**MINUTES OF THE**
**KRADD Water Management Council Meeting**
**3rd Quarter Meeting**
**March 11, 2020**

**Members Present**

Judge Executive Jeff Noble – Breathitt County
Jared Salmons for Judge Executive Jeff Dobson - Knott Co Fiscal Court
Judge Executive Chuck Caudill, JR – Lee County
Judge Executive William Lewis – Leslie County
Judge Executive Terry Adams – Letcher Co Fiscal Court
Wade Gibbs for Judge Executive Raymond Banks – Wolfe County
Mayor Neslon Bobrowski – City of Booneville
Mayor Laura Thomas – City of Jackson
Mayor Tracy Neice – City of Hindman
Mayor Todd DePriest – City of Jenkins

Mayor Tom Burns – City of Buckhorn
Derrick Hall for Mayor Donald "Happy" Mobelini – City of Hazard
Don Gibson, Chairman – Knott County Water & Sewer District
Scott Lockard – Wolfe County Sanitation District

**Other Attendees**

Samuel Hale – KYTC D12

Les Smith – Hazard Fire Department

Tim Caldwell – Hazard Fire Department

Don Schierer – Kentucky Infrastructure Authority
Jack Burkich – KRADD Board

Jason Blackburn – KYTC D10

Fred Hall – KRADD Board Member

Carlos Campbell – City of Hazard
Barry Davis – BSADD
Clint Goodin – Vaughn & Melton Consulting Engineers
Ken Taylor – Kenvirons Engineering
Aric Skaggs – KYTC D10

Charles Dale – KYTC D12

Paul Nesbitt – Nesbitt Engineering, Inc.

Brandon Hamilton – Kenvirons, Inc
Bill McIntosh – Perry County Fiscal Court
Jennifer Taimi – KY DOW
Laura Gregory – KY Waterways Alliance/Wolfe Co Sanitation District
Heather Stevenson - KRWA
Eunice Holland – KRADD
Jennifer McIntosh - KRADD

1. The meeting was called to order by Judge Jeff Noble.
2. A motion was made by Judge Terry Adams and seconded by Mayor Tracy Neice to approve the October 9, 2019 Regular Meeting Minutes. All in favor.
3. Ms. McIntosh introduced guest speaker Heather Stevenson from Kentucky Rural Water Association (KRWA). Ms. Stevenson discussed the new

apprenticeship program that KRWA has. The program is a two year program that includes 4,000 on the job hours and 144 classroom hours for the participant. This is for both water and wastewater. May be ab;le to to work with EKCEP to help with wage subsidy. For more information contact Ms. Stevenson.

4. Ms. McIntosh introduced the second guest speaker, Jennifer Taimi with the Kentucky Division of Water. Ms. Taimi spoke on the Sanitary Survery which is conducted every three years for water systems. The survey is a tool that lets systems know if there are issues before they become major issues.

5. Ms. McIntosh went over the projects that had been approved throughout the 2nd/3rd quarter.

6. A motion was made by Mayor Todd DePriest and a second by Mayor Tom Burns to approve the following projects:

    a. SX21025013 – Breathitt County Fiscal Court – South Fork Elk View WWTP – New

    b. WX21193055 – City of Hazard – Phase 5 – Backwoods Waterline Replacement – New

    c. WX21193049 – City of Hazard – Phase 4 – Tank Replacement Project – New

    d. WX21193048 – City of Hazard – Phase 3 – Woodland Park & Downtown Waterline Replacement – New

    e. WX21119025 – Knott County Water & Sewer District – Garner Mt Pump Station Replacement Project - New

    All in favor.

7. Under KIA Updates Don Schierer introduced himself and explained the four types of loan programs available at the moment.

8. Under DOW updates, Jennifer Taimi explained that there was new administration in place, but the staff was there to assist.

9. Under KRWA, Heather Stevenson explained that the UMI courses would be starting soon. She also stated that if anyone needs assistance with their CCR's please contact them.

