

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

APPLICATION OF MARTIN COUNTY)	CASE NO.
WATER DISTRICT FOR ALTERNATIVE)	2018-00017
RATE ADJUSTMENT)	

COMMISSION STAFF'S POST HEARING REQUEST FOR INFORMATION TO
MARTIN COUNTY WATER DISTRICT

Martin County Water District (Martin District), pursuant to 807 KAR 5:001, is to file with the Commission the original and six copies in paper medium of the following information. The information requested herein is due on or before August 17, 2018. Responses to requests for information in paper medium shall be appropriately bound, tabbed, and indexed. Each response shall include the name of the witness responsible for responding to the questions related to the information provided.

Each response shall be answered under oath or, for representatives of a public or private corporation or a partnership or association or a governmental agency, be accompanied by a signed certification of the preparer or person supervising the preparation of the response on behalf of the entity that the response is true and accurate to the best of that person's knowledge, information, and belief formed after a reasonable inquiry.

Martin District shall make timely amendment to any prior response if it obtains information which indicates that the response was incorrect when made or, though correct when made, is now incorrect in any material respect. For any request to which

Martin District fails or refuses to furnish all or part of the requested information, Martin District shall provide a written explanation of the specific grounds for its failure to completely and precisely respond.

Careful attention should be given to copied material to ensure that it is legible. When the requested information has been previously provided in this proceeding in the requested format, reference may be made to the specific location of that information in responding to this request. When filing a paper containing personal information, Martin District shall, in accordance with 807 KAR 5:001, Section 4(10), encrypt or redact the paper so that personal information cannot be read.

1. Provide the annualized wage rate or salary for the new field position.
2. Provide invoices for repairs to the river water intake system for the months of May, June, and July of 2018, and for August through the date of this request. Summarize the repair description and total invoiced amount.
3. Provide the demand letter and any documentation describing American Electric Power's (AEP) demand for payment of invoices that were 90 days past due. Include the total amount paid to AEP for those invoices.
4. Provide a priority list of water service lines to be repaired. If only a geographic area is identified, state the number of lines in that area.
5. Provide the invoices requested in Item 1 of the Commission's July 6, 2018 First Request for Information.
6. Provide a listing of vendors with which Martin County has past due accounts. Include vendor payment terms, amount due by vendor, and if late fees are being assessed, reduced or waived. If late fees are being waived, state whether the

waiver is for the total balance past due or only a portion, and whether the waiver is indefinite or temporary. If temporary, state the length of the waiver, if known.

7. Provide any documentation related to the discussions with Prestonsburg City's Utility Commission to reduce water rates or emergency rates.

8. Provide a copy of the revised purchase order policy and include representative examples of purchase orders, related invoices, the reconciliation process (Excel spreadsheet) and related policies.

9. Provide the Cash Disbursements Journal monthly reports for May and June 2018, resubmitted to include the vendor invoice issue date of each invoice paid.

10. Refer to July 16, 2018, Monthly Report, Exhibit 2, Cash Disbursements Journal.

a. Provide a copy of all the invoices for Zip Zone for the month of June 2018. If there are non-fuel items on any invoice, provide a detailed explanation.

b. Provide a detailed explanation for the following:

- (1) Check 13829, Troy Horn, Mileage.
- (2) Invoice 634244 for \$1.90 to Zip Zone.
- (3) Invoice 639039 for \$2.46 to Zip Zone.
- (4) Invoice 633057 for \$3.49 to Zip Zone.

11. Refer to Martin District's Response to the Commission Staff's Sixth Request for Information dated July 19, 2018, and filed in the record of Case No. 2016-

00142¹ on August 6, 2018, Exhibit 5. Provide a daily summary and monthly totals so that it can be determined whether the sum of the daily deposits matches the total cash receipts of \$202,562.69 referenced in 5.a.

12. Provide the Summary of Customer Receivables monthly reports for May and June 2018, resubmitted to include what each dollar amount represents and what “yes” signifies.

13. Provide the Adjustments Made (to Customer Receivables) monthly reports for May and June 2018, resubmitted to include the original date an invoice was issued to the customer and customer account numbers to make it possible to determine whether multiple amounts are being written off for a single account.

14. Provide a copy of the policy for writing off bad debt.

15. Provide a copy of the revised employee benefit plan and include the Martin District’s percentages of benefit (health, dental, vision, life) premiums paid and the employees’ percentage share of premiums paid.



Gwen R. Pinson
Executive Director
Public Service Commission
P.O. Box 615
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DATED **AUG 09 2018**

cc: Parties of Record

¹ Case No. 2016-00142, *Investigation of the Operating Capacity of Martin County Water District Pursuant to KRS 278.280*, opened April 4, 2016.

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