



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 29, 2008

Ms. Beth O'Donnell, Executive Director
Public Service Commission
PO Box 615
Frankfort, KY 40602-0615

RECEIVED

JAN 31 2008

PUBLIC SERVICE
COMMISSION

Dear Ms. O'Donnell:

CASE NO: 2008-00039

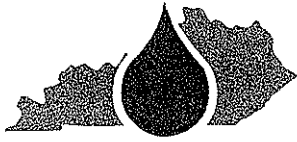
Enclosed is a letter and packet of information originally submitted to the Public Service Commission on January 14, 2008. After checking on the status of our request I was informed that this request was never received by your office.

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

Sincerely,

Janet Cole
Education Coordinator


Enclosure



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 14, 2008

 COPY

Ms. Beth O'Donnell, Executive Director
Public Service Commission
P. O. Box 615
Frankfort, KY 40602-0615

Dear Ms. O'Donnell:

Kentucky Rural Water Association will host its 2008 Management Conference at the Sloan Convention Center in Bowling Green, Kentucky on February 12-13, 2008. We request that this training be approved for commissioners as referenced in HB-75, KRS 74.020.

Please find enclosed a training summary, which includes a timed agenda, a description of each session, and speaker biographies. This information has been submitted to the Kentucky Boards of Water Treatment/Distribution System and Wastewater Operators for approval of nine (9) hours of continuing education training. A copy of this request is also enclosed.

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

Sincerely,



Clem Wethington
Education Director

Enclosures

Kentucky Rural Water Association
2008 Management Conference—Mapping Your Route to Success
February 12-13, 2008
Sloan Convention Center
Bowling Green, Kentucky

Learning Objective: This management conference will be directed toward the operators, managers, office personnel, and decision-makers of water and wastewater utilities throughout Kentucky. This year's conference will provide navigational tools for those in the water and wastewater business to utilize when **mapping their route to success**. The goals and benefits of safe drinking water and properly treated wastewater will be examined and encouraged through partnerships, alliances, work groups, and the existing network of utilities, peers, technical assistance providers, industry professionals, and governmental agencies.

A timed agenda and brief description of each session follows (bios for speakers included).

Day One – Tuesday, February 12, 2008

Topic #1	8:00 - 9:00 A.M.	<p>The Route to Success (NPC)</p> <p><i>Dr. Bob Spinks, United Way of Central Oklahoma</i></p> <p>Being successful in the water and wastewater industry, like any other industry, requires several factors. Practical knowledge of the processes and procedures are necessary but other aspects need to be considered as well. This session will explain how issues such as leadership, management, communication, finance, innovation, and technology are linked to success. The session will also place emphasis on ethics and organizational issues.</p>
Topic #2	9:20 - 10:20 A.M.	<p>Interfacing Mapping and Billing Programs (NPC)</p> <p><i>Ron Householder, MapSync</i> <i>Trey Lyons, Spatial Data Integrations, Inc.</i> <i>Mike Grebe, Software Solutions, Inc.</i></p> <p>Utilizing GPS and GIS technologies enable water and wastewater utilities to locate components including valves, meters, manholes, and customer line connection points as well as other critical information. This technology has been used to develop electronic mapping programs and can now be linked with the utility billing programs. This will enhance customer relations and help utilities operate more efficiently by providing instant access to critical information concerning the location, operation, and maintenance of the various components.</p>
Topic #3	10:40 - 11:40 A.M.	<p>The Next Generation – Where Will They Come From? (NPC)</p> <p><i>Dr. Andrew Ernest, Western Kentucky University</i> <i>Alan Cranford, Murfreesboro Water and Sewer Department</i> <i>Julia Kays, Environmental and Public Protection Cabinet</i></p> <p>Many individuals in the current generation of water and wastewater operators are approaching retirement age. This session will provide information about the efforts being made to address this issue. A new educational program entitled "Water/Wastewater Technician Training Institute" is being developed by Western Kentucky University. The program is being designed to attract and educate the next generation of water and wastewater personnel.</p>
Lunch Break 11:40 A.M. -1:30 P.M.		LUNCH ON YOUR OWN
Topic #4	1:30 - 2:30 P.M.	<p>Developing Policy Manuals for Boards (NPC)</p> <p><i>Damon Talley, Attorney, Kentucky Rural Water Association</i></p> <p>The boards and staff of public utilities are entrusted with the protection of public health, the environment, and the economic health of their communities. With the seriousness of these responsibilities it is necessary to have policies in place to ensure that financial and managerial accountability occurs. The governing body (board or council) has the responsibility to establish policies. Managers and staff are responsible for adhering to these policies and performing the tasks. Boards and staff have legal responsibilities as</p>

well as other operational or fiduciary responsibilities. Developing written policy manuals provides clear instructions and reduces confusion and controversy.