10. There no utility updates.

11. There was no other business.

12. The next meeting will be Wednesday, May 13, 2020 at 11:00AM.

13. The meeting then adjourned on a motion by Mayor Todd DePriest and a second by Jared Salmons. All in favor.


# Apprenticeship for Water & Wastewater Utilities

# What is Apprenticeship?

- *Training model that combines OJT with related classroom instruction that increases an apprentice's skill level and wages*
  - Apprentices are learning from a mentor on the job and taking courses that supplement their OJT experience to be practically applied on the job
  - High-quality career pathway where employers can develop and prepare their future workforce—"Grow Your Own" approach
  - The "Other" Degree
  - Proven solution for businesses to recruit, train, and retain highly skilled workers

# What is **REGISTERED** Apprenticeship?

- Validated by the U.S. Department of Labor
- Meets National Quality Standards
- Nationally Recognized Credential
- Access to Federal Resources (Including Funding)

Rural Water

NATIONAL RURAL WATER ASSOCIATION

KY APPRENTICESHIP

kentuckyTRAINED. kentuckyBUILT.

# Why Apprenticeship In This Industry?

A Growing Population and Increased Demand for Water and Wastewater Treatment Services Plus an Aging Workforce Will Drive Employment Growth

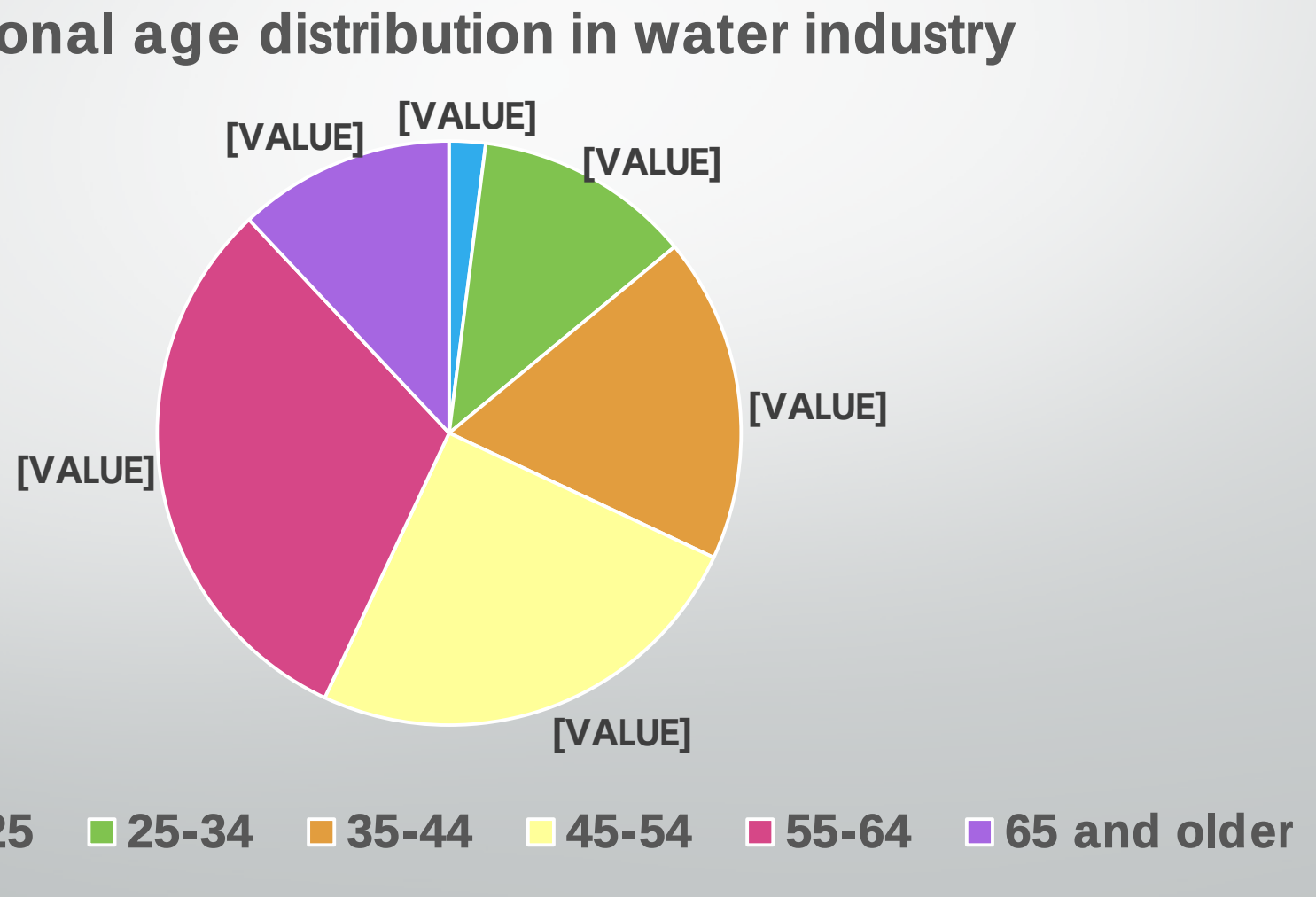
Advancements in water treatment and supply technology have increased the skills and training required of this workforce.

