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AND



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

Present the Spring 2012
Schedule for

Utility Management Training for Local Officials

With the current economy, you need to manage smarter. How will you maintain your system?

Approved for OEPA Operator contact hours and OEPA drinking water loan application extra points.



Ohio RCAP
Administering Agency:
WSOS CAC, Inc.
P.O. Box 590
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 **spring 2012 schedule**.

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.ohiorcap.org 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

March 27, 2012
 Preble Co Learning Center
 450 Washington-Jackson Rd
 Eaton OH 45320

May 8, 2012
 Kent State Geauga Campus
 14111 Claridon Troy Road
 Burton OH 44021

April 17, 2012
 Huron Co. Administration
 Building
 180 Milan Avenue
 Norwalk OH 44857

May 10, 2012
 Hampton Inn
 200 Morris Crossing
 Newcomerstown OH 45133

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

February 21, 2012
 Archbold Park Pavilion
 320 W Holland Street
 Archbold, OH 43502

April 11, 2012
 Washington State
 Community College
 710 Colegate Drive
 Marietta OH 45750

March 6, 2012
 Mt. Union College
 1972 Clark Avenue
 Alliance OH 44601

May 15, 2012
 Highland Co Admin. Bldg
 119 Governor Foraker Pl
 Hillsboro OH 45133

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

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

February 22, 2012
 Archbold Park Pavilion
 320 W Holland Street
 Archbold OH 43502

April 12, 2012
 Washington State
 Community College
 710 Colegate Drive
 Marietta OH 45750

March 7, 2012
 Mt. Union College
 1972 Clark Avenue
 Alliance OH 44601

May 16, 2012
 Highland Co Admin. Bldg
 119 Governor Foraker Pl
 Hillsboro OH 45133

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

March 13, 2012
 Wright State Lake Campus
 7600 Lake Campus Drive
 Celina OH 45822

March 28, 2012
 Preble Co Learning Center
 450 Washington-Jackson Rd
 Eaton OH 45320

March 20, 2012
 Central Ohio Tech. College
 Coshocton Campus
 Coshocton OH 43812

May 9, 2012
 Kent State Geauga Campus
 14111 Claridon Troy Road
 Burton OH 44021

March 21, 2012
 Columbus State College
 Delaware Campus
 5100 Cornerstone Drive
 Delaware OH 43015

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