

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF SOUTH	)	
EASTERN WATER ASSOCIATION, INC. FOR A	)	CASE NO.
RATE ADJUSTMENT PURSUANT TO 807 KAR	)	2021-00126
5:076	)	

COMMISSION STAFF'S THIRD REQUEST FOR INFORMATION  
TO SOUTH EASTERN WATER ASSOCIATION, INC.

South Eastern Water Association, Inc. (South Eastern Water), pursuant to 807 KAR 5:001, is to file with the Commission an electronic version of the following information. The information requested herein is due on July 28, 2021. Pursuant to the Commission's Orders in Case No. 2020-00085,<sup>1</sup> issued March 16, 2020, and March 24, 2020, South Eastern Water SHALL NOT FILE the original paper copy of all requested information at this time, but rather shall file original paper copies within 30 days of the lifting of the current state of emergency. All responses in paper medium shall be appropriately bound, tabbed, and indexed. Electronic documents shall be in portable document format (PDF), shall be searchable, and shall be appropriately bookmarked.

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

---

<sup>1</sup> Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC Mar. 16, 2020), Order at 5–6. Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC Mar. 24, 2020), Order at 1–3.

preparer or the 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.

South Eastern Water shall make timely amendment to any prior response if South Eastern Water obtains information that indicates the response was incorrect when made or, though correct when made, is now incorrect in any material respect. For any request to which South Eastern Water fails or refuses to furnish all or part of the requested information, South Eastern Water shall provide a written explanation of the specific grounds for its failure to completely and precisely respond.

Careful attention shall 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 applicable, the requested information shall be separately provided for total company operations and jurisdictional operations. When filing a paper containing personal information, South Eastern Water 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 written policy that outlines the criteria South Eastern Water relies upon to determine how many hours and at what pay rate South Eastern Water uses to pay out accrued personal time accumulated by employees.

2. Refer to the file provided in South Eastern Water's response to Commission Staff's First Request for Information, Item 1. Define and provide the written policy for

accrual off the categories of “Off personal,” “Off vacation,” “Off holiday,” and “Off overtime.”

3. a. State whether the employee must provide written request to receive a payout of paid time off.

b. If the response to Item 3a can be confirmed, provide each written request made by South Eastern Water employees for the test period.

4. Provide the written policy South Eastern Water uses to determine what qualifies as overtime instead of normal hours worked by employees.

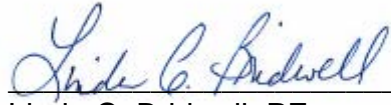
5. Refer to the nonrecurring charge cost justification forms provided with South Eastern Water’s response to the Commission Staff Report.

a. Provide an explanation how the estimated \$16.80 transportation expense was determined.

b. Provide the average mileage used in the calculations and how that average amount was determined when calculating the transportation expense.

c. Provide the rate per mile that was applied to the average mileage and the basis for the rate per mile used when calculating the transportation expense.

d. Confirm the amount used for clerical and office expense is based on one half hour of work by an administrative staff person.



Linda C. Bridwell, PE  
Executive Director  
Public Service Commission  
P.O. Box 615  
Frankfort, KY 40602

DATED JUL 09 2021

cc: Parties of Record

Case No. 2021-00126

\*Alan Vilines  
Kentucky Rural Water Association  
Post Office Box 1424  
1151 Old Porter Pike  
Bowling Green, KENTUCKY 42102-1424

\*Morris Vaughn  
Manager  
South Eastern Water Association, Inc.  
147 East Somerset Church Road  
Somerset, KY 42503

\*South Eastern Water Association, Inc.  
147 East Somerset Church Road  
Somerset, KY 42503