Qualified, Certified Operations Systems Specialists are in High Demand and In Short Supply.

Program Developed in Response to the Industry's Need to Train the Next Generation of Skilled Workers and Standardize Training Across the State of Kentucky.

# Succession Planning

- It's Projected that 30-50% of Operations Specialists will retire in the next decade.



# KRWA Apprenticeship—Program Summary

**Time-based program--**

- 4,000 hours of on-the-job training
- 144 classroom hours per year (288 Total)

**Two Occupations**

- Water System Operations Specialist
- Wastewater System Operations Specialist

**Identifies Minimum Qualifications for entry into the program**

**Sets a wage scale with incremental wage increases as skills are gained**

**NOT an out of the box product**

| OJT--WORK PROCESSES (Water & Wastewater) | Approximate Hours |
|---|---|
| **A. Tools, Equipment and Work Place Safety**<br>1. Become familiar with tools, pipe and other materials used out on the job<br>2. Understand and use personal protective equipment and safety procedures<br>3. Demonstrate general plant safety and security operations<br>4. Plan and set up work areas for safety of crew and public<br>5. Confined spaces and traffic control zones<br>6. Perform all work in conformance with OSHA regulations | 240 |
| **B. Vehicles and Heavy Equipment**<br>1. Ensure that vehicles and equipment are adequately stocked & serviced<br>2. Become familiar working with excavation and other heavy equipment | 400 |
| **C. System Operations & Maintenance**<br>1. Develop a working knowledge of the operation, methods and procedures of a water treatment & distribution system<br>2. Perform installation and inspection of new water lines and services<br>3. Understand and implement customer metering and billing procedures<br>4. Perform leak detection and understand water loss control<br>5. Reading water meters, perform testing & proper sizing<br>6. Demonstrate ability to read and interpret maps and drawings of the water system, to locate valves and water mains<br>7. Assist with the installation, maintenance and repair of the treatment plant, storage tanks, and the distribution system<br>8. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment | 1920 |
| **D. Quality Control**<br>1. Learn to perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations<br>2. Identify normal/out-of-range values<br>3. Maintain open communication & report results to supervisors<br>4. Learn emergency response procedures | 960 |
| **E. Logistics, Reports and Supervision**<br>1. Complete work order forms & document routine maintenance<br>2. Order equipment and supplies as needed<br>3. Visit other facilities to learn about new technology | 480 |
| **TOTAL HOURS** | **4000** |

# Related Technical Instruction

Requirement of 288 RTI Hours

Apprentices have the option to take classes from a variety of sources:

- KRWA Classroom Trainings & Conferences
- Online Classes (Sacramento, Suncoast)
- Community colleges
- Other trainings approved by the state for CEU's (KWWOA Classes & Conferences, RCAP, DCA, KLC Risk Safety Conference, etc.)

All classes must be approved by the KRWA Apprenticeship Training Committee before receiving credit.

