

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC ACCREDITATION AND	)	
APPROVAL OF A PUBLIC SERVICE	)	CASE NO.
COMMISSION WATER PERSONNEL TRAINING	)	2023-00313
SEMINAR AS A 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 Kentucky Jenny Wiley State Resort Park located at 75 Theatre Ct., Prestonsburg, Kentucky, on September 12-13, 2023. This seminar included instruction regarding trends in applicable laws and regulations, risk management, and utility administration.

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.
2. The seminar conducted at Jenny Wiley State Resort Park located at 75 Theatre Ct., Prestonsburg, Kentucky, on September 12-13, 2023, should be approved for

six credit hours of water district management training and six hours of new water district commissioner training per day.

3. A course syllabus for the training seminar is attached to this Order as Appendix A.

4. Those individuals appearing in the list of attendees attached to this Order as Appendix B should receive the credit for the number of hours that he or she attended the training.

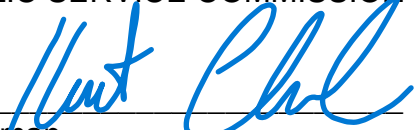
IT IS THEREFORE ORDERED that:

1. The 2023 Water Personnel Training Seminar, which the Commission conducted at Jenny Wiley State Resort Park located at 75 Theatre Ct., Prestonsburg, Kentucky, on September 12-13, 2023, is approved for six credit hours of water district management training and six hours of new water district commissioner training per day.

2. Those individuals appearing in the list of attendees attached to this Order as Appendix B shall receive the credit for the number of hours that they attended the training.

3. This case is closed and removed from the Commission's docket.

PUBLIC SERVICE COMMISSION

  
Chairman

  
Vice Chairman

  
Commissioner

ENTERED  
OCT 30 2023  
KENTUCKY PUBLIC SERVICE COMMISSION <sup>rsc</sup>

ATTEST:

  
Executive Director

APPENDIX A

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2023-00313 DATED OCT 30 2023

FOUR PAGES TO FOLLOW

# 2023 Water Commissioners Training Seminar

*Jenny Wiley State Resort Park*

Presented by the



## **Kentucky Public Service Commission**

**September 12-13, 2023**

### **Day One**

7:55 - 8:00

Welcome/Overview

8:00 – 9:00

**Board Operations and Requirements** Presented By: Tina Fredrick (PSC staff)

This presentation will cover the basic duties and responsibilities of water district commissioners and directors of water associations. These include the relationship with the county judge/executive and fiscal court, the hiring and supervision of water district senior staff, the conduct of board meetings, board recordkeeping requirements and other aspects of board operations. Requirements of Kentucky open meeting law will be emphasized. As will best practices for keeping minutes of board meetings.

9:00 – 10:30

**Sustainable Infrastructure through Preventative Maintenance** Presented By: Kim Padgett (RCAP)

As a water district board member your most important responsibility is to ensure your system can deliver a safe and adequate supply of drinking water to your customers. To assist in that endeavor, this session will explore the assets of a drinking water system, the cost effectiveness of asset management and preventative maintenance, and their importance to system sustainability.

10:30 – 10:45

Break

10:45 – 11:45

**Accounting controls and internal auditing** Presented By: William Coston (PSC staff)

PSC Staff will describe common procedures in the proper management of internal controls applicable to small water districts and associations. Additionally, personnel issues and limitations to internal controls will be covered. The presentation will also briefly discuss KRS 74.050 and the duties of the treasurer of a water district with respect to the statute.

## **Day One (Continued)**

11:45 – 1:00

**Lunch – On Your Own**

1:00 – 2:30

**Consumer Services** – Presented by: Rosemary Tutt (PSC staff)

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.

2:30 – 3:45

**Kentucky's Underground Facilities Protection Law** Presented by: Jessica Norris-Canfield & Eric Tout (PSC Staff)

This presentation details the responsibilities water utilities have under the Kentucky Underground Damage Prevention Act and best practices to follow to maintain compliance with the Act.

3:45 – 4:15

**PSC Water Loss Calculation Form** – Presented by: Jason Green (PSC staff)

The presentation will discuss the consequences and impact of excessive water loss in a utility's operations. In addition, PSC staff will discuss the requirements for reporting unaccounted-for water loss. This session will take a step-by-step look at the forms and the data and calculations necessary to complete the form.

# 2023 Water Commissioners Training Seminar

*Jenny Wiley State Resort Park*

Presented by the



## **Kentucky Public Service Commission**

**September 12-13, 2023**

### **Day Two**

7:55 - 8:00

Welcome/Overview

8:00 – 9:00

**PSC Regulatory Requirements** Presented by: Tina Fredrick (PSC Staff)

This presentation is a review of the Public Service Commission's jurisdiction over water districts and associations, including the statutory and regulatory requirements that are imposed upon water districts and associations as a result of their status as public utilities. The importance of seeking advance PSC approval of financing or for deviations from PSC regulations will be emphasized, as will the criteria which the PSC uses to evaluate such requests. Legal requirements for filings, including the necessity of representation by an attorney, also will be addressed.

9:00 – 10:30

**Ethics:** Presented by: Tina Fredrick (PSC Staff)

Join staff to discuss the ethics laws and the statutory provisions addressing the standards of conduct for water district commissioners and employees as well as directors and officers of nonprofit water associations.

10:30 – 11:30

**Ratemaking Basics** Presented by: Jeff Abshire and Jason Green (PSC Staff)

PSC staff will discuss ratemaking issues of current interest, including recent changes in Commission treatment of certain expenses, Alternative Rate Filing (ARF), and methods for establishing a utility's revenue requirements. Attention will be given to recurring problems with rate adjustment filings and purchased water adjustment (PWA) applications. The ratemaking consequences of excessive water loss will be covered.

