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Division of Drinking and Ground Water
[www..epa.ohio.gov/ddagw](http://www.epa.ohio.gov/ddagw)

Present the Fall 2011
Schedule for

Utility Management Training for Local Officials

With the current economy, you need to manage smarter. How will you maintain your system? Courses approved for OEPA Operator contact hours and OEPA loan application extra points.



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

A Four-Part Training Series for Local Officials



The Ohio Rural Community Assistance Program (RCAP) offers four training seminars for local officials in water & wastewater capacity development at locations throughout Ohio. These one-day courses cover technical, managerial, and financial aspects of utility operation and management; see inside for more details concerning each session offered.

Sessions are provided at **NO COST** through the Ohio EPA Division of Drinking and Ground Water and approved for Ohio EPA operator contact hours. The seminars are held in each Ohio EPA District throughout the year and includes course materials.

This brochure lists our fall 2011 schedule. Additional seminars for the first half of 2012 will be announced by the end of 2011.

These seminars are designed to assist management of small water systems to meet regulation and customer service expectations along with creating sustainable infrastructure for the future.

Visit Ohio RCAP's website at www.glracap.org/ohio to see dates and locations. You may register for sessions on-line or by contacting Nadine Thompson of Ohio RCAP at 800-775-9767 or 419-332-2056 to reserve your seat.



UTILITY MANAGEMENT
Course #101
5 OEPA 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

October 27, 2011

Pickaway County District
 Public Library
 1160 N. Court St.
 Circleville, OH 43113

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

FINANCIAL MANAGEMENT
Course #201
5 OEPA Contact Hours

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

October 25, 2011

Ohio Dept. of Agriculture
 8995 East Main St.
 Reynoldsburg, OH 43068

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

ASSET MANAGEMENT
Course #301
5.5 OEPA Contact Hours

- ◆ 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

October 12, 2011

The University of Akron
 Wayne College
 1901 Smucker Rd.
 Orrville, OH 44667

October 19, 2011

Daymar College
 1579 Victor Rd.
 Lancaster, OH 43130

October 26, 2011

Ohio Dept. of Agriculture
 8995 East Main St.
 Reynoldsburg, OH 43068

November 9, 2011

Brown Mackie College
 1700 Fostoria Ave. Ste. 100
 Findlay, OH 45840

November 16, 2011

Clark State
 100 South Limestone St
 Springfield, OH 45501

December 6, 2011

Belmont Technical College
 120 Fox-Shannon Place
 St. Clairsville, OH 43950

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

APPLIED ASSET MANAGEMENT USING CUPSS
6.0 OEPA Contact Hours

- ◆ **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

October 13, 2011

The University of Akron
 Wayne College
 1901 Smucker Rd.
 Orrville, OH 44667

October 20, 2011

Daymar College
 1579 Victor Rd.
 Lancaster, OH 43130

November 10, 2011

Brown Mackie College
 1700 Fostoria Ave. Ste.100
 Findlay, OH 45840

November 17, 2011

Clark State
 100 South Limestone St.
 Springfield, OH 45501

December 7, 2011

Belmont Technical College
 120 Fox-Shannon Place
 St. Clairsville, OH 43950

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