

COMMONWEALTH OF KENTUCKY  
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

ELECTRONIC ACCREDITATION AND APPROVAL	)	
OF A PUBLIC SERVICE COMMISSION WATER	)	CASE NO.
PERSONNEL TRAINING SEMINAR AS A WATER	)	2024-00209
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 Carter Caves State Resort Park, 344 Caveland Drive, Olive Hill, Kentucky, 41164, on June 18-19, 2024 (2024 Water Personnel Training Seminar). This seminar included instruction regarding trends in applicable laws and regulations, risk management, and utility administration.

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.
2. The seminar conducted at Carter Caves State Resort Park, 344 Caveland Drive, Olive Hill, Kentucky, 41164, on June 18-19, 2024, should be approved for six credit

hours of water district management training and six hours of new water district commissioner training per day.

3. A course syllabus for the training seminar is attached to this Order as Appendix A.

4. Those individuals appearing in the list of attendees attached to this Order as Appendix B should receive the credit for the number of hours that he or she attended the training.

IT IS THEREFORE ORDERED that:

1. The 2024 Water Personnel Training Seminar, which the Commission conducted at Carter Caves State Resort Park, 344 Caveland Drive, Olive Hill, Kentucky, 41164, on June 18-19, 2024, is approved for six credit hours of water district management training and six hours of new water district commissioner training per day.

2. Those individuals appearing in the list of attendees attached to this Order as Appendix B shall receive the credit for the number of hours that they attended the training.

3. This case is closed and removed from the Commission's docket.

PUBLIC SERVICE COMMISSION

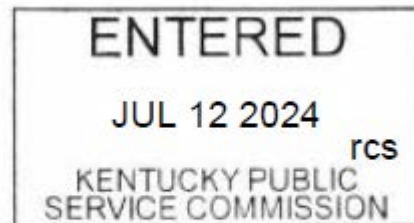
Chairman



Vice Chairman



Commissioner



ATTEST:



Executive Director

APPENDIX A

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2024-00209 DATED JUL 12 2024

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# 2024 Water Commissioners Training Seminar

Presented by the



## **Kentucky Public Service Commission**

**June 18-19, 2024**

### **Day One**

7:55 - 8:00

Welcome/Overview

8:00 – 9:00

**Consumer Services** – Presented by: Rosemary Tutt (PSC staff)

This presentation will focus on the regulatory aspects of customer relations. Topics include the Customer Bill of Rights, customer billing disputes, installation and termination of utility service, and the Commission's informal and formal complaint processes. Presenter will also address landlord-tenant utility service issues, imputation of utility bills to family members, and the importance of tariffs and water user agreements.

9:00 – 11:00

**Sustainable Infrastructure through Preventative Maintenance** Presented By: Kim Padgett (RCAP)

As a water district board member your most important responsibility is to ensure your system can deliver a safe and adequate supply of drinking water to your customers. To assist in that endeavor, this session will explore the assets of a drinking water system, the cost effectiveness of asset management and preventative maintenance, and their importance to system sustainability.

11:00 – 11:15

Break

11:15 – 12:15

**PSC Regulatory Requirements** Presented by: Moriah Tussey or Amanda Lawson (PSC Staff)

This presentation is a review of the Public Service Commission's jurisdiction over water districts and associations, including the statutory and regulatory requirements that are imposed upon water districts and associations as a result of their status as public utilities. The importance of seeking advance PSC approval of financing or for deviations from PSC regulations will be emphasized, as will the criteria which the PSC uses to evaluate such requests. Legal requirements for filings, including the necessity of representation by an attorney, also will be addressed.

## **Day One (Continued)**

12:15 – 1:30            **Lunch – On Your Own**

1:30 – 3:00            **Board Operations and Requirements** Presented By: Moriah Tussey or Amanda Lawson (PSC staff)

This presentation will cover the basic duties and responsibilities of water district commissioners and directors of water associations. These include the relationship with the county judge/executive and fiscal court, the hiring and supervision of water district senior staff, the conduct of board meetings, board recordkeeping requirements and other aspects of board operations. Requirements of Kentucky open meeting law will be emphasized. As will best practices for keeping minutes of board meetings.

3:00 – 5:00            **Kentucky's Underground Facilities Protection Law** Presented by: Eric Tout or Jessica Norris-Canfield (PSC Staff)

This presentation details the responsibilities water utilities have under the Kentucky Underground Damage Prevention Act and best practices to follow to maintain compliance with the Act.

# 2024 Water Commissioners Training Seminar

Presented by the



## **Kentucky Public Service Commission**

**June 18-19, 2024**

### **Day Two**

7:55 - 8:00

Welcome/Overview

8:00 – 9:00

**Accounting Controls and Internal Auditing** Presented By: William Coston (PSC staff)

PSC Staff will describe common procedures in the proper management of internal controls applicable to small water districts and associations. Additionally, personnel issues and limitations to internal controls will be covered. The presentation will also briefly discuss KRS 74.050 and the duties of the treasurer of a water district with respect to the statute.

