Steven L. Beshear Governor

Leonard K. Peters 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

March 6, 2012

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

Shelby Energy Cooperative, Inc. Re:

Case No. 2011-00403

Dear Mr. Derouen:

Attached hereto for filing in this case is Exhibit A to the Stipulation of Facts and Settlement Agreement that was filed in this case on February 17, 2012. Exhibit A was inadvertently omitted from the February 17, 2012 filing.

Sincerely,

Richard G. Raf

Assistant General Counsel

RGR/kar

cc: Donald T. Prather, Esquire

**Enclosure** 



David L. Armstrong

James W. Gardner

Vice Chairman

Chairman

# **EXHIBIT** A



# SHELBY ENERGY COOPERATIVE POSITION DESCRIPTION

JOB TITLE:

Manager of Engineering

LOCATION: Engineering

FLSA STATUS:

Exempt

Engineering

EEO CODE: 01-A

REPORTS TO:

VP of Operations &

NRECA JOB CODE: 16C

### GENERAL SUMMARY:

Under general supervision of the VP of Operations & Engineering, the primary responsibility is to manage, direct, coordinate and control the design and quality of the distribution facilities necessary to provide the safest and most efficient and reliable delivery of service consistent with sound engineering practices. This includes providing reliable metering services that take in testing, installation and other various functions.

### **ESSENTIAL DUTIES AND TASKS:**

- 1. Manage and direct an engineering and technical support staff, addressing conflicts and issues as they occur.
- 2. Manage and direct information technology functions and staff.
- 3. With assistance of engineering and other employees accountable for preparing multi-year construction work plans. Work directly with system engineer and assist with appropriate filings to obtain RUS approval and the Kentucky Public Service Commission Certificate of Public Convenience and Necessity (CPCN) prior to construction of plant. Preparation of the CWP will require Financial Forecasting coordination with the accounting and finance department of the Cooperative.
- 4. Learn and remain current about the Cooperative's service territory, facilities and system design.
- 5. Learn and remain current about Kentucky Public Service Commission (PSC) rules and regulations along with those of the Cooperative including established policies and procedures.
- 6. Learn and remain current about RUS standards and bulletins relating to engineering, loans, contracts, construction work plan coding and other requirements.
- 7. Monitor construction projects to assure compliance with NEC, NESC, RUS and Cooperative requirements.



# SHELBY ENERGY COOPERATIVE POSITION DESCRIPTION

JOB TITLE:

System Engineer

**LOCATION:** Engineering

FLSA STATUS:

Non-Exempt (As of 11/11)

EEO CODE: 02

REPORTS TO:

Manager of Engineering

NRECA JOB CODE: 160

### GENERAL SUMMARY:

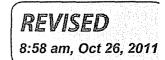
Provide engineering knowledge and expertise in the production of sectionalizing studies, work plans, long range plans, transformer and other equipment evaluations, and other engineering studies to assure system reliability and efficiency.

Maintaining the proper performance of metering devices, voltage regulation devices and other special electronic equipment related to the electric utility industry.

Responsible for the operation of electronic data collection and monitoring systems that interface with the Cooperative's local network and its various interfaces within the distribution system.

### ESSENTIAL DUTIES AND TASKS:

- 1. Assists with evaluation of electric distribution system reliability and efficiency studies including voltage drop, fault current, load balance, arc flash studies and long range distribution planning.
- 2. Works directly with management and other engineering employees to prepare multi-year construction work plans. Accountable for preparation of appropriate filings to obtain RUS approval and the Kentucky Public Service Commission Certificate of Public Convenience and Necessity (CPCN) prior to construction of plant. Preparation of the CWP will require Financial Forecasting coordination with the accounting and finance department of the Cooperative.
- 3. Test and calibrate single and polyphase watt-hour meters, demand meters, recording volt meters, substation demand reduction devices, etc. in conjunction with the Cooperative policies and Public Service Commission regulations.
- 4. Provide inter-departmental support and training: such as line distribution equipment installations and support to the Billing Department on metering and large load accounts.
- 5. Develop strategies to assist with member complaints due to voltage sags, blink, etc.
- 6. Responsible for requesting specific quotes and purchasing specialized equipment.



