



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

February 4, 2015

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PUBLIC SERVICE
COMMISSION

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

Dear Mr. Derouen:

Kentucky Rural Water Association will present a training session for the Oldham County Water District on March 18, 2015. This session will be held at the Oldham Co. Parks & Recreation Department in LaGrange, Kentucky, and will offer six (6) hours of continuing education credit.

Please find enclosed a training summary/timed agenda for this class which includes a description of the topics and speaker information. This class has also been submitted to the Kentucky Board of Certification of Water Treatment & Distribution System Operators. A copy of the application is included.

With this letter and enclosures, Kentucky Rural Water Association respectfully requests that this training be approved for continuing education credit for commissioners as referenced in regulation 807 KAR 5:070. If additional information is needed, please do not hesitate to contact our office.

Sincerely,

Janet Cole
Education Coordinator
j.cole@krwa.org

Enclosures
(Original and 10 packets)

FEB 11 2015

PUBLIC SERVICE
COMMISSION

Training Sponsor: Kentucky Rural Water Association
Session Title: Training for Oldham County Water District
Date: March 18, 2015
Location: Oldham County Parks and Recreation, LaGrange, KY

Learning Objectives:

The objective of this session is to provide useful information to attendees to help them better perform their roles as drinking water operators and enhance the operations at their facilities.

Criteria for Training Credits:

Attendees will be granted credit for actual time attending the training session. The maximum number of training credit hours for this session will be six (6) hours.

TRAINING SUMMARY/TIMED AGENDA**DAY ONE – March 18, 2015****8:30 a.m. – 9:30 a.m.****(1 hour)****Session 1: Introduction to Asset Management****Presenter: Joe Burns, Kentucky Rural Water Association**

Water utilities possess many valuable assets. Treatment plants, distribution systems, buildings, vehicles, and equipment are just some of those assets. All of them have an expected life span before needing to be refurbished or replaced. Managing these assets is critical to ensuring financial viability and regulatory compliance. In addition, both EPA and KDOW have increased interest in Capacity Development and Sustainability, bringing a regulatory component to financial efficiency. This session will provide an introduction to asset management, the steps involved, and the regulations that enforce it.

9:30 a.m. – 10:30 a.m.**(1 hour)****Session 2: Cost Based Rates****Presenter: Andy Lange and Joe Burns, Kentucky Rural Water Association**

With the increased focus on the Financial Capacity of water utilities by the KYDOW and USEPA, proper rate structures are more important than ever. Many utilities do not base their rates on their full cost of service, and some don't even know what their full costs are. This session will discuss the need for cost based rates, what information and data are necessary to determine what a utility's cost truly are, and how to establish a rate structure based on that data.

10:30 a.m. – 11:30 a.m.**(1 hour)****Session 3: Rates Across Kentucky****Presenter: Andy Lange, Kentucky Rural Water Association**

How does your water utility's rates compare to your neighbor's? This session is designed as a follow up to the Cost Based Rates session. After attendees learn about cost based rates and rate setting, it's important to see where their rates fit within the overall scope of Kentucky systems. Rates can vary considerably from utility to utility. Sometimes the variations are legitimate, for example the infrastructure and operational costs in the mountains of eastern Kentucky can be significantly higher than in the flat land of western Kentucky. In other cases rates vary due to different debt burdens. However, in some cases, rates vary because of financial mismanagement. This session will offer data on how rates vary across Kentucky and discuss the primary reasons for this.

11:30 a.m. – 12:30 p.m. Lunch Break**12:30 p.m. – 1:30 p.m.****(1 hour)****Session 4: Board and Manager****Presenter: Damon Talley, General Counsel and Andy Lange, Kentucky Rural Water Association**

Effective communication is important in any setting, but effective communications between boards and managers is especially critical. This session will cover topics necessary for effective communications between boards and managers. Included will be the roles of managers and boards, board policies, budgets, personnel policies, and other topics of concern for boards and managers.

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1:30 p.m. – 2:30 p.m.

