

# Water System Management Plans

Capacity Development Engineers, PWS Central Office, 1634 Mail Service Center, Raleigh NC 27699

Shashi Bhatta Tel: (919) 707-9064

Fax: (919) 715-4374

[shashi.bhatta@ncdenr.gov](mailto:shashi.bhatta@ncdenr.gov)

Julia Cavalier

Tel (919) 707-9067

Fax: (919) 715-4374

[julia.cavalier@ncdenr.gov](mailto:julia.cavalier@ncdenr.gov)

**REVIEW FEE** \$75 fee to be included.

**COVER PAGE** with Water System name and ID, Owner's name, Address, County, contact phone number and email.

**REPORT** with comments on *all* of the following:

1. Organization Details:

- A. description/chart of organizational structure for management of water system
- B. for those directly involved a synopsis of their roles and responsibilities
- C. copies of contracts for systems not managed by owners

**Hint:** Org chart/schematic with information *only* on individuals responsible for water system.

2. Ownership:

- A. identify legal structure of ownership (partnership, municipality, etc)
- B. provide complete address of (1) owner and (2) location of system
- C. state whether or not there are any legal orders that will affect control
- D. describe legal authority (ownership, easements) allowing operation

**Hint:** Do *not* include the Consumer Confidence Report or Water Supply Plan (which are already on file with NCDENR). It is also *not* necessary to include copies of easements, deeds, etc.

3. Management Qualifications:

- A. describe the qualifications and training of owners and operators of system
- B. names, ID #'s, penalties/violations (if any) of other owned or operated systems

**Hint:** Include operator certification ID numbers

4. Management Training – describe plans to keep management current with regulatory requirements.

5. Policies - provide information on the following:

- A. cross connection control
- B. customer information, complaints, public education
- C. budget development and rate structure
- D. response and notification in the case of violations
- E. customer connection, disconnection, billing and collection
- F. safety procedures

**Hint:** If possible, *summarize* from existing policies (along with references and their locations – Town Hall, water plant, etc). Then it will not be necessary to include copies of all the supporting documentation.

6. System monitoring, reporting, and record keeping:

- A. summarize the system monitoring and reporting requirements
- B. describe the procedures for keeping and compiling records

**Hint:** Do *not* simply restate Rule 1526. Include information about the actual monitoring plan and location of files.

7. Financial Plans to be submitted:

- A. Local Governments
  - I. projects incurring debt need LGC approval of debt issue, or
  - II. projects not incurring debt need the following two items:
    - (1) the following statement signed by a town official:

*"The town of \_\_\_ hereby states that it is in compliance with the NC General Statutes, Chapter 159, Article 3, The Local Government Budget and Fiscal Control Act."*

- (2) LGC-108C

**Hint:** Do *not* send entire town budget. Use the LGC form in the PWS Guidance Document.

B. Utilities

- I. copy of Order Granting Franchise and Approving Rates from the NCUC, or
- II. copy of Order Recognizing Continuous Extension and Approving Rates from the NCUC

C. Other Community and Non Transient Non Community Systems

- I. Worksheets –
  - (1) Twenty Year Replacement Cost Plan
  - (2) Water System Budget
  - (3) Five Year Budget Projection
- II. create a cash reserve equal to one eighth of annual system expenses, to be funded by end of first year
- III. create an emergency cash reserve equal to cost of replacing the most expensive piece of equipment, to be funded by the end of the fifth year
- IV. describe the adoption of generally accepted accounting procedures preventing the misuse of funds
- V. (II) and (III) of this paragraph can be substituted by either of the following:
  - (1) applicant with multiple water systems shows reserves affording greater or equal capabilities, or
  - (2) applicant showing equivalent financial capacity to comply with the requirements of this section

**Hint:** If revenue is not being collected, then show that other funding is available and sufficient to cover the costs of system operation.

**WSMP CERTIFICATION** to be included. Do *not* include the Applicant Certification (showing that the O&M and Emergency Management Plan are complete) with the WSMP. Submit the Applicant Certification for each project after receiving the Authorization to Construct in order to obtain Final Approval.

**Hint:** Applicant Certification is to be submitted later (one for each project) to receive Final Approval.