11:30 – 12:45

**Lunch – On Your Own**

## **Day Two (Continued)**

12:45 – 1:45

**Inspections and Water Loss** Presented by: Taylor Stamper (PSC Staff)

This session will explain how the PSC conducts and follows up on inspection results. The PSC also is placing a greater emphasis on reducing unaccounted-for water loss. This will be a point of emphasis during inspections. The financial consequences of excessive water loss to a utility and to its customers also will be addressed.

1:45 -- 2:45

**Training and Retaining Your Certification Workforce** – Presented by: BJ Bland (KY Division of Compliance Assistance)

This will be an overview of the importance of proper licensing and training requirements concerning certified operators. This training will also focus on the requirements, job duties, and other functions required by operator certification, as well as the importance of the role of elected officials in this process. The relationship between elected officials and operators will also be discussed.

2:45 -- 3:45

**Cybersecurity** – Presented by: David Carter (Commonwealth Office of Technology)

This presentation looks at the emerging threats to utilities posed by hacking or other intrusions into utility computer systems. The presentation will focus on preventing such intrusions.



APPENDIX B

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2023-00313 DATED OCT 30 2023

TWO PAGES TO FOLLOW

Andy Beshear  
Governor

Rebecca W. Goodman  
Secretary  
Energy and Environment Cabinet



Commonwealth of Kentucky  
**Public Service Commission**  
211 Sower Blvd.  
P.O. Box 615  
Frankfort, Kentucky 40602-0615  
Telephone: (502) 564-3940  
Fax: (502) 564-3460  
psc.ky.gov

Kent A. Chandler  
Chairman

Angie Hatton  
Vice Chairman

Mary Pat Regan  
Commissioner

September 25, 2023

Re: Case No. 2023-00313

Accreditation and Approval of a Public Service Commission Water Personnel Training Seminar as a Water District Commissioner Training Program

Attached is a list of the persons who attended the 2023 Water Personnel Training Seminar held in person on September 12-13, 2023, which includes their name, utility or agency, and the number of hours they attended.

If you have any question please contact Commission Staff, at PSCWaterTraining@ky.gov.

Sincerely,

A handwritten signature in blue ink that reads "Linda Bridwell".

Linda Bridwell  
Executive Director.

<b>2023 Public Service Commission Water Training Sept. 12-13, 2023</b>		
<b>PSC Attendance List - Case No. 2023-00313</b>		
Name	Utility	Hours Earned
Branscum, Lexi	Morgan County Water District	12
Chaney, Paul	Mountain Water District	6
Couch, Ted	Hyden-Leslie County Water District	12
Durham, Bob	Whitley County Water District #1	6
Elam, Shannon	Morgan County Water District	12
Feeser, Daniel	Hardin County Water District #2	12
Field, William	Corinth Water District	12
Fields, Nathan K.	Harrison County Water Association, Inc.	12
Gay, Ronnie R.	Hyden-Leslie County Water District	6
Gibson, Don	Knott County Water & Sewer District	6
Goodson, Jeremy	Knott County Water & Sewer District	6
Justice, Gerald Mitchell	Mountain Water District	6
McDaniel, Ricky	Knott County Water & Sewer District	6
Meadors, Andrew	Whitley County Water District #1	6
Parsons, James	Boone County Water District	12
Powell, Gregory W.	Grant County Sanitary Sewer District	12
Prater, Jeff	Southern Water & Sewer District	6
Rick, Roberts	Southern Water & Sewer District	6
Runyon, Myrtle	Mountain Water District	6
Shepherd, Bob	Southern Water & Sewer District	6
Slone, Phillip D.	Knott County Water & Sewer District	6
Stanley, Ralph	Whitley County Water District #1	6
Tackett, Randy	Mountain Water District	12
Turner, Larry J.	Hyden-Leslie County Water District	12
Vaughn, Craig	East Clark County Water District	12
Williams, Freddie	Knott County Water & Sewer District	6
Woosley, Brian	Hardin County Water District #2	12
Wright, Melissa	Mountain Water District	12

\*Boone County Water District  
Boone County Water District  
2475 Burlington Pike  
P. O. Box 18  
Burlington, KY 41005

\*Hardin County Water District #2  
Hardin County Water District #2  
1951 West Park Road  
P. O. Box 970  
Elizabethtown, KY 42702-0970

\*Corinth Water District  
Corinth Water District  
215 Thomas Lane  
P. O. Box 218  
Corinth, KY 41010

\*Southern Water & Sewer District  
Southern Water & Sewer District  
245 Kentucky Route 680  
P. O. Box 610  
McDowell, KY 41647

\*Grant County Sanitary Sewer District  
Grant County Sanitary Sewer District  
One Farrell Drive  
P. O. Box 460  
Crittenden, KY 41030

\*Mountain Water District  
Mountain Water District  
6332 Zebulon Highway  
P. O. Box 3157  
Pikeville, KY 41502-3157

\*Hyden-Leslie County Water District  
Hyden-Leslie County Water District  
356 Wendover Road  
Hyden, KY 41749

\*East Clark County Water District  
East Clark County Water District  
118 Hopkins Lane  
P. O. Box 112  
Winchester, KY 40391

\*Knott County Water & Sewer District  
Knott County Water & Sewer District  
7777 Big Branch Road  
Vicco, KY 41773

\*Whitley County Water District #1  
Whitley County Water District #1  
19 S Highway 25W  
Williamsburg, KY 40769

\*Morgan County Water District  
Morgan County Water District  
1009 Hwy 172  
West Liberty, KY 41472

\*Harrison County Water Association, I  
Harrison County Water Association, Inc.  
433 SeaBiscuit Way  
Cynthiana, KY 41031