

PURCHASED WATER ADJUSTMENT - WATER DISTRICTS & ASSOCIATIONS

Filing Requirements Checklist

(Applicable Authority: KRS 278.012; KRS 278.015; 807 KAR 5:001;
807 KAR 5:068)

Case No. _____ Applicant Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each division noted by checkmark () is to complete its review and return within three business days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) **Return by email to Filings Branch following review and copy all Team members.**

Reviewed by following Divisions:	Date	Staff Member
_____ Filings	_____	_____
_____ Financial Analysis	_____	_____
_____ Legal	_____	_____

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
	<u>807 KAR 5:068</u>						
Financial Analysis	Section 1	(b) A schedule listing current and proposed rates					
Financial Analysis		(c) A copy of the supplier's notice showing a change in supplier's base rate					
Financial Analysis		(d) The calculation and all supporting documents used to determine the change in purchased water costs sufficient to determine the accuracy of the calculation					
Legal		(e) A copy of the resolution or other document of the utility's governing body authorizing the proposed rates					

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>
Financial Analysis	Section 4	Satisfactorily completed Purchased Water Adjustment Form 1

Requirement Met		Waiver Requested	Approve Waiver?	
Yes	No		Yes	No

NOT AN INITIAL FILING REQUIREMENT

Legal	Section 5	If a copy of the public notice is included, does it meet the requirements?
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All filings with the Kentucky Public Service Commission which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be rejected.

Section 5
Notice

If a utility has twenty (20) or fewer customers, it shall mail a written notice to each customer no later than the issuance of the first bill at the increased rate.

If a utility has more than twenty (20) customers, it shall provide notice by:

1. Including notice with customer bills mailed no later than the issuance of the first bill at the increased rate;
2. Mailing a written notice to each customer no later than the issuance of the first bill at the increased rate;
3. Publishing notice one (1) time in a prominent manner in a newspaper of general circulation in the utility's service area no later than the issuance of the first bill at the increased rate; or
4. Publishing notice in a trade publication or newsletter delivered to all customers no later than the issuance of the first bill at the increased rate.

A utility that provides service in more than one (1) county may use a combination of the notice methods listed in paragraph (b) of this subsection.

A utility shall file with the commission no later than thirty (30) days from the date of the commission's order approving an adjustment to the utility's rates pursuant to this administrative regulation:

- (a) If notice is mailed to its customers, an affidavit from an authorized representative of the utility verifying the contents of the notice, that notice was mailed to all customers, and the date of the mailing;
- (b) If notice is published in a newspaper of general circulation in the utility's service area, an affidavit from the publisher verifying the contents of the notice, that the notice was published, and the date of the notice's publication; or
- (c) If notice is published in a trade publication or newsletter delivered to all customers, an affidavit from an authorized representative of the utility verifying the contents of the notice, the mailing of the trade publication or newsletter, that notice was included in the publication or newsletter, and the date of mailing.

Each notice shall contain:

1. The effective date;
2. The present rates and proposed rates for each customer classification to which the proposed rates will apply;
3. The amount of the change requested in both dollar amounts and percentage change for each customer classification to which the proposed rates will apply;
4. The amount of the average usage and the effect upon the average bill for each customer classification to which the proposed rates will apply;
5. A statement that a person may examine this application at the offices of (utility name) located at (utility address); and
6. A statement that a person may examine this application at the commission's offices located at 211 Sower Boulevard, Frankfort, Kentucky, Monday through Friday, 8:00 a.m. to 4:30 p.m., or through the commission's Web site at <http://psc.ky.gov>.