

October 2015



MRWA Services & Resources

www.mrwa.com

Have you checked out what MRWA has to offer at www.mrwa.com?



Clerk Training. MRWA offers low-cost, one-on-one, on-site training for clerks. Fill out the form online and check the boxes of the services that you'd like to receive a quote on. Clerk Training services offered range from rate studies, wellhead protection plans, election training, setting up a chart of accounts, audit preparation, CTAS, quarterly and year-end reports, and much, much more!

Loan Program. MRWA offers financing programs with our Micro Loan, Midi Loan, and MEGA loan programs. The Micro Loan helps members finance small projects at the lowest possible cost. The Midi Loan program assists with loans up to \$1 million and repaid in 15 years. The MEGA loan program is for loans over \$1 million. MRWA also offers an Interim Financing Loan Program for USDA RD funded projects.



Ford Fleet Program. MRWA members have an opportunity to purchase new vehicles at Contract Fleet Pricing without the hassle of traditional auto buying. It is very simple and easy to use. Your vehicle will be ordered direct from the factory and built to your specifications. Fill out the online form and tell us what you are looking for and a free, personalized custom quote will be prepared for you.

Water University. Water University certification programs are designed to recognize the professional educational achievements of individuals and to market their achievements and skills to increase the value of today's water professionals. Further your career with a water university certification.



All of these services and resources and much more can be found online at www.mrwa.com. Check them out today and see what Minnesota Rural Water Association has to offer.

MINNESOTA RURAL WATER ASSOCIATION

The Technical Assistance Times



Like Us on Facebook!

Take a look at Minnesota Rural Water Association's Facebook page at: www.facebook.com/MinnesotaRuralWaterAssociation to receive the latest updates and industry information. We regularly post training session reminders, regulatory news, FREE webinar opportunities through Water University, and photos of industry-related events. Check it out!

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March 1-3, 2016

32nd Annual MRWA
Water & Wastewater
Technical Conference

Save the date



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MRWA Cross Connection Control & Backflow Prevention



In response to the federal Safe Drinking Water Act Ground Water Rule (GWR) and recent incidents in Minnesota, the Minnesota Department of Health (MDH) has adopted high-hazard cross connections that are not adequately protected as a Significant Deficiency (SD) for all Community Public Water Systems (CPWSs).



This session will provide the attendee with a better understanding of methods and resources available to enable a *cost effective* Cross Connection Control Program for small and large public water supply systems.

Come prepared to learn the fundamentals of backflow prevention, devices for preventing backflow, regulations and code overview, surveying, action, and

review, cross connection hazards, and the MDH requirements and recommendations.

Who should attend? Water purveyors and suppliers, water operations specialists, businesses that supply their own water, utility superintendents, administrators, and any other interested personnel!

This session will be taught by: Gary McLaren - CCC Surveyor/Program Advisor, HydroCorp., Inc.

Sponsored By MRWA Corporate Partners:

Diamond Partner: Kodru-Mooney

Ruby Partners: Adaptor, Inc.; AE2S; Dakota Supply Group; Engineering America; Hawkins Water Treatment Group; Hydro Engineering; Jasper Engineering & Equipment Co.; KLM Engineering, Inc.; Minnesota Pipe & Equipment; Servocal Instruments, Inc.; Stantec; Team Lab Chemical Corp.; Ulteig; and WSB & Associates, Inc.



Emerald Partners: Aeration Industries Int'l; Apex Engineering Group; Bollig, Inc.; Bolton & Menk, Inc.; Electric Pump; Elliott Equipment Co., Inc.; Flexible Pipe Tool Co.; HD Supply Waterworks; HDR; HydroCorp., Inc.; Hydro-Klean, LLC; KLJ; MacQueen Equipment, Inc.; Metering & Technology Solutions; Moore Engineering, Inc.; MSA Professional Services; Raymond James; Ritter & Ritter Sewer Service; Sensus USA; Short Elliott Hendrickson Inc.; Thul Specialty Contracting; Utility Service Co.; Visu-Sewer, Inc.; WEXCO Environmental; and Widseth Smith Nolting.

