

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC APPLICATION OF NORTHEAST	)	
WOODFORD COUNTY WATER DISTRICT FOR A	)	CASE NO.
RATE ADJUSTMENT PURSUANT TO 807 KAR	)	2025-00347
5:076	)	

ORDER

On October 30, 2025,¹ Northeast Woodford County Water District (Northeast Woodford District) filed its application with the Commission requesting an adjustment to its water rates pursuant to 807 KAR 5:076.

The Commission finds that a procedural schedule² should be established to ensure the orderly review of Northeast Woodford District's application. The procedural schedule is attached as Appendix A to this Order.

In addition, Northeast Woodford District shall file on or before the date set forth in the procedural schedule its responses to the Commission Staff's (Staff) request for information, attached to this Order as Appendix B, and shall respond to any future requests for information propounded by Staff by the date or dates set forth on any such requests.

¹ Northeast Woodford District tendered its application on October 20, 2025. By letter dated October 28, 2025, the Commission rejected the application for filing deficiencies. By letter dated November 3, 2025, Commission the deficiencies were subsequently cured, and the application is deemed filed on October 30, 2025.

² No action is necessary to suspend the effective date of Northeast Woodford District's proposed rates for service. Pursuant to 807 KAR 5:076, Section 7(1), an applicant who applies for a rate adjustment pursuant to the procedures set for in 807 KAR 5:076 may not place its proposed rates into effect until the Commission approves those rates or six months from the date of the filing of its application.

IT IS THEREFORE ORDERED that:

1. The procedural schedule set forth in Appendix A to this Order shall be followed.
2. On or before the date set forth in the procedural schedule, Northeast Woodford District shall file its responses to the Staff's request for information, attached to this Order as Appendix B.
3. Northeast Woodford District shall respond to any additional requests for information propounded by Commission Staff as provided in those requests.
4. No later than the date set forth in the procedural schedule, Staff shall file with the Commission and serve upon all parties of record a written report (Staff Report) containing its recommendations regarding Northeast Woodford District's requested rate adjustment.
5. No later than 14 days after the date of service of the Staff Report, each party of record shall file with the Commission:
 - a. Its written comments on and any objections to the findings contained in the Commission Staff Report; and
 - b. Any additional evidence for the Commission to consider.
6. If Staff recommends that Northeast Woodford District's financial condition supports a higher rate than Northeast Woodford District proposes or the assessment of an additional rate or charge not proposed in Northeast Woodford District's application, Northeast Woodford District in its response to the Staff Report shall also state its position in writing on whether the Commission should authorize the assessment of the higher rate or the additional rate or charge.

7. If Staff recommends that changes should be made to the manner in which Northeast Woodford District accounts for the depreciation of Northeast Woodford District's assets, Northeast Woodford District in its response to the Staff Report shall also state its position in writing on whether the Commission should require Northeast Woodford District to implement the proposed change for accounting purposes.

8. A party's failure to file written objections to a recommendation contained in the Staff Report within 14 days after the date of the filing of the Staff Report shall be deemed a waiver of all objections to that finding.

9. If a party requests a hearing or informal conference, then the party shall make the request in its written comments and state the reason a hearing or informal conference is necessary.

10. A party's failure to request a hearing or informal conference in the party's written response shall be deemed a waiver of all rights to a hearing on the application and a request that the case stand submitted for decision.

11. A party's failure to file a written response within 14 days after the date of service of the Staff Report shall be deemed a waiver of all rights to a hearing on the application.

12. As set forth in 807 KAR 5:001, Section 4(11), a person requesting permissive intervention in a Commission proceeding is required to demonstrate either (1) a special interest in the proceeding that is not adequately represented in the case, or (2) that intervention is likely to present issues or develop facts that will assist the Commission in fully considering the matter without unduly complicating or disrupting the proceedings. Therefore, any person requesting to intervene in a Commission proceeding must state

with specificity the person's special interest that is not otherwise adequately represented or the issues and facts the person will present that will assist the Commission in fully considering the matter. A mere recitation of the quantity of the utility consumed by the movant or a general statement regarding a potential impact of possible modification of rates will not be deemed sufficient to establish a special interest.

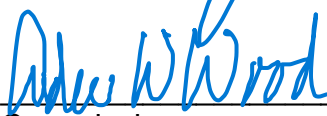
13. Any motion to intervene filed after the date established in the procedural schedule attached as Appendix A to this Order shall also show good cause for being untimely. If the untimely motion is granted, the movant shall accept and abide by the existing procedural schedule.

