

Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

Case No: 2008 00377

September 9, 2008

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SEP 10 2008

PUBLIC SERVICE
COMMISSION

Ms. Stephanie Stumbo, Executive Director
Public Service Commission
P. O. Box 615
Frankfort, KY 40602-0615

Dear Ms. Stumbo:

Kentucky Rural Water Association will host three (3) regional meetings during the month of October, 2008. We respectfully request that this training be approved for commissioners as referenced in HB-75, KRS 74.020.

Please find enclosed a training summary for these meetings which includes a timed agenda, a description of the sessions, and speaker biographies. Approval of two (2) hours of continuing education credit has been submitted to the Kentucky Board of Certification of Water Treatment and Distribution System Operators. A copy of that correspondence is also enclosed.

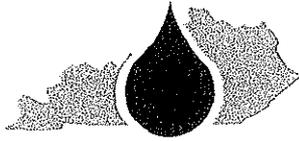
With this letter and enclosures, Kentucky Rural Water Association is requesting the approval of two (2) hours per session for commissioner and board member training. If additional information is needed, please do not hesitate to call.

Sincerely,

Janet Cole, PK

Janet Cole
Education Coordinator

Enclosures



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

September 9, 2008

Facsimile #: 502.564.9720

Pages: 9

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PUBLIC SERVICE
COMMISSION

 COPY

Ms. Lisa Butler, Program Coordinator
Operator Certification Section
Division of Compliance Assistance
300 Fair Oaks Lane
Frankfort, KY 40601-1190

Dear Ms. Butler:

Please present the enclosed "Application for Approval of Courses for Continuing Education Credit" to the Kentucky Board of Certification of Water Treatment and Distribution System Operators at their next meeting, as outlined below:

TITLE	DATE(S)	LOCATION	TYPE
Northeast Regional Meeting	Oct. 14, 2008	Ponderosa Steak House Morehead, KY	DW
Green River Regional Meeting	Oct. 16, 2008	Lewisport Volunteer Fire Dept. Lewisport, KY	DW
Western Regional Meeting	Oct. 23, 2008	Ponderosa Steak House Draffenville, KY	DW

Resumes for the speakers have been enclosed along with the training summary which includes a timed agenda. Should you have any questions, please do not hesitate to contact the Kentucky Rural Water Association office at 270.843.2291.

Sincerely,

Janet Cole, RK

Janet Cole
Education Coordinator

Enclosures

Kentucky Rural Water Association – Regional Meetings—October, 2008

Course Title: Northeast Regional Meeting
Location: Ponderosa Steakhouse, Morehead KY
Date: October 14, 2008

Course Title: Green River Regional Meeting
Location: Lewisport Volunteer Fire Department, Lewisport KY
Date: October 16, 2008

Learning Objectives:

The objective will be to show operators, managers, and decision makers what is required for utilities to meet the requirements of the Fair and Accurate Transactions Act (Red Flag Rules).

Criteria for Training Credits:

Following a meal, the training portion of the meeting will be conducted from 6:30 PM until 8:30 PM. Operators will be granted credit for actual time attending or participating in the training sessions. The maximum number of training credit hours for this meeting will be two (2) hours.

Training Summary

Session 1: Fair and Accurate Transactions Act (Red Flag Rules)
Presenter: Randall Kelley, Kentucky Rural Water Association

All utilities will have to comply with the new Fair and Accurate Transactions Act (otherwise known as the Red Flag Rules) by November 1st, 2008. This session will provide two (2) hours of training focusing on the Fair and Accurate Transactions Act (FACTA) and how they apply to utilities. Topics discussed will include:

- 1: Who is covered by FACTA?
- 2: What is required?
- 3: What needs to be implemented?
4. Enforcement of the new rules.

Application for Approval of Courses for Continuing Education Credit

Kentucky Division of Compliance Assistance / Operator Certification Program

14 Reilly Rd., Frankfort, Kentucky 40601

I. Course Sponsor Information

A. Sponsoring Organization (school, business, association, etc.)

Kentucky Rural Water Association

B. Key Contact Person:

Name & Title: **Randall Kelley** **Training Specialist**

Address **P. O. Box 1424**

City, State & Zip **Bowling Green, KY 42102-1424**

Phone & Fax **270.843.2291** **270.796.8623**

Email **j.cole@krwa.org**

Web Page **www.krwa.org**

II. General Course Information

A. Title: **Northeast Regional and Green River Regional (October, 2008)**

B. Location & Date/s: **Morehead, KY and Lewisport, KY; October 14 and October 16, 2008**

C. Cost per Student or Group **- 0 -**

D. Delivery Format or Media (Check those that apply):

- | | | | |
|---|-------------------------------------|--------------------------------------|---|
| <input checked="" type="checkbox"/> Classroom | <input type="checkbox"/> Web/Online | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Field | <input type="checkbox"/> CD-ROM | <input type="checkbox"/> Video/Audio | <input type="checkbox"/> Correspondence |
| <input type="checkbox"/> Other (Explain) | | | |

E. Continuing Education Credits (hours) Requested for Target Audience:

Drinking Water Treatment &/or Distribution Operator Hours **2**

Wastewater Treatment &/or Collection Operator Non-process Control Hours

Wastewater Treatment Operators Process Control Hours

(Attach detailed description explaining how this training relates to the wastewater treatment process.)

