

Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 19, 2012

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PUBLIC SERVICE
COMMISSION

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

Dear Mr. Derouen:

Kentucky Rural Water Association will host its 2012 Management Conference at the Holiday Inn University Plaza and Sloan Convention Center in Bowling Green, Kentucky on February 22-23, 2012. We respectfully request that this training be approved for commissioners as referenced in 807 KAR 5:070.

Please find enclosed a training summary which includes a timed agenda, a description of each session, and speaker biographies. Approval has been requested from the Kentucky Board of Water Treatment and Water Distribution System Operators. A copy of that application is included.

With this letter and enclosures, Kentucky Rural Water Association requests the approval of nine (9) hours for commissioner and board member training. If additional information is needed please do not hesitate to contact us.

Sincerely,

Randall Kelley
Training Specialist

Enclosures (Original and 5 packets)

jc

Kentucky Rural Water Association
2012 Management Conference – *Measuring Success One Drop at a Time*
February 22-23, 2012
Holiday Inn University Plaza and Sloan Convention Center
Bowling Green, Kentucky

Learning Objective: The management conference will be directed toward the operators, managers, office personnel, and decision-makers of water and wastewater utilities. This year's conference will address challenges faced by water and wastewater utilities and highlight the progress being made – one challenge at a time.

A timed agenda and brief description of each session follows.

Day One – Wednesday, February 22, 2011

- | | | |
|----------|-----------------------|--|
| Topic #1 | 8:00 - 9:00 A.M. | <p><i>Federal and State Legislative Updates</i> (1.0 hr.)
 Bill Simpson, Legislative Analyst, National Rural Water Association
 Gary Larimore, Kentucky Rural Water Association
 The Congress in Washington D.C. and the Kentucky State Legislature in Frankfort regularly have a heavy work load regarding proposing and passing new legislation. New laws affecting the water and wastewater industry can have wide ranging implications for water and wastewater utilities and their ability to maintain compliance. However, it is often difficult for utility managers to be aware of new legislation being proposed on the federal and state level. This session will discuss new legislation potentially affecting the water and wastewater industry that has been proposed and/or passed by both elective bodies.</p> |
| Topic #2 | 09:20 – 10:20 A.M. | <p><i>Kentucky Division of Water Regulatory Update</i> (1.0hr.)
 Julie Roney, Kentucky Division of Water
 Regulations governing the operations of water and wastewater treatment facilities, distribution systems, and collection systems seem to perpetually change. Many of these changes can result from changes at both the federal level (USEPA) and the state level (KDOW). Keeping track of these changes is a difficult but crucial job for managers of water and wastewater utilities. Regulatory changes can lead to significant changes in sampling requirements, plant operations, manning requirements, laboratory requirements and budget needs. The sooner utility managers are made aware of regulatory changes, the sooner the subsequent affects can be assessed, planned for, and adjustments made. This session will provide an update from the Kentucky Division of Water on changes to the drinking water and wastewater regulations.</p> |
| Topic #3 | 10:40 – 11:40 P.M. | <p><i>One Step Misery: Kentucky Meth Epidemic</i> (1.0hr.)
 Tommy Loving, Bowling Green-Warren County Drug Task Force
 Methamphetamine drug use is serious problem in Kentucky and across the country. Last year, Kentucky ranked fourth nationally in the number of meth labs within the state. Further, the dangers posed by meth are not limited to those who make or use the drug. The production of meth requires the use of a number of very dangerous chemicals that create the potential of inhalation risks, chemical burns, spontaneous fire and even explosions. In addition, the people involved in manufacturing the drug are often addicts themselves and potentially violent. Drinking water and wastewater utility personnel are at an increased risk of being exposed to these dangers. Meter reading, line repair, and service calls can easily bring utility personnel into contact with meth labs and the people who run them. Utility personnel are also at risk of exposure once the meth ingredients are disposed. All of these factors can lead to special emergency response conditions for utility personnel. This session, given by an expert from law enforcement, will cover the meth crisis in Kentucky and the problems it creates for utility personnel.</p> |
| | 11:40 A.M. – 1:00 P.M | Lunch Break |

