

April 2015



MINNESOTA RURAL WATER ASSOCIATION

# The Technical Assistance Times

## NRWA Hosts Rally in Washington DC

Minnesota Rural Water Association staff, along with our board and rural water system members, attended National Rural Water Association's Rally in Washington DC on February 10-12, 2015. This is MRWA and our member's opportunity to discuss small system's water and wastewater issues with both federal legislators and federal agency personnel who regulate those systems.

Nothing is more important than clean, safe, affordable water and Rural Water initiatives are the most effective. MRWA's representation at NRWA's Rally is critical to ensuring that funds are allocated to assist the nation's small water and wastewater systems.

**Minnesota Rally attendees (pictured above top from left to right) included Dominic Jones, manager of Red Rock Rural Water System; Allan Rutter, MRWA Board Member and representing the city of Cyrus; Les Anderson, MRWA National Director, Vice-Chairman, and Board Member from Red Rock Rural Water System; Tom Dowdle, MRWA Board Member and representing Kittson Marshall Rural Water; Congressman Rick Nolan, Eighth District; Ruth Hubbard, Executive Director of Minnesota Rural Water Association; Jay Mickelson from Red Rock Rural Water System; Tracy Bergh, MRWA Board Member and representing North Kittson Rural Water. The Rally attendees are also pictured above with Congressman Tom Emmer (middle photo) and a Great American Taste Test photo (bottom photo).**

Water from Easthampton, Massachusetts won the gold medal award for best tasting water in the nation during the Great American Water Taste Test held on February 11th at the Rural Water Rally in Washington, D.C. Minnesota's water sample was from the city of Shakopee, who won the title of best tasting water last year in Minnesota at the 30th Annual MRWA Water & Wastewater Technical Conference.



### Inside this issue:

MRWA SDWA Training Session - April 8th	2
MRWA Wastewater Operation & Maintenance Training	3
MRWA SDWA Training Session - April 22nd	4
USDA's Minnesota Loan & Grant Programs	5
MRWA TIF Easy Program	6
MRWA HR Select Program:	7
MRWA's Valve Exercising Machine: Get on the 2015 List!	8

## MRWA Technical Conference

Watch this newsletter for a **recap and photos** of MRWA's 31st Annual Water & Wastewater Technical Conference.



We're on Facebook!  
Become a fan today!



April 8, 2015

## SDWA Training

MRWA Office Building\*  
217 12th Avenue SE  
Elbow Lake, MN

\*Driving Directions:  
[www.mrwa.com/about.html](http://www.mrwa.com/about.html)

### Safe Drinking Water Act Compliance Training

**8:00am**      **Understand the Revised Total Coliform Rule and Groundwater Rule**  
*\*Drinking Water Quality Control: learn about distribution system flushing which ensures clean, safe, and quality drinking water.*  
*\*Supplying Safe Drinking Water: by pinging pipes with new technology, water systems can send signals and sound waves down water mains to determine the most vulnerable distribution piping areas.*  
*\*Chemical Feed Dosages: see how to remove build-up on distribution system piping to help maintain proper chemical feed dosages.*  
*\*Regulatory Requirements: newly implemented regulations reduced disinfection byproduct standards, existing concerns over icing damage, and taste and odor formation to help focus on minimizing stagnation and stratification in water storage tanks.*

**12:00pm**      **Lunch - (Provided)**

**1:00pm**      **Understand the Revised Total Coliform Rule and Groundwater Rule *continued***  
*\*Maintaining Safe Drinking Water: learn about different styles of tanks and the advantages and disadvantages.*  
*\*Water Quality Control: see how to identify water age threats on dead-end mains, use tools to identify where threats are located, and find solutions to address those threats.*  
*\*Security Intelligence Sharing: discover the 'Water System Security' system and what to look for in criminal acts and terrorism in the water industry.*

**4:00pm**      **End of Day**

### About the Class:

Get valuable information you need from our expert trainers to maintain compliance with the Safe Drinking Water Act (SDWA) and state regulations.

Technical assistance to address compliance issues is available from Minnesota Rural Water Association at no cost.

Support Minnesota Rural Water Association  
Training | Technical Assistance

6 certification hours | FREE of charge!