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Class: MRWA Cross Connection Control & Backflow Prevention Training Session

Dates & Locations: **October 7, 2015 - City of Little Falls, 100 7th Ave. NE, Little Falls, MN**

October 8, 2015 - Best Western Hotel, 1111 Range Street, Mankato MN

Time: 8:00am - 3:00pm

Cost: \$125.00 members or \$150.00 non-members
(Lunch is provided by MRWA)

Register: Mail registration form and check **by October 2, 2015** to:

Minnesota Rural Water Association
217 12th Avenue SE, Elbow Lake, MN 56531
Phone: 800-367-6792 * Fax: 218-685-5272



Name: _____

Title: _____ Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Location Attending: _____

Refund policy: Full refund will not be given unless MRWA is notified 48 hours in advance. Partial credit allowance on medical or snow removal emergency only will be considered on a case by case basis.

- 8:00am Wastewater Operation & Maintenance**
This session will be a discussion of topics that affect the operation and maintenance of wastewater systems that operations specialists face every day.
- 9:00am Tank Mixing**
Learn how proper and different tank mixing can help solve some of your operational problems.
- 10:00am Reducing Phosphorus in Your Wastewater Effluent**
See how jar testing with different chemicals can determine which one works the best and which one can save your money on chemical costs.
- 11:00am Operations Specialist Electrical Safety**
Learn what every operations specialist needs to know about electrical safety with their daily operating routine.
- 12:00pm Lunch - (On Your Own)**
- 1:00pm Chlorinator Maintenance and Odor Control**
See what you need to do with your chlorinators before winter arrives and how to maintain them. Learn what you can do with odors in your wastewater system.
- 2:00pm Comfrey Wastewater Treatment System**
Visit the Comfrey Wastewater Treatment Plant on-site and see the operation and maintenance of their system.
- 4:00pm End of Day**

October 13, 2015

City of Comfrey
Community Center
120 Brown Street East
Comfrey, MN



Course Instructors:

AE2S, Alden Pool and Municipal Supply, Hawkins Water Treatment Group, Medora Corporation: SolarBee/GridBee, 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. Use the training calendar link.

October 14, 2015

City of Clearbrook
Community Center
200 Elm Street SW
Clearbrook, MN



Course Instructors:

Minnesota Pump Works, Team Lab Chemical Corp., and Minnesota Rural Water Association.

Six Certification Hours
for Full Day Attendance

There is NO charge for this session.

- 8:00am MRWA Updates**
See what's new in the industry and learn what technology, mapping, and electronic information at your fingertips can do for you.
- 9:00am Operations Specialists Roundtable Discussion**
A roundtable discussion will be held on questions and concerns that you have with your wastewater systems such as projects, collection systems, smoke testing, I&I, eDMR's, rates, and much more!
- 11:00am Future Wastewater Collection Construction and Distribution**
Learn how to properly install trace wire in your next pipe replacement project. This helps all involved in the project understand the importance of installation for future locates on buried pipe.
- 12:00pm Lunch - (On Your Own)**
- 1:00pm Collection Systems Root Problems**
Learn about technology with a new process to destroy roots in your collection system. Also look at innovative ways to deal with odors, grease, and lift stations.
- 2:00pm Lift Station Calibration and Wastewater Math**
Learn about calibration steps & math operations to properly calibrate your lift station. Learn math commonly used in wastewater operations.
- 3:00pm Wastewater Treatment Ponds**
Learn about high pH in ponds, algae blooms, and algae controls. See sampling techniques to help you in taking samples.
- 4:00pm End of Day**

Sustainable Management Workshop and Rate Setting for Small & Rural Systems



Minnesota Rural Water Association in conjunction with the US EPA and USDA Rural Development, invite you to attend this Sustainable Management Workshop.