9:00 – 10:00

**Ethics:** Presented by: Moriah Tussey or Amanda Lawson PSC Staff)

Join staff to discuss the ethics laws and the statutory provisions addressing the standards of conduct for water district commissioners and employees as well as directors and officers of nonprofit water associations.

10:00 – 11:00

**Ratemaking Basics** Presented by: Jeff Abshire and Jason Green (PSC Staff)

PSC staff will discuss ratemaking issues of current interest, including recent changes in Commission treatment of certain expenses, Alternative Rate Filing (ARF), and methods for establishing a utility's revenue requirements. Attention will be given to recurring problems with rate adjustment filings and purchased water adjustment (PWA) applications. The ratemaking consequences of excessive water loss will be covered.

11:00 – 11:45

**PSC Water Loss Calculation Form** – Presented by: Jason Green (PSC staff)

The presentation will discuss the consequences and impact of excessive water loss in a utility's operations. In addition, PSC staff will discuss the requirements for reporting unaccounted-for water loss. This session will take a step-by-step look at the forms and the data and calculations necessary to complete the form.

11:45-1:00

**Lunch – On Your Own**

## **Day Two (Continued)**

1:00 -- 2:00

**Inspections and Water Loss** Presented by: Taylor Stamper (PSC Staff)

This session will explain how the PSC conducts and follows up on inspection results. The PSC also is placing a greater emphasis on reducing unaccounted-for water loss. This will be a point of emphasis during inspections. The financial consequences of excessive water loss to a utility and to its customers also will be addressed.

2:00 – 3:30

**Training and Retaining Your Certification Workforce –** Presented by: BJ Bland (KY Division of Compliance Assistance)

This will be an overview of the importance of proper licensing and training requirements concerning certified operators. This training will also focus on the requirements, job duties, and other functions required by operator certification, as well as the importance of the role of elected officials in this process. The relationship between elected officials and operators will also be discussed.

3:30 – 4:30

**Cybersecurity –** Presented by: David Carter (Commonwealth Office of Technology)

This presentation looks at the emerging threats to utilities posed by hacking or other intrusions into utility computer systems. The presentation will focus on preventing such intrusions.



APPENDIX B

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE  
COMMISSION IN CASE NO. 2024-00209 DATED JUL 12 2024

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Andy Beshear  
Governor

Rebecca W. Goodman  
Secretary  
Energy and Environment Cabinet



Commonwealth of Kentucky  
**Public Service Commission**  
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Kent A. Chandler  
Chairman

Angie Hatton  
Vice Chairman

Mary Pat Regan  
Commissioner

June 26, 2024

Re: Case No. 2024-00209

Accreditation and Approval of a Public Service Commission Water Personnel Training Seminar as a Water District Commissioner Training Program.

Attached is a list of the persons who attended the 2024 Water Personnel Training Seminar held in person on June 18-19, 2024, at Carter Caves State Resort Park. Which includes their name, utility or agency, and the number of hours they attended.

If you have any question please contact Commission Staff, at PSCWaterTraining@ky.gov.

Sincerely,

*Ron Parritt*

Ron Parritt  
Deputy Executive Director

<b>2024 Public Service Commission Water Training June 18-19, 2024 Held At Carter Caves State Resort Park</b>		
<b>PSC Attendance List - Case No. 2024-00209</b>		
<b>NAME</b>	<b>UTILITY / AGENCY</b>	<b>HOURS EARNED</b>
Applegate, Robert	Western Lewis-Rectorville Water and Gas District	6
Barber, Kenneth	Bath County Water District	12
Bentley, Luke Jr.	Garrison-Quincy-Ky-O-Heights Water District	6
Bunnell, John	Green River Valley Water District	12
Cecil, Duncan	Sharpsburg Water District	12
Chaney, Paul	Mountain Water District	6
Christiansen, Carl	West Shelby Water District	6
Collier, Karin	Garrison-Quincy-Ky-O-Heights Water District	6
Creech, Christy	Bath County Water District	12
Daugherty, Jim	Boone County Water District	12
Esham, Gary	Garrison-Quincy-Ky-O-Heights Water District	6
Hoover, Mehgan	Northeast Woodford County Water District	12
Johnson, Gerald	Western Lewis-Rectorville Water and Gas District	6
JUSTICE, GERALD M.	Mountain Water District	6
Kennedy, Cherish	Corinth Water District	12
McCoy, Dean	North Marshall Water District	12
Melton, Burt	Mountain Water District	6
Ousley, Valerie	Bath County Water District	12
Runyon, Myrtle	Mountain Water District	6
Thomas, Terry	Western Lewis-Rectorville Water and Gas District	6