## Water Year 1 Curriculum

| Course Title | Hours | Instructor |
|---|---|---|
| Introduction to Operator Mathematics | 6 | Staff |
| EPA/DOW Regulations Review | 12 | Staff |
| Water Distribution System O&M | 36 | Staff |
| Line Location and Leak Detection | 6 | Staff |
| GPS and GIS | 6 | Precision Products/CDP |
| Source Water Protection | 6 | Staff |
| Backflow Prevention | 6 | Staff/Other |
| Trenching and Shoring | 36 | Staff/United Rentals |
| Confined Space | 24 | Staff/United Rentals |
| Advanced Operator Mathematics | 6 | Staff |
| Total Formal Training Hours | **144** | |

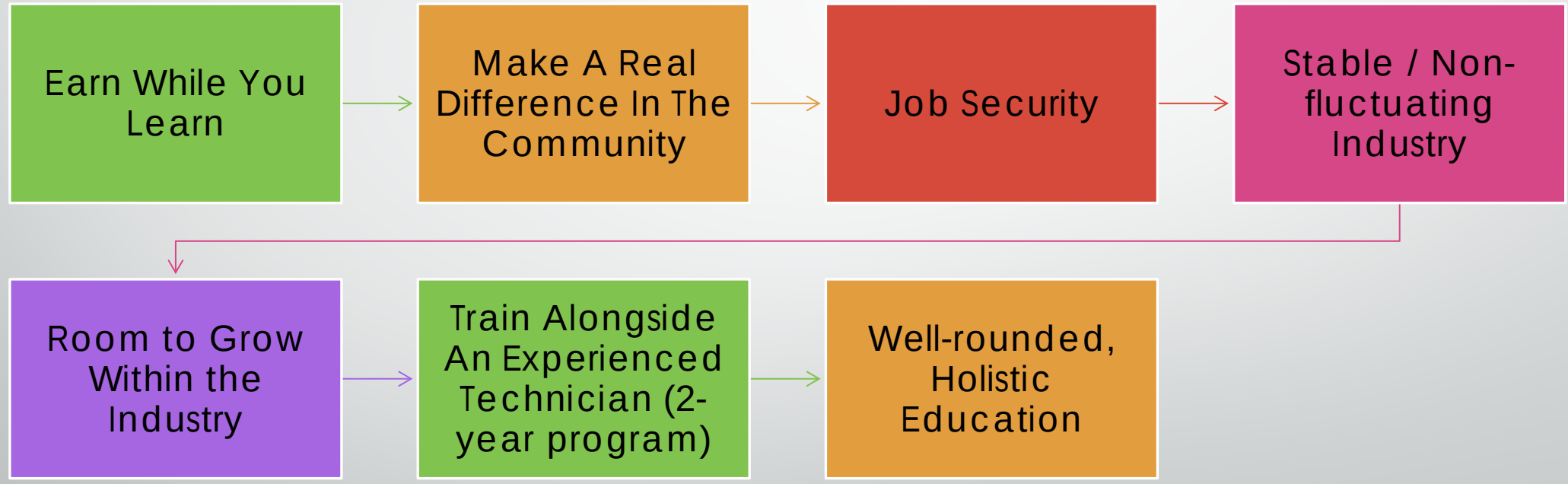
## Water Year 2 Curriculum

| Course Title | Hours | Instructor |
|---|---|---|
| Security and Emergency Preparation | 6 | Staff |
| Chemical and Chlorine Safety | 6 | Staff/Brenntag |
| Water loss monitoring and control | 6 | Staff |
| Ditch to Desk | 12 | Staff |
| Recordkeeping | 6 | Staff |
| Water Treatment O&M | 36 | Staff |
| Utility Management Institute | 60 | Staff |
| Utility Management Certification | 12 | Staff |
| Total Formal Training Hours | **144** | |

