

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ACCREDITATION AND APPROVAL OF A)	
PUBLIC SERVICE COMMISSION WATER)	
PERSONNEL TRAINING SEMINAR AS A)	CASE NO. 2013-00308
WATER DISTRICT COMMISSIONER TRAINING)	
PROGRAM)	

ORDER

KRS 74.020(7) requires that this Commission “encourage and promote the offering of high quality water district management training programs that enhance a water district commissioner’s understanding of his or her responsibilities and duties.” KRS 74.020(8) requires the Commission to conduct a program of instruction “to train newly appointed commissioners in the laws governing the management and operation of water districts and other subjects that the Public Service Commission deems appropriate.”

Pursuant to these statutory mandates, the Commission conducted a training seminar at Lake Cumberland State Resort Park, Jamestown, Kentucky, on August 13-14, 2013. This seminar included instruction regarding trends in applicable laws and regulations, risk management and utility administration.¹

Based upon a review of the course curriculum, the Commission finds that:

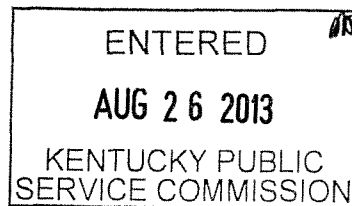
1. The course of instruction provided at this seminar enhances a water district commissioner’s understanding of his or her duties.

¹ A course syllabus for the training seminar is appended to this Order.

2. The seminar conducted at Lake Cumberland State Resort Park, Jamestown, Kentucky, on August 13-14, 2013 should be approved for 12.5 credit hours of water district management training and for 12.5 hours of new water district commissioner training.

IT IS HEREBY ORDERED that the 2013 Water Personnel Training Seminar, which the Commission conducted at Lake Cumberland State Resort Park, Jamestown, Kentucky, on August 13-14, 2013, is approved for a maximum of 12.5 credit hours of water district management training (WT 2013-018) and for a maximum of 12.5 credit hours of new water district commissioner training (WT 2013-019).

By the Commission



ATTEST:


Executive Director

APPENDIX

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE
COMMISSION IN CASE NO. 2013-00308 DATED **AUG 26 2013**

2013 Water Training Seminar
Presented by the Public Service Commission
Lake Cumberland State Resort Park – August 13-14, 2013

Tuesday, August 13, 2013

- 7:30 – 8:00 *Activity Center* - Registration and Breakfast
- 8:00 – 8:05 *Activity Center* - Program Overview
- 8:05 – 8:20 *Activity Center* - Vice Chairman Gardner's Welcome and Comments
- 8:20 – 9:40 ***Annual Training – Activity Center***
Recent Developments in Utility Regulation – Gerald Wuetcher
This presentation is a review of the recent developments in public utility law and regulation. House Bill 1 and other recent changes in Kentucky statutes affecting the operation of water utilities will be discussed. Recent changes to Public Service Commission regulations as well as Commission decisions that affect water utilities will also be examined. New Public Service Commission initiatives will be briefly discussed.
- New Commissioner Training – Meeting Room A***
Commissioner Board Meetings – Damon Talley
This presentation addresses the rules and procedures that should be followed at the meetings of a water district's board of commissioners. Presenter will also discuss how board members should prepare for meetings, the roles of board members and district management at board meetings, and frequently recurring problems at such meetings and how to address them. The requirements of the Open Meetings Act will also be briefly discussed.
- 9:50 – 10:50 ***Annual Training and New Commissioner Training – Activity Center***
Risk Management – Dwayne Litton and Steve Clary
This presentation will review risk management activities, including insurance, retained losses, and prevention activities that water utilities can implement.
- Special Session – Meeting Room A***
House Bill 1: An Overview – Gerald Wuetcher
In its 2013 Annual Session, the General Assembly enacted sweeping changes to reporting and organization requirements for special districts. This presentation will review the events that led to the enactment of House Bill 1, provide an overview of the reporting and organizational requirements created by the legislation, and discuss the bill's implications on the future of special district governance.
- 11:00 – 12:00 ***Annual Training and New Commissioner Training – Activity Center***
Ethics for Board Members of Public and Non-Profit Boards– Brian Lykins
In recent years, the Auditor for Public Accounts (APA) has uncovered numerous instances where members of public and non-profit boards have failed to perform their legal duties. The Director of the APA's Office of Technology and Special Audits will discuss recurring ethical lapses that APA investigations have found and the rules and procedures that boards should implement to prevent such lapses.
- 12:00 – 1:00 **Lunch**

1:00 – 2:00 **Annual Training – Activity Center**
Current/Hot Topics in Ratemaking – Scott Lawless, Sam Reid, and David Spenard
Members of the Staff of the Public Service Commission will discuss ratemaking issues of current interest, including recent changes in Commission treatment of depreciation, use of inflation adjustment mechanisms, purchased power/fuel adjustment mechanisms, infrastructure replacement riders, and methods for establishing a utility’s revenue requirements. Attention will also be given to recurring problems with rate adjustment filings and purchased water adjustment applications. Asst. Attorney General Spenard will provide the consumer advocate’s prospective on these issues as well as discuss issues that are of particular concern to the AG’s office.

New Commissioner Training – Meeting Room A
Budgeting and Asset Management – Kim Padgett

As a new commissioner, one of your most important responsibilities is to ensure your system brings in sufficient revenue to cover the cost of delivering a safe and adequate supply of drinking water to your customers. In this session, we will discuss budget requirements and financial tools that a system can use to establish asset rehabilitation, prioritize maintenance needs, and have sufficient funds for repairs and improvements.

