

*free*

# Wastewater Workshops

July-December 2010 Training Schedule



Presented by:



Funded by:



**About the workshops:**

Many small and/or disadvantaged communities have failing septic systems or old and under-sized 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.

If, after attending one of the workshops, you would like additional technical assistance, please contact Karen McBride at 916/447-9832 ext. 1012 or [karenm@rcac.org](mailto:karenm@rcac.org).

**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 wastewater 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](mailto:gquirk@rcac.org). You can also register online at [www.rcac.org](http://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.



These materials were prepared using part of the \$500,000 in funds under Agreement 09-046-550 with the State of California. This project has been funded wholly or in part by the USEPA Assistance Agreement. The contents of this document do not necessarily reflect the views and policies of the USEPA, the State, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.



## 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 National Pollutant Discharge Elimination System (NPDES) permits

July 9, 2010 @ 11 a.m.

July 9, 2010 @ 4 p.m.

## Wastewater Board Basics: Board 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

August 12, 2010 @ 11 a.m.

August 12, 2010 @ 4 p.m.

## Clean Water SRF Application Process

Are your aging wastewater collection and treatment systems becoming obsolete and trouble-prone? You're not alone! Billions of dollars worth of sewer infrastructure improvements will be needed in California in the coming years. Fortunately, help is available. California's Clean Water State Revolving Fund (CWSRF) loans funds for wastewater improvements, in some cases with extended terms and reduced interest rates if your community qualifies. This two hour workshop will guide you through the application process from start to finish.

July 13, 2010 @ 11 a.m.

August 17, 2010 @ 11 a.m.

July 13, 2010 @ 4 p.m.

August 17, 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 or headset
- 28.8 kbps Internet connection
- Microphone [optional]

#### 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
- 28.8 kbps Internet connection
- Microphone (internal, USB, or iSight) [optional]

### 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 p.m.-6 p.m. Each session is limited to 20 participants.

**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 two 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.

October 7, 2010 @ 11 a.m.  
 October 7, 2010 @ 4 p.m.

**How to Hire a Consultant**

Wastewater agencies large and small often need consultants for engineering and environmental work, legal matters, rate and feasibility studies, land use planning, audits, architectural work, and a variety of other specialized tasks. You will rely on a consultant's advice for many months, or even years, to guide a project from planning, to design, to construction and finally to completion. Do you have a scope of work? How will you evaluate their qualifications? How will you negotiate an agreement? How will you evaluate their performance? These and many other questions will be answered in this two hour online workshop. A variety of sample templates and agreements will be provided and discussed.

November 4, 2010 @ 11 a.m.  
 November 4, 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.

December 9, 2010 11 a.m.  
 December 9, 2010 4 p.m

**Stakeholders are Invited to Join Your Local Integrated Regional Water Management Program**

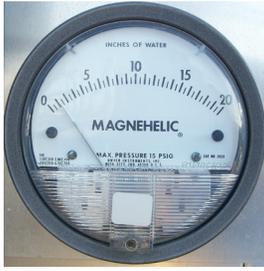
Integrated Regional Water Management (IRWM) is a relatively new initiative in California aimed at developing long-term water supply reliability, improving water quality, and protecting natural resources. The State Department of Water Resources (DWR) administers an IRWM Grant Program ([www.water.ca.gov/irwm](http://www.water.ca.gov/irwm)) which encourages integrated water management through competitive grant funding.

DWR has released draft guidelines for the Proposition 84 grant cycle that will provide millions for water resource projects over the next few years. Round 1 is expected to open this summer. Round 2 may occur in 2011, with Round 3 to follow in 2013.

