

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. 2015-00336
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 1–2, 2015. 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.

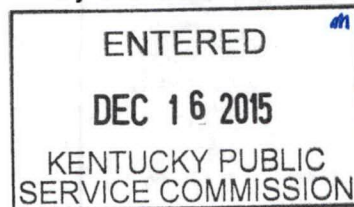
2. The seminar conducted at its offices in Frankfort, Kentucky, on December 1–2, 2015, should be approved for 12 credit hours of water district management training and for 12 hours of new water district commissioner training.

IT IS THEREFORE ORDERED that:

1. The 2015 Water Personnel Training Seminar, which the Commission conducted at its offices in Frankfort, Kentucky, on December 1–2, 2015, is approved for a maximum of 12 credit hours of water district management training and for a maximum of 12 credit hours of new water district commissioner training.

2. Within 20 days of the date of this Order, Commission Staff shall file into the post case referenced correspondence file for this case a list of the names of each attendee, his or her water district, and the number of hours that he or she attended at this training program.

By the Commission



ATTEST:

  
Executive Director

APPENDIX

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2015-00336 DATED **DEC 16 2015**

2015 Water Training Seminar  
Presented by the Public Service Commission  
Offices of the Public Service Commission  
December 1-2, 2015

Tuesday, December 1, 2015

7:30 – 8:00 **Registration and Breakfast**

8:00 – 8:15 **Welcome**

8:15 – 8:35 **Comments by Chairman Jim Gardner – HR 1**

8:35 – 9:35 *Annual Training and New Commissioner Training – HR 1*

**Philosophy of Rate Regulation of Monopolies – Jeff DeRouen, PSC Ex. Director**  
A historical overview of the legal and philosophical underpinnings of rate regulation.

9:45 – 10:50 *Annual Training – HR 1*

**Funding – Kim Padgett, RCAP, and Kimberly McCay, RD**

The keys to obtaining funding from a federal or state agency are hard work, creativity, timing, and perseverance. Know how the funding agencies work, the types of projects they fund, and your responsibilities for eligibility. This presentation provides an overview of federal and state funding opportunities for water and wastewater projects throughout the Commonwealth.

*New Commissioner Training – CR 1*

**Operation of WD/WA – Legal Aspects – Gerald Wuetcher, SKO**

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.

*Special Session – HR 2*

**Consumer Services, One-on-One Discussion – Ginny Smith, PSC**

The Commission's Director of Consumer Services will conduct a question and answer session for utility customer service representatives on Commission regulations dealing with customer relations, including termination of service, billing disputes, imposition and collection of certain charges and fees, and customer notice.

11:00 – 12:00 *Annual Training – HR 1*

**Recent Developments in Utility Regulation – David Spenard, PSC**

This presentation is a review of the recent developments in public utility law and regulation. Recent changes in Kentucky statutes affecting the operation of water utilities will be discussed. Recent changes to Public Service Commission regulations will also be discussed.

*New Commissioner Training – CR 2*

**Commissioner Board Meetings – Damon Talley, KRWA**

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.

12:00 – 1:15 **Lunch – On Your Own**

1:15 – 2:15 *Annual Training and New Commissioner Training – HR 1*

**Increased Fraud Awareness and Ethics – Brian Lykins, Auditor**

2:25 – 3:25 *Annual Training – HR 1*

**Water Loss/Non-Revenue Water – Kim Padgett, RCAP**

Session will focus on water loss and its effects on sustainable drinking water systems. Topics include nonrevenue water, water loss detection strategies, leak detection technologies, water audits, and water loss control programs.

*New Commissioner Training – CR 2*

**Open Records/Open Meetings Acts – Todd Osterloh, STBM**

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.

2:50 – 3:50 *Special Session – HR 2*

**How to File and Update Tariffs – Brent Kirtley, PSC**

This presentation will address when to update your tariff, what to file when updating your tariff, and how to e-file your updated tariff. Time permitting, the presentation will also include important information regarding certain tariff and filing related issues.

3:30 – 4:30 *Annual Training and New Commissioner Training – HR 1*

**Consumer Relations Panel – Ginny Smith, Richard Raff, David Spenard, Sam Reid, PSC**

This is a question and answer session with the PSC employees from the Consumer Services, General Counsel, and Financial Analysis Divisions.

Wednesday, December 2, 2015

7:30 – 8:00 **Registration and Breakfast**

8:00 – 9:00 *Annual Training – HR 1*

**Cyber Security – Mike Langfels, KAW**

With an increase in technology and an increase in cyber threats to the water sector, how do you know where to start with securing your systems and personal information? This session will discuss various water sector resources, top 10 actions a utility can take to secure their SCADA systems, and provide plenty of time for questions.

*New Commissioner Training – CR 1*

**Internal Controls – Scott Lawless, PSC**

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.

9:10 – 10:10 *Annual Training – HR 1*

**Ethics: A Practical Exercise – David Spenard, PSC**

This presentation is a review of ethics laws and principles that affect water utility policy makers and managers.

*New Commissioner Training – CR 1*

**Water Quality Law – Julie Roney, FPB**

This presentation will cover the primary regulations dealing with the Safe Drinking Water Act and the Clean Water Act.

10:20 – 11:30 *Annual Training – HR 1*

**PSC Inspection/Investigation Overview – Mark Rasche, PSC**

This presentation is an introduction and overview of the PSC Inspection and Investigation processes. 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. Details about investigations will also be covered.

*New Commissioner Training – CR 1*

**Drinking System Basics – Julie Roney, FPB**

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.

11:30 – 12:45 **Lunch – On Your Own**

12:45 – 2:15 *Annual Training and New Commissioner Training – HR 1*

**Rate Cases and Regulation Changes to PWAs – Scott Lawless and Sam Reid, PSC; and Greg Dutton, AG**

Members of the Staff of the Public Service Commission and the Office of the Attorney General will discuss ratemaking issues of current interest, including recent changes in Commission treatment of depreciation. Alternative Rate Filing (ARF) and methods for establishing a utility's revenue requirements. Attention will also be given to recurring problems with rate adjustment filings and purchased water adjustment applications. Asst. Attorney General Dutton will provide the consumer advocate's prospective on these issues as well as discuss issues that are of particular concern to the AG's office.

*Special Session – HR 2*

**Consumer Services, One-on-One Discussion – Ginny Smith, PSC**

The Commission's Director of Consumer Services will conduct a question and answer session for utility customer service representatives on Commission regulations dealing with customer relations, including termination of service, billing disputes, imposition and collection of certain charges and fees, and customer notice.

2:25 – 4:00 *Annual Training – HR 1*

**Public Relation and Social Media – Andrew Melnykovich, PSC**

In the age of instant communication, how do you make sure that your message gets out their first and reaches the audiences that matter to you? In addition to basic principles of public communication and media relations, the session will cover the pros and cons of tools such as Twitter and Facebook.

*New Commissioner Training – CR 1*

**PSC Regulatory Requirements – Nancy Vinsel and Ginny Smith, PSC**

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.

