

**Christian County Water District  
Case No. 2021-00369  
Commission Staff's First Request for Information**

**Witnesses:** James Owen #1-10, #12-17, #21  
Robert K. Miller #11, #18-20, #22, #23

1. Provide the total amount collected for each nonrecurring charge and the number of occurrences for each nonrecurring charge that was assessed during the test year.

**Response: See attached file:**

**1\_Non-Recurring\_Charges**

2. Provide the cost justification for all nonrecurring charges listed in Christian District's tariff.

**Response: CCWD intends to provide this information by December 3, 2021.**

3. Provide an overview of any actions planned or taken by Christian District to reduce its water loss, including any water loss reduction plan.

**Response: Water Loss is a constant concern for Water Utilities. We at Christian County Water District consider this is as an ongoing never-ending struggle. Examples of recent investments in water loss reduction are:**

- Purchase of an additional portable flow meter, with Data Logger.
- Upgrading of the radio read and cellular meter reading system.
- Purchase of an additional, more up to date listening device, more sensitive to detection of leaks on plastic service lines.
- Ordered additional monitoring meter for placement in key areas to support zoning and the sub-zoning of pressure zones are a key to this ongoing struggle.

**CCWD using a living plan. A plan which constantly grows and expands. A plan which is constantly evolving and development to meet our utilities demands. The key elements of our plan going forward are:**

- Install sub-zone meters in place at a 5 mile radius around problems areas within the next three years.
- Work towards a more compressive computer tracking system and more low flow night tracking capabilities.

**This is a moving target which requires, money, man power, and sometimes luck to achieve these goals.**

4. a. Provide the date when Christian District last performed a cost of service study (COSS) to review the appropriateness of its current rates and rate design.

**Response: It appears that the District has not performed a COSS in the last 20 or more years. During that time, CCWD has had engineering studies performed containing certain COSS components which aided in reaching unserved and underserved areas but did not affect the appropriateness of its current rate design.**

b. Explain whether any material changes to Christian District's system has occurred that would cause a new COSS to be prepared since the date of Christian District's most recent COSS.

**Response: There have been no material changes to the District's system that would create the need for a new COSS to be prepared.**

c. If there have been no material changes to Christian District's system, explain when Christian District anticipates completing a new COSS.

**Response: A new COSS would be appropriate if material changes in customer usage patterns were to occur.**

5. Provide a copy of Christian District's general ledgers for calendar year 2020 and the current period. The general ledgers shall include all check registers and spreadsheets used to record and track financial transactions. If available, provide a copy of the requested general ledgers in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: See attached Files:**

**5\_General\_Ledger\_2020**

**5\_Check\_Register\_2020**

**5\_General\_Ledger\_2021**

**5\_Check\_Register\_2021**

**Files provided in PDF format; CCWD staff were unable to provide in Excel format.**

6. a. Provide a copy of the Adjusted Trial Balance showing unaudited account balances, audit adjustments, and audited balances for the calendar year ended 2020. The trial balances shall be traced and referenced directly to the calendar year 2020 general ledger requested in Item 5.

**Response: See attached files:**

**6\_Final\_Adjusting\_Journal\_Entries**

**6\_Final\_Trial\_Balance\_Report**

b. Provide a schedule tracing the unadjusted account balances in trial balance directly to the calendar year 2020 general ledger requested in Item 5.

**Response: See attached file:**

**6\_Unadjusted\_Trial\_Balance\_Report**

c. Provide a schedule tracing the adjusted account balances in trial balance directly to the actual test-year reported in the Application, Attachment 4, Schedule of Adjusted Operations.

**Response: See attached file:**

**6\_Account\_Grouping**

d. Provide copies of the responses to Item 6.a, Item 6.b., and Item 6.c in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: Files provided in PDF format; CCWD staff were unable to provide in Excel format.**

7. a. Provide copies of Christian District's General Liability Insurance, Workers' Compensation Insurance and Automobile Insurance policies for 2019, 2020, and 2021.