Topic #5 2:50 - 3:50 P.M. **Identity Theft and Security Issues** (NPC)
Robert Mohon, The Neil Group
With enough information, a criminal can take over an individual's identity or gain access to critical data to conduct a wide range of crimes. Water and wastewater utilities need to take steps to prevent personal information and critical data from being accessed by *unauthorized individuals*. This session will address various aspects of identity theft: how it can occur, what can be done about it, and how to guard private information. Other items of discussion will include: securing computers and databases, determining what type of personal data to compile, and designating "authorized" individuals to access the information. Securing customer information as well as operational and financial information should be high priority for all utilities.

Topic #6 4:10 - 5:10 P.M. **Greener Solutions for Your Next Construction Project** (NPC)
Bob Vaughan, Strand Associates, Inc.
Society is looking for ways to be more environmentally friendly. This issue can be addressed in the normal operations of water and wastewater systems as well as during a construction project. Utilities can incorporate "green" solutions concerning the types of materials and equipment, installation methods, finishing and landscaping choices. This session will explain how utilities can explore these options, how these options can affect budgeting, and how to develop specifications to include these greener solutions in their next construction project.

TOTAL HOURS FOR DAY ONE 6.0

Day Two – Wednesday, February 13, 2008

Topic #7 8:00 - 9:00 A.M. **Envisioning the Future of Your Community...Crystal Ball or Educated Guess?** (NPC)
Tim Williams, Boone County
Many local governments fail to adequately take into account the vast changes occurring in society when planning their future. In order to properly anticipate the rapid changes in demographics, technology, and culture, one must understand the trends and incorporate those into organizational and community planning. This unique and highly interactive presentation will highlight the transformations taking place in our communities and how possible future developments will impact how we plan for and manage our local governments.

Topic #8 9:20 - 10:20 A.M. **Management, Innovation, and Change** (NPC)
Dr. Bob Spinks, United Way of Central Oklahoma
Water and wastewater utilities are service providers in their communities and in most cases strive to keep costs to a minimum. However, utilities should be operated similar to other businesses within a community. This session will explore the similarities and differences between nonprofit and for-profit organizations and appropriate business practices. Emphasis will be placed on how to integrate management decisions with the mission of the utility as well as the financial objectives. This session will also provide instruction on how innovation and attitudes can help to address the ever-changing regulatory requirements, new technologies, and workforce changes.

Topic #9 10:40 - 11:40 A.M. **Record Management** (NPC)
Craig Sleight, Sleight Business Systems
Water and wastewater utilities are required to maintain a variety of records for compliance purposes. Added to this is the necessity for a large assortment of records for operation, maintenance, and business functions. Management of these records can be complicated and require a lot of storage space. Fires, storms, and other threats can destroy this critical data. This session will address some of the in-house record keeping options as well as off-site record management.

TOTAL HOURS FOR DAY TWO 3.0

Kentucky Rural Water Association requests the Public Service Commission approve nine (9) hours for this conference which can be applied toward commissioner and board member training.

Criteria for Training Credits: Operators will be granted credit for actual time attending or participating in the training sessions. The maximum number of hours earned for day one will be six (6) hours and the maximum number of credit hours for day two will be three (3). An individual sheet will be given to each attendee to record their attendance. This sheet will be stamped and initialed by KRWA personnel after the completion of each session. Each individual must return the completed sheet to KRWA to receive credit for attendance.



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 7, 2008



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

Dear Ms. Butler: *Lisa*

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
2008 Management Conference- <i>Mapping Your Route to Success</i>	February 12-13, 2007	Sloan Convention Center Bowling Green, KY	DW/WW

Resumes for the speakers have been enclosed along with the training summary that includes a brief description and timed agenda for each session. Should you have any questions, please do not hesitate to contact the Kentucky Rural Water Association office at 270.843.2291.

