

ABOUT THE WORKSHOPS

About the workshops:

Many small and/or disadvantaged communities have failing septic systems or old and undersized wastewater treatment plants that cannot meet current water quality standards. These communities lack the economies of scale to build and maintain adequate wastewater systems, and are typically located in rural, sparsely-populated areas that present infrastructure challenges.

On July 1, 2008 the California State Water Resources Control Board (State Water Board) adopted Resolution No. 2008-0048, which promotes strategies to assist small and/or disadvantaged communities with wastewater needs. A variety of infrastructure funding programs have been available to wastewater systems on and off through the years, but many of the smaller communities need more than just financial assistance.

Training is needed to help rural and disadvantaged communities more effectively plan for their long-term technical, managerial, and financial needs. RCAC is pleased to provide this training to California's small and disadvantaged communities. Our goal is to help these communities achieve measurable improvements in compliance with water quality objectives, more stable and sustainable community governance with enhanced public awareness of wastewater issues, improved asset management, fiscal planning and accountability. This leads to more financially sound and credit-worthy State financial assistance applicants and an increase in complete and eligible applications submitted to the State Water Board's Clean Water State Revolving Fund Program and State Water Board grant programs.

Cost:

There is no fee to attend these workshops. **Priority of attendance will be given to those from small, disadvantaged wastewater systems.** When space permits, on-site registration will be on a first come, first served basis with priority given to those who have registered in advance and small, disadvantaged systems. Class size for each workshop is noted in the workshop description.

Registration:

For more information or to register for any workshop, please contact Greta Quirk, RCAC, at 916/447-9832 ext. 1016 or by e-mail at gquirk@rcac.org. You can also register online at www.rcac.org, under Trainings and Events, or mail or fax in the registration form found on page 7 of this brochure.

These workshops are presented by:



Funded by:



RCAC is a private, nonprofit [501(c)3] organization dedicated to assisting rural communities achieve their goals and visions by providing training, technical assistance and access to resources.

Wastewater Board Basics: Wastewater Basic Operations

Many board members lack a basic technical understanding of the wastewater systems that they govern. This module introduces the fundamentals of wastewater collection, treatment and disposal in layman's terms. It includes a component-by-component description of a basic wastewater collection and treatment system with a stop at each major point in the system. New board members and entry-level operators find this module especially helpful in gaining an understanding of their responsibilities. Topics covered include:

- Lift stations and maintenance issues
- The advantages, disadvantages and differences between various wastewater treatment technologies
- The regulatory framework governing wastewater systems in California
- Solids disposal options and NPDES permits

Feb. 23, 2010 @ 11 a.m. Feb. 23, 2010 @ 4 p.m.

Wastewater Math Refresher

This workshop prepares wastewater operators to solve the math problems typically associated with wastewater treatment plants. These include volume, flow, chemical dosage, F/M (Food to Microorganism) ratio, sludge age,

detention time, hydraulic loading and MCRT's (Mean Cell Retention Time). Participants will become familiar with the conversion sheet provided to state certification examinees, be shown how to do the problems, then solve the problems one by one with instructor assistance provided as needed.

Mar. 8, 2010 @ 11 a.m. Mar. 8, 2010 @ 4 p.m.

Wastewater Board Basics: Roles and Responsibilities

This condensed online version of our popular Board Governance workshop focuses on the many responsibilities attached to serving on a wastewater utility board. Many board members are unaware of the scope and breadth of these responsibilities, which range from fiscal responsibility to environmental compliance. You will learn about:

- Why a public wastewater system must operate as a viable business
- The importance of financial, technical and managerial capacity to the operation of a wastewater system
- The key legal responsibilities of governing bodies of wastewater entities

Mar. 16, 2010 @ 11 a.m. Mar. 16, 2010 @ 4 p.m.

Online Workshops

RCAC's online trainings are instructor-led, interactive, internet-based workshops designed to provide quality training without the participant having to travel. *Each session is two hours.*

RCAC uses the Elluminate training platform and you will need to download the Elluminate software before you can get started in an online session for the first time. Once you register for an online workshop, RCAC will send you specific instructions on downloading the FREE Elluminate software so that you can participate in the online training. Once the software is loaded on your computer, you will not have to repeat this process for further RCAC online trainings using the same computer.

