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Papillion, NB 68046-7641

October 30, 2018

Ms. Lynn M. Retz, Secretary
Kansas Corporation Commission
1500 SW Arrowhead Road
Topeka, KS 66604

RE: Docket No. 03-AQLG-1076-TAR

Dear Ms. Retz:

Black Hills/Kansas Gas Utility Company, LLC, d/b/a Black Hills Energy, submits its report showing the calculation of the WNA factor in its Weather Normalization Adjustment program. The proposed WNA factor is a surcharge of \$0.00332 per Therm and will appear on monthly bills effective November 1, 2018.

If you have any questions, please contact me at (402) 221-2148, or by e-mail at ann.stichler@blackhillscorp.com.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann Stichler".

Ann Stichler
Regulatory Services

Enclosure

cc: Darren Prince, KCC
Bob Glass, KCC
Lana Ellis, KCC
Dari Dorman
Nancy Vernon

Black Hills/Kansas Gas Utility Company, LLC, d/b/a Black Hills Energy
Weather Normalization Adjustment Program
Docket No. 03-AQLG-1076-TAR

Year/Month	Monthly		Totals	WNA Factor	
	Excess/ (Deficiency)	Collections		Actual Sales (Dth)	Refund/ (Surcharge)
2017 October	(109,321)	88,077		249,016	(0.3537)
November	(178,239)	218,049		665,393	(0.3277) /Dth
December	(241,667)	346,268		1,056,661	(0.3277)
2018 January	(162,085)	655,978		2,001,763	(0.3277)
February	(40,536)	652,288		1,990,505	(0.3277)
March	(18,833)	469,759		1,433,503	(0.3277)
April	(17,006)	332,054		1,013,288	(0.3277)
May	184,392	199,654		609,258	(0.3277)
June	(197,352)	74,650		227,799	(0.3277)
July	(22,555)	65,448		199,719	(0.3277)
August	(2,708)	65,344		199,402	(0.3277)
September	(23,734)	66,785		203,799	(0.3277)
Adjustment: Net Excess/(Deficiency)	(829,646)		(829,646)		
Current Year Amount Collected or Refunded		3,234,354	3,234,354		
Prior Year Excess/(Deficiency)			(2,730,678)		
Prior Year NOAA true-up*			(735)		
Adjustment: Net Excess/(Deficiency)			(326,705)		
Current Year Usage				9,850,106	
			New WNA Factor: (0.0332) per Dth		