Local IRWM programs are currently soliciting water management projects, including wastewater, for inclusion within Proposition 84 grant applications. Please use DWR's regional contacts maps to identify your local IRWM program manager:



[http://www.water.ca.gov/irwm/implementation/prop84/integregio\\_fundingarea.cfm](http://www.water.ca.gov/irwm/implementation/prop84/integregio_fundingarea.cfm)



## Sewer System Management Plan

The USEPA estimates that about 40,000 Sanitary Sewer Overflow (SSO) events occur in the United States each year. The volume of untreated sewage spilled amounts to several billion gallons and accounts for thousands of cases of gastrointestinal illness. The Regional Water Boards in California are moving forward to implement a vigorous 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.

July 20, 2010  
Flamingo Conference Resort and Spa  
2777 Fourth Street  
Santa Rosa, CA 95405

## Preparing Wastewater Operation and Maintenance Plans

Many smaller wastewater agencies don't know what an Operations Plan is, or they think they don't need one. What would happen if the one person who knows how to operate and maintain your system was suddenly unavailable? Learn what needs to be done daily, weekly and monthly to keep the system running and meet discharge requirements? A key element of the Sewer System Management Plan (SSMP) requirement is a comprehensive O&M program, and a written Operations Plan will provide you with the framework you need.

July 21, 2010  
Embassy Suites Napa Valley  
1075 California Boulevard  
Napa, CA 94559

## Capital Improvement Planning and Operation and Maintenance: Using CUPSS

The job of a Wastewater Manager, board member or operator is to ensure wastewater permit standards are met, while planning for replacement of equipment and infrastructure before they fail. For this to happen, it is important to have an effective preventative maintenance program as well as a proactive asset management/Capital Improvement Plan (CIP) for rehabilitation and replacement of equipment and infrastructure. These tools are vital to managerial decision making. Attendees will learn how to conduct a thorough asset inventory, prioritize equipment and infrastructure replacement, develop strategic steps in an asset management plan/C.I.P., how to develop a capital improvement budget, and locate funding options.

August 18, 2010  
Best Western Sonora Oaks  
19551 Hess Avenue  
Sonora, CA 95370

September 28, 2010  
Four Points by Sheraton  
5101 California Avenue  
Bakersfield, CA 93309

## Rate Setting and Proposition 218

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 six 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.

August 19, 2010  
Holiday Inn Express Merced  
151 South Parsons Avenue  
Merced, CA 95341

## Infrastructure Funding from A to Z

Many of California's small wastewater systems were designed and installed during the 1960s and 70s, and cannot meet stringent new discharge requirements. Failing infrastructure doesn't just cost your system money from repairs and regulatory fines. It can be a threat to public health and the environment, especially in older or poorly-designed systems. Learn what your sewer agency should consider prior to requesting funds, and prepare for common issues during the application process. This workshop will describe various funding resources that are available (looking outside the box), and how to leverage funds from multiple sources. Several case studies and success stories will be included, and most importantly, who to call if you need help with the application process.

August 31, 2010  
Self-Help Enterprises  
8445 W. Elwin Court  
Visalia, CA 93291

## Strategic Planning and Policies

Do you know where your organization will be one year, three years, or five years from now? If you are planning for the ongoing success of your organization, learn why strategic planning is important, how you are going to maintain your organization's success, and ways to establish realistic goals and objectives consistent with your mission and vision. Additionally, you will learn about ways to communicate the strategic plan to your staff so they can develop a sense of ownership; and ensure that you are using your organization's resources by focusing your efforts on key priorities.

September 1, 2010  
Hampton Inn Madera  
3254 Airport Drive  
Madera, CA 93637



All classroom workshops start at 8:30 a.m. Lunch is on your own. Certificates of completion will be provided.

## Wastewater Symposium

Join us at the first RCAC Wastewater Symposium for a wide variety of wastewater training topics and resources! Three concurrent tracks will be offered: Operation and Maintenance (O&M), Management and Finance, and Funding Opportunities. Topics will include pumps and motors efficiency, operator certification exam review, sewer system management plans (SSMPs) and emergency response planning, board roles and responsibilities, asset management, regulatory updates, and tapping into the wide range of wastewater infrastructure funding programs offered by the State Water Resources Control Board. Visit [www.rcac.org](http://www.rcac.org) for the latest agenda as speakers and topics are confirmed in the coming weeks.