Sincerely,

Janet Cole

Janet Cole
Education Coordinator

Enclosures

Application for Approval of Courses for Continuing Education Credit

Kentucky Division of Compliance Assistance / Operator Certification Program

14 Reilly Rd., Frankfort, Kentucky 40601



I. Course Sponsor Information

A. Sponsoring Organization (school, business, association, etc.)

Kentucky Rural Water Association

B. Key Contact Person:

Name & Title: Clem Wethington Education Director

Address P. O. Box 1424

City, State & Zip Bowling Green, KY 42102-1424

Phone & Fax 270.843.2291 270.796.8623

Email j.cole@krwa.org

Web Page www.krwa.org

II. General Course Information

A. Title: 2008 Management Conference-Mapping Your Route to Success

B. Location & Date/s Sloan Convention Center, Bowling Green, KY

C. Cost per Student or Group \$125

D. Delivery Format or Media (Check those that apply):

- Classroom Web/Online Laboratory Exhibition
 Field CD-ROM Video/Audio Correspondence
 Other (Explain) _____

E. Continuing Education Credits (hours) Requested for Target Audience:

Drinking Water Treatment &/or Distribution Operator Hours 9

Wastewater Treatment &/or Collection Operator Non-process Control Hours 9

Wastewater Treatment Operators Process Control Hours _____

(Attach 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 & 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. Needs Analysis of Participants (Designed by whom / methods / results)
D. Field Testing of Course (Developed & conducted by whom / audience / results)
E. Ongoing Course Evaluation (Methods for feedback & assessment / results to date)
F. Support Available to Participants (instructions / validation of content / references)
G. List of colleges, universities, regulatory agencies, etc. that have awarded credits for the course (provide semester hours and/or continuing education awarded).
H. Required Assignments &/or Examinations (type, passing score, etc.)
I. Mandatory Time Constraints (deadlines, granting of extensions, etc.)
J. Documentation of Results to Students (copy of certificate, letter, etc.)
K. Security Procedures (Operator identification, tracking of hours, exam proctors, 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 Water (within 30 days of completing the course when possible).

Printed Name & Title Clem Wethington Education Director

Signature & Date *Clem Wethington* January 7, 2008

For Division of Water Use Only

Evaluated by:

- Drinking Water Board Date _____
 Wastewater Board Date _____

This course has been approved for the following continuing education credits (hours):

- Drinking Water Treatment Operator Hours _____
Drinking Water Distribution Operator Hours _____
Total DW Hours (if for both treatment and distribution) _____
Wastewater Treatment &/or Collection Non-process Control Hours _____
Wastewater Treatment Process Control Hours _____

Consideration of this course has been tabled or denied.

Reason Tabled (additional information needed)

Reason Denied

Reconsidered by:

- Drinking Water Board Date _____
 Wastewater Board Date _____

Results of Reconsideration (Provide narrative here and update cells above):

Robert Spinks

Dr. Robert Spinks is the President and CEO of the United Way of Central Oklahoma. Dr. Spinks also serves as one of the professors in the *FastTrack* MBA program in the School of Business Administration at Oklahoma Christian University.

The *FastTrack* MBA program is an accelerated program that is tailored to fit the busy lives of working adults. By attending classes two nights a week, *FastTrack* MBA candidates earn their graduate degrees while balancing a busy work schedule, family life and other activities. Highly-motivated students can complete the program in 12-16 months. Students who prefer to take only one class per week can complete the program in two years.

Instructions offered by Dr. Spinks places emphasis on ethics, practical knowledge and real-world applications. The *FastTrack* MBA program offers courses in leadership, marketing, economics, management, communication, organizational issues, global perspectives, finance and technology.

Robert Spinks, President and CEO
United Way of Central Oklahoma
1315 N. Broadway Place
P.O. Box 837
Oklahoma City, Oklahoma, 73101
Main Number: (405) 236-8441
Main Fax: (405) 235-2011

Bob Spinks – ext. 268
Email – bobspin@msn.com

Ron Householder
MapSync

Ron Householder, PLS, has held management positions for MapSync, Co. since June 1, 1994. Prior to this he was the owner of In-House Solutions, a mapping and consulting firm based in Lexington, Kentucky. He is a registered land surveyor with over twenty-nine years of experience in the land surveying, mapping and civil engineering fields. Mr. Householder has experience in Global Positioning Systems (GPS), Geographic Information Systems (GIS), and mapping application software development. He currently serves as Past-President of the Board of Directors of the Indiana, Kentucky and Ohio-Geospatial Information Technology Association (IKO/GITA).

ph - (859) 278-6277
fx - (859) 278-8645

SPATIAL DATA INTEGRATIONS, INC.

