

Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

December 10, 2013

RECEIVED

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PUBLIC SERVICE
COMMISSION

Mr. Jeff Derouen, Executive Director
Public Service Commission
P. O. Box 615
Frankfort, KY 40602-0615

Dear Mr. Derouen:

Kentucky Rural Water Association has partnered with Eastern Kentucky PRIDE to offer three training sessions at no charge to attendees (funding to PRIDE provided by a Grant from USDA Rural Development). The dates/locations are:

December 10-11, 2013 - Cumberland Valley ADD, London
January 28-29, 2014 - Bank of the Mountains, West Liberty
April 23-24, 2014 - LKLP Community Action Center, Hazard

Please find enclosed a training summary/timed agenda for these meetings which includes a description of the topics and speaker information. These classes have also been submitted to the Kentucky Board of Certification of Water Treatment & Distribution System Operators and the Department for Local Government for Elected County Officials. Copies of the applications are included.

These sessions will offer six (6) hours per day with a maximum of twelve hours of continuing education credit for both days. With this letter and enclosures, Kentucky Rural Water Association respectfully requests that this training be approved for continuing education credit for commissioners as referenced in regulation 807 KAR 5:070. If additional information is needed, please do not hesitate to contact our office.

Sincerely,


Janet Cole
Education Coordinator

Enclosures
(Original and 10 packets)

Training Sponsor: Kentucky Rural Water Association
Session Title: Eastern Kentucky PRIDE Training
Dates/Locations: December 10-11, 2013 – Cumberland Valley ADD, London, KY
January 28-29, 2014 – Bank of the Mountains, West Liberty, KY
April 23-24, 2014 – LKLP Community Action Center, Hazard, KY

Learning Objectives:

The objective of these sessions is to provide useful information to attendees to help them better perform their roles as operators, water district commissioners and elected officials that will improve job knowledge and skills.

Criteria for Earning Training Credits:

Attendees will be granted credit for actual time attending the sessions. The maximum number of training credit hours each day will be six (6) hours. The maximum number of training credit hours for this two day course will be twelve (12) hours

TRAINING SUMMARY/TIMED AGENDA

DAY ONE

8:30 a.m. – 11:30 a.m. (3 hours)

Session 1: Leadership and Management: The Appreciation of Differences

Presenter: Greg Coker, The Cathedral Institute

This three (3) hour session will focus on personnel management, supervisory techniques, leadership qualities, employee engagement and dealing with various forms of communication. The session will be interactive and engage the participants with proven communication models that will dissect the various leadership and management qualities and characteristics of successful and non-successful supervisors and managers. Many water and wastewater professionals find themselves unprepared for supervision and personnel management as they transition from operator to supervisor or manager. Participants will leave the session with a better understanding of the difference between leadership and management and how to best to apply these troubleshooting skills. This session is designed to provide participants with the tools needed to become successful as they move from level to level.

11:30 p.m. – 12:30 p.m. Lunch Break (provided)

12:30 pm – 3:30 pm (3 hours)

Session 2: Emergency Response and Management for Utilities

Presenter: Joe Burns Kentucky Rural Water Association

This session will deal with what utilities need to do for proper emergency response and management. Topics covered will include the development of an emergency response plan, keeping the plan up to date, working with local agencies and other utilities, training employees, and other topics.

DAY TWO

8:30 a.m. – 11:30 a.m. (3 hours)

Session 3: Excavation and Trenching Safety

Presenter: Mark Houghton, Kentucky Division of Occupational Safety & Health Education/Training

This session is for management or personnel involved in excavation work. It covers OSHA's requirements in Subpart P of the 1926 standards. Topics include soil classification and instrumentation, shoring techniques, trench boxes, a discussion of competent person, and associated hazards.

11:30 a.m. – 12:30 p.m. Lunch Break (provided)

12:30 p.m. – 2:30 p.m. (2 hours)

Session 4: Sampling Procedures

Presenter: Johnny Osborne, McCoy & McCoy Laboratories, Inc.

It is not unusual for water and wastewater utilities to receive violations that can be traced to bad sampling practices. This session will cover standard operating procedures for the collection and handling of samples in the field. The SOPs for the collection, handling, storage, and hold times for a number of required analyses will be discussed.

2:30 p.m. – 3:30 p.m.