You should ensure that your computer is able to support the needs of the collaboration environment. Your computer should meet or exceed the following minimum requirements:

Minimum System Requirements

Windows

- Windows 98/ME/2000/XP
- Pentium III 500 MHZ processor
- 128 MB RAM (98/ME); 256 MB RAM (2000/XP)
- 20 MB free disk space
- Soundcard with speakers and microphone or headset
- 28.8 kbps Internet connection

Macintosh

- Mac OS 9.2, Mac OS X 10.2.8, 10.3.9, and 10.4
- G3, G4, G5, or Intel processor
- 128 MB RAM (OS 9.x); 256 MB RAM (OS X)
- 20 MB free disk space
- Microphone (internal, USB, or iSight)
- 28.8 kbps Internet connection

Audio recommendations

For a better audio signal, we recommend using an external microphone and headset or speakers. Common PC microphones do not work in a Mac microphone jack, so Mac users should use USB microphones.

All online workshops are offered twice: 11 a.m.-1 p.m. and 4-6 p.m. Each session is limited to 20 participants.

Online Workshops Schedule

Wastewater Board Basics: Wastewater Basic Operations

Feb. 23, 2010

Wastewater Math Refresher

Mar. 8, 2010

Wastewater Board Basics: Roles & Responsibilities

Mar. 16, 2010

Wastewater Board Basics: Budgeting

Apr. 13, 2010

Wastewater Board Basics: Financial Management

May 18, 2010

Wastewater Board Basics: Rate Setting

June 1, 2010

ONLINE WORKSHOPS

All online workshops are offered twice: 11 a.m.-1 p.m. and 4-6 p.m. Each session is limited to 20 participants.

Online Workshops Schedule

Wastewater Board Basics: Wastewater Basic Operations

Feb. 23, 2010

Wastewater Math Refresher

Mar. 8, 2010

Wastewater Board Basics: Roles & Responsibilities

Mar. 16, 2010

Wastewater Board Basics: Budgeting

Apr. 13, 2010

Wastewater Board Basics: Financial Management

May 18, 2010

Wastewater Board Basics: Rate Setting

June 1, 2010

Wastewater Board Basics: Budgeting

The budgeting process may not be the most glamorous part of a wastewater system's operations, but it is one of the most vital, ensuring that the financial resources needed will be available. Join us online in the comfort of your own office or home to learn what considerations should be weighed when developing a realistic budget BEFORE you develop your rates, including customer policies and their corresponding fees and the importance of establishing reserve accounts. We'll provide an Excel template that you can modify for your system's needs, to help you begin OR strengthen your own budgeting process.

Apr. 13, 2010 @ 11 a.m. Apr. 13, 2010 @ 4 p.m.

Wastewater Board Basics: Financial Management

Financial management is more than just the annual budget process. Join us online to unlock the mysteries of the financial statements to determine if your system's financial health is improving or declining. We will discuss some tools to improve your own financial health through the development and adherence to sound customer policies, typical reserve accounts and the importance of asset management, in addition to developing a realistic budget.

May 18, 2010 @ 11 a.m. May 18, 2010 @ 4 p.m.

Wastewater Board Basics: Rate Setting

Setting wastewater rates can be a challenge, especially in today's tough economic times. Rates must recover necessary revenues using utility policies which may include recovery of revenues based on volume discharged, strength (the relative concentration of contaminants) costs and other surcharges. Fairness to all customers is the goal! This 2-hour online workshop will give you the tools and information to formulate a wastewater rate structure that is equitable, defensible if challenged, and recovers the true and full cost of collecting and treating your community's wastewater.

June 1, 2010 @ 11 a.m. June 1, 2010 @ 4 p.m.



Need Financing For Infrastructure Improvements? CFCC Funding Fairs Can Help!

The California Financing Coordinating Committee (CFCC) Funding Fairs provide opportunities for utilities to obtain information about currently available infrastructure grant, loan and bond financing programs and options. The Funding Fairs are free to attend and provide an opportunity for attendees to speak directly with program staff about specific projects and issues affecting their community.

Check in starts at 8:30 a.m.; the Fair is from 9 a.m.-4 p.m.