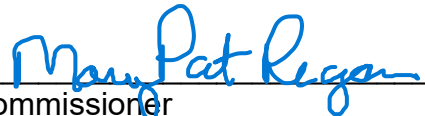
14. The Commission directs the parties to the Commission's July 22, 2021 Order in Case No. 2020-00085³ regarding filings with the Commission.

³ Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC July 22, 2021), Order (in which the Commission ordered that for case filings made on and after March 16, 2020, filers are NOT required to file the original physical copies of the filings required by 807 KAR 5:001, Section 8).

PUBLIC SERVICE COMMISSION


Chairman


Commissioner


Commissioner

ATTEST:


Executive Director



APPENDIX A

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE
COMMISSION IN CASE NO. 2025-00347 DATED NOV 21 2025

Requests for intervention shall be filed no later than 12/04/2025

All requests for information to Northeast Woodford District
shall be filed no later than 12/11/2025

Northeast Woodford District shall file responses to requests
for information no later than 12/23/2025

All supplemental requests for information to
Northeast Woodford District shall be filed no later than 1/13/2026

Northeast Woodford District shall file responses to supplemental
requests for information no later than 1/27/2026

Commission Staff's Report shall be filed no later than..... 3/10/2026

APPENDIX B

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE COMMISSION IN CASE NO. 2025-00347 DATED NOV 21 2025

COMMISSION STAFF'S FIRST REQUEST FOR INFORMATION TO NORTHEAST WOODFORD COUNTY WATER DISTRICT

Northeast Woodford County Water District (Northeast Woodford District), pursuant to 807 KAR 5:001, shall file with the Commission an electronic version of the following information. The information requested is due on December 23, 2025. The Commission directs Northeast Woodford District to the Commission's July 22, 2021 Order in Case No. 2020-00085¹ regarding filings with the Commission. Electronic documents shall be in portable document format (PDF), shall be searchable, and shall be appropriately bookmarked.

Each response shall include the question to which the response is made and 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 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.

¹ Case No. 2020-00085, *Electronic Emergency Docket Related to the Novel Coronavirus COVID-19* (Ky. PSC July 22, 2021), Order (in which the Commission ordered that for case filings made on and after March 16, 2020, filers are NOT required to file the original physical copies of the filings required by 807 KAR 5:001, Section 8).

Northeast Woodford District shall make timely amendment to any prior response if Northeast Woodford District obtains information that indicates the response was incorrect or incomplete when made or, though correct or complete when made, is now incorrect or incomplete in any material respect.

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

Careful attention shall be given to copied and scanned 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, Northeast Woodford 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 following information related to billing software:
 - a. Brand or common name for software.
 - b. State whether the software is locally installed on a utility-owned computer or is a subscription service that is internet based.
 - c. If locally installed, state the installation date.
 - d. State whether the system is still serviced by the manufacturer and whether the utility maintains a service contract.
2. Provide the following information related to general ledger software:

- a. State if the billing software and general ledger software are integrated.
- b. Brand or common name for software.
- c. State whether the software is locally installed on a utility-owned computer or is a subscription service that is internet based.
- d. If locally installed, state the installation date.
- e. State whether the system is still serviced by the manufacturer and whether the utility maintains a service contract.

3. Provide copies of each of the following, and when appropriate, provide in Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected. Employee names should be redacted from all documents.

- a. The general ledger in Excel spreadsheet format with all transactions for each of the years ended December 31, 2023, and December 31, 2024, and year-to-date 2025.
- b. The trial balance in Excel spreadsheet format for the years ended December 31, 2023, and December 31, 2024, and year-to-date 2025.
- c. Provide a cross reference that matches each test year general ledger account to each revenue and expense line that is reported in the Schedule of Adjusted Operations (SAO) and reconcile each amount that does not match.
- d. Attachment 8, 8_Depreciation.pdf, The Depreciation Expense breakdown in Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected.

4. Refer to the Application, SAO, Revenue Requirements Calculation, SAO Adjustment References. Provide all schedules used to support each proposed adjustment in Excel format. Component details of a schedules should tie to the general ledger accounts that comprise the SAO line item including any adjustment for unreconciled amounts.