Workshop Agenda

- * Introductions & Workshop Objectives
- * Overview of Key Management Areas
- * Utility 'Self Assessment' Exercise
- * Self Assessment Results Discussion
- * Working Lunch
- * Improving Outcomes Exercise Practices, Tools, and Measures Discussion
- * Action Plan Discussion / Exercise
- * Workshop Feedback

Objectives:

- ◆ How to deliver increasingly efficient, and higher quality services.
- ◆ How to improve long-term sustainability and increase resiliency.
- ◆ How to set rates and pay for your projects!!!
- ◆ How to use the *Small Systems Guidebook to Effective Utility Management* to make improvements at your system.

Workshop Details:

- Date: October 21, 2015
- Time: 8:30am—3:30pm (working lunch provided)
- Location: City Hall, 7684 1st Ave. West
Clear Lake, MN
- Fee: \$20.00 working lunch fee
- Register: Call 800-367-6792 or online at:
www.mrwa.com/wf6.html

Hurry and register: Class is limited to 35 attendees!

This workshop will help utilities address a full range of challenges and improve the management of their operation and infrastructure.

Utilities will learn to make improvements in the ten key management areas, focusing first on their most pressing challenges.

Ten Key Management Areas:

1. Product Quality
2. Customer Satisfaction
3. Employee Leadership & Development
4. Operational Optimization
5. Financial Viability (including setting rates)
6. Operational Resiliency
7. Infrastructure Stability
8. Community Sustainability
9. Water Resource Adequacy
10. Customer Understanding & Support

6 credit hours awarded for full day attendance.



New Changes for Financing Your Next Community Project



Meeting the demands of repairing and replacing water and wastewater infrastructure is taking its toll on many small utility systems. MRWA is bringing together several entities that offer funding for small systems in this session.

Our objective is to promote awareness of funding sources, the rules, regulations, application processes, names, addresses, and “HOW TO’S” all under one roof. **This is a don’t miss session if you are looking to fund a project in 2016.** Your attendance will greatly benefit your community for years to come.

Programs to be discussed include USDA Rural Development, Drinking Water Revolving Loan Fund, Clean Water Legacy Act, Clean Water Revolving Fund, Public Facilities Authority, Long Term & Interim Financing, and the grants process.

Learn how these funding entities are working together to put affordable projects together for communities. Acquiring funding for needed infrastructure improvements is time consuming and complex. Learn how to do your research and “homework”.

Groups targeted for participation in these sessions are: mayors, administrators, economic development personnel, utility superintendents, engineers, water and wastewater operators, and others involved or interested in the financial stability of municipal and rural water systems.

Sponsored By MRWA Corporate Partners:

Diamond Partner: Kodru-Mooney

Ruby Partners: Adaptor, Inc.; AE2S; Dakota Supply Group; Engineering America; Hawkins Water Treatment Group; Hydro Engineering; Jasper Engineering & Equipment Co.; KLM Engineering, Inc.; Minnesota Pipe & Equipment; Servocal Instruments, Inc.; Stantec; Team Lab Chemical Corp.; Ulteig; and WSB & Associates, Inc.



Emerald Partners: Aeration Industries Int’l; Apex Engineering Group; Bollig, Inc.; Bolton & Menk, Inc.; Electric Pump; Elliott Equipment Co., Inc.; Flexible Pipe Tool Co.; HD Supply Waterworks; HDR; HydroCorp., Inc.; Hydro-Klean, LLC; KLJ; MacQueen Equipment, Inc.; Metering & Technology Solutions; Moore Engineering, Inc.; MSA Professional Services; Raymond James; Ritter & Ritter Sewer Service; Sensus USA; Short Elliott Hendrickson Inc.; Thul Specialty Contracting; Utility Service Co.; Visu-Sewer, Inc.; WEXCO Environmental; and Widseth Smith Nolting.