III. Required Items (must be attached to submittal, check off as completed)

- A. Course Learning Objectives
- B. Criteria for Successful Completion by Operators
- C. Agenda (Timed with instructors identified & brief description of topics)
- D. Credentials for all Instructors

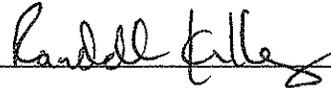
IV. Additional Attachments (required for distance learning courses, optional for other training)

- A. Instructional Design (Developed by whom / their credentials)
- B. Curriculum Content (Subject matter experts / their credentials)
- C. Needs Analysis of Participants (Designed by whom / methods / results)
- D. Field Testing of Course (Developed & conducted by whom / audience / results)
- E. Ongoing Course Evaluation (Methods for feedback & assessment / results to date)
- F. Support Available to Participants (instructions / validation of content / references)
- G. List of colleges, universities, regulatory agencies, etc. that have awarded credits for the course (provide semester hours and/or continuing education awarded).
- H. Required Assignments &/or Examinations (type, passing score, etc.)
- I. Mandatory Time Constraints (deadlines, granting of extensions, etc.)
- J. Documentation of Results to Students (copy of certificate, letter, etc.)
- K. Security Procedures (Operator identification, tracking of hours, exam proctors, etc.)

V. Signature of Sponsor's Contact Person

I confirm that all information provided with this application is accurate to the best of my knowledge. A complete list of attendees and credits to be awarded to them will be forwarded on a "Continuing Education Activity Report" to the Kentucky Division of Water (within 30 days of completing the course when possible).

Printed Name & Title Randall Kelley Training Specialist

Signature & Date  September 9, 2008

For Division of Water Use Only

Evaluated by:

- Drinking Water Board Date _____
- Wastewater Board Date _____

- This course has been approved for the following continuing education credits (hours):
 - Drinking Water Treatment Operator Hours _____
 - Drinking Water Distribution Operator Hours _____
 - Total DW Hours (if for both treatment and distribution) _____
 - Wastewater Treatment &/or Collection Non-process Control Hours _____
 - Wastewater Treatment Process Control Hours _____

- Consideration of this course has been tabled or denied.
Reason Tabled (additional information needed)

Reason Denied

Reconsidered by:

- Drinking Water Board Date _____
- Wastewater Board Date _____

Results of Reconsideration (Provide narrative here and update cells above):

Kentucky Rural Water Association – Regional Meetings—October, 2008

Course Title: Western Regional Meeting
Location: Ponderosa Steakhouse, DraffenvilleKY
Date: October 23, 2008

Learning Objectives:

The objective will be to show operators, managers, and decision makers what is required for utilities to meet the requirements of the Fair and Accurate Transactions Act (Red Flag Rules). In addition, training will be conducted on trenching and shoring safety.

Criteria for Training Credits:

Following a meal, the training portion of the meeting will be conducted from 6:30 PM until 8:30 PM. Operators will be granted credit for actual time attending or participating in the training sessions. The maximum number of training credit hours for this meeting will be two (2) hours.

Training Summary

6:30-7:30

Session 1: Fair and Accurate Transactions Act (Red Flag Rules)
Presenter: Randall Kelley, Kentucky Rural Water Association

All utilities will have to comply with the new Fair and Accurate Transactions Act (otherwise known as the Red Flag Rules) by November 1st, 2008. This session will provide two (2) hours of training focusing on the Fair and Accurate Transactions Act (FACTA) and how they apply to utilities. Topics discussed will include:

- 1: Who is covered by FACTA?
- 2: What is required?
- 3: What needs to be implemented?
- 4: Enforcement of the new rules.

7:30-8:30

Session 2: Trenching and Shoring Safety
Presenter: Layman Hawkins, Kentucky League of Cities

Water utility operators frequently have to be working in or trenches exposing them to risks associated with cave-ins and collapses. Proper safety and shoring techniques can help reduce the risks associated with working in trenches. Topics discussed will include

1. Trench shoring
2. Safety while in a trench
3. Safety near a trench
4. Trench rescue or recovery?

Application for Approval of Courses for Continuing Education Credit

Kentucky Division of Compliance Assistance / Operator Certification Program

14 Reilly Rd., Frankfort, Kentucky 40601

I. Course Sponsor Information

A. Sponsoring Organization (school, business, association, etc.)

Kentucky Rural Water Association

B. Key Contact Person:

Name & Title: **Randall Kelley** **Training Specialist**
Address **P. O. Box 1424**
City, State & Zip **Bowling Green, KY 42102-1424**
Phone & Fax **270.843.2291** **270.796.8623**
Email **j.cole@krwa.org**
Web Page **www.krwa.org**

II. General Course Information

A. Title: **Western Regional (October, 2008)**

B. Location & Date/s: **Draffenville, KY October 23, 2008**

C. Cost per Student or Group **- 0 -**

D. Delivery Format or Media (Check those that apply):

Classroom Web/Online Laboratory Exhibition
 Field CD-ROM Video/Audio Correspondence
 Other (Explain) _____

E. Continuing Education Credits (hours) Requested for Target Audience:

Drinking Water Treatment &/or Distribution Operator Hours **2**

Wastewater Treatment &/or Collection Operator Non-process Control Hours _____

Wastewater Treatment Operators Process Control Hours _____

(Attach detailed description explaining how this training relates to the wastewater treatment process.)