(1 hour)

Session 5: **Boardsmanship**Presenter: **Damon Talley, General Counsel, Kentucky Rural Water Association**

Managerial Capacity can be a vital component for a utility's goal of maintaining compliance with PUBLIC SERVICE COMMISSION regulations as addressed under Capacity Development. While being in a leadership position, board members have a defined role within the structure of a utility. This session will detail the roles and duties of the board as a whole, the duties of individual board members, and the duties of board officers. Also covered will be the 'legal standard of care' and the different types of board meetings and their requirements. Attendees of this session will learn the importance of utility boards in the Managerial Capacity of a utility.

2:30 p.m. - 3:30 p.m.

(1 hour)

Session 6: **Seven Factors Leading to the Success of Drinking Water Utilities in Kentucky**Presenter: **Andy Lange, Kentucky Rural Water Association**

This session will cover factors that have led to success on Kentucky drinking water utilities. In many ways Kentucky utilities lead the nation. Many factors have gone into making this possible, from adequate financing allowing utilities to manage their capacity development to regulations stemming from the USEPA, KY Division of Water, and the Public Service Commission. These factors have allowed Kentucky drinking water utilities to operate more efficiently and serve greater areas than utilities in other states.

Speaker Bios

Joe Burns has been with Kentucky Rural Water Association since April 1994. His experiences at KRWA have included implementing the NRWA source water protection program and oversight of the NRWA wellhead program and the Division of Water wellhead protection assistance grant. Joe currently oversees the Utility Optimization Program and works with utilities in the program to provide technical, managerial, and financial support. Prior to joining the KRWA staff, Mr. Burns was a Senior Groundwater Hydrologist for the Kentucky Division of Water beginning in July, 1991, where he was responsible for formulating Kentucky's Wellhead Protection Strategy. He also has experience in drilling and environmental monitoring. Joe holds Bachelor of Science and Master of Science degrees in Geology from Eastern Kentucky University.

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 Barron 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. Mr. Lange's duties include involvement with all management and administrative activities of the Association. Other responsibilities include: coordinating and monitoring internal membership activities, producing and editing KRWA printed publications, and assisting in the administration of KRWA finance programs. He has been involved in the production of operation and maintenance manuals for water systems, the final report for the KY River Authority Water Counts project, and Operation Review studies for utilities.

Damon Talley, a 1975 University of Kentucky College of Law graduate, is engaged in the general practice of law in Hodgenville, Kentucky. In 1979, he helped create the Kentucky Rural Water Association and has served as its General Counsel since then. Mr. Talley concentrates his practice in the field of utility law. He currently represents, or has represented, numerous utility clients including water districts, water associations, water commissions, municipalities, and privately owned utilities. Mr. Talley is a frequent speaker at training sessions sponsored by the Kentucky Rural Water Association, Public Service Commission, Division of Water, Utility Management Institute, and other industry groups.

<p>Mail to:</p> <p>Division of Compliance Assistance Certification and Licensing Branch Operator Certification Program 300 Fair Oaks Lane Frankfort, KY 40601</p>	<p>Commonwealth of Kentucky Department for Environmental Protection</p> <p>Application for Approval of Courses for Continuing Education Credit</p> <p><i>Drinking Water Treatment, Drinking Water Distribution, Bottled Water, Wastewater Treatment and Collection System</i></p> <p>Telephone: 1-800-926-8111 www.dca.ky.gov/certification</p>	<p><i>For Official Use Only Do not write in this space</i></p> <p>COPY</p>
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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: 3251 Spring Hollow Avenue

City, State and Zip: Bowling Green, KY 42104

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: Training for Oldham Co. Water District

B. Location and Date/s: Oldham Co. Parks & Recreation, LaGrange, KY March 18, 2015

C. Cost per Student or Group: \$ _____

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: 6 hrs.

Wastewater Treatment and/or Collection: _____

(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):

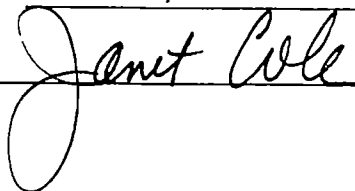
- A. Instructional Design (developed by whom/their credentials)
- B. Curriculum Content (subject matter experts/their credentials)
- C. Required Assignments and/or Examinations (type, passing score, etc.)
- D. Mandatory Time Constraints (deadlines, granting of extensions, etc.)

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:



February 2, 2015