Class: MRWA **New Changes** for Financing Your Community Project Training Session

Date: **October 28, 2015 (8:00am - 3:00pm)**

Location: Gustavus Aldophus College
800 West College Avenue
St. Peter, MN
Driving directions: <https://gustavus.edu/about/maps/>

Cost: \$125.00 members or \$150.00 non-members

Register: Mail registration form and check **by October 23, 2015** to:
Minnesota Rural Water Association
217 12th Avenue SE, Elbow Lake, MN 56531
Phone: 800-367-6792 * Fax: 218-685-5272



Name: _____

Title: _____ Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Refund policy: Full refund will not be given unless MRWA is notified 48 hours in advance. Partial credit allowance on medical or snow removal emergency only will be considered on a case by case basis.



Wastewater Refresher Agenda



Tuesday, October 27, 2015

- 10:00am Introductions—Class C&D exam prep
- Noon Lunch (Provided)
- 1:00pm Class C&D exam prep group interaction.
Learn how to use the math formula sheet.
- 4:00pm End of Day

Wednesday, October 28, 2015

- 8:30am Class C&D exam prep (continued)
- Noon Lunch (Provided)
- 1:00pm Class C&D exam prep (continued)
- 4:00pm End of Day

Thursday, October 29, 2015

- 8:30am Check-in for exam. Bring valid picture ID. No exam without state-issued picture identification. Study materials will not be allowed in the exam room. Math formula sheet will be provided. Bring a pencil and a calculator.
- 9:00am Exam given (time: 9:00am-1:00pm).

See page 8 for a list of Suggested Study Materials when preparing to take the Wastewater Exam.

Registration Instructions:

1. Register for the class. Send the registration form at the bottom of the page and the class fee to MRWA.
2. **Register for the exam. Send your completed application for the exam and the \$55.00 exam fee to the MPCA by October 14, 2015.**
3. Make your hotel arrangements: Kelly Inn, phone #: 320-253-0606.
4. Get started studying NOW. See the list of suggested study material and ordering instructions on page 8.
5. Bring a pencil, highlighter, calculator, and identification. Practice math and suggested study review will be combined throughout the course work.

Pre-registration for the class is required. Class fee is \$225.00 for members and \$275.00 for non-members. Register for the class by calling MRWA at 800-367-6792 or by filling out the form below. Send the form and a check made payable to MRWA at: 217 12th Avenue SE, Elbow Lake, MN 56531.

Register for the exam with the Minnesota Pollution Control Agency. A separate exam form and fee must be submitted to MPCA no later than October 14, 2015. **For a MPCA application form, call MRWA at 800-367-6792 or Dianne Navratil, MPCA at 651-757-2599.**

You can download the MPCA exam application at:
www.pca.state.mn.us/publications/wq-wwtp8-00.pdf



Class: **MRWA Wastewater Operations Specialist Class C&D Exam Refresher**
 Dates: October 27-29, 2015
 Location: Kelly Inn, 100 4th Avenue South, St. Cloud, MN (ph# 320-253-0606)
 Cost: \$225.00 members or \$275.00 non-members
 Register: Mail MRWA **class** registration form and check **by October 23, 2015** to:
 Minnesota Rural Water Association
 217 12th Avenue SE
 Elbow Lake, MN 56531
 Phone: 800-367-6792 * Fax: 218-685-5272

Name: _____
 Title: _____
 Representing: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Refund policy: Full refund will not be given unless MRWA is notified 48 hours in advance.



Water Refresher Agenda



Tuesday, October 27, 2015

- 10:00am Introductions—Class C&D exam prep
- Noon Lunch (Provided)
- 1:00pm Class C&D exam prep group interaction. Learn how to use the math formula sheet.
- 4:00pm End of Day

Wednesday, October 28, 2015

- 8:30am Class C&D exam prep (continued)
- Noon Lunch (Provided)
- 1:00pm Class C&D exam prep (continued)
- 4:00pm End of Day

Thursday, October 29, 2015

- 8:30am Check-in for exam. Bring valid picture ID. No exam without state-issued picture identification. Study materials will not be allowed in the exam room. Math formula sheet will be provided. Bring a pencil and a calculator.
- 9:00am Exam given (time: 9:00am-12:00pm).