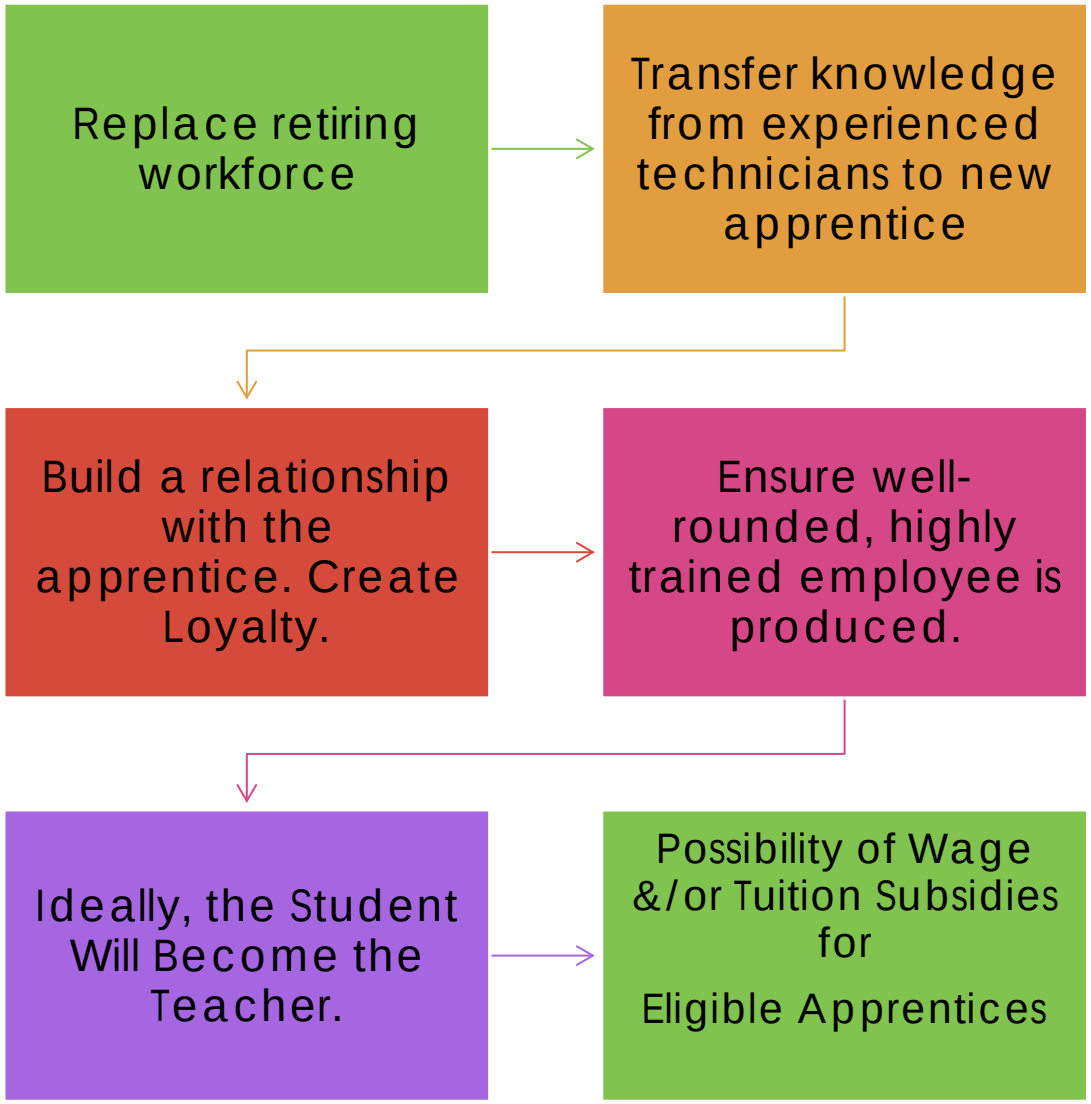
# Wage Structure Example

| Period of Apprenticeship | Wage | Advancement Requirements |
|---|---|---|
| Period 1 | $ xx.00 per hour | 1,000 hours of on-the-job training (OJT)+ completion of the identified curriculum with a passing grade + satisfactory evaluation + obtain the *CAN INSERT LICENSING REQUIREMENT* |
| Period 2 | $ xx.00 per hour | 1,000 hours of on-the-job training + completion of the identified curriculum with a passing grade + satisfactory evaluation + obtain *CAN INSERT LICENSE IF NEEDED* |
| Period 3 | OR<br>75% of Completion Rate | 1,000 hours of on-the-job training + completion of the identified curriculum with a passing grade + satisfactory evaluation |
| Period 4 | 85% of Completion Rate | 1,000 hours of on-the-job training + completion of the identified curriculum with a passing grade + satisfactory evaluation |
| Completion | $xx.00 per hour | Completion of all the above identified requirements |

