

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC PURCHASED WATER ADJUSTMENT)	CASE NO.
FILING OF HENDERSON COUNTY WATER DISTRICT)	2022-00034

RESPONSE OF HENDERSON WATER DISTRICT
TO THE COMMISSION STAFF'S FIRST REQUEST FOR
INFORMATION DATED MARCH 23, 2023

COMMONWEALTH OF KENTUCKY

BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ALTERNATIVE RATE ADJUSTMENT FILING OF) CASE NO.
HENDERSON COUNTY WATER DISTRICT) 2022-00034

VERIFICATION OF PETE CONRAD

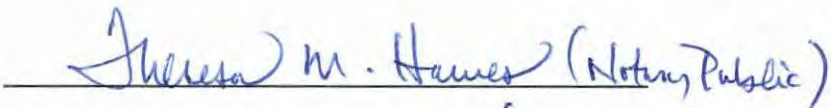
COMMONWEALTH OF KENTUCKY)
)
COUNTY OF HENDERSON)

Pete Conrad, Superintendent of Henderson County Water District, states that he has supervised the preparation of certain responses to the Request for Information in the above-referenced case and that the matters and things set forth therein are true and accurate to the best of his knowledge, information and belief, formed after reasonable inquiry.



Pete Conrad

The foregoing Verification was signed, acknowledged and sworn to before me this 13th day of April, 2023, by Pete Conrad.



Commission expiration: 01/24/26
ID # KYNP43426

**Henderson County Water District
Case No. 2022-00034
Commission Staff's First Request for Information**

Witnesses: Robert K. Miller #1-7
Pete Conrad #8-13

1. Provide the date that Henderson District first engaged Kentucky Rural Water Association (KRWA) to prepare a rate study to support an Alternative Rate Filing (ARF) application.

Response: J. Christopher Hopgood of Dorsey, Gray, Norment & Hopgood first contacted the Kentucky Rural Water Association consultant on February 15, 2022 requesting a proposal to perform a rate study on behalf of Henderson District. KRWA submitted the proposal to Henderson District on March 3, 2022. Henderson District notified KRWA to proceed on April 27, 2022.

2. State the name of the person or persons with KRWA that Henderson District communicated with to prepare the rate study.

Response: Robert K. Miller.

3. Provide all documentation of any communications that Henderson District had with persons with KRWA regarding the preparation of the rate study.

Response: Communications between Henderson District and KRWA are:

133 emails.

4 phone calls with Henderson District office number.

7 phone calls with Henderson District cell number.

1 meeting with Henderson District Board and Superintendent on March 22, 2023 where a resolution was adopted authorizing the ARF application.

4. State the date that the rate study will be completed and provide any documentation of this.

Response: The rate study was completed on March 6, 2023 and sent to Henderson District on March 7, 2023. See attached file: Rate Study Report

5. State the date that Henderson District began work on the ARF application.

Response: KRWA sent the first request for information to Henderson District on April 28, 2022. Henderson District sent the first tranche of information to KRWA on June 10, 2022. (It appears that this first tranche of information had been sent earlier but had been blocked by the Google email service which limits attachments sizes.)

6. Explain in detail all of the steps taken and information obtained by Henderson District to date in furtherance of completing the ARF application.

Response: The ARF application was submitted on April 5, 2023.

7. Provide the basis for Henderson District's assertion that it can have the ARF application filed by April 11, 2023.

Response: The No Deficiencies Letter was received from KY PSC on April 12, 2023.

8. Provide the position descriptions of the three employees that Henderson District lost and the dates in which those positions became open.

Response: The positions were meter reader/technician and field operator/technician. Since the onset of the COVID 19 pandemic, Henderson County Water District has struggled to attract and retain employees in these positions. In fact, in March 2020, Henderson County District was in the middle of hiring for the field operator/technician and the individual decided not to come to work here. These positions have become open on: 1/30/2020, 2/3/2020, 7/10/2020, 8/14/2021, 5/9/2022 and 11/28/2023.

See files: **8_Field_Supervisor**
 8_Superintendent
 8_Billing_Clerk
 8_CSR
 8_Equipment_Operator
 8_Field_Operator
 8_Office_Manager

9. State whether or not the three employees that Henderson District lost had done any work on the preparation of the ARF application and describe the work done by the employee.

Response: The work completed by the employees lost was meter reading and field work. However, due to the number of staff at Henderson County Water District, The Superintendent and office staff have on multiple occasions had to fill in for those positions to keep daily operations running.

10. State the name of the current employees assigned to work on the ARF application and describe in what manner they will be assisting with the ARF application.

Response: Pete Conrad Superintendent and Lisa Gish Office Manager. Both of these employees will be working on whatever paperwork is needed.

11. Provide the position descriptions of all persons that are still currently employed by Henderson District.

Response: See files: 8_Field_Supervisor

**8_Superintendent
8_Billing_Clerk
8_CSR
8_Equipment_Operator
8_Field_Operator
8_Office_Manager**

12. Provide the reasons why the three open positions have not yet been filled.

Response: These positions have been filled and, in the case of meter readers / technicians, they have been filled multiple times. Part of the issue has been retaining employees in these positions. In the case of the meter reader/technician, this is an entry level position where both Henderson County Water District and the employee can find if that individual can do the work completed in the field to continue daily operations. In the case of the field operator/technician, which as a laborer is a position which requires a good amount of training and familiarity with the work to be done safely and proficiently, the newest employee in that position quit on March 30, 2023.

13. Give an estimation as to when Henderson District will have the three open positions filled.

Response: The meter readers/technicians are currently filled at this time and those employees are anticipated to stay. The field operator/technician, we are trying to fill that position at this time. This has been typically a position that we have hired internally for promoting meter readers/technicians with a number of years of experience. Since that is not currently possible, we are trying to find a skilled person to fill that position from outside of our organization as soon as possible and are hoping on filling the position in the next 2 months. This is of course as long as no current employees decide to leave or retire. As of this time though, the field supervisor is currently slated to retire in August 2023.