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6/22/2023

Dear Commission:

Case # 2023-00090

Below are a list of questions asked in the PSC Order to Henry County Water District #2 dated May 15, 2023. The person whom collected that data and who supervised each question as well. A signed certification of the person supervising the preparation of the response on behalf of Henry County Water District #2 is provided as well

1) *Provide the general ledger in Excel format with all formulas, rows, and columns fully accessible and unprotected for the years ended December 31, 2020, 2021, & 2022*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

2) *Provide Trial Balance for the years ended December 31, 2020, December 31, 2021; and December 31, 2022.*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

3) *Provide a copy of the certificates of insurance and invoices for General Liability, Worker's Comp, Auto and property and casualty 2021, 2022, and 2023*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

4) *Provide Excel Spreadsheet for each Henry District #2 employee in 2021,2022 and for the Proforma calculation, describes job titles, and states the hours worked, pay rates, total regular wages, and overtime paid, and total FICA cost. Include the employee was hired, and if applicable, the employee's termination date.*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

5) *Using the same table described in Item 4, list each employee benefit, the employee's contribution, the employer's premium contribution, and both the percentage and adjustment based on BLS. For the health insurance benefit provided each employee designate the coverage type*

Collected by Office Manager Lisa Coots Supervised by: **Keith Morris**

6) *Provide a description of all employee benefits, other than salaries and wages, paid to, or on behalf of, each employee for the calendar years 2021 and 2022, and the year to date for 2023*

Collected by Office manager Lisa Coots Supervised by: **Keith Morris**

7) *Provide a copy of the most recent invoice for 2023 for each employee benefit described above*

Collected by Office manager: Lisa Coots Supervised by: **Keith Morris**

8) *Provide a document listing the names and terms, including terms beginning and end dates, for all Henry districts Board Members for calendar year 2020, 2021, 2022, and 2023*

Collected by Office manager: Lisa Coots Supervised by: **Keith Morris**

9) *Provide the annual compensation for each current board member*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

10) *Provide Fiscal court minutes that authorize the appointment and specify salaries of Board Members*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

11) *Provide training records for each Board Member for 2020, 2021, and 2022*

Collected and Supervised by: **Keith Morris**

12) *Specify the total number of utility employees based on full staffing*

Collected and Supervised by: **Keith Morris**

13) *Provide the minutes from Henry District #2's Board of Directors meetings for the calendar years 2020, 2021, 2022, and year to date 2023*

Collected by Office manager: Lisa Coots Supervised by: **Keith Morris**

14) *Refer to Henry District #2's Response to Deficiency Letter, Schedule of Adjusted Operations and revenue Requirements and References. Provide the workpapers that support the pro forma adjustment described in the Schedule of Operations References in Excel spreadsheet format will all formulas, columns, and rows unprotected and fully accessible.*

Collected by Raisor, Zapp, & Woods Accounting Supervised by: **Keith Morris**

15) *Provide the total dollar amount of Late Payment Penalties and the number of occurrences of late payment penalties accessed during the calendar years ended Dec. 2020, 2021, and 2022.*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

16) *Provide a schedule listing the number of occurrences and total amount recorded for each nonrecurring charge during the test year. If the revenue for any nonrecurring charge was zero, include that charge and indicate that zero revenue was received.*

Collected by Office Manager: Lisa Coots Supervised by: **Keith Morris**

17) *Provide updated cost justification information to support each nonrecurring charge listed in Henry District #2's tariff. Use the PSC Websites form.*

Collected and Supervised by: **Keith Morris**

18) *Provide of new tap-ons installed by meter size 2021 and 2022. State whether Henry District #2 keeps a record of the dollar amounts of labor and materials used to install new customer taps. If so, state the amount of labor expense and materials expense for the test year and where it is in the general ledger: separately state amounts expensed to install each meter.*

Collected by: Lisa Coots and Keith Morris

Supervised by: **Keith Morris**

19) *Provide updated cost justification info to support the Meter Connection/ Tap-On charges listed in Henry District #2's tariff*