**To Register: call: 800-367-6792  
or online at: [www.mrwa.com](http://www.mrwa.com)  
(use the training calendar fast track menu).**

**Instructors:** Dixon Engineering, Inc.; Kodru-Mooney; Minnesota Fusion Center; Mueller Company; Servocal Instruments, Inc.; and Minnesota Rural Water Association.

This training is brought to you through a grant by the National Rural Water Association and US EPA.

**Attend this session and learn how to keep your water system in compliance with state and federal drinking water regulations!**

- 8:00am**    **See What's New at MRWA: Your Association**  
*Learn about services provided such as mapping, training, future technology, and more! See the latest news in the wastewater industry.*
- 9:00am**    **As-Builts and Construction Drawings**  
*A discussion on as-builts and construction drawings for your water and wastewater construction projects. Learn the difference between as-builts and construction drawings. See how to properly read as-built drawings.*
- 10:00am**   **Water and Wastewater Utility Line Locating**  
*Learn the importance of understanding your locating equipment. Trace wire specifications will be explained and learn about the changes in the past two years. See how the evolution of the trace wire specification has changed the way that the industry traces utilities.*
- 11:00am**   **Pump Stations**  
*Discover the challenges facing modern pumping stations. Learn about today's pump stations and the operations specialists role in optimal efficiency and longevity of pumps.*
- 12:00pm**   **Lunch - (On Your Own)**
- 1:00pm**    **Sanitary Sewer Lift Station Calibrations**  
*Understand the importance of calibrations in your sanitary sewer lift stations for optimal pump efficiency and troubleshooting. See how this technology is used on-site.*
- 2:00pm**    **Importance of Air Relief Valves**  
*Understand the importance of the three types of air relief valves in the force main. Learn the importance of how to maintain and keep air relief valves properly operating to ensure pump efficiency.*
- 3:00pm**    **MnWARN**  
*Review MnWARN experiences and how to prepare your utility for a catastrophic event. A roundtable discussion on how to prioritize your water and wastewater utility.*
- 4:00pm**    **End of Day**

**April 15, 2015**  
**White Bear Township**  
 Heritage Hall  
 4200 Otter Lake Road  
 Gem Lake, MN\*  
 (\*Next to White Bear Township)

**Course Instructors:**  
 Infratech, Kodru-Mooney, Servocal Instruments, Inc., and Minnesota Rural Water Association.

**Six Certification Hours**  
 for Full Day Attendance

There is **NO** charge for this session.

**To Register For Any Training Session:** Call the MRWA Office at 800-367-6792 or online at [www.mrwa.com](http://www.mrwa.com). Use the training calendar link.

## Upcoming Water U Webinars

**Know Your Septic System - Save Money**  
**- March 26th, 2pm - FREE Webinar.**

Instructor: Maureen A. Pepper, EPA Office of Wastewater Management

Despite their simple design, common septic tanks rely on a number of complex chemical and biological processes to function properly. Septic tanks require regular care and maintenance to ensure they can adequately handle waste products while protecting the health of the household and environment. Register at: <http://www.mrwa.com/wateru.html>



## April 22, 2015 SDWA Training

City of Elk River  
1104 Lions Park Drive NW  
Elk River, MN

### Safe Drinking Water Act Compliance Training

<b>8:00am</b>	<b>Understand the Revised Total Coliform Rule and Groundwater Rule</b> <i>*Drinking Water Quality Control: learn about distribution system flushing to achieve proper chlorine residuals which ensures clean, safe and quality drinking water.</i> <i>*Cross Connection Prevention: understand the importance of having a long range water main program to prevent cross connections during a water main break.</i> <i>*Water Treatment: understand chemical feed equipment options and learn about the different types of chemical feed systems available. See what equipment works best for specific chemicals.</i> <i>*Drinking Water Quality Control: learn about the evaluation, cleaning, and maintenance techniques used for maintaining safe and reliable water storage facilities.</i>
<b>12:00pm</b>	<b>Lunch - (On Your Own)</b>
<b>1:00pm</b>	<b>Understand the Revised Total Coliform Rule and Groundwater Rule <i>continued</i></b> <i>*Community Water Wells: learn about the importance of an annual well inspection report, well screens, and proper cleaning techniques. Also learn how to do a well drawdown.</i> <i>*Water Conservation: see how the city of Elk River has put alot of time, effort, and thought into creative ideas to conserve water, reduce electricity, and run the city more efficiently.</i> <i>*Security Intelligence Sharing: discover the 'Water System Security' system and what to look for in criminal acts and terrorism in the water industry.</i>
<b>4:00pm</b>	<b>End of Day</b>