September 29, 2010  
 Four Points by Sheraton  
 5101 California Avenue  
 Bakersfield, CA 93309

## Small Wastewater System Operation and Maintenance

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 workshop will review the information needed to operate and maintain systems in a proactive rather than reactive mode. Topics covered will include small wastewater treatment and collection systems operations and maintenance, basic mechanical and electrical systems, plant structures, odor control, instrumentation, record-keeping and more.

October 19, 2010  
 Hampton Inn & Suites Palm Desert  
 74-900 Gerald Ford Drive  
 Palm Desert, CA 92211

October 20, 2010  
 Fairfield Inn & Suites El Centro  
 503 E. Danenberg Drive  
 El Centro, CA 92243

## Sewer System Management Plan Elements: FOG

The USEPA estimates that about 40,000 Sanitary Sewer Overflow (SSO) events occur in the United States each year. The volume of untreated sewage spilled amounts to several billion gallons and accounts for thousands of cases of gastrointestinal illness. 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 an emphasis on fat, oil and grease (FOG) management in wastewater collection and treatment systems and guide participants through the process of developing an SSMP for their system.

October 28, 2010  
 Hampton Inn & Suites Palm Desert  
 74-900 Gerald Ford Drive  
 Palm Desert, CA 92211

## Wastewater Board 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. 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.

November 9, 2010  
 Hampton Inn & Suites Crescent City  
 100 "A" Street  
 Crescent City, CA 95531

## RWRN: Bio Solids and Wastewater Plant Tour

Join RCAC and the Redwood Water Resources Network (RWRN) for a unique training event on the North Coast. The first half of the day will focus on the Title 40 CFR Part 503 regulations for the use and disposal of wastewater sludge (Biosolids). Many sewer agencies are spending thousands of dollars on dewatering and disposal of wastewater sludge in landfills, never knowing that this resource can be used in a variety of beneficial ways, some of which can actually generate added revenue. In this workshop we will navigate the state and federal regulations governing the use and disposal of wastewater biosolids, followed by a guided tour of a nearby wastewater treatment facility for a look at sludge drying and processing procedures.

November 10, 2010  
 River Lodge Conference Center  
 1800 Riverwalk Drive  
 Fortuna, CA 95540



# July-December 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 on-site on a first come, first served basis, with priority given to those who have registered in advance and smaller wastewater 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](http://www.rcac.org) under Trainings and Events/California Wastewater Trainings.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Agency/Wastewater System: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

System ID #: \_\_\_\_\_ Number of service connections: \_\_\_\_\_

System serves a population less than 20,000:  Yes  No  N/A Operator Certification #: \_\_\_\_\_

**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 three weeks 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"/> 7/9/10  | <b>11 a.m.</b> | <b>Board Basics:</b> Wastewater Basic Operations      | <input type="checkbox"/> 8/17/10 | <b>4 p.m.</b>  | Clean Water SRF Application Process                  |
| <input type="checkbox"/> 7/9/10  | <b>4 p.m.</b>  | <b>Board Basics:</b> Wastewater Basic Operations      | <input type="checkbox"/> 10/7/10 | <b>11 a.m.</b> | <b>Board Basics:</b> Rate Setting                    |
| <input type="checkbox"/> 7/13/10 | <b>11 a.m.</b> | Clean Water SRF Application Process                   | <input type="checkbox"/> 10/7/10 | <b>4 p.m.</b>  | <b>Board Basics:</b> Rate Setting                    |
| <input type="checkbox"/> 7/13/10 | <b>4 p.m.</b>  | Clean Water SRF Application Process                   | <input type="checkbox"/> 11/4/10 | <b>11 a.m.</b> | How to Hire a Consultant                             |
| <input type="checkbox"/> 8/12/10 | <b>11 a.m.</b> | <b>Board Basics:</b> Board Roles and Responsibilities | <input type="checkbox"/> 11/4/10 | <b>4 p.m.</b>  | How to Hire a Consultant                             |
| <input type="checkbox"/> 8/12/10 | <b>4 p.m.</b>  | <b>Board Basics:</b> Board Roles and Responsibilities | <input type="checkbox"/> 12/9/10 | <b>11 a.m.</b> | <b>Board Basics:</b> Wastewater Financial Management |
| <input type="checkbox"/> 8/17/10 | <b>11 a.m.</b> | Clean Water SRF Application Process                   | <input type="checkbox"/> 12/9/10 | <b>4 p.m.</b>  | <b>Board Basics:</b> Wastewater Financial Management |