III. Required Items (must be attached to submittal, check off as completed)

- A. Course Learning Objectives
B. Criteria for Successful Completion by Operators
C. Agenda (Timed with instructors identified & brief description of topics)
D. Credentials for all Instructors

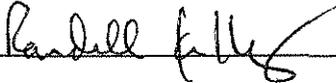
IV. Additional Attachments (required for distance learning courses, optional for other training)

- A. Instructional Design (Developed by whom / their credentials)
B. Curriculum Content (Subject matter experts / their credentials)
C. Needs Analysis of Participants (Designed by whom / methods / results)
D. Field Testing of Course (Developed & conducted by whom / audience / results)
E. Ongoing Course Evaluation (Methods for feedback & assessment / results to date)
F. Support Available to Participants (instructions / validation of content / references)
G. List of colleges, universities, regulatory agencies, etc. that have awarded credits for the course (provide semester hours and/or continuing education awarded).
H. Required Assignments &/or Examinations (type, passing score, etc.)
I. Mandatory Time Constraints (deadlines, granting of extensions, etc.)
J. Documentation of Results to Students (copy of certificate, letter, etc.)
K. Security Procedures (Operator identification, tracking of hours, exam proctors, etc.)

V. Signature of Sponsor's Contact Person

I confirm that all information provided with this application is accurate to the best of my knowledge. A complete list of attendees and credits to be awarded to them will be forwarded on a "Continuing Education Activity Report" to the Kentucky Division of Water (within 30 days of completing the course when possible).

Printed Name & Title Randall Kelley Training Specialist

Signature & Date  September 9, 2008

For Division of Water Use Only

Evaluated by:

- Drinking Water Board Date _____
- Wastewater Board Date _____

This course has been approved for the following continuing education credits (hours):

- Drinking Water Treatment Operator Hours _____
- Drinking Water Distribution Operator Hours _____
- Total DW Hours (if for both treatment and distribution) _____
- Wastewater Treatment &/or Collection Non-process Control Hours _____
- Wastewater Treatment Process Control Hours _____

Consideration of this course has been tabled or denied.

Reason Tabled (additional information needed)

Reason Denied

Reconsidered by:

- Drinking Water Board Date _____
- Wastewater Board Date _____

Results of Reconsideration (Provide narrative here and update cells above):

Layman L. Hawkins

Loss Control Specialist

Kentucky League of Cities
101 East Vine Street, Suite 600
Lexington, Kentucky 40507-3700
(W) 859-977-3700
(C) 270-316-0057
(H) 270-264-1410
lhawkins@klc.org

PROFESSIONAL EXPERIENCE:

Layman has over 30 years of experience in the safety, health, fire prevention, and emergency management field. His experience includes Loss Control Specialist for Kentucky League of Cities, Safety & Health Supervisor for Owensboro Municipal Utilities, and Safety Coordinator for a multi-plant industrial manufacturing facility.

Layman holds dual AS degrees from Western Kentucky University in Occupation Safety and Fire Technology. He has completed many hours of practical training and active service in all aspects of safety, environmental protection, industrial hygiene, hazardous materials, waste management, fire service activities, and emergency services and preparedness.

Layman is a Certified Utility Safety Administrator (CUSA), a certified Audiometric Technician. He is a past-president of the Kentucky Safety and Health Network, Inc. as well as a past-president of the Audubon Chapter of the American Society of Safety Engineers (ASSE). He is currently Co-Chair of the Daviess County Local Emergency Planning Committee (LEPC), Co-Chair of the Indiana-Kentucky-Illinois Utility Safety Exchange and manager of the Ohio Valley Industrial Safety Association (OVISA).

As a former EMT and Kentucky Fire Service Field Instructor/Trainer, Layman has been involved with all phases of emergency services most of his adult life.

Biography

Randall Kelley Kentucky Rural Water Association

Randall Kelley has been with Kentucky Rural Water Association (KRWA) since January, 2006. His first position with the Association was as a Wastewater Circuit Rider. He has recently taken over the position as Training Specialist where he organizes training sessions for water operators and provides onsite training for utilities.

Prior to joining KRWA, Randall worked for the University of Louisville at the Center for Watershed Research as a Research Biologist. He participated in numerous projects on small headwater streams, stream restorations, Tri-halomethane formation in natural waters, and numerous other projects. Randall's experience also includes working for a contractor to the USEPA in Cincinnati, Ohio as an aquatic macroinvertebrate taxonomist.

Randall received a B.S. in both Biology and Environmental Science from Western Kentucky University and an M.S. in Biology from the University of Louisville.