Collected and Supervised by: **Keith Morris**

20) *Provide an overview of any actions planned or taken by HC District #2 to reduce its water loss, including a copy of any water loss reduction plan*

Collected and Supervised by: **Keith Morris**

21) *Provide the date when Henry District #2 last performed a cost-of-service study (COSS) to review the appropriateness of its current rates and rate design*

Supervised by: **Keith Morris**

22) *Explain whether any material changes to Henry District's #2 system have occurred that would cause a new COSS to be prepared since the date of its most recent COSS. If there have been any material changes to Henry District #2's system, explain when a new COSS is anticipated.*

Supervised by: **Keith Morris**

23) *Refer to Henry District #'s Application, Attachment 5. Current Billing Analysis and Henry District #'s Application 2's 2021 Annual Report 57. Reconcile the difference between the Henry District's 2021 Annual Report at page 57. Reconcile the difference between the Total Water Sales Reported in the 2021 Annual Report of 500,421,000 gallons and the Total Gallons Sold in 2021 9test year0 Current Billing Analysis of 498,630,638*

Collected by: Raisor, Zapp, & Woods Accounting

Supervised by: **Keith Morris**

24) *Refer to Henry District #2's Application, Attachment 5, Current Billing Analysis. Provide the source of the 2021 usage data presented in the Billing Analysis and state whether any adjustment was made to the data.*

Collected by: Raisor, Zapp, & Woods Accounting

Supervised by: **Keith Morris**

25) *Refer to Henry District #2's Application, Attachment 5, Current Billing Analysis. Provide a list of any adjustments made to the data and include an explanation of each adjustment.*

Collected by: Raisor, Zapp, & Woods Accounting

Supervised by: **Keith Morris**

26) Refer to Henry District #2's Application Attachment 5, Current Billing Analysis. Provide the billing analysis in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

Collected by Office Manager: Lisa Coots

Supervised by: **Keith Morris**

27) Refer to Henry District #2's Application, Attachment 5, Current Billing Analysis. Provide the billing register monthly total for each month of the calendar year 2021, for water customers, in Excel spreadsheet format with all formulas, rows, and columns unprotected and fully accessible for the calendar year 2021.

Collected by Office Manager: Lisa Coots

Supervised by: **Keith Morris**

28) Refer to Henry District #2's Application, Attachment 1, Customer Notice. Henry District #2 proposes to rate its monthly water service rates by an across-the-board percentage amount. Provide an explanation of how the across-the-board percentage method to increase monthly water service rates was chosen and explain of any alternative methods were considered.

Collected and Supervised by: **Keith Morris**

29) Provide the date the Henry District #2's billing cycle begins (meter read date) State whether the date that the billing cycle begins is the date that would be best stated as the effective date of any order the Commission issues concerning rates in this case.

Collected and Supervised by: **Keith Morris**


Keith Morris

Henry County Water District #2

Chief Operating Officer

Commonwealth of Kentucky
Before the Public Service Commission

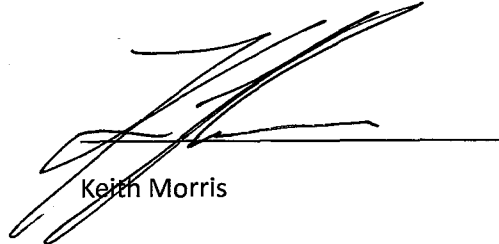
In the Matter of:

Alternative Rate Adjustment Filing of) Case No. 2023-00090
Henry County Water District #2)


Verification of Keith Morris

Commonwealth of Kentucky)
County Of HENRY)

Keith Morris, Chief Operating Officer of Henry County Water District #2, 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.


Keith Morris

The foregoing Verificatoin was signed, acknowledged and sworn to before me this ___ of June, 2023, by Keith Morris


Commission Expires 5/27/26