- Topic #4 1:00 – 2:00 P.M. ***Board Oversight of Public and Nonprofit Organizations: Lessons Learned*** (1.0 hr)
Brian Lykins, Kentucky State Auditor’s Office
 Many factors contribute to organizations such as water and wastewater utilities operating effectively, achieving their goals, and fulfilling their mission statement. The effective monitoring and oversight by an organization’s governing authority is an essential component to achieving each of these objectives. This session will discuss board members legal and fiduciary responsibilities to the organizations they serve. Suggested policies and processes that can improve control and oversight of an organization will also be explored. Also, highlighted will be actual examples of what can happen if board oversight, policies, and procedures are not in place or consistently followed.
- Topic #5 2:15 – 3:15 P.M. ***Hiring and Employing Veterans*** (1.0 hr)
Robert Shepard, U.S. Department of Labor, Veterans Employment & Training Service
 Many utilities have a difficult time finding and hiring qualified personnel to fill operator positions. The U.S. Department of Labor, Veterans Employment and Training Service (US DOL VETS) prepares veterans and service members for meaningful careers in the 21st Century, provides access to meaningful careers, and protects employment rights. US DOL VETS does this through numerous programs, projects, and compliance assistance responsibilities, such as:
1. Transition Assistance Program;
 2. Jobs or Veterans State Grant;
 - Disabled Veterans Outreach Program (DVOP) Specialist
 - Local Veterans Employment Representative (LVER)
 3. Competitive Grants; and
 - Homeless Veterans Reintegration Program
 - Veterans Workforce Investment Program
 - Incarcerated Veterans Transition Program
 4. Compliance Assistance
 - Uniformed Services Employment & Reemployment Rights Act of 1994 (USERRA)
 - Veterans Employment Opportunities Act of 1998 (VEOA)
- Topic #6 3:30 -- 4:30 P.M. ***Hiring Operators in Kentucky*** (1.0 hr.)
Julia Kays, Kentucky Division of Compliance Assistance
Andy Lange and Clem Wethington, Kentucky Rural Water Association
 Hiring qualified water and wastewater operators in Kentucky can be a difficult process for utilities. The process of becoming a certified operator can take several years often leaving a utility understaffed with certified operators. Further, individuals are often discouraged by the long process of becoming an operator and leave for another job before seeing the process through. This session will cover the rules and regulations that govern the process of becoming an operator and sources for posting job openings. Compensation rates are often sighted for the difficulties in hiring new operators. This session will also cover information concerning pay rates for operators across Kentucky and the future outlook for operator retirement numbers.

Day Two – Thursday, February 23, 2011

- Topic #7 8:00 – 9:00 A.M. ***Security Technology for Water and Wastewater Utilities*** (1.0 hr.)
Chris Keller and Patrick Keller, Advanced Global Communications
 Security around water and wastewater facilities has always been important, but has not always received the attention that it deserved. Since 9/11 and the creation of the Homeland Security Department, more attention has been given to security issues at utilities. Many utilities have purchased and installed surveillance systems to increase the security of their offices, plants, and associated facilities. However, this is an area where technological advances occur rapidly thus the security products available to utilities changes rapidly as well. This session will cover the basics of facility security at utilities, what products are available to utilities, how new security procedures can be implemented at utilities, and how existing and new technologies can be integrated to enhance the security of facilities.

- Topic #8 9:20 - 10:20 A.M. ***The Electrical Bulge*** (1.0 hr.)
James Jeffries, Hardin Co. Water District #2
Historically, electricity is one of the largest expenses encountered by a utility. Recent times have shown that electrical rates have substantially increased more rapidly than other operating expenses. This session covers the successful efforts by one utility to save electricity, increase operational efficiency, and reduce costs. This session will demonstrate how this utility worked to determine where electricity was being used efficiently, where it was not, the measures used to save electricity, and the necessity of documentation to reflect these achievements.
- Topic #9 10:40 - 11:40 A.M. ***Ethics, Pride, and Loyalty in the Workplace*** (1.0 hr.)
Randy Wells, Religious Studies, Western Kentucky University
Ethics, pride, and loyalty almost seem like old fashioned terms these days, but their value to any organization is important now as in the past. Employees of water and wastewater utilities have a special duty to their customers to provide a safe product to drink and to ensure that human waste does not spoil the environment. Further, operators conduct analyses and record results usually without someone looking over their shoulders, thus the opportunity for recording erroneous data is always there. Ethics, pride, and loyalty are also crucial in the efforts of maintaining good community and public relations with utility customers. Ethics, pride, and loyalty are critical characteristics for water and wastewater personnel. Managers and board members need to foster these characteristics in themselves and their staffs. This session will discuss ethics, pride, and loyalty, and the critical roles they play in the effective operations of utilities.