2:10 – 3:10 **Annual Training – Activity Center**
Kentucky Division of Water Update – Julie Roney
This is a presentation on recent developments and activities at Kentucky Division of Water. It includes a brief overview of revisions to the agency’s administrative regulations and proposed revisions to federal drinking water laws and regulations.

New Commissioner Training – Meeting Room A
Internal Controls – Scott Lawless

This presentation explains the need for, and purpose of, internal controls and identifies common controls that every water district should consider. The Auditor of Public Accounts’ recommendations for public and non-profit boards will also be reviewed and discussed.

3:20 – 4:20 **Annual Training and New Commissioner Training – Activity Center**
Open Records/Open Meetings Acts – Todd Osterloh
This presentation reviews the principal provisions of the Open Records Act and Open Meetings Act. Also, handling a request for information under the Open Records Act and the effect of the Open Meetings Act on meetings of the board of water district commissioners is discussed.

Special Session – Meeting Room A
Electronic Filing and Annual Reports – Brent Kirtley

This presentation will address the Public Service Commission’s efforts regarding the electronic filing of tariffs and tariff-related documents, including the Commission’s proposals to require all tariffs to be filed electronically. A brief description of the electronic filing procedures that are available to utilities that file rate applications under the Commission’s alternative rate filing procedures will also be discussed.

5:30 – 7:30 **Office Manager/Office Personnel Training – Lodge Restaurant**
Evening Session – Brent Kirtley, Sam Reid, Ginny Smith, and Jerry Wuetcher
The evening session is primarily focused towards office managers/office personnel and is an open topic discussion forum which includes discussions on issues related to Consumer

Services, Tariffs, Purchased Water Adjustments, and Nonrecurring Charges. If you have anything you'd like to get help with concerning these topics, please be prepared to discuss it. This is your chance to get some one-on-one time with the PSC staff members. (Snacks will be provided.)

Wednesday, August 14, 2013

- 7:30 – 8:00 **Activity Center - Registration and Breakfast**
- 8:00 – 9:00 **Annual Training – Activity Center**
Energy Efficiency - Randall Kelley
This presentation focuses on actions that water utilities may pursue to reduce their energy consumption and costs.
- 8:00 – 9:30 **New Commissioner Training – Meeting Room A**
Operation of WD/WA – Legal Aspects – Gerald Wuetcher
This presentation is a review of the provisions of Chapter 74 involving the creation, management, operation, and dissolution of water districts. Other statutory provisions, such as the Whistle Blowers Act, Claims against Local Government Act, Bidding Requirements provision of KRS Chapter 424, Eminent Domain, Local Model Procurement Law, and general laws related to special districts, will also be discussed. Presenter will also provide a comparison with legal requirements for water associations.
- 9:10 – 10:10 **Annual Training – Activity Center**
Consumer Relations – Virginia Smith
This presentation will focus on the regulatory aspects of customer relations. Topics include the Customer Bill of Rights, customer billing disputes, installation and termination of utility service, and the Commission's informal and formal complaint processes. Presenter will also address landlord-tenant utility service issues, imputation of utility bills to family members, and the importance of tariffs and water user agreements.
- 9:40 – 11:20 **New Commissioner Training – Meeting Room A**
Water Quality Law and Drinking System Basics – Julie Roney
This presentation provides an overview of treatment and distribution, focusing on the major processes, why the processes are important in terms of public health and safety, and terms used in the industry. It will also cover the primary regulations dealing with the Safe Drinking Water Act and the Clean Water Act.
- 10:20 – 11:20 **Annual Training – Activity Center**
Emergency Management – Charles O'Neal
This presentation addresses the need for and the basic issues of emergency planning for water utilities. The role of Kentucky Emergency Management (KEM) and coordination between water utilities and KEM, as well as the legal aspects of emergency planning and management will also be discussed.
- 11:30 – 12:30 **Annual Training – Activity Center**
Water Resource Information System & System Planning – Adam Scott and Rusty Anderson
This presentation provides an overview of the Water Resource Information System (WRIS) and discusses how water and wastewater systems can use the WRIS to better manage their facilities and improve their ability to obtain funding from state funding sources.

- 11:30 – 12:30 ***New Commissioner Training – Meeting Room A***
PSC Regulatory Requirements – Gerald Wuetcher
This presentation is a review of the Public Service Commission’s jurisdiction over water districts and the statutory and regulatory requirements that are imposed upon water districts as a result of their status as public utilities.
- Special Session – Location TBD***
Consumer Services, One-on-One Discussion – Ginny Smith
This is a question and answer session for utility customer representatives with the Director of the Commission’s Consumer Services Division. The requirements of the Commission’s regulation on customer relations will be examined in detail.
- 12:30 – 1:30 **Lunch**
- 1:30 – 2:00 ***Annual Training and New Commissioner Training – Activity Center***
The PSC Inspection Process and Updates – Jimmy Adcock
This presentation is an introduction and overview of the PSC Inspection Process. The session will explain the purpose of the inspection, what a utility can expect from the inspection, and the utilities involvement with the inspection process.
- 1:30 – 3:30 ***Special Session – Meeting Room A***
Water Utility and Elected Officials’ Relationships – George Haynes
This session will discuss the importance of elected officials being familiar with utility operations and operators. The importance of infrastructure rehabilitation, maintenance, and staffing of facilities in the water and wastewater industry will be discussed in addition to current and future regulations and requirements that are driving change and demanding funding in the near future.
- 2:00 – 3:30 ***Annual Training and New Commissioner Training – Activity Center***
Ethics: A Practical Exercise – Gerald Wuetcher
This presentation is a review of ethics laws and principles that affect water utility policy makers and managers through the use of diverse and commonly recurring fact situations.