Ref/No.	Description
1.0 User access	
1.1	User permissions should be in place to limit docket status updates to Docket Room only.
1.1.1	Only Docket Room staff should be able to close a docket.
1.2	Litigation should be able to add hearing dates to a docket.
1.3	Ensure security admin can restrict access to open/create dockets.
1.3.1	Litigation may need to open dockets as well
1.3.2	State regulation/statute dictates that all Conservation dockets are created in Wichita.
1.4	Docket Room should be able to remove/delete dockets created in error.
1.5	Ensure appropriate staff have access to confidential documents as needed.
2.0 Dockets	
2.1	Dockets in a closed status must not allow users to file anything new to them. The action should be blocked and a message should display to the user explaining why.
2.1.1	Ensure an exception can be created for motions to reopen a closed docket.
2.1.2	Ensure exceptions can be created for extenuating circumstances.
2.2	Docket Room staff must have access to update all fields of a docket, including Division, Docket ID, Status, etc.
2.2.1	Ensure duplicate IDs are not possible in the system.
2.3	The new docket management system must accept and adhere to the current docket ID system in use.
2.3.1	Docket IDs must auto-increment based on user supplied criteria.
2.3.1.1	In the example docket ID 18-COMM-5129-ACA, 5129 should be the auto-incrementing field.
2.3.2	The docket ID format is FY-4DigitCompanyID-Sequence(4digit sequence), three or four character docket type. (18-COMM-129-ACA)
2.3.2.1	There is a variation in the sequence ID for Conservation, Topeka, and Transportation TRA dockets.
2.4	Staff must be able to search by old or new docket number format.
2.5	Staff must also be able to search for foreign docket numbers such as FERC or Appellate type or Supreme Court.
2.6	Staff must be able to search by phrase.
2.7	The docket management system must be able to relate company names in the event of a merger so all applicable dockets will return in search results.
2.7.1	When a user searches for a company that is now operating under a new name, ensure the user can search by either name and locate associated dockets.
2.7.2	This is currently stored in the company history section in eStar.
2.8	The docket management system must allow orders and other documents attached to the docket to be served electronically.
2.8.1	The docket management system must allow a mixture of electronic service and print and mail service.
2.9	Staff must be able to link associated dockets with one another.
2.10	The docket management system must allow staff to create sub-dockets.
2.10.1	
	A parent docket may have several telecom companies listed, but in the event an assessment is made against a subset of these, a child docket associated with that parent docket should be created.
2.11	Ensure a new status is added to dockets "On Appeal" for dockets that are appealed to district court.
3.0 Filing documents	
3.1	Users must be able to electronically file documents.
3.1.1	They must be able to enter all of the pertinent information for the document such as attorney name, title of the document, and date it is filed.
3.1.2	All of the information added to an e-file document must port over to the docket management system, auto-populating fields such as file date.
3.1.3	All electronically filed documents must go through security checks before being saved to the KCC network.
3.2	Filers must be able to complete a Confidential File cover letter indicating the documents being filed are confidential.
3.2.1	Ensure documents filed as confidential are secured appropriately and not allowed to be published publicly.
4.0 Notifications	
4.1	When a new filing on an existing docket occurs, send an email to all vested parties alerting to the new filing.
4.2	The Docket Room must receive notification that a payment associated with a docket has been made so they can update the status of the docket.
4.3	Docket Room staff must be notified of updates made to pending orders.
4.4	When the Docket Room sends orders via electronic communication, they must be able to receive confirmation the order was sent.
4.4.1	This receipt of sending/delivery should be attached to the history of the order.
4.5	Ensure if an entity is set to inactive in the docket management system the appropriate parties are notified within the KCC.
4.6	Ensure Docket Room staff can set notifications for events related to deadlines for follow up actions after the deadline when an entity has not yet responded.
5.0 Workflow	
5.1	Documents filed to a docket should have a watermark added automatically with the year date and military time (20181016162539).
5.1.1	The Filed Date and "Kansas Corporation Commission" should be added to the document as well.
5.2	The Commissioners and Secretary to the Commission must be able to create an approval workflow in the docket management system.
5.2.1	This must include bulk approval.
5.2.2	This also incorporates a vote tally.
5.2.2.1	If a Commissioner is not present or recuses from an order, that Commissioner's vote needs to be eliminated from the count with explanation.
5.3	Staff will require a workflow for prehearing officer orders or other non-Commission approved orders.
5.4	Ensure workflow can continue from the current process to create and establish a consent agenda with established deadlines that are dependant on the business meeting dates.
5.5	Ensure workflow can continue from the current process to create and establish a noticed agenda with established deadlines that are dependant on the business meeting dates.
6.0 Change tracking	
6.1	Ensure Docket Room staff can see a history of all changes made to a docket.
6.1.1	This must include who opened, closed, made edits to, or filed documents to a docket.
7.0 Reporting	
7.1	Docket Room staff must be able to create reports to see how many filings or orders someone entered in a given timeframe.
7.2	Staff will need to generate reports based on docket type.
7.3	Ensure staff can generate reports regarding how many dockets they have handled in x amount of time.
8.0 Calendar	
8.1	Docket Room staff must be able to add due dates to dockets.
8.2	Docket Room staff must be able to add hearing dates to dockets.
8.3	Staff must be able to select which dates to publish on the KCC public calendar or website.
9.0 User Interface	
9.1	The docket management system should only show what the user needs to fulfill their duties.
9.1.1	Build user group profiles that include only the features of the docket management system that user group needs to access.
9.2	Fields requiring manual data entry, such as captions, comments, or descriptions, should have a spell check function available.
9.3	Staff must have a field on the docket for internal comments that would not be accessible to the public.
9.4	Ensure certain fields of a docket can be made a requirement before allowing the docket to be closed.