Kentucky Rural Water Association requests the approval of nine (9) hours of continuing education credit for water personnel attending sessions offered during the 2012 Management Conference.

Criteria for Training Credits: Attendees will be granted credit for actual time attending the training sessions. The maximum number of hours earned for day one will be six (6) hours. The maximum number of credit hours for day two will be three (3) hours. A sheet will be provided to participants to record their individual attendance at each session. This sheet will be stamped by KRWA personnel after the completion of each session. Individuals must return the completed sheet to KRWA in order to receive credit for attendance.



National Rural Water Association

2915 South 13th
Duncan, OK 73533
(580) 252-0629
nrwa@nrwa.org

Bill Simpson, Legislative Analyst

William (Bill) Simpson is a public policy and government relations consultant, specializing in appropriations, housing, agriculture and economic development issues and legislation. With over 19 years of experience in the legislative and executive branches of government, Bill provides a holistic approach of how government works.

Bill's background includes his work on the Senate Appropriation Committee for 7 years serving on the Full Committee and the Appropriations Subcommittees on Transportation, HUD and Agriculture, Rural Development and Related Agencies. Previous government experience also includes positions with two previous members of Congress and various positions within the Department of Agriculture including the Mississippi State Director for Rural Development, Deputy Chief of Staff to the Secretary and Senior Policy Advisor. Bill also has experience in the private sector ranging from constructing homes to working with the Mississippi Power Association.

Bill is a graduate of the University of Southern Mississippi.

Gary Larimore, Executive Director Kentucky Rural Water Association

Gary Larimore has been Executive Director of the Kentucky Rural Water Association since its formation in March, 1979. He received both Bachelor of Science and Master of Public Service Degrees from Western Kentucky University in Bowling Green, Kentucky.

Mr. Larimore is responsible for the administration and day-to-day operation of the Association's office and supervision of a nineteen-member staff. These duties include budgeting and financial management, personnel management, and acting as the primary representative with the membership, the board of directors, National Rural Water Association, various funding agencies, and other outside organizations. Additionally, Mr. Larimore serves as Secretary/Treasurer of the Kentucky Rural Water Finance Corporation, which was incorporated in 1995 for the purpose of assisting communities in obtaining competitive financing. Other primary duties include representing the Association's legislative and regulatory interests as a full-time lobbyist and working with water-related groups and organizations.

Mr. Larimore is the co-author of the *Kentucky Rural Wastewater Manual for Policymakers*, June 1993; *Kentucky Rural Water Assistance Manual*, January, 1990; *Water System Decision Makers – An Introduction to Water System Operation and Maintenance*, January 1988; and *Conserving Water and Energy – A Manual for Managers of Rural Water Utilities*, September, 1982. He has served on a variety of National Rural Water Association (NRWA) committees.

Julie Roney, Supervisor
Technical Assistance and Outreach Branch
Division of Water
14 Reilly Road
Frankfort, KY 40601
(502) 564-3410

Education: Bachelors of General Studies (developed my own curriculum with emphasis in Environmental Sciences)
University of Kentucky, Lexington, KY
December 1979 (with High Distinction)

Bachelors of Science in Biology
University of Kentucky, Lexington, KY
December 1990 (with High Distinction & Departmental Honors)

Masters in Biology
Eastern Kentucky University, Richmond, KY

Experience: 21+ years in the environmental field

Drinking Water Branch/Division of Water
February, 1999 to Present

Kentucky-American Water Company, Lexington, KY
Director of Water Quality
September 1987 to January 1999

Commonwealth Technology, Inc., Lexington, KY
Water/Biology Lab Supervisor
March 1980 to September 1987

Tommy Loving, Director
Bowling Green-Warren County Drug Task Force

The Bowling Green - Warren County Drug Task Force is committed to the suppression of illegal drugs and narcotics. The Drug Task Force, through the combined efforts of local, state and federal agencies, will actively pursue those groups or individuals who manufacture, distribute or sell illegal drugs within the jurisdictional boundaries of Warren County. The Drug Task Force will function as an extension of all law enforcement agencies within Warren County.