# Benefits to the Apprentice



# Benefits to the Utility



# Return on Investment (ROI)

# Roles and Responsibilities

- KRWA (Sponsor)
- Utility/Employer
- Mentor/Journeyworker
- Apprentice

# Apprentice

- Meet the Minimum Qualifications for entry into the program
- Must have the aptitude to learn both on-the-job and in the classroom
- Meet the expectations and requirements set by the program
- Work ethic, employability, classroom attendance and grades
- Be respectful of the mentor's knowledge, time, effort and energy
- Track progress via monthly logs; Provide to Sponsor

# APPRENTICE MONTHLY WORK AND CLASSROOM TRAINING RECORD

| NAME: | EMPLOYER: | APPRENTICE PHONE: | REPORT FOR MONTH OF: Month / Year |
|---|---|---|---|
| SUPERVISOR: | ADDRESS: | EMPLOYER PHONE: | |

**TO THE APPRENTICE**

1. Keep your record daily.
2. Make neat and legible entries.
3. Attend related instruction regularly.
4. The kind of journeyworker you become depends on what you put into your program

**SIGNED BY:**

| CHECK ONE |
|---|
| EXCELLENT |
| VERY GOOD |
| GOOD |
| FAIR |
| POOR |
| UNSAT |

**JOB SUPERVISOR'S REPORT**
**REMARKS:**

**SIGNED BY:**

| WORK PROCESSES SCHEDULE (Indicate Hours Daily) | DAYS OF THE MONTH 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTAL THIS MONTH | TOTALS LAST MONTH | TOTALS CARRIED FORWARD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A. Tools, Equipment & Work Place Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Vehicles & Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. System Operations & Maintenance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Quality Control | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. Logisitics, Reports & Supervision | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Other (List activities below if you are unsure how to categorize) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| TOTAL ALL COLUMNS → | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TRAINING CLASSES ATTENDED (Class Name, Location, and Hours Daily) | DAYS OF THE MONTH 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTAL THIS MONTH | TOTALS LAST MONTH | TOTALS CARRIED FORWARD |
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| TOTAL ALL COLUMNS → | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

# Who Can Enroll as an Apprentice?

- Current Employees That Need to Upskill and Earn Certification(s)
- New Hires

If you are having trouble finding applicants, let us help!

KRWA can assist you with Job Postings & Targeted Recruitment Efforts


Learning that works for Kentucky
CTE™
TRACK
Tech Ready Apprentices for careers in Kentucky
KENTUCKY APPRENTICESHIP
Earn. Learn. Succeed.

# TRACK Program

Partnership between the Kentucky Department of Education's Office of Career and Technical Education and the Kentucky Labor Cabinet

Utilizes the current high school Career and Technical Education (CTE) infrastructure at no cost.

Provides ***secondary*** students with career pathway opportunities into Registered Apprenticeship programs

Business and Industry driven program that Creates a seamless career pathway for students into post-secondary Registered Apprenticeship opportunities.

Ready-made and sustainable pipeline of students with a good foundation and an interest in the occupation.

# Virtually Untapped Resource

**Number of students in career pathways across Kentucky *eligible* to co-op in the 18-19 school year:**

**69,921**

**Number of students in career pathways actually participating in co-op in the 18-19 school year:**

**4,575**

# How Does It Work?

The model is a minimum of 3 CTE courses related to the apprenticeship and a paid work experience (co-op) for course credit.

The employer works with the school(s) to identify students and selection process.

Employers can tailor the program for their specific needs and are able to select the Career and Technical Education courses and students for their apprenticeship pathway.

The employer determines if a student successfully completes and transitions as a full-time apprentice after graduation.

Credit for prior learning through CTE courses can count towards the Related Technical Instruction component of the apprenticeship.

Additionally, it enables students to receive a nationally recognized credential at little or no cost.

# Interested in Hiring Summer Workers Age 18-24?

- WIOA Out-of-School Youth Program
  - You Refer Applicants to LCADD Career Managers
  - Eligibility Process—Verify Youth Status, Income Status, and *Initial Assessments*
  - 300 Hours of PAID Work Experience
  - If You Decide You Want to Retain the Employee, the Hours Can Be Applied to the KRWA Apprenticeship Program
- Let's Start Recruiting Now!