### SHELBY ENERGY COOPERATIVE POSITION DESCRIPTION

JOB TITLE:

Vice President of

Operations & Engineering

**LOCATION:** Operations &

Engineering

FLSA STATUS:

Exempt

EEO CODE: 01-A

REPORTS TO:

President & CEO

NRECA JOB CODE: 16A

## **GENERAL SUMMARY:**

Direct engineering, operations, safety, and maintenance functions and department personnel, in the design of the optimum electric system consistent with RUS requirements. safe practices, current regulations, codes, and sound engineering, construction, and maintenance principals that produce quality, effective and efficient electric service to our customers. Maintain and enhance key accounts program. Supervise and direct engineering and construction personnel and provide overall direction and control.

Provide leadership and direction which will prompt high morale, job satisfaction, and team effort. Maintain excellent communications and cooperative behavior with all departments and areas of the Cooperative.

Keep President & CEO informed of what is happening in assigned areas of responsibility with routine updates. To inform the President & CEO of concerns, emergencies, and /or cooperative news while the CEO is away from the office.

### ESSENTIAL DUTIES AND TASKS:

## A. Electric System Planning:

- 1. Direct preparation of a Long-Range Plan for the orderly development of the electric system while analyzing various alternatives to determine the best possible plan.
- 2. Assist East Kentucky Power Cooperative in the preparation of Power Requirement Studies.
- 3. Develop system protection studies to optimize protection of the system, customers, and minimize outages. Prepare and maintain outage analysis reports.
- Accountable for directing the timely preparation of Construction Work Plans. Responsible for verifying appropriate filings are prepared to obtain RUS approval and the Kentucky Public Service Commission Certificate of Public Convenience and Necessity (CPCN) prior to construction of plant. Preparation of the CWP will require Financial Forecasting coordination with the accounting and finance department of the Cooperative.
- 5. Develop and administer a comprehensive Right of Way plan for the cooperative. This plan should also consider the use of herbicides and other alternative solutions.

# SHELBY ENERGY COOPERATIVE

**ΥΥΥΥ ~ ΥΥΥΥ Construction Work Plan** Shelbyville, Kentucky KY 30 Shelby

Process Schedule for Preparation of Construction Work Plan

Date:

	19 Await	18 Submi	17 Await	16 Submi	15 Develo	14 Board	13 Prepar	12 Reviev	11 CEO a	10 Meet w	9 Prepar	8 Submit	7 Develo	6 Examir	5 Develo	4 Discus	3 Gather	2 Meet w	1 Meet w	Step
	Await Order on CWP CPCN from PSC	Submit Final RUS Washington CWP Approval to PSC	Await Final RUS Washington Comments on CWP / BER et.al.	Submit CWP to RUS Washington, D.C.(Inc. BER)	Develop / File Application for CPCN with the KY PSC	Board Presentation / Approval Resolution	Prepare Board of Directors CWP Exec Summary	Review / Obtain Final Approval for CWP with RUS GFR	CEO and Staff Final CWP Budget Consideration	Meet with RUS GFR to Discuss Historical / CWP Costs	Prepare Historical and Projected Cost Data	Submit "Letter of Intent to File" for CWP CPCN to PSC	Develop CWP Recommendations	Examine CWP Engineering Analysis Results for Validity	Develop and Run Engineering Models per Current Load Forecast	Discuss Specific System Issues w / Operations	Gather County and Other Agency Comprehensive Plans	Meet with RUS GFR to Discuss Plan Details / Guidelines	Meet with CEO and Staff to Discuss Plan Outline	Process
																		The second secon		Employee Responsible for Process *
	larget		larger	Week 20	Week 20	Week 19	Week 18	Week 1/	Week 17	Week 15	Week 15	Week 14	Week 13	Week 09	Week 08	Week 04	Week 02	Week UT	Week 01	Projected Completion ***
		The state of the s												The state of the s						Date Complete
_																				Employee Certification (Initial)

RUS: Rural Utilities Service
GFR: General Field Representative for RUS
BER: RUS-Required "Borrowers Environmental Reports" that Certifies CWP will have minimum impact
CWP: Construction Work Plan

CPCN: Certificate of Public Convenience and Necessity

- Employee responsibilities will be assigned prior to beginning the CWP The above schedule is subject to change based on the flow of work after beginning the CWP