

## *Capital Development*

### ***Background:***

The Safe Drinking Water Act requires that new public water supply systems or systems applying for state revolving loan funds be able to demonstrate certain capabilities. Those water systems must have the technical, managerial and financial capability to meet present and foreseeable regulations, provide adequate water service and operate as financially viable entities. This responsibility is referred to as "Capacity Development."

Wyoming Rural Water Association believes it is important that all public water systems have appropriate technical, financial and managerial capacities. However, we feel it is essential that smaller public water supply systems recognize that their systems are most vulnerable in their ability to demonstrate Capacity Development.

The following self-assessment provides your public water system with the opportunity to review and assess the various areas that are generally considered as critical, basic components in achieving and maintaining Capacity Development. We encourage you to complete this assessment to demonstrate that your system is prepared to meet its present and future obligations as a viable public water system. We also encourage you to copy and complete this assessment on an annual basis since things change very rapidly on water systems. A few of the following questions may not be applicable for your systems depending on its ownership type. In those cases, it is appropriate to ignore those questions. Wyoming Rural Water Association is ready to assist you in preparing and meeting these new challenges. Your professionalism and commitment will help rural water be the leader of the new millennium.

## *System Information*

System name: \_\_\_\_\_

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Type of system ownership (municipal, districts, homeowner assoc., co-op, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Is system a for-profit or non-profit?

\_\_\_\_\_  
\_\_\_\_\_

Formed under what statute?

\_\_\_\_\_  
\_\_\_\_\_

Name of person in charge (Owner, Manager, President)

\_\_\_\_\_  
\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number

\_\_\_\_\_

Number of connections \_\_\_\_\_

Population served

\_\_\_\_\_

## ***Financial Information***

Are you on target with budgeted income and expenses?

Yes     No

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From last audit are current total assets greater than your liabilities?

Yes     No

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If not, do you have a plan to change the situation?

Yes     No

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Do you have a long-range financial plan?

Yes     No

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Are you following it?

Yes     No

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Do you adequately fund depreciation or have other reserves?

Yes     No

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Do you have a capital improvement plan?

Yes     No

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## ***Financial controls***

Which items are used by your system?

- Monthly financial statements
  - Monthly review of financial statements by board, council or owner.
  - Annual audit
  - Written financial policies
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Is your rate structure reviewed annually?

- Yes
  - No
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Does your current rate structure produce income to cover? (check all that apply)

- Current expenses
  - Replacement costs
  - Reserves
  - Contractual obligations
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## ***Management Information***

Indicate your governance structure (i.e. elected board, council, appointed, sole ownership, etc.)

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Are by-laws, resolutions, ordinances and/or covenants up-to-date?

Yes     No

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Date of last review: \_\_\_\_\_

Does the governing body meet on a regular basis?

Yes     No

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Are minutes of meetings available?

Yes     No

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Is an annual budget prepared and reviewed at board or council meetings?

Yes     No

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Do you have a federal ID number from the IRS?

Yes     No

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Do you have written operational policies (i.e. connection, cut-off, payments, etc.)?

Yes     No

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Are policies up-to-date?

Yes     No

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Is the person in charge clearly defined?

Yes     No

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If applicable, is there a staffing chart (organizational chart)?

Yes     No

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Are there written personnel policies?

Yes     No

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Are they up-to-date?

Yes     No

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Is system in compliance with all state and federal laws?

Yes     No

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## ***Technical Information***

What is your water source? (please circle)

- Surface • Ground • Purchased

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Are water rights sufficient and secured?

- Yes     No

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Do you have a source water protection plan?

- Yes     No

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If purchased, does your supplier have a source water protection plan?

- Yes     No

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Is the quantity of water available from your water source adequate for the next five years?

- Yes     No

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Does your source meet or exceed SDWA standards?

- Yes     No

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Does or will it meet standards without extensive treatment?

- Yes     No

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If not:

- What treatment is or will be required?

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- What are the treatment costs?

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- What operator skills are required?

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- What are the likely contaminants that may affect your system in the future?

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- Is your service area clearly defined?

Yes     No

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- Does your system have a plan for operations and maintenance?

(Examples: line flushing and storage tank maintenance)

Yes     No

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- Have all the certification requirements for operations been met?

Yes     No

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Is your operator certified?

Yes     No

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Do your operators have the appropriate level of certification?

Yes     No

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Do your system personnel attend appropriate and current training sessions?

Yes     No

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Is the system aware of the benefits of industry related service organizations such as state rural water associations?

Yes     No

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Does the system calculate and control water loss?

Yes     No

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Does your system have a conservation plan?

Yes     No

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Does your system have accurate maps of distribution system?

Yes     No

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Does your system have accurate maps of distribution system?

Yes     No

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Is your system required to have an approved emergency plan?

Yes     No

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Does your system have and use facility service manuals?

Yes     No

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Have you corrected the deficiencies noted on your last sanitary survey?

Yes     No

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Has your system had a violation of the SDWA in the last year?

Yes     No

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Does your system periodically review safety programs? (i.e. OSHA requirements, etc.)

Yes     No

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Does your system strive for quality service and to be responsive to customer needs?

Yes     No

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**If you had difficulty answering any question or answered “no” to any of these questions, we encourage you to contact us. Your water system should set up a strategy to resolve all issues that could not be answered positively. Wyoming Association of Rural Water Systems is committed to providing the technical assistance and resources that can assist with your system’s Capacity Development. For more information, contact WARWS at 307-436-8636.**