

System Planning & Management Training

You are invited to take part in an informational training session designed to help your community prepare, develop, and manage upcoming or recently completed wastewater and/or water projects.

Who Should Attend?

Mayors, Operators, Clerks, Lake Association Members, Township Board Members, Council Members, Homeowners, and Other Interested Personnel.

*Waseca Training Session:

Waseca Co. East Annex Office
300 North State Street
Waseca, MN

Registration:

Call the MRWA Office at
800-367-6792 or visit our

Web site at: www.mrwa.com

(Use the training Calendar Link)

There is NO charge for this session.

6 certification hours awarded
for full day attendance. 3 hours
awarded for morning or afternoon
session attendance.

March 30, 2010

Program Agenda

8:00am—12:00pm

“So We Have to Do Something”

Introductions and Overview

Wastewater & Water System Improvements

- ◆ *Why do we want proper treatment?*
- ◆ *How do we start the treatment process?*

Assessing Your Community’s Needs

- ◆ *Conducting a complete assessment*
- ◆ *Task force formation*
- ◆ *Community structures*

Technologies: Options to Consider

- ◆ *Wastewater treatment options ranging from on-site systems to municipal systems*
- ◆ *Water supply, treatment, storage, and distribution*

Break

How to Hire an Engineer/Design Consultant

- ◆ *What is the RFQ/RFP process?*
- ◆ *Preliminary Engineering Report (PER’s)*
- ◆ *More knowledge gained up front may save you dollars in the long run.*

Sources of Funding & Technical Assistance

- ◆ *Where are the funding sources?*
- ◆ *Who are the technical assistance providers?*

Questions and Open Discussion

12:00pm—1:00pm: Lunch (On Your Own)

1:00pm—4:00pm

“Managing and Operating Your System”

Regulations and Rules: Agencies and Roles

- ◆ *Public systems under the Safe Drinking Water Act & Clean Water Act*
- ◆ *Primacy agency function—MPCA & MDH*
- ◆ *You are the owner—management team formation*

Role of Council as Owner of the System

- ◆ *Making your own decisions*
- ◆ *Information, reports, & files you need*
- ◆ *Ordinances & setting policies*
- ◆ *Ownership of service lines*
- ◆ *Organizational structure*

Break

The Technical Side

- ◆ *Hiring and supporting the operator*
- ◆ *O&M considerations*
- ◆ *Security, vulnerability assessment, & ERP’s*

Keep the System Running—Budgeting and Setting Rates

- ◆ *Determining “all” of the costs for operating the utility*
- ◆ *Planning for reserves and emergencies*
- ◆ *Fair and sufficient rates—based on usage*

Questions and Open Discussion

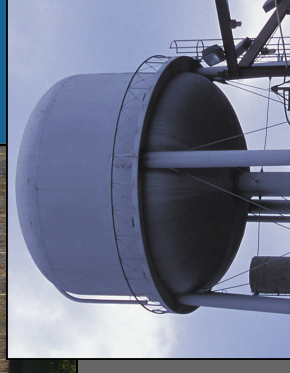
Dates & Locations

***Waseca
March 30, 2010**

*Watch our Web site
(www.mrwa.com)
for upcoming training
session dates beginning
again in the fall of 2010.

***Is there a Wastewater
and/or Water System
in your future?***

**System Planning
& Management
Training Sessions**



***Waseca Location:**

**Waseca County East
Annex Office
300 North State Street
Waseca, MN**

Driving Directions:

**From I-35S, take exit 42B,
turn right at Hoffman Drive
NW/US Hwy 14W, then turn
right at North State Street.**

**Presented by: Minnesota
Rural Water Association,
USDA Rural Development,
and University of Minnesota
Extension Service.**