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February 8, 2016

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

Re: Application for Continuing Education Credits

Dear Mr. Derouen,

The Rural Community Assistance Partnership (RCAP) will provide two trainings on March 14 in Morehead, Kentucky and on March 16 in Maysville, Kentucky. These sessions will offer six (6) hours of continuing education credits. We have already received approval from the Kentucky Board of Certification of Wastewater System Operators and the Kentucky Board of Certification of Water Treatment and Distribution System Operators.

With this letter and enclosures, RCAP respectfully requests that this training be approved for continuing education credit for commissioners as referenced in regulation 807 KAR 5:070.

Should you require additional information, please advise me at [khpadgett@capky.org](mailto:khpadgett@capky.org) or 502.875.5863. Thank you for all of your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Padgett".

Kimberly Padgett  
RCAP State Director - Kentucky

Enclosures

# **Rural Community Assistance Partnership (RCAP) 2016 Water Training**

Monday, March 14, 2016 and Wednesday, March 16, 2016

## **8:00 – 8:30 a.m. Registration, Welcome, and Overview**

## **8:30 – 10:00 a.m. Best Practices to Maintain Drinking Water Quality**

The objectives of this training are (1) Identify water system issues that may impact public health; (2) Describe the importance of water system as a barrier for protecting public health; and (3) Identify Best Management Practices to Maintaining Water Quality.

During this session, the attendees identify water system issues that may impact public health and identify Best Management Practices to maintaining water quality.

## **10:00 – 11:30 a.m. Revised Total Coliform Rule**

The objectives of this training are (1) Understand the Revised Total Coliform Rule objectives and requirements; (2) Recognize the differences and requirements of the Level 1 and Level 2 Assessments; and (3) Be exposed to the Repeat Sampling Site Plans and standard operating procedures for site selection.

This session will explain the Revised Total Coliform Rule objectives and requirements such as the differences between the Level 1 and Level 2 Assessments. In addition, the attendees will be exposed to the Repeat Sampling Site Plans and standard operating procedures for site selection.

## **11:30 – 12:30 p.m. Lunch**

## **12:30 – 2:00 p.m. Improving System Operation**

The objectives of this training are (1) To understand how our system assets and treatment processes communicate on a daily basis; (2) To learn how to gather and analyze this information; and (3) To learn how to make system improvements and improve water quality based on the results.

During this training we will learn how water system assets and treatment processes communicate with our operators on a daily basis. We will look at how to collect this valuable

information, the tools we can use to analyze this data, and the many improvements we can make by tracking the results. This will benefit operators by giving them the skills necessary to efficiently track daily operations and implement changes as the results suggest.

**2:00 – 3:30 p.m. Sample Collection**

The objectives of this training are (1) Understand general procedures and challenges for sample collection and (2) Recognize sample type, container type, preservation method, and maximum holding time for various sampling parameters.

This training will enhance the operator's knowledge of proper sampling techniques to reduce the risk of sample contamination and to ensure that the sample collected is of sufficient quantity, quality, and a true representation of the source.

**3:30 – 4:00 p.m. Closing Activities**

## **Trainer Biographies**

### **Kimberly Howard Padgett**

Ms. Padgett has worked with RCAP since 1997 and as the Kentucky State Director since 2000. Although assistance varies from project to project, Ms. Padgett helps each system develop a strategic plan to provide services at an affordable price to all its customers to ensure sustainability for that system. Activities typically include the preparation of annual operating budgets, cash flow analysis, financial record keeping, rate studies, GIS mapping of system assets, capital improvement plans, asset management plans, water audits, energy audits, internal controls, preparation and execution of legal documents (i.e. water purchase contracts, regionalization contracts, user agreements, ordinances, resolutions, and rights-of-way). Ms. Padgett's operator and board trainings incorporate effective teaching strategies and learning styles for the adult learner. Prior to RCAP, Ms. Padgett was a Senior Chemist at Commonwealth Technology, Inc. where she assisted drinking water systems with water quality monitoring compliance regulations. Ms. Padgett has a Bachelor of Science degree in Mathematics and Biology from Morehead State University.

### **Charles Mason**

Mr. Mason has provided technical assistance for RCAP since 2009. Although he provides assistance with project development, he specializes in operations and compliance related tasks. Mr. Mason is both a licensed drinking water operator and wastewater operator. He has obtained certification from U.S. Environmental Protection Agency for their Check Up Program for Small Systems and American Water Works Association trainer for Water Audits and Loss Control Programs. Prior to RCAP, Mr. Mason has 26 years of experience as a utility manager and operator serving a population greater than 12,195.

### **Jared Schmal**

Mr. Schmal has a Bachelor of Science in Business Administration and a Bachelor of Science in Technology and Industrial Arts with concentrations in Accounting and Management. Mr. Schmal has worked as a Technical Assistance Provider for Kentucky RCAP since 2010. As a Technical Assistance Provider he provides direct assistance to small communities with water needs. Assistance varies from project to project and includes activities such as developing GIS (Geographic Information Systems) databases and GIS data collection; budget preparation; water/wastewater rate studies; Special Purpose Governmental Entity requirements; USDA Rural Development financial requirements; and serving as a trainer for the Technical, Managerial, and Financial Capacity Development on-site utility trainings that RCAP provides to communities. Prior to RCAP, Mr.

Schmal was the Senior Accountant for Spendthrift Farm and an Internal Auditor for Community Action Kentucky.

### **Christopher A. Wells**

Mr. Wells has worked as a Technical Assistance Provider for Kentucky RCAP since 2001. As a Technical Assistance Provider he provides direct assistance to small communities with water needs. Assistance varies from project to project and includes activities such as compliance with Safe Drinking Water Act; vulnerability assessments; emergency response plans; consumer confidence reports; water/sewer user agreements; rights-of-way easements; board training on regulatory requirements; collection of GIS (Geographic Information Systems) coordinate data; System for Award Management registration; and source water protection plans. Prior to RCAP, Mr. Wells was a Client Relations Representative and Field Technician with Commonwealth Technology, Inc. and a Tax Clerk for the City of Nicholasville. Mr. Wells has an Associate Degree in Applied Science, Business Management.