Registration Instructions:

1. Register for the class. Send the registration form at the bottom of the page and the class fee to MRWA.
2. **Register for the exam. Send your completed application for the exam and the \$32.00 exam fee to the MDH by October 14, 2015.**
3. Make your hotel arrangements: Kelly Inn, phone #: 320-253-0606.
4. Get started studying NOW.
5. Bring a pencil, highlighter, calculator, study guide, and identification. Practice math and study guide review will be combined throughout the course work.

Pre-registration for the class is required. Class fee is \$225.00 for members and \$275.00 for non-members. Register for the class by calling MRWA at 800-367-6792 or by filling out the form below. Send the form and a check made payable to MRWA at: 217 12th Avenue SE, Elbow Lake, MN 56531.

Register for the exam with the Minnesota Department of Health. A separate exam form and fee must be submitted to MDH no later than October 14, 2015. **For a MDH application form and study guide, call MRWA at 800-367-6792 or Noel Hansen, MDH at 651-201-4690.**

You can download the MDH exam application at: www.health.state.mn.us/divs/eh/water/wateroperator/infoexam/opexamapp.pdf



Class: MRWA Water Operations Specialist Class C&D Exam Refresher
Dates: October 27-29, 2015
Location: Kelly Inn, 100 4th Avenue South, St. Cloud, MN (ph# 320-253-0606)
Cost: \$225.00 members or \$275.00 non-members
Register: Mail MRWA class registration form and check by October 23, 2015 to:
 Minnesota Rural Water Association
 217 12th Avenue SE
 Elbow Lake, MN 56531
 Phone: 800-367-6792 * Fax: 218-685-5272

Name: _____
 Title: _____
 Representing: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Refund policy: Full refund will not be given unless MRWA is notified 48 hours in advance.



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

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Wastewater C & D Exam Recommended Study Materials

MPCA recommends the following manuals for wastewater operations specialists to use in studying and preparing to take the wastewater exam:

Class D Wastewater Exam Refresher Suggested Study Materials:

- ◆ *Operation of Wastewater Treatment Plants, Volume 1 & 2*—available from California State University*
- ◆ *Stabilization Pond Operation and Maintenance Manual, Wastewater Math Workbook, and Wastewater Treatment Technology Manual*—all three available from MPCA

MPCA LINK: Class D Wastewater Exam Description: <http://www.pca.state.mn.us/publications/wq-wwtp8-07.pdf>

Class C Wastewater Exam Refresher Suggested Study Materials:

- ◆ *Advanced Waste Treatment*—available from California State University*
- ◆ *Operation of Wastewater Treatment Plants, Volumes 1 & 2*—available from California State University*
- ◆ *Wastewater Math Workbook and Wastewater Treatment Technology Manual*—both available from MPCA

MPCA LINK: Class C Wastewater Exam Description: <http://www.pca.state.mn.us/publications/wq-wwtp8-06.pdf>

To order manuals listed above from the Minnesota Pollution Control Agency (MPCA): Mail a completed order form, available by calling MPCA at 651-757-2073 or download from www.mrwa.com/wastewater.html and a check to the Minnesota Pollution Control Agency, Fiscal Services, 6th Floor, 520 Lafayette Road North, St. Paul, MN 55155.

*To order manuals listed above from California State University: Office of Water Programs, California State University, Sacramento, 6000 J Street, Sacramento, CA 95819-6025, phone: (916) 278-6142, e-mail: wateroffice@csus.edu, Fax: (916) 278-5959, or Web site: www.owp.csus.edu/orderform.php.

Wastewater Exam
Recommended
Study Materials

Quote to Remember:

"Education is when you read the fine print. Experience is what you get if you don't."

-Pete Seeger