Jake B. Lyon, III (Trey)
President

Spatial Data Integrations, Inc. is a small minority-owned company located in Louisville, Kentucky. Audwin A. Helton, owner and president of Spatial Data Integrations, hired Trey Lyon in June, 2003 to provide customized Geographic Information Systems (GIS) for rural utilities and small municipalities.

Jake B. Lyon, III (Trey) was selected because of his extensive knowledge in the field of GIS applications and a background of working with utilities through the Center for Water Resource Studies at Western Kentucky University. His educational background includes:

- Certificate in Computer Applications, KY Advanced Technology Institute
- Certificate in Automated Systems, KY Advanced Technology Institute
- B.S. Computer Information Systems, Western Kentucky University
- Utility Management Professional, Kentucky Rural Water Assn. and Western Kentucky University

The vision for Spatial Data Integrations, Inc. is to become a leading developer in customized GIS applications and services, while also being recognized for quality and service. An integral part of their vision relies upon developing key relationships with customers and partners to develop products and/or services.

Mike Grebe
Software Solutions, Inc.
420 East Main Street
Lebanon, OH 45036
800.828.2027

Mike Grebe began work for Computer Resources Corporation in 1984 as a salesman. He then became owner and president of the corporation. He has since joined forces with another software group and is known as Software Solutions.

Mike has a Masters Degree from Marshall University. He was formerly a high school and college basketball coach. His experience also includes working for Metropolitan Insurance Company in the Group Insurance Division.

ANDREW N.S. ERNEST, PH.D., P.E., DEE

**ASSOCIATE DEAN, ODGEN COLLEGE OF SCIENCE AND
ENGINEERING
DIRECTOR, CENTER FOR WATER RESOURCES STUDIES
WESTERN KENTUCKY UNIVERSITY
BOWLING GREEN, KENTUCKY**

Andrew Ernest came to Western Kentucky University in July, 2003 from Texas A&M University. He is the Associate Dean of Ogden College of Science and Engineering and the Director of the Center for Water Resources Studies.

Dr. Ernest has a Ph.D. degree in Civil Engineering from Texas A & M University. He also holds B.Sc. and M.Sc. degrees in Civil Engineering from University of Southwestern Louisiana.

He has extensive knowledge in Hazardous Substance/Superfund, Water Resource Management, Regional Environmental Sustainability, and Professional Engineering, as well as 15+ years university teaching experience. He has developed internet courses and has taught distance-learning classes through an educational network station.

Dr. Ernest has authored numerous journal articles and technical reports on water research and environmental studies.

Julie Kays, Branch Manager

Certification and Licensing Branch

Operator Certification Program

Division of Compliance Assistance

300 Fair Oaks Lane

Frankfort, KY 40601

502.564.0323

julia.kays@ky.gov

Alan C. Cranford
Alan C. Cranford
Superintendent of Water Treatment
Murfreesboro Water and Sewer Department
P.O. Box 1477
Murfreesboro, TN 37130-1477
Office: (615) 848-3222
Mobile: (615) 642-3335
Fax: (615) 848-3244
acranford@murfreesborotn.gov

Biographical Summary

Mr. Alan C. Cranford, Murfreesboro Water & Sewer Department. Mr. Cranford is a graduate of Athens State College in Athens, Alabama. He earned a Bachelor of Science Degree in Public Administration from Athens State College and an Associate of Science Degree in Water & Wastewater Management & Technology from Shoals Community College. He has been an employee of the Murfreesboro Water & Sewer Department (MWSD), Murfreesboro, Tennessee for five (5) years in the position of Water Treatment Superintendent. Prior to coming to MWSD, he was the Water Plant Manager for the Town of Smyrna, Tennessee for over nine (9) years. Mr. Cranford is a certified Grade IV Water Treatment and Grade II Distribution Operator in the State of Tennessee and Grade IV Water and Grade II Wastewater Operator in the State of Alabama. He is an active member of the American Water Works Association (AWWA) and Kentucky/Tennessee Section American Water Works Association (KY/TN Section AWWA) and he currently serves as the KY/TN Section AWWA Past-Chair. He also serves on the Western Kentucky University's Water/Wastewater Technician Training Institute (WTTI) Steering Committee.

