

***Date:**

February 8, 2012

***Location:**

Alexandria

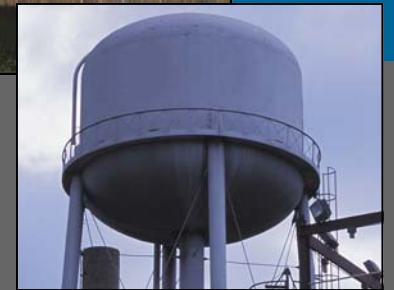
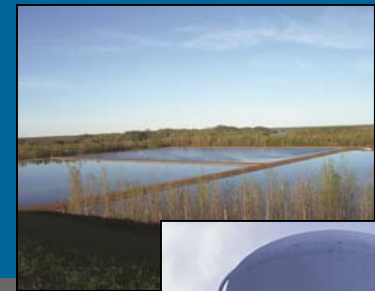
**Fire Department
Building**

**302 Fillmore Street
Alexandria, MN**

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

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

**System Planning
& Management
Training Session**



**Presented by:
Minnesota Rural Water
Association and USDA
Rural Development.**

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.

February 8, 2012:

Fire Department Bldg.
302 Fillmore Street
Alexandria, 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 related certification hours
awarded for full day attendance.**

*Can't make this session? Watch our Web site: www.mrwa.com
for upcoming dates and locations in the fall of 2012.*

Program Agenda

8:00am—4:00pm

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)

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

- ◆ *Sustainability Dashboard Financial Tools*
- ◆ *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