# What is the Industry doing now?

"Why Commit to an Apprenticeship Program When We can Accomplish the Same Thing Without All the Hassle?"

"We already train on the job…"

- How much structure is there?

"We can set up classroom training on our own.."

- Primarily focused on different state certification requirements, not a well-rounded approach
- Takes a lifetime advancing skills in a non-systematic method

**Is Your Utility Reactive or Proactive?**

*“The only thing worse than training an employee and having them leave, is to not train them, and have them stay.”*

*Zig Ziglar*

*“If you don’t have time to do it right, you must have time to do it over.”*

*John Wooden*

# Upcoming KRWA Events

- March 17-18, 2020– Utility Organization Regulation and Law

  KY Dam Village State Resort Park, Gilbertsville

- March 24-25, 2020—DW & WW Training

  Blue Licks State Resort Park Carlisle

- May 5-6, 2020—UMI-Utility Finance & Administration

  Glasgow Water Company, Glasgow

- May 13-14, 2020—KRWA Operator Expo

  Hardin County Fairgrounds, Glendale

# Contact Us

**Heather Stevenson, Workforce Development Coordinator**
606-219-8513
h.stevenson@krwa.org

**Gary Larimore, Executive Director**
270-843-2291
g.larimore@krwa.org

**apprenticeship@krwa.org**

# Capacity Development


**Jennifer M. Taimi**
**Division of Water**
**Municipal Planning Section**

# Municipal Planning Section

**= Capacity Development + Wastewater Municipal Planning**

**<u>Supervisor</u>: Russell Neal**

| Drinking Water | Wastewater |
|---|---|
| • Managerial & Financial Assessment (every 3 years with the Sanitary Survey)<br><br><u>Staff</u>:<br>Jason Lambert<br>Ryan Reed<br>Jennifer Taimi | • Facility Plans & Asset Inventories<br>• Line extension bans<br><br><u>Staff</u>:<br>Lori Dials<br>Chris Luffy<br>Brittany Ditmer |

# SANITARY SURVEY

- A review of a public water system to assess their capability to supply safe drinking water.

- Proactive public health measure and an important component of the SDWA public water system supervision program.

# SANITARY SURVEY

## 8 Elements:

| | |
|---|---|
| Source | Pumps |
| Treatment | Monitoring & Reporting |
| Distribution System | Management & Operation |
| Finished Water | Operator Compliance |