(1 hour)

Session 5: **What to Look For In a Laboratory**

Presenter: **Johnny Osborne, McCoy & McCoy Laboratories, Inc.**

Most water and wastewater utilities use contract laboratories for some or most of their analytical needs. The role of the contract laboratory in obtaining and maintaining compliance is critical. This session will go into the details of what utilities should look for when choosing a laboratory such as: should utility or laboratory personnel collect the samples, how does the laboratory communicate with utility personnel, and timeliness of results.

SPEAKER BIOS

Greg Coker is the founder of *The Cathedral Institute*: a full-service leadership development and consulting firm focusing on *Empowering People, Building Teams, Transforming Organizations and Changing the World*. He has over 25 years' experience as a senior level manager with three different fortune 500 companies, a government regulator, an elected official and a state-wide leader. His experience ranges from leading the training & development for over 80,000 employees to directing the governmental affairs and public relations at both the state and federal level. His clients include public education, business and industry, colleges and universities, nonprofit organizations and high performance individuals who benefit from his executive/life coaching. Greg is the author of "*Building Cathedrals: The Power of Purpose*" and travels the country delivering the keynote speech and conducting workshops based on the principles of leadership, employee engagement, culture and purpose, the focal point of his book. He and his wife Nicki have two teenage children, Will and Abby and live in Franklin, Kentucky.

Joe Burns has been with Kentucky Rural Water Association since April 1994. His experiences at KRWA have included implementing the NRWA source water protection program and oversight of the NRWA wellhead program and the Division of Water wellhead protection assistance grant. Joe currently oversees the Utility Optimization Program and works with utilities in the program to provide technical, managerial, and financial support. Prior to joining the KRWA staff, Mr. Burns was a Senior Groundwater Hydrologist for the Kentucky Division of Water beginning in July, 1991, where he was responsible for formulating Kentucky's Wellhead Protection Strategy. He also has experience in drilling and environmental monitoring. Joe holds Bachelor of Science and Master of Science degrees in Geology from Eastern Kentucky University.

Mark W. Houghton is a Senior Safety Consultant within the Labor Cabinet's Division of Occupational Safety and Health Education and Training. He offers more than 30 years combined experience in safety management and training. With degree's in Fire Science and Para-medicine, he has worked closely with numerous federal, state, and local agencies developing interagency agreements and emergency response plans for bio-chemical, fire, and natural disasters. Some of Mr. Houghton's career highlights as a Fire Officer with Naples Police and Emergency Services in Naples FL include: developing a Water Rescue Program, creating a Hazardous Materials Response Team that led to the formation of the first countywide Special Response Team (SRT). The SRT was responsible for: Hazardous Materials, Structural Collapse, Confined Space, Trench Rescue and High Angle Rescue. As the ranking Airport Rescue Firefighting Officer for Naples Airport, the airport won the FAA National Airport Safety Award for 1999 by conducting a disaster exercise that included 200 members of Local, State and Federal resources. Mr. Houghton also oversaw the successful implementation of a Public Access Defibrillation program and Advanced Life Support program. Mr. Houghton currently conducts complex survey work for businesses across the Commonwealth as well as classroom and hands on training and technical assistance.

Johnny Osborne has been with McCoy and McCoy Laboratories since March 2002. Mr. Osborne has numerous years of experience in scheduling and reporting of water, wastewater, and soil samples for analysis. He is responsible for marketing and maintaining client relations. As a certified wastewater operator he understands the responsibility involved with proper sampling procedures. Previous laboratory experience includes working for Appalachian States Analytical.

<p>Mail to:</p> <p>Division of Compliance Assistance Certification and Licensing Branch Operator Certification Program 300 Fair Oaks Lane Frankfort, KY 40601</p>	<p>Commonwealth of Kentucky Department for Environmental Protection</p> <p>Application for Approval of Courses for Continuing Education Credit</p> <p><i>Drinking Water Treatment, Drinking Water Distribution, Bottled Water, Wastewater Treatment and Collection System</i></p> <p>Telephone: 1-800-926-8111 www.dca.ky.gov/certification</p>	<p><i>For Official Use Only Do not write in this space</i></p> <p>COPY</p>
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I. Course Sponsor Information: Agency Interest Number: 108571

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

Kentucky Rural Water Association

Key Contact Person:

