

Nonprofit Org.
U.S. POSTAGE
PAID
Fremont, OHIO
PERMIT No. 262

Ohio RCAP
Administering Agency:
WSOS CAC, Inc.
P.O. Box 690
Fremont, Ohio 43420
Phone: 800-77-9767
Fax: 419-334-5124



Utility Management For Local Officials



**Spring 2013
Schedule**

What do you need to
MANAGE
your local utility?

Regulatory and Legal Requirements

Hiring Consultants

Employees

Record Keeping

Asset Management

Planning for the Future

Finances and Fiscal Management

Capital Projects

Utility Rates

Public Relations

Customer Outreach

Sponsored By:



Division of Drinking and Ground Water
www.epa.ohio.gov/ddagw



A Four-Part Training Series for Local Officials

Ohio Rural Community Assistance Program (RCAP) provides four unique training seminars for local officials in utility management and capacity development offered at locations throughout Ohio. These one-day courses cover technical, managerial, and financial aspects of utility operation and management.

The Ohio EPA Division of Drinking and Ground Water provides these sessions **free of charge**. The seminars are designed to assist in management of water systems to meet regulations and customer service expectations along with creating sustainable infrastructure for the future.

Beginning with the 2013 program year (now through June 30, 2013) any water system receiving Principal Forgiveness from the Ohio EPA Drinking Water State Revolving Loan Fund will be required to have at least 50% of the council or governing board members complete the Utility Management and Financial



Management for Local Officials courses prior to funding award.

These courses are provided in classroom settings listed herein and are also available online.

The online classes can be taken at your leisure, also at no cost.

For more information, to find links to online courses, or register for classroom trainings visit the Ohio RCAP website at www.ohiorcap.org

You may also register for classroom courses by contacting Nadine Thompson at 800-775-9767 or 419-332-2056 to reserve your seat.

UTILITY MANAGEMENT
Course #101
5 OEPA Contact Hours

FINANCIAL MANAGEMENT
Course #201
5 OEPA Contact Hours

ASSET MANAGEMENT
Course #301
5.5 OEPA Contact Hours

APPLIED ASSET MANAGEMENT USING CUPSS
Course #401 6.0 Contact Hours

TECHNICAL CAPACITY

- ◆ Management's responsibility for operations
- ◆ Operator responsibilities
- ◆ Ohio EPA's role
- ◆ Operation & maintenance of systems
- ◆ Existing and proposed rules & regulations

MANAGERIAL CAPACITY

- ◆ Regulatory and legal requirements
- ◆ Dealing with planning and emergencies
- ◆ Personnel and staffing issues
- ◆ System policies and procedures
- ◆ Security issues

FINANCIAL CAPACITY

- ◆ Capital improvement planning
- ◆ Budgeting
- ◆ Rate-adjustments
- ◆ Record keeping
- ◆ Replacement & emergency funds

TRAINING DATES / LOCATIONS

<u>May 15, 2013</u> Springfield Twp Hall 2777 Springfield-Xenia Rd Springfield, OH 45506	<u>May 22, 2013</u> Ohio Rural Water Assoc. 55 White Road Zanesville, OH 43701
--	--

Registration begins @ 8:30
Session is from 9:00 until 4:00
Lunch is on your own

EVALUATING FINANCIAL POLICIES AND RECORDS

- ◆ Financial policies and guidelines
- ◆ Important data and records for financial management
- ◆ Billing records and what they mean

PLANNING YOUR FINANCIAL NEEDS

- ◆ Financial goals and budgeting
- ◆ Asset management
- ◆ Capital improvement planning
- ◆ Fiscal management and controls
- ◆ Record keeping

IMPLEMENTING and MONITORING

- ◆ Legislation
- ◆ Policies, rules & regulations
- ◆ Internal controls
- ◆ Rate and fees
- ◆ Reporting
- ◆ Customer outreach

TRAINING DATES / LOCATIONS

<u>May 16, 2013</u> Springfield Twp Hall 2777 Springfield-Xenia Rd Springfield, OH 45506	<u>May 23, 2013</u> Ohio Rural Water Assoc. 55 White Road Zanesville, OH 43701
--	--

Registration begins @ 8:30
Session is from 9:00 until 4:00
Lunch is on your own

ASSET MANAGEMENT

- ◆ Inventorying assets; estimating replacement costs, prioritizing projects
- ◆ Developing and implementing an asset management plan
- ◆ Incorporating other capital improvements
- ◆ Planning for outside funding
- ◆ Resources and software

BUDGETING

- ◆ Preparing useful expense and revenue budgets, and budget reports
- ◆ Incorporating the asset management plan and other reserves into the budget
- ◆ Spreadsheet templates for budgets

RATE SETTING

- ◆ Rate setting goals, rate structures and analysis
- ◆ Impact of inflation; establishing rate adjustments
- ◆ Setting equitable rates and defending them
- ◆ Spreadsheet templates and software

TRAINING DATES / LOCATIONS

<u>March 19, 2013</u> OH EPA Southeast District Office 2195 Front Street Logan, OH 43138	<u>March 26, 2013</u> Hampton Inn 1299 West High Avenue New Philadelphia OH 44663
<u>May 29, 2013</u> Edison State College 1973 Edison Drive Piqua, OH 45356	

Registration begins @ 8:30
Session is from 9:00 until 4:15
Lunch is on your own

Check Up Program for Small Systems

- ◆ **CUPSS** is a free software program based on the USEPA Step Guides for asset management.
- ◆ Record your assets, schedule and track maintenance tasks for your sanitary survey
- ◆ Make more informed decisions, Save time by planning ahead, facilitate proactive decisions, Back up budget talks with facts, assist with rate setting, improve customer service
- ◆ **This class will...** Introduce you to CUPSS
Provide an overview of the software
Show you how to start using CUPSS
Enter sample data in the actual program on a computer.
- ◆ Software, manual, & training materials provided to take back to your system.

TRAINING DATES /LOCATIONS

<u>March 20, 2013</u> Medina Co. University Ctr 6300 Technology Lane Medina, OH 44257	<u>March 27, 2013</u> Kent State Tuscarawas Campus 330 University Drive New Philadelphia OH 44663
<u>May 1, 2013</u> Northwest State Community College 22600 State Route 34 Archbold, OH 43502	<u>May 30, 2013</u> Edison State College 1973 Edison Drive Piqua, OH 45356

Registration begins @ 8:00
Session is from 8:30 until 4:15
Lunch is on your own