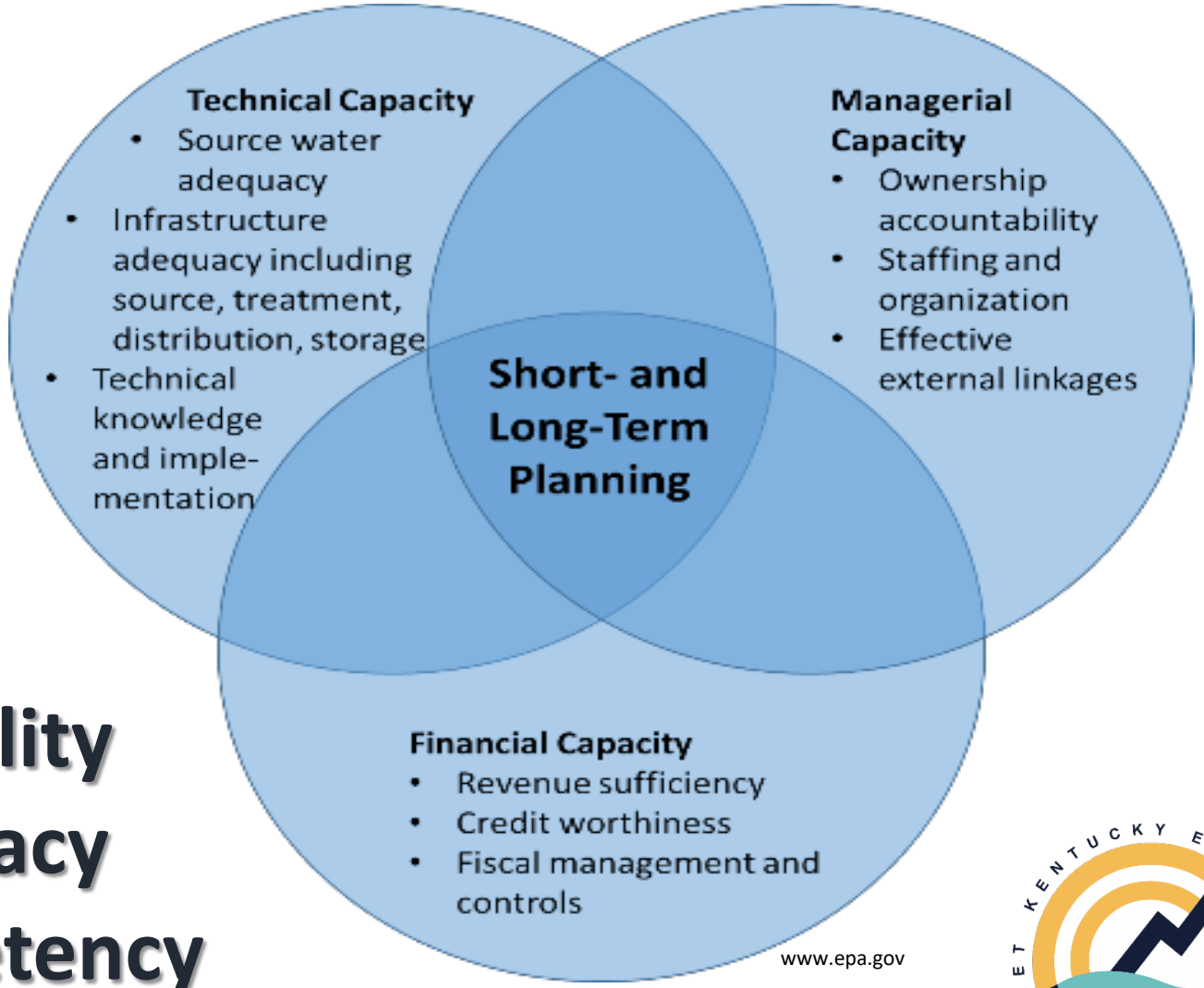
# SANITARY SURVEY

- **Technical Inspection – conducted by inspector**
  - Similar to a comprehensive inspection
- **Managerial & Financial Assessment**
  - Institutional and administrative capabilities
    - ✓Appropriately staffed
    - ✓All employees understand regulatory requirements and system operations
    - ✓Mission, goals, and expectations communicated to all employees
    - ✓Effective customer service
    - ✓Savings for infrastructure replacement
    - ✓Training for board members & city councils

# Managerial & Financial

- **Significant Deficiencies – affect public health**
  - Not appropriately staffed with certified operators
- **Non-significant Deficiencies – required by regulation, but do not directly affect public health**
  - Line break log not maintained or lacking required elements
    - ✓Required for <u>all</u> breaks
  - Operation and Maintenance Manual not up-to-date or does not include regulated requirements
  - Distribution map not up-to-date or does not include regulated requirements
  - Compliance records not maintained
  - CTs not calculated daily

# TMF CAPACITY




## Capacity:

- Capability
- Adequacy
- Competency

# TMF CAPACITY

- **Lacking capacity can disqualify your system from receiving a Drinking Water State Revolving Fund (SRF) loan.**
  - ✓ **Unless the project helps the system <u>acquire capacity</u> or brings the system <u>back into compliance</u> with the Safe Drinking Water Act.**

# ASSET MANAGEMENT

- **Maintaining the desired level of service at the lowest life cycle cost**
  - **It's a process – it's how we manage our utilities**
- **America's Water Infrastructure Act of 2018**
  - **States must promote asset management in drinking water and wastewater systems**

# ASSET MANAGEMENT

## Environmental Finance Center Network

EFCN
environmental finance center network

Smart Management for Small Water Systems

http://southwestefc.unm.edu/asset-management/

KENTUCKY ENERGY & ENVIRONMENT CABINET

# Questions?

**Jennifer M. Taimi**
**502-782-7087**
**jennifer.taimi@ky.gov**