Brian Lykins, CISA, CFE
Executive Director
Office of Information Technology and Special Audits

Brian Lykins is a Certified Fraud Examiner and a Certified Information Systems Auditor with over 27 years experience in the Kentucky State Auditor's Office. He oversees audits of technology systems, performance audits, and special audits, including the audits of the Lexington Bluegrass Airport, Kentucky Association of Counties, and the Kentucky League of Cities. Audits under his direction have assisted organizations in addressing inefficient or wasteful activity, implementing best practices and cost saving measures, and have identified fraudulent activity. In one case alone, over \$900,000 of theft was discovered while performing a special audit of a city.



Robert A. Shepard
State Director - Kentucky
Veterans' Employment and Training Service (VETS),
U. S. Department of Labor

Mr. Shepard is the State Director for the U.S. Department of Labor (US DOL), Veterans Employment and Training Service (VETS). He has a Master of Science degree in Management and a Bachelor of Science degree in Public Management from Austin Peay State University.

Before coming to VETS, Robert served as a Local Veterans Employment Representative with the State of Tennessee where he provided services to Veterans through provision of direct employment and training assistance, as well as outreach with employers to develop increased hiring opportunities within the local work force by raising the awareness of employers to the availability and benefit of hiring Veterans.

Robert enlisted in the Tennessee Army National Guard in 1979 as a Cavalry Scout, receiving his Basic and Advanced Training at Fort Knox. He later went on to active duty in the U.S. Army, beginning as an enlisted soldier in the Infantry, transitioned to a Special Forces Communications Sergeant, and completing his 20 year active duty career by retiring as an Assistant Operations and Intelligence Sergeant with the 5th Special Forces Group at Fort Campbell, Kentucky.

Julia Kays, Manager
Certification and Licensing Branch
Division of Compliance Assistance
300 Fair Oaks Lane
Frankfort, KY 40601
502.564.0323 or 1.800.926.8111

Julia Kays is the manager of the Certification and Licensing Branch. She provides direct oversight of the day-to-day operations for the certification and licensing program. Prior to her managerial position, she served as the divisions' budget and grant analyst. In addition, she participated in program planning and evaluation activities for multiple division programs. She also worked in the Division of Water's KPDES Branch for two years and in the Field Operations Branch for six years.

Andy Lange, Assistant Director
Kentucky Rural Water Association

Andy Lange is the Assistant Director for the Kentucky Rural Water Association (KRWA) and has been employed there since 1989. Prior to joining KRWA, Mr. Lange worked for the Barren River Area Development District for five (5) years, providing administrative and financial assistance to local governments in the ten-county BRADD region. Mr. Lange has earned a Bachelor of Science in Geography and a Master of Public Administration from Western Kentucky University in Bowling Green, Kentucky.

As Assistant Director, Mr. Lange is involved with all management and administrative activities of the Association. He was originally responsible for performing loan sub-servicing under the Asset Management Program contract with National Rural Water Association (NRWA) for eight (8) years, ending in 1997. He also currently oversees KRWA's partnership with Western Kentucky University (WKU). These programs are the WKU Small System Circuit Rider, the Utility Management Institute (UMI), and the Technology Demonstration Project. Mr. Lange received the "Field Representative of the Year" award at NRWA's 1996 Annual Conference.

Mr. Lange's other responsibilities at KRWA include: coordinating and monitoring internal membership activities, producing and editing KRWA printed publications, and assisting in the administration of KRWA finance programs. In addition, Mr. Lange has been involved in the production of over seventy-five operation and maintenance manuals for water systems, has produced the final report for the Kentucky River Authority Water Counts project, and has participated in, and written, Operation Review studies for three (3) water and wastewater utilities since 1995.

CLEM WETHINGTON
Kentucky Rural Water Association

Clem Wethington came to Kentucky Rural Water Association in 1987 from the City of Eddyville where he was Superintendent of Public Works for over eight years. For nine years he served on the Eddyville City Council. Clem holds the following licenses: Class IIIA Kentucky Water Treatment Plant Operator's License, Class II Kentucky Water Distribution System Operator's License, and Class I Kentucky Wastewater Treatment Plant Operator's License.

Other positions Mr. Wethington has held while at KRWA is that of Circuit Rider, Groundwater Technician, Program Specialist, and Compliance Specialist. His primary duties as Circuit Rider were to provide technical assistance and hands-on training to rural water utility personnel. As a Groundwater Technician he helped communities develop local wellhead protection plans. The Program Specialist is dually responsible for providing training and technical assistance to water systems. As a Compliance Specialist he trains and assists utilities with regulations, recordkeeping, & reporting.