BIOGRAPHICAL INFORMATION

for

Damon Talley
Attorney at Law

P. O. Box 150
112 North Lincoln Blvd.
Hodgenville, KY 42748
(270) 358-3187

EDUCATION:

Law School: University of Kentucky College of Law
Degree: Juris Doctor – May 1975
Undergraduate: University of Kentucky College of Engineering
Degree: Bachelor of Science-Mechanical Engineering
(with highest distinction)

PROFESSIONAL QUALIFICATIONS:

Kentucky Bar Association: Member in good standing since 1975;
Charter Life Fellow, KY Bar Foundation;
Member, House of Delegates 1994-2000
U.S. Supreme Court: Admitted in 1979
U.S. District Court for the
Western District of KY: Admitted in 1977
Eastern District of KY: Admitted in 1997
Martindale-Hubbel b v Rating

LEGAL EXPERIENCE:

1983 – Present: Damon R. Talley, P.S.C., Hodgenville, KY
Engaged in the general practice of law with primary
emphasis on representing utilities.
1975 – 1983: Hensley, Talley & Dunn, Horse Cave, KY
Partner in law firm which primarily defended insurance
carriers and their insureds in an approximately 25 county
area in South Central, KY. Extensive practice in Workers'
Compensation, negligence, products liability, insurance,
construction, and commercial litigation.

The Neil Group, LLC
9005 Overlook Blvd. #309
Brentwood, Tennessee 37027
Tel: 615.846.3000 or toll-free
1.877.977.VISA

Robert Mohon
Principal, The Neil Group LLC

Robert Mohon's responsibilities at The Neil Group include sales and marketing. In 1995, Robert began his career in the credit card processing industry and set up one of the very first websites to accept online credit card payments. With a degree in Marketing from Auburn University, Robert has helped grow the client base of the company through sales process development, CRM, and client support improvements. As an Eagle Scout, Robert supports various community and civic groups and is an Ambassador of the Brentwood Chamber of Commerce, a Board Member of the Nashville Investors Group, and past member of the Minds in Motion Advisory Board and Nashville Business Breakfast Club.

The Neil Group LLC is a nationwide point-of-sale equipment and financial service company, with years of experience specializing in payment transaction solutions for small-to-medium-sized businesses. They offer the equipment, software and supplies to accept Visa, MasterCard, American Express, Discover, Diners Club, electronic checks, and check/debit cards. With a team of experienced professionals in several sites across the United States, they are available to serve as your business partner for payment processing.

The Neil Group is a proud member of several community organizations, including the Brentwood Chamber of Commerce and the Tennessee Association of Utility Districts.

Robert Vaughan, LEED-AP
Strand Associates, Inc.

Mr. Vaughan has over thirty years of experience with Strand Associates in planning, design and construction of municipal public works projects that included preparation and review of construction-related Best Management Practices, Stormwater Pollution Prevention Plans, and oversight of comprehensive site Erosion Protection and Sediment control programs. His experience also includes a variety of programmatic municipal, commercial, industrial and institutional facility studies and designs. Bob is a LEED (Leadership in Energy and Environmental Design) accredited professional, implementing nationally recognized design and construction standards established by the U.S. Green Building Council for "green" and environmentally sustainable projects.

Tim Williams
Assistant County Administrator
Boone County
2950 Washington Street
Burlington, KY 41005
(859) 334-3509
(859) 334-3110

About the Presenter:

Mr. Williams has spent over twenty years in local government serving in capacities from Finance Director, City Administrator, City Manager, to Mayoral Assistant. He has experience at the City, County, and State level and has received numerous awards in governmental finance and planning. He attended the University of Kentucky in both undergraduate and graduate school studying economics and political science. Mr. Williams specializes in areas of government finance, technology, parks development and strategic planning, and has made over forty presentations on governmental management in his career.

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CRAIG SLEIGHT, PRESIDENT
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