5. Refer to the Application, 4_SAO_-With_Attachments.pdf, Current Billing Analysis 2024 Usage and Existing Rates and Proposed Billing Analysis 2024 Usage and Proposed Rates.

a. Provide each billing analysis in Excel Spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

b. Describe each adjustment to the billing analysis and its justification and supporting documentation.

c. Provide an analysis of the proposed pro forma adjustment to metered revenues.

6. Refer to the Application, Schedule of Adjusted Operations. Provide an itemization of the Other Water Revenues of \$25,814 and state whether each component will recur.

7. Provide certificates of insurance for general liability for 2023, 2024 and 2025. Also provide the most recent invoice for General liability insurance

8. Provide gallons purchased and cost, by month for the entire year, for each supplier for 2024 and 2025 to date.

9. Reconcile reported gallons purchased in the test year annual report water statistics and the purchased water expense reported in the test year.

10. Provide the minutes from Northeast Woodford District's Board of Commissioner meetings for the calendar years 2023, 2024, and 2025 to date. Consider this a continuing request through the date of issuance of Commission Staff's Report.

a. Designate each action that authorizes hiring.

b. Designate each action that authorizes adjustments to wage rates and any other compensation or fringe benefit actions.

11. Provide a document that lists, for each commissioner, for 2024 and 2025.

a. State, individually, the amount of wages and each benefit (i.e., health insurance premiums, life insurance premiums, FICA taxes, etc.) paid to, or on the behalf of, each commissioner for each year.

b. Provide documentation from the Woodford County Fiscal Court that authorizes each commissioner's appointment and compensation.

c. Provide training records for each commissioner for 2023, 2024, and 2025 or a statement that the individual has not attended training.

12. Refer to Northeast Woodford District's Tariff, PSC Ky. No. 1, Original Sheet No. 13, Billing Procedure.

a. Provide the date that Northeast Woodford District's billing cycle begins (meter read date).

b. 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.

13. State the last time Northeast Woodford District performed a cost-of-service study (COSS) to review the appropriateness of its current rates and rate design.

a. Explain whether Northeast Woodford District considered filing a COSS with the current rate application and the reasoning for not filing one.

b. Explain whether any material changes to Northeast Woodford District's system would cause a new COSS to be prepared since the last time it completed one.

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

d. Provide a copy of the most recent COSS that has been performed for Northeast Woodford District's system in Excel spreadsheet format with all formulas, rows, and columns fully accessible and unprotected.

14. Refer to the Application, Current Billing Analysis 2024 Usage and Existing Rates and Proposed Billing Analysis 2024 Usage and Proposed Rates.

a. Provide the billing analysis in Excel Spreadsheet format with all formulas, rows, and columns unprotected and fully accessible.

b. Describe adjustments to the billing analysis and their justification.

15. Provide the number of occurrences and dollar amounts for late fees that were recorded during the calendar years 2023, 2024, and 2025 year to date.

16. Provide a schedule listing the number of occurrences for each nonrecurring charge that was recorded during the test year and the total amount recorded for each nonrecurring charge. If the revenue for any nonrecurring charge was zero, include that charge and indicate that no revenue was recorded. Include the general ledger account numbers where each nonrecurring charge is recorded.

17. Provide updated cost justification sheets to support each nonrecurring charge listed in Northeast Woodford District's tariff.

18. Provide updated cost justification sheets to support each Meter Connection/Tap-on Charge listed in Northeast Woodford District's tariff.

19. Provide the following information regarding the proposed rate case expense.

a. Provide a copy of the quote or invoice for the preparation of the rate case.

b. State whether the amount in the SAO is a fixed amount or what would cause the stated amount to increase or decrease, respectively.

c. State the date the quoted amount is payable by Northeast Woodford District.

d. Explain whether the anticipated rate case expense will be paid for by Northeast Woodford District and not paid for by a third party, i.e. grant funding.

e. Consider this an ongoing request. Provide all invoices related to actual rate case expensed.

20. Refer to Northeast Woodford District's response to the Commission Deficiency Notification, NWCWD_Board_Resolution.pdf, at 3, Current and Proposed Rates, which reflects a 1-inch meter but does not reflect a 2-inch meter. Also refer to Northeast Woodford District's tariff, Sheet 1, 2nd Revision, Classification of Services, Monthly Water Rates, which only reflects a 2-inch meter. State whether the application document has a typo or if Northeast Woodford District actually has customers with 1-inch

meters and not 2-inch meters. If 1-inch meters exist also, provide a revised comparison that shows the 1-inch and 2-inch meters separately.

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