**Response: See attached files:**

**7\_Workers\_Compensation\_2019**

**7\_Workers\_Compensation\_2020**

**7\_Workers\_Compensation\_2021**

**7\_Auto\_and\_General\_Liability\_2018\_thru\_2021**

**7\_Auto\_and\_General\_Liability\_2021\_thru\_2024**

b. Provide copies of the invoices (bills) received in 2019, 2020, and 2021 for the insurance policies identified in Item 7.a.

**Response: See attached files:**

**7\_2019\_Auto\_and\_General\_Liability\_Invoices**

**7\_2020\_Auto\_and\_General\_Liability\_Invoices**

**7\_2021\_Auto\_and\_General\_Liability\_Invoices**  
**7\_2019\_Workers\_Comp\_Invoices**  
**7\_2020\_Workers\_Comp\_Invoices**  
**7\_2021\_Workers\_Comp\_Invoices**

8. Provide the minutes from Christian District commissioner meetings for the calendar year 2020, and the current period.

**Response: See attached files:**

**8\_Minutes\_2020**  
**8\_Minutes\_2021**

9. Provide a document listing the name of all commissioners for each of the five previous calendar years, and state, individually, the total amount of each benefit paid to, or on the behalf of, each commissioner during each year (i.e., wages, health insurance premiums, life insurance premiums, FICA taxes, etc.).

**Response: See attached file:**

**9\_Commissioners\_Report**

10. Provide the fiscal Court minutes approving each commissioner's appointment and compensation.

**Response: See attached files:**

**10\_Adams\_Appointment**  
**10\_Brunson\_Appointment**  
**10\_Hunt\_Appointment**  
**10\_Morris\_and\_Johnson\_Appointments**  
**10\_Commissioners\_Compensation**  
**10\_Commissioners\_Benefits**

11. Refer to the Application, Attachment 4, Schedule of Adjusted Operations. Provide the workpapers that support the pro forma adjustments described in the References page of the Attachment in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: See attached files:**

**11\_Rate\_Study**  
**11\_2019\_PSC\_Annual\_Report**  
**11\_CCWD\_Employee\_Pensions\_and\_Benefits**  
**11\_CCWD\_Telephone\_Expense\_Increase**

12. Using a table format, provide the following information for each employee identified by employee number and job title: job description, date hired, date terminated (if applicable), and pay rates for each employee on December 31 for calendar years 2016 through 2020 and the pay rates as of July 1, 2021. Provide the requested tables in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: See attached file:**

### **12\_Employee\_Pay\_Rate\_Information**

13. Using a table format, provide the regular hours and overtime hours for each employee identified in Christian District's response to Item 12 for the calendar years 2016 through 2020. Provide the requested table in an Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: See attached file:**

### **13\_Employee\_Hours\_Information**

14. Using a table format, provide the following actual full-year salary information for each employee listed in Item 12 above, identified by employee number and job title, for the calendar years 2016 through 2020 (in gross dollars—not hourly or monthly rates). The employee salary information for each year shall be provided in a separate table. Provide the requested tables in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

- a. Regular salary or pay.
- b. Overtime pay.
- c. Vacation payout.
- d. Standby/Dispatch pay.
- e. Bonus pay.
- f. Other amounts paid and reported on the employees' W-2 (specify).

**Response: See attached files:**

**14\_2016\_Earnings\_History**

**14\_2017\_Earnings\_History**

**14\_2018\_Earnings\_History**

**14\_2019\_Earnings\_History**

**14\_2020\_Earnings\_History**

15. Using a table format, provide the following actual full-year benefit information for each employee listed in Item 12 above, identified by employee number and job title, for the calendar years 2016 through 2020. The employee's benefit information for each year shall be provided in a separate table. Provide the

requested tables in Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

- a. Health care benefit cost for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- b. Dental benefits cost for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- c. Vision benefits cost for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- d. Life insurance cost for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- e. Accidental death and disability benefits for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- f. Defined Contribution - 401(k) or similar plan cost for each employee.  
Provide the amount paid by Christian District.
  
- g. Defined Benefit Retirement cost for each employee.
  - (1) Amount paid by Christian District.
  - (2) Amount paid by each employee.
  
- h. Cost of any other benefit available to an employee (specify).