Name and Title: Janet Cole, Education Coordinator

Address: PO Box 1424

City, State and Zip: Bowling Green, KY 42102-1424

Phone and Fax: Ph: 270.843.2291 Fx: 270.796.8623

E-mail: j.cole@krwa.org

Web Page: www.krwa.org

One-Time Approval Requested

Two-Year Approval Requested

B. If individual requesting approval is different than the key contact person for the sponsor, please complete the following information:

Name and Title: _____

Address: _____

City, State and Zip: _____

Phone and Fax: _____

E-mail: _____

II. General Course Information:

A. Title: PRIDE Training

B. Location and Date/s: December 10-11, 2013/Cumberland Valley ADD, London; January 28-29, 2014/Bank of the Mountains, West Liberty; April 23-24, 2014/LKLP Community Action Center, Hazard

C. Cost per Student or Group: \$ _____

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, Distribution and/or Bottled Water: 12 hrs.
Wastewater Treatment and/or Collection: 12 hrs.

(Attach a 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 and brief description of topics)
- D. Credentials for All Instructors

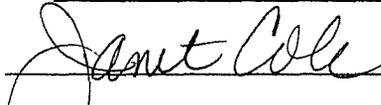
IV. **Additional Attachments** (required for distance learning courses, optional for other training):

- A. Instructional Design (developed by whom/their credentials)
- B. Curriculum Content (subject matter experts/their credentials)
- C. Required Assignments and/or Examinations (type, passing score, etc.)
- D. Mandatory Time Constraints (deadlines, granting of extensions, 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 Compliance Assistance (within 30 days of completing the course when possible).

Printed Name and Title: Janet Cole, Education Coordinator

Signature and Date: 

November 4, 2013

Elected County Officials Training Incentive Program Training Approval Request Form

Training Approval Requested By: Kentucky Rural Water Association (KRWA)

Title: Gary Larimore, Executive Director

Agency: _____

Phone: (270) 843-2291

E-mail: j.cole@krwa.org

Requester: Please complete both pages of this form, attach a copy of the detailed agenda that lists the start and end times of all training sessions while also indicating any breaks that may be given and submit to: Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601
Phone: 800-346-5605 Fax: 502-573-3712 E-mail: scott.sharp@ky.gov

Training Event Information

Training Title: Eastern Kentucky PRIDE Training

Training Provider: Kentucky Rural Water Association

Contact Name: Janet Cole

Title: Education Coordinator

Phone: (270) 843-2291

E-mail: j.cole@krwa.org

Fax: (270) 796-8623

Website: www.krwa.org

Training Intended For: Fiscal Court County Clerk Sheriff Jailer All

Registration Fees: Yes: Dollar Amount: \$ _____ No

Enrollment Limitations: Yes: Maximum Enrollment: # _____ No

Proof of Attendance: Individual POA Form Sign-In/Out Sheets Individual Certificate

Training Dates with Locations:

December 10-11, 2013 -- Cumberland Valley ADD, London, Kentucky
January 28-29, 2013 -- Bank of the mountains, West Liberty, Kentucky
April 23-24, 2014 -- LKLP Community Action Center, Hazard, Kentucky

FOR DLG USE ONLY

Approved By: _____

Date: _____

Hours: _____

Denied By: _____

Date: _____

Elected County Officials Training Incentive Program Training Approval Request Form
Page Two

Training Title: Eastern Kentucky PRIDE Training **Provider:** Kentucky Rural Water Association

Has this training been specifically designed for Kentucky's elected county officials? Yes No

Describe the learning objectives and how the content pertains to improving job knowledge or skills.

The three (3) sessions being offered through Eastern Kentucky PRIDE and presented by Kentucky Rural Water Association are targeted toward personnel associated with water and wastewater utilities. The objective of these sessions is to provide useful information to attendees to help them better perform their roles within their community. Operators, water district & sanitation district employees and county officials, including County Judges and County Commissioners/Magistrates will benefit from the topics presented: Leadership and Management, Emergency Response and Management, OSHA-Excavation and Trenching Safety, and Laboratory Procedures.

List Trainers and their Titles/Qualifications (attach short Bio's if necessary):

See Training Summary/Timed Agenda which also includes speaker bios.

Describe any training materials that will be provided to the trainees:

All handouts will be provided by individual speakers at the time of the presentation. A copy of any PowerPoint presentations will be available upon request.

Is this training a requirement for County Officials? (If Yes check applicable officials) Yes No

- Fiscal Court County Clerk Sheriff Jailer All

List corresponding KRS, KAR or other requiring entity:

Attach detailed agenda to email prior to sending