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**To Register: call: 800-367-6792  
or online at: [www.mrwa.com](http://www.mrwa.com)  
(use the training calendar fast  
track menu).**

**Instructors:** City of Elk River; E.H. Renner & Sons; Hawkins Water Treatment Group; Minnesota Fusion Center; Water Tower Clean & Coat, Inc.; and Minnesota Rural Water Association.

This training is brought to you through a grant by the National Rural Water Association and US EPA.

**Attend this session and learn how to keep your water system in compliance with state and federal drinking water regulations!**



## WATER AND WASTE DISPOSAL LOAN AND GRANT PROGRAMS USDA, Rural Development, Rural Utilities Service Minnesota

Updated January 14, 2015

### Program Results (since 2009)

- 158,709 Rural residents receiving new or improved water and waste disposal service.
- 58,781 Households and businesses benefited by improved service.
- 1,774 New households and businesses connected.
- 121 Projects Funded (31 Water/ 55 Waste/ 35 Combo)
- \$298.3 million Invested in construction of new or improved infrastructure.
  - \$177.6 million loan and \$121.7 million grant invested
  - 59.5% /40.5% loan/grant ratio
- \$83.5 million Leveraged from other funding sources (19.2%)
- \$195.4 thousand Technical Assistance funds provided to assist Rural America
- 11,319 Technical assistance visits to help rural systems and communities
- 53 Counties Served in Minnesota



### Our Customers – Exclusively Rural

- In FY 2014
  - 94% of our projects serve populations of 5,000 or less.
  - 90% of our projects serve populations of 2,500 or less.
  - 90% of our projects serve populations of 1,500 or less.
  - 87% of our projects serve populations of 1,000 or less.
- Average MHI of rural communities receiving funding. - \$33,481
- Average Monthly EDU Cost
  - Water 46.92
  - Sewer 51.04



### Our Portfolio

(as of December 31, 2014)

- 285 loans outstanding
- 190 borrowers
- 0.00% Delinquency Rate
  - 0.00% Greater Than 1 Year
  - 0.00% Less Than 1 Year



# MRWA Offers TIF-Easy Program



## TIF-Easy: Tax Increment Financing Made Simple



*Is a business asking for TIF assistance in your community?  
Want to learn more about TIF and how it may be used to help?  
Worried that TIF is too complicated for you?*

**MRWA can help.**

TIF is the most powerful financing tool available to promote business development. Yet TIF also has a deserved reputation for being complex and easy to mismanage. MRWA has teamed with **David Drown Associates** to offer a new program called *TIF-Easy*. *TIF-Easy* presents TIF in terms that anyone can understand, and provides all the technical assistance necessary to assure your TIF District is done right.



### **Step #1: No cost initial consultation.**

Getting started is easy — just call or email and tell us what you are thinking. A DDA professional will discuss your project and/or schedule a meeting with you and/or the business owner to explain TIF in detail. You can also receive a feasibility report that:

- Shows you if TIF will work for your project and which type of TIF District is best.

- Calculates the amount of TIF funding that is available and discusses the best way to use it.

- Provides a work plan and a timetable to create a TIF District.

- Identifies other resources such as grants and loans that should be considered.

### **Step #2: TIF-Easy Process:**

Should you decide to proceed, *TIF-Easy* assures every step in the process is handled quickly and professionally:

- We prepare all documents including plans, resolutions and filing documents.

- We attend meetings and public hearings, making sure TIF is explained in simple terms.

- We help negotiate with the business owner, and prepare a letter of understanding.

- We file the necessary documents with the County, School District and State.

- We provide a full transcript of all documents, and prepare a summary letter that highlights your district and reminds you of what needs to be done moving forward.

### **Step #3: Ongoing TIF-Easy Support.**

We do not forget the importance of ongoing management.

- To get you off to a quality start, we prepare your first years' TIF report at no extra cost.

- Ongoing TIF reporting is available at competitive rates. Included is our annual management review – designed to resolve possible problems before they become real problems.