**Response: See attached file:**

### **15\_Employee\_Benefits\_Information**

16. Provide a listing of all health care plan categories available to Christian District's employees, i.e., single, married no dependents, single parent with dependents, family, etc. For each employee listed in Item 12 above, identify the type of health insurance coverage each employee was provided.

**Response: See attached file:**

### **16\_Medical\_Benefits**

17.
  - a. Identify the number of new connections (meters) that Christian District installed in calendar year 2019, 2020, and to date in 2021.
  - b. Identify the amount of tap-on fees Christian District collected in calendar years 2019, 2020, and to date in 2021.
  - c. Identify the account where Christian District recorded its tap-on fees.

**Response: See attached file:**

**17\_Meter\_Tap\_On\_Fees**

18. Identify the cost of the meters and services that Christian District capitalized in calendar year 2020 and to date in 2021. Also, identify the calendar year 2020 adjusting journal entry where the cost of the meters and services were transferred from the expense to the capital accounts.

**Response: Christian County Water District capitalized the cost of meters and services in 2020 and to date 2021 as follows:**

	<b>2020</b>	<b>2021 to date</b>
<b>Meters</b>	<b>\$51,414.60</b>	<b>\$49,093.17</b>
<b>Services</b>	<b>\$ 0.00</b>	<b>\$0.00</b>

**These costs were capitalized as the invoices were paid; as a result, there were no adjusting journal entries needed to transfer the cost from expense to capital.**

19. Identify the labor Christian District capitalized associated with its meter installations in calendar year 2020 and to date in 2021. Explain in detail how the capitalized labor costs were capitalized.

**Response: Christian County Water District did not capitalize the costs for services and meter installations as a result of tapping fees collected and new services installed in 2020 and to date 2021. The tapping fees collected in 2020 were \$64,950. The labor and materials associated with these were expensed in 2020. The Schedule of Adjusted Operations reduced labor costs for the test year by 30% of the amount of the tapping fees collected or \$19,485 and reduced materials costs by 70% of the tapping fees collected or \$45,465.**

20. Refer to the Application, Attachment 4, Schedule of Adjusted Operations, References C. Explain if Christian District adjusted its operating revenues and expenses to annualize the usages for the customers added during the test-year, calendar year 2020.

**Response: Christian County Water District added fifty-five 5/8" services and fourteen 1" services in 2020. There were no adjustments to operating revenues and expenses to annualize the usages for the customers added.**

21. Provide a detailed explanation of any cost containment actions that Christian District has implemented in calendar years 2016 through 2020. Quantify the financial impact that each cost containment action had on Christian District's financial condition.

**Response: Christian County Water District (CCWD) works daily to contain its cost. This is a never ending battle. However, there have been some "battles" which have been more successful than others.**

**Overtime: CCWD's during this five year period maintain a reasonable level of overtime expense for a water system our size. The total overtime cost was \$58,788 in 2016 and \$59,792 in 2020, five years later. Regardless of wage increases.**

**Health Insurance cost: Health Insurance and benefit cost have skyrocketed nationwide over recent years, while CCWD's has remained relatively stable.**

**CCWD has been successful in maintaining a stable well trained workforce with seven certified operators and two technician awaiting their opportunity to test for certification.**

**CCWD has chosen when feasible to refinance its outstanding construction bonds when rates have been favorable, for a saving to its rate payers.**

**CCWD has successfully forged positive alliances with its wholesale supplier to aid in controlling its cost per thousand gallons of water.**

**CCWD accelerated its line replacement program prior to Covid-19 to hopefully lessen its future water loss ("battles"). This remediation program may have now been a negative due to unforeseen problem with a low bidder contracting firm. Unfortunately, now appearing to be canceling out prior positive improvements in water loss. Hopefully, these now surfacing installation errors will not haunt CCWD for years.**

22. Refer to the Application, Attachment 7, 2020 Depreciation Schedule. Provide a copy of Christian District's 2020 Depreciation Schedule in an Excel spreadsheet format with all formulas, columns, and rows unprotected and fully accessible.

**Response: See attached file:**

**22\_Depreciation**