Chris Keller, Owner
Patrick Keller, Owner
Advanced Global Communications (AGC)
13314 West Hwy 42
Prospect, Kentucky 40059
502.583.6000

Chris and Patrick Keller are owners of Advanced Global Communications, headquartered in Prospect, Kentucky, a suburb of Louisville. Advanced Global Communications is a privately held company delivering voice, data, structured cabling, security and audio/visual solutions to clients.

AGC is committed to providing technology-based solutions centered on clients' needs in the most efficient and cost-effective manner possible. Chris and Patrick provide solutions based on exceptional technology, expertise, responsiveness and customer service. AGC delivers services with absolute professionalism, respecting their clients' policies and cultures while adhering to safety, environmental stewardship and corporate citizenship. AGC provides training programs for the National Crime Prevention Institute and in 2010 was recognized for their commitment to security issues.

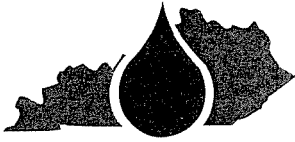
James Jeffries

General Manager
Hardin County Water District No. 2
360 Ring Road
Elizabethtown, KY 42702
(270) 737-1056 Ext. 303
jjeffries@hardincountywater2.org

James R. Jeffries, better known as JJ, became General Manager of Hardin County Water District No. 2 in August 2006. He holds a Bachelors of Science degree in Mechanical Engineering from the University of Kentucky and an MBA from Western Kentucky University. He has a Class IV-D Drinking Water Distribution Operator Certification and a Class II-A Water Treatment Plant Operator Certification. Before joining the drinking water utility industry, Mr. Jeffries spent fifteen years in the automotive manufacturing sector where he held positions in the engineering and production management fields.

Randy Wells

Randy Wells holds a Bachelor of Arts degree from Heritage Christian University, a Master of Arts in Religion and a Master of Divinity both from Lipscomb University. Mr. Wells is listed with the Speakers Bureau of the WKU Alive Center for Community Partnerships. One of his topics of expertise is "Ethics." Additionally, Randy has 10 years of experience teaching at Western Kentucky University through their South Campus (Community College) where he has taught University Experience, Old Testament, New Testament and Introduction to Religious Studies. Randy Wells began preaching at age 22 and has been the minister at the Alvaton Church of Christ since August, 2000.



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 17, 2012

Ms. Lisa Butler, Program Coordinator
Operator Certification
Division of Compliance Assistance
300 Fair Oaks Lane
Frankfort, KY 40601-1190

Dear Ms. Butler:

Please present the enclosed "Application for Approval of Courses for Continuing Education Credit" to the Kentucky Board of Certification of Water Treatment and Distribution System Operators and the Kentucky Board of Certification of Wastewater System Operators at their next respective meetings, as outlined below.

TOPIC	DATE(S)	LOCATION	TYPE
<i>2012 Management Conference – Measuring Success One Drop at a Time</i>	February 22-23, 2012	Holiday Inn University Plaza & Sloan Convention Center Bowling Green, KY	DW / WW

Resumes for the speakers have been included along with the training summary which includes a timed agenda. Should you have any questions, please do not hesitate to contact the Kentucky Rural Water Association office at 270.843.2291.

Sincerely,

Janet Cole
Education Coordinator
j.cole@krwa.org

Enclosures

Mail to: Division of Compliance Assistance Certification and Licensing Branch Operator Certification Program 300 Fair Oaks Lane Frankfort, KY 40601	Commonwealth of Kentucky Department for Environmental Protection Application for Approval of Courses for Continuing Education Credit <i>Drinking Water Treatment, Drinking Water Distribution, Bottled Water, Wastewater Treatment and Collection System</i> Telephone: 1-800-926-8111 www.dca.ky.gov/certification	<i>For Official Use Only Do not write in this space</i>
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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: 2012 Management Conference - Measuring Success One Drop at a Time

Holiday Inn University Plaza/Sloan Convention Center, Bowling Green, KY

B. Location and Date/s: February 22-23, 2012

C. Cost per Student or Group: \$ 150.00

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: 9 hrs.

Wastewater Treatment and/or Collection: 9 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

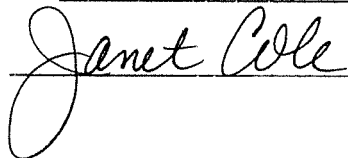
IV. Additional Attachments (required for distance learning courses, optional for other training):

- 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: 

1/17/2012