- We remain available to answer questions by phone or email at any time.

**Initial consultations are always free.** If you decide to proceed, *TIF-easy* costs just \$5,500, paid only when all work is complete. (Typically, the business owner is asked to pay for this cost; we will help you work this out before work proceeds.) Why not get started today?

Contact: Ruth Hubbard, Minnesota Rural Water Association  
(218) 685-5197 phone, (218) 685-5272 fax, or [mrwa@mrwa.com](mailto:mrwa@mrwa.com)

# MRWA Offers HR Select Program



## 'HR SELECT'

Hiring and managing employees made easier.....



Does your organization struggle to recruit new employees?  
Are ongoing employee performance issues eroding morale and service quality?  
Are you getting the most from your valuable employees?

We can help with **HR Select**. **HR Select** provides help from human resources professionals with years of local government experience. **HR Select** is almost like having your own HR professional on staff. It is quick, friendly, and cost-effective.

\*For routine HR questions, email our **HR Select** Help Desk at [hrselect@daviddrown.com](mailto:hrselect@daviddrown.com) and we will respond within one business day. And best of all—no charge to just answer questions!

\*For more complicated problems, we provide training and proven service packages that achieve results.

\*And to recruit new employees, **HR Select** offers two hiring options to meet your needs and your budget.

## Standard Human Resource Management Services

### Performance Management

We will train managers to accurately assess employee performance and solve performance issues

### Employee Engagement and Satisfaction

Research has consistently indicated an engaged employee is a more productive employee. We can assess engagement and chart the course for organizational change that improves productivity.

### Organizational Structure Analysis

Let us help you determine the most cost effective way to deliver quality services to your citizens

### Misconduct Investigation

We provide independent third-party investigations in difficult situations

## Recruitment

**Gold** Our Gold Recruitment service package helps you find and hire the right employee at a price you can afford: Priced at \$4,500 complete, we support you in these critical areas:

- Verify your job description is accurate and meets legal requirements
- Write an effective advertisement and distribute it where it will GET NOTICED.
- Accept applications and handle all initial screening. You get a ranked list showing you the best candidates to interview for the job.
- Provide you with specific interview questions to make your interviews more effective.
- Do a complete background and reference check on your best candidate before you make an offer
- Maintain the required legal document record so you don't have to

**Platinum** Our Platinum Recruitment package delivers a full service executive search suitable for Administrator or Department Head positions. Priced at \$14,000, platinum service teams you with HR professionals to work directly with you at your place of business helping with all aspects of recruitment, evaluation and selection.

- We lead Individual and group meetings with the Council to develop position priorities and expectations
- We design a professional position profile which highlights both the job and your community
- We facilitate initial and follow up interviews
- We check the background and references of all finalists selected for interviews by the Council
- We provide a personality inventory of all finalists

Contact: Ruth Hubbard  
Minnesota Rural Water Association  
(218) 685-5197 phone  
(218) 685-5272 fax  
[mrwa@mrwa.com](mailto:mrwa@mrwa.com)



*HR Select services are delivered through David Drown Associates, Inc.*



Minnesota Rural Water Association  
217 12th Avenue SE  
Elbow Lake, MN 56531

NON-PROFIT  
ORGANIZATION  
U.S. POSTAGE  
PAID  
POS

## MRWA Valve Exercising Machine



**Reminder:** MRWA has purchased a SD800 Spin Doctor with extended reach, by Hurco valve exercising machine. **MRWA's members have the option to rent this machine by the day or the week.** This machine will be operated by city staff, with training provided by MRWA.

*"A big job turned into a small job thanks to this machine"* stated Matt Buntjer from the city of Ellsworth. Ellsworth used the machine last May with great success. They plan on renting the machine again this year.



Taking care of your distribution system can be a daunting task. Your fire hydrants should be exercised in the spring and fall and your gate valves annually.

The benefits far outweigh the negatives when it comes to exercising your gate valves. Grab your maps, count your valves, and get on the list for 2015! The 2015 fee for MRWA members is \$800 per week or \$175 per day. Contact MRWA's office at: 800-367-6792 to get on this list!

*Photos at left: The Spin Doctor Valve Exercising Machine shown being demonstrated at a MRWA training session.*