Water Treatment Plant	0
17	Wastewater Treatment Plant	0
18	System Flushing	0
19	Fire Department Usage	0
20	Other Usage (explain) _____ DBP Maintenance	0
21	<b>Total Other Water Used</b>	0
22		
23	<b>Water Loss</b>	
24	Tank Overflows	0
25	Line Breaks	0
26	Line Leaks	0
27	Other _____	0
28	<b>Total Line Loss</b>	0 #DIV/0!
29		
30	Note: Line 13 + Line 21 + Line 28 Must Equal Line 4	
31		
32	<b>Water Loss Percentage</b>	
33	<b>Unaccounted-For Water (Line 28 Divided by Line 4)</b>	#DIV/0!



# Comments and Adjustments

0

PWSID: 0

0

0

In the areas below list any comments, adjustments, etc. to explain monthly water accountability entries.