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

- |                                  |   |                                   |  |
|----------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> 7/20/10 | Sewer System Management Plans: <b>Santa Rosa</b>          | <input type="checkbox"/> 9/29/10  | Wastewater Symposium: <b>Bakersfield</b>                   |
| <input type="checkbox"/> 7/21/10 | Preparing Wastewater O&M Plans: <b>Napa</b>               | <input type="checkbox"/> 10/19/10 | Small Water System O&M: <b>Palm Desert</b>                 |
| <input type="checkbox"/> 8/18/10 | CIP and O&M: Planning and Using CUPSS: <b>Sonora</b>      | <input type="checkbox"/> 10/20/10 | Small Water System O&M: <b>El Centro</b>                   |
| <input type="checkbox"/> 8/19/10 | Rate Setting and Prop 218: <b>Merced</b>                  | <input type="checkbox"/> 10/28/10 | SSMPs Elements - FOG: <b>Palm Desert</b>                   |
| <input type="checkbox"/> 8/31/10 | Infrastructure Funding from A to Z: <b>Visalia</b>        | <input type="checkbox"/> 11/9/10  | Board Roles and Responsibilities: <b>Crescent City</b>     |
| <input type="checkbox"/> 9/1/10  | Strategic Planning and Policies: <b>Madera</b>            | <input type="checkbox"/> 11/10/10 | RWRN: Bio Solids and Wastewater Plant Tour: <b>Fortuna</b> |
| <input type="checkbox"/> 9/28/10 | CIP and O&M: Planning and Using CUPSS: <b>Bakersfield</b> |                                   |  |



**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](mailto:gquirk@rcac.org)**

**You can also register online at [www.rcac.org](http://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**



**Classroom Workshops:**

## FREE California Wastewater Workshops July-December 2010 Schedule at a Glance

7/20/10	Sewer System Management Plans	Santa Rosa
7/21/10	Preparing Wastewater Operation and Maintenance Plans	Napa
8/18/10	Capital Improvement Planning and O&M: Planning and Using CUPSS	Sonora
8/19/10	Rate Setting and Prop 218	Merced
8/31/10	Infrastructure Funding from A to Z	Visalia
9/1/10	Strategic Planning and Policies	Madera
9/28/10	Capital Improvement Planning and O&M: Planning and Using CUPSS	Bakersfield
9/29/10	Wastewater Symposium	Bakersfield
10/19/10	Small Water System Operation and Maintenance	Palm Desert
10/20/10	Small Water System Operation and Maintenance	El Centro
10/28/10	SSMPs Elements - FOG	Palm Desert
11/9/10	Wastewater Board Roles and Responsibilities	Crescent City
11/10/10	RWRN: Bio Solids and Wastewater Plant Tour	Fortuna

**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.

7/9/10	<b>Board Basics:</b> Wastewater Basic Operations	7/13/10	Clean Water SRF Application Process
8/12/10	<b>Board Basics:</b> Roles and Responsibilities	8/17/10	Clean Water SRF Application Process
10/7/10	<b>Board Basics:</b> Rate Setting	11/4/10	How to Hire a Consultant
12/9/10	<b>Board Basