

Water System Management Plans

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REVIEW FEE \$75 fee to be included.

COVER PAGE with Water System name and ID, Owner's name, Address, County, contact phone number and email.

REPORT with comments on *all* of the following:

1. Organization Details:

- A. description/chart of organizational structure for management of water system
- B. for those directly involved a synopsis of their roles and responsibilities
- C. copies of contracts for systems not managed by owners

Hint: Org chart/schematic with information *only* on individuals responsible for water system.

2. Ownership:

- A. identify legal structure of ownership (partnership, municipality, etc)
- B. provide complete address of (1) owner and (2) location of system
- C. state whether or not there are any legal orders that will affect control
- D. describe legal authority (ownership, easements) allowing operation

Hint: Do *not* include the Consumer Confidence Report or Water Supply Plan (which are already on file with NCDENR). It is also *not* necessary to include copies of easements, deeds, etc.

3. Management Qualifications:

- A. describe the qualifications and training of owners and operators of system
- B. names, ID #'s, penalties/violations (if any) of other owned or operated systems

Hint: Include operator certification ID numbers

4. Management Training – describe plans to keep management current with regulatory requirements.

5. Policies - provide information on the following:

- A. cross connection control
- B. customer information, complaints, public education
- C. budget development and rate structure
- D. response and notification in the case of violations
- E. customer connection, disconnection, billing and collection
- F. safety procedures

Hint: If possible, *summarize* from existing policies (along with references and their locations – Town Hall, water plant, etc). Then it will not be necessary to include copies of all the supporting documentation.

6. System monitoring, reporting, and record keeping:

- A. summarize the system monitoring and reporting requirements
- B. describe the procedures for keeping and compiling records

Hint: Do *not* simply restate Rule 1526. Include information about the actual monitoring plan and location of files.

7. Financial Plans to be submitted:

A. Local Governments

- I. projects incurring debt need LGC approval of debt issue, or
- II. projects not incurring debt need the following two items:

(1) the following statement signed by a town official:

"The town of _____ hereby states that it is in compliance with the NC General Statutes, Chapter 159, Article 3, The Local Government Budget and Fiscal Control Act."

(2) LGC-108C

B. Utilities

- I. copy of Order Granting Franchise and Approving Rates from the NCUC, or
- II. copy of Order Recognizing Continuous Extension and Approving Rates from the NCUC

C. Existing Non Transient Non Community Systems Which Receive No Violations in Preceding Three Years

- I. describe negative impacts projects would have on the financial ability to maintain compliance

D. Other Community and Non Transient Non Community Systems

- I. Worksheets – (1) Twenty Year Replacement Cost Plan
(2) Water System Budget
(3) Five Year Budget Projection

Hint: If revenue is not being collected, then show that other funding is available and sufficient to cover the costs of system operation.

II. create a cash reserve equal to one eighth of annual system expenses, to be funded by end of first year

III. create an emergency cash reserve equal to cost of replacing the most expensive piece of equipment, to be funded by the end of the fifth year

IV. describe the adoption of generally accepted accounting procedures preventing the misuse of funds

V. (II) and (III) of this paragraph can be substituted by either of the following:

- (1) applicant with multiple water systems shows reserves affording greater or equal capabilities, or
- (2) applicant showing equivalent financial capacity to comply with the requirements of this section

WSMP CERTIFICATION to be included. Do *not* include the Applicant Certification (showing that the O&M and Emergency Management Plan are complete) with the WSMP. Submit the Applicant Certification for each project after receiving the Authorization to Construct in order to obtain Final Approval.

Hint: Applicant Certification is to be submitted later (one for each project) to receive Final Approval.