

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. 2013-00431  
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 its offices in Frankfort, Kentucky, on December 10-11, 2013. This seminar included instruction regarding trends in applicable laws and regulations, risk management and utility administration.<sup>1</sup>

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

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

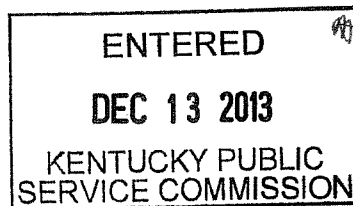
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<sup>1</sup> A course syllabus for the training seminar is appended to this Order.

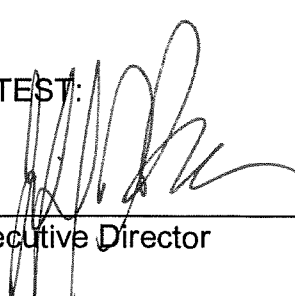
2. The seminar conducted at the Commission's offices in Frankfort, Kentucky, on December 10-11, 2013, should be approved for 12 credit hours of water district management training (WT 2013-025) and for 12 hours of new water district commissioner training (WT 2013-026).

IT IS HEREBY ORDERED that the 2013 Water Personnel Training Seminar, which the Commission conducted at Frankfort, Kentucky, on December 10-11, 2013, is approved for a maximum of 12 credit hours of water district management training (WT 2013-025) and for a maximum of 12 credit hours of new water district commissioner training (WT 2013-026).

By the Commission



ATTEST:

  
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Executive Director

APPENDIX

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2013-00431 DATED DEC 13 2013

# 2013 Water Training Seminar

Presented by the Public Service Commission  
Frankfort, Kentucky – December 10-11, 2013

## Tuesday, December 10, 2013

- 7:30 – 8:00 **Hearing Room 2** – Registration and Breakfast
- 8:00 – 8:10 **Hearing Room 1** – Welcome and Program Overview
- 8:10 – 8:25 **Annual Training and New Commissioner Training – Hearing Room 1**  
**Meet the Attorney General’s Office of Rate Intervention – Greg Dutton**
- 8:25 – 9:25 **Annual Training – Hearing Room 1**  
**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.
- New Commissioner Training – Conference Room 1**  
**Risk Management – Dwayne Litton and Corey McIlvoy**  
This presentation will review risk management activities, including insurance, retained losses, and prevention activities that water utilities can implement.
- 9:35 – 11:05 **Annual Training – Hearing Room 1**  
**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 – Conference Room 1**  
**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.
- 11:15 – 11:45 **Annual Training and New Commissioner Training – Hearing Room 1**  
**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.
- 11:45 – 1:00 **Lunch (on your own)**

- 1:00 – 2:00 **Annual Training and New Commissioner Training – Hearing Room 1**  
**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.
- Special Session – Conference Room 1**  
**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.
- Special Session – Hearing Room 2**  
**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.
- 2:10 – 3:10 **Annual Training – Hearing Room 1**  
**Kentucky Division of Water Update – Russell Neal**  
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 – Conference Room 1**  
**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 – Hearing Room 2**  
**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.
- 3:20 – 4:20 **Annual Training – Hearing Room 1**  
**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.

- 3:20 – 4:20 ***New Commissioner Training – Conference Room 1***  
**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.
- Special Session – Hearing Room 2***  
**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.

**Wednesday, December 11, 2013**

- 7:30 – 8:00 ***Hearing Room 2 - Registration and Breakfast***
- 8:00 – 9:30 ***Annual Training and New Commissioner Training – Hearing Room 1***  
**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.
- 9:40 – 10:40 ***Annual Training and New Commissioner Training – Hearing Room 1***  
**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.
- 10:50 – 11:50 ***Annual Training and New Commissioner Training – Hearing Room 1***  
**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.
- 11:50 – 1:00 ***Lunch (on your own)***
- 1:00 – 3:00 ***Annual Training and New Commissioner Training – Hearing Room 1***  
**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.
- 3:10 – 4:10 ***Annual Training and New Commissioner Training – Hearing Room 1***  
**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.