THE 2010 CFCC FUNDING FAIRS WILL BE HELD:

February 2, 2010

Desert Alliance for Community Empowerment
53-990 Enterprise Way, Suite 1
Coachella, CA 92236

March 9, 2010

Fresno County Farm Bureau
1274 W. Hedges Avenue
Fresno, CA 93728

February 4, 2010

Veteran's Memorial Building
511 Second Street
Fillmore, CA 93015

April 14, 2010

Redding/Shasta Public Library
1100 Parkview Avenue
Redding, CA 96001

May 6, 2010

California Environmental Protection Agency Headquarters Building
1001 I Street
Sacramento, CA 95814

For more information on CFCC or to register to attend a funding fair, please visit:

www.cfcc.ca.gov



Wastewater Board Governance: Roles and Responsibilities

Have you thought about your responsibilities to those you serve in your community? Are you aware of the importance of your

role as a board member in the protection of public health? This six hour workshop will take participants through a typical wastewater board meeting, from the first call to order to adjournment. Along the way participants will be faced with a variety of tricky issues from contentious personnel matters to threats of legal action, culminating in a closed session to debate the dismissal of a key employee. Participants gain a thorough understanding of:

- Business, legal, financial and moral responsibilities
- Board versus manager duties
- Open meeting laws (The Brown Act)
- The importance of financial statements and how to understand them

This popular workshop stimulates lively discussion, and is certain to provide a unique perspective for new and experienced board members alike.

Feb. 17, 2010

Limited to 40 attendees
Embassy Suites Napa Valley
1075 California Blvd.
Napa, CA 94559

Wastewater Board Governance: Brown Act and Ethics

Do you have poor policies? Are you curious if your existing policies are sufficient for your wastewater system? Learn which policies are most important to protect your system, and what valuable resources may assist you in strengthening your policies. Are ethics really important? From a legal standpoint, yes. It is required that all board members receive ethics training every year. We'll cover open meeting laws, the required noticing and timeframe for regular, special and emergency meetings. Attend this workshop and learn how the lack of ethics, policies and meeting notices can ultimately affect your wastewater system and what is needed to protect your system, staff and the public.

Feb. 18, 2010

Limited to 30 attendees
Self-Help Enterprises
8445 W. Elowin Court
Visalia, CA 93291

Wastewater Operator Certification Test Preparation

The purpose of state wastewater certification exams is twofold: to protect public health, and to ensure that operators passing a particular exam grade will have a

minimum level of knowledge needed to operate facilities classified at the same level. This six hour class is geared specifically toward preparing operators to pass the Grade 1 and 2 state certification exams. Topics covered include common wastewater treatment processes such as ponds and lagoons, fixed film systems (Rotating Biological Contactors and trickling filters) and activated sludge. We will also cover the basics of preliminary treatment, primary and secondary processes, post treatment, sludge digestion and solids handling, and disinfection of wastewater effluent.

Mar. 30, 2010

Limited to 40 attendees
Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482

Wastewater Math

This expanded six hour workshop prepares wastewater operators to solve the math problems typically associated with wastewater treatment plants. These include volume, flow, chemical dosage, F/M (Food to Microorganism) ratio, sludge age, detention time, hydraulic loading and MCRT's (Mean Cell Retention Time). Participants will become familiar with the conversion sheet provided to state certification examinees, be shown how to do the problems, then solve the problems one by one with instructor assistance provided as needed.

Mar. 31, 2010

Limited to 40 attendees
Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482

Infiltration and Inflow, and SSMPs

The USEPA estimates that about 40,000 Sanitary Sewer Overflow (SSO) events occur in the United States each year. Although the volume of untreated sewage spilled is less than 0.01 percent of all treated sewage in the US, the total volume amounts to several billion gallons and accounts for thousands of cases of gastrointestinal illness. Many of these overflow events are caused or exacerbated by Infiltration and Inflow (I&I), the leakage of rainwater and ground water into sewer collection systems. The Regional Water Boards in California are moving forward to implement a vigorous Sanitary Sewer Overflow (SSO) control program, the focus of which is the Sewer System Management Plan, or SSMP. This six hour workshop will provide a description of each component of the SSMP, and guide participants through the process of developing an SSMP for their system.

Apr. 28, 2010

Limited to 40 attendees
River Lodge Conference Center
1800 Riverwalk Drive
Fortuna, CA 95540

All classroom workshops start at 8:30 a.m.

Lunch is on your own.

Certificates of completion will be provided.

There is NO FEE to attend any of these workshops. **Priority of attendance will be given to those from small, disadvantaged wastewater systems.**

Class size limitation is noted in the workshop listing.

CLASSROOM WORKSHOPS

All classroom workshops start at 8:30 a.m.

Lunch is on your own.

Certificates of completion will be provided.

There is NO FEE to attend any of these workshops. **Priority of attendance will be given to those from small, disadvantaged wastewater systems.**

Class size limitation is noted in the workshop listing.

