

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: _____

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

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

Yes No

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

Yes No

Do you have a long-range financial plan?

Yes No

Are you following it?

Yes No

Do you adequately fund depreciation or have other reserves?

Yes No

Do you have a capital improvement plan?

Yes No

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
-
-
-

Is your rate structure reviewed annually?

- Yes
 - No
-
-
-

Does your current rate structure produce income to cover? (check all that apply)

- Current expenses
 - Replacement costs
 - Reserves
 - Contractual obligations
-
-
-

Management Information

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

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

Yes No

Date of last review: _____

Does the governing body meet on a regular basis?

Yes No

Are minutes of meetings available?

Yes No

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

Yes No

Do you have a federal ID number from the IRS?

Yes No

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

Yes No

Are policies up-to-date?

Yes No

Is the person in charge clearly defined?

Yes No

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

Yes No

Are there written personnel policies?

Yes No

Are they up-to-date?

Yes No

Is system in compliance with all state and federal laws?

Yes No

Technical Information

What is your water source? (please circle)

- Surface • Ground • Purchased

Are water rights sufficient and secured?

- Yes No

Do you have a source water protection plan?

- Yes No

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

- Yes No

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

- Yes No

Does your source meet or exceed SDWA standards?

- Yes No

Does or will it meet standards without extensive treatment?

- Yes No

If not:

- What treatment is or will be required?

- What are the treatment costs?

- What operator skills are required?

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

- Is your service area clearly defined?

Yes No

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

(Examples: line flushing and storage tank maintenance)

Yes No

- Have all the certification requirements for operations been met?

Yes No

Is your operator certified?

Yes No

Do your operators have the appropriate level of certification?

Yes No

Do your system personnel attend appropriate and current training sessions?

Yes No

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

Yes No

Does the system calculate and control water loss?

Yes No

Does your system have a conservation plan?

Yes No

Does your system have accurate maps of distribution system?

Yes No

Does your system have accurate maps of distribution system?

Yes No

Is your system required to have an approved emergency plan?

- Yes No

Does your system have and use facility service manuals?

- Yes No

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

- Yes No

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

- Yes No

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

- Yes No

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

- Yes No

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.