Capital Improvement Planning, Asset Management and Funding Options

As a wastewater system manager, board member or operator, your job is assuring that water quality standards are met, while making certain that worn out equipment and infrastructure are replaced before they fail. This depends on having not just an effective maintenance program, but a proactive plan for rehabilitation and replacements. An asset management plan is a vital tool for achieving these goals. Do you have the financial resources to meet the current needs of your utility? Have you thought about what your system's condition might be in 10 years? Do you know where to go for loans or grants? If you are unsure of the answers to these questions, this workshop is for you! You will learn:

- How to conduct a thorough asset inventory
- How to prioritize replacements
- Tools to create and implement an asset management plan
- How to develop a capital improvement budget
- Funding options

Apr. 29, 2010

Limited to 40 attendees

**Holiday Inn Express at Arcata/Eureka Airport
3107 Concorde Drive
McKinleyville, CA 95519**

Operation & Maintenance Practices for Small Wastewater Utilities

A wastewater treatment plant operator has many duties. Most of them are directly related to monitoring and control of the process to achieve compliance with effluent limits. But an equally important task of the operator, especially in smaller systems, is maintenance. Wastewater collection and treatment systems are complex, costly, and subject to a wide range of problems if poorly operated or maintained. Proper installation, inspection, maintenance and repair of wastewater equipment and infrastructure is vital to achieving the longest service life, lowest operating cost and highest reliability levels. This six hour workshop will give wastewater personnel the information they need to operate and maintain their systems in a proactive rather than reactive mode. Topics covered will include collection systems, mechanical and electrical systems, plant structures, odor control, instrumentation, record-keeping, reading of blueprints and diagrams, and more.

May 11, 2010

Limited to 40 attendees

**Fairfield Inn & Suites El Centro
503 E. Danenberg Drive
El Centro, CA 92243**

Wastewater Regulations and The Clean Water Act

Do you sometimes feel overwhelmed by the variety and complexity of California's wastewater rules and regulations? The Clean Water Act (CWA) is the primary federal law in the United States governing water pollution. The act established the goals of limiting releases of toxic substances into receiving waters and ensuring that surface waters would meet standards necessary for human activities, recreation and wildlife protection. The California Water Resources Control Board (CWRCB) and its Regional Boards have the statutory mandate of enforcing the CWA. In addition, there is an array of state laws and measures that have been passed by voters and the legislature through the years to protect California's unique environment. This six hour workshop will explain in layman's terms the regulatory framework affecting wastewater collection, treatment and disposal in California, and the information you need to stay in compliance.

May 12, 2010

Limited to 40 attendees

**Fairfield Inn & Suites El Centro
503 E. Danenberg Drive
El Centro, CA 92243**

Rate Setting, Prop 218 and Community Outreach

Proposition 218 fundamentally changed the way water and wastewater rates can be set and enforced in California. Utilities must not only explain to their customers why a rate adjustment is needed, they must gain the approval of a majority of customers before an increase can be implemented. Customer outreach and education cost public utilities time and money, but they cannot be ignored. This 6-hour workshop will cover the basics of an effective customer outreach and education campaign, and include hands-on exercises that will allow small breakout groups of attendees to test various wastewater rate scenarios with laptop computers (included), right at their tables.

June 2, 2010

Limited to 35 attendees

**RCAC
Sal Solinas Room
3120 Freeboard Drive
West Sacramento, CA 95691**

FEBRUARY-JUNE 2010 WASTEWATER WORKSHOPS REGISTRATION FORM

There is no fee to attend these workshops. Please register in advance as space may be limited in some locations. When space is limited, priority will be given to small, disadvantaged wastewater systems. When space permits, you may register onsite on a first come, first served basis, with priority given to those who have registered in advance and smaller water systems. Class size for each workshop is noted in the workshop location information. Lunch is on your own. Please complete one form for each person who will attend. You can also register online at www.rcac.org under Trainings and Events/California Wastewater Trainings.

Name: _____ Operator Certification # : _____

Agency/Wastewater System: _____ System ID #: _____ Number of service connections: _____

Mailing address: _____ System serves a population less than 20,000: Yes No N/A

City: _____ County: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

Special needs: If you have special needs addressed by the Americans with Disabilities Act, please notify RCAC at 916/447-9832 ext. 1009 at least one week prior to the workshop(s) you are attending, so that we may make accommodations for you.

Please register me for the following workshop(s):

Online Workshops are internet-based, two-hour workshops offered two times per day: 11 a.m.-1 p.m. and 4-6 p.m.

- | | |
|---|--|
| <input type="checkbox"/> 2/23/10 11 a.m. Board Basics: Wastewater Basic Operations | <input type="checkbox"/> 2/23/10 4 p.m. Board Basics: Wastewater Basic Operations |
| <input type="checkbox"/> 3/8/10 11 a.m. Wastewater Math Refresher | <input type="checkbox"/> 3/8/10 4 p.m. Wastewater Math Refresher |
| <input type="checkbox"/> 3/16/10 11 a.m. Board Basics: Roles & Responsibilities | <input type="checkbox"/> 3/16/10 4 p.m. Board Basics: Roles & Responsibilities |
| <input type="checkbox"/> 4/13/10 11 a.m. Board Basics: Budgeting | <input type="checkbox"/> 4/13/10 4 p.m. Board Basics: Budgeting |
| <input type="checkbox"/> 5/18/10 11 a.m. Board Basics: Financial Management | <input type="checkbox"/> 5/18/10 4 p.m. Board Basics: Financial Management |
| <input type="checkbox"/> 6/1/10 11 a.m. Board Basics: Rate Setting | <input type="checkbox"/> 6/1/10 4 p.m. Board Basics: Rate Setting |

Classroom Workshops: check in begins at 8 a.m.; workshops start at 8:30 a.m.

- | | |
|---|---|
| <input type="checkbox"/> 2/17/2010 Board Governance: Roles & Responsibilities: Napa | <input type="checkbox"/> 5/11/2010 Operation and Maintenance Practices for Small Wastewater Utilities: El Centro |
| <input type="checkbox"/> 2/18/2010 Board Governance: Brown Act & Ethics: Visalia | <input type="checkbox"/> 5/12/2010 Wastewater Regulations, Laws & The Clean Water Act: El Centro |
| <input type="checkbox"/> 3/30/2010 Wastewater Operator Certification Test Preparation: Ukiah | <input type="checkbox"/> 6/2/2010 Rate Setting, Prop 218 & Community Outreach: West Sacramento |
| <input type="checkbox"/> 3/31/2010 Wastewater Math: Ukiah | |
| <input type="checkbox"/> 4/28/2010 Infiltration & Inflows, & SSMPs: Fortuna | |
| <input type="checkbox"/> 4/29/2010 Capital Improvement Planning, Asset Management & Funding Options: McKinleyville | |



Please mail or fax your registration to:

RCAC Attn: Greta Quirk

3120 Freeboard Drive, Suite 201 • West Sacramento, CA 95691

phone: 916/447-9832 ext. 1016 • fax: 916/372-5636 • gquirk@rcac.org

You can also register online and check for the latest workshop information at www.rcac.org, under Trainings and Events



Rural Community Assistance Corporation

3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691

 *RCAC is the Western RCAP*

Nonprofit Org.
US Postage
PAID
Permit No. 2418
Sacramento, CA

Return Service Requested

FREE California Wastewater Workshops February-June 2010 Schedule at a Glance

Classroom Workshops:

2/17/2010	Board Governance: Roles and Responsibilities	Napa
2/18/2010	Board Governance: Brown Act and Ethics	Visalia
3/30/2010	Wastewater Operator Certification Test Preparation	Ukiah
3/31/2010	Wastewater Math	Ukiah
4/28/2010	Infiltration and Inflows, and SSMPs	Fortuna
4/29/2010	Capital Improvement Planning, Asset Management and Funding Options	McKinleyville
5/11/2010	Operation and Maintenance for Small Wastewater Utilities	El Centro
5/12/2010	Wastewater Regulations and The Clean Water Act	El Centro
6/2/2010	Rate Setting, Prop 218 and Community Outreach	West Sacramento

Online Workshops:

Online Workshops are internet-based, two-hour workshops offered two times per day: 11 a.m.-1 p.m. and 4-6 p.m.

2/23/10	Board Basics: Wastewater Basic Operations
3/8/10	Wastewater Math Refresher
3/16/10	Board Basics: Roles and Responsibilities
4/13/10	Board Basics: Budgeting
5/18/10	Board Basics: Financial Management
6/1/10	Board Basics: Rate Setting

For more information or to register for any of these workshops, please contact Greta Quirk, RCAC, by email at: gquirk@rcac.org. You can also register online at www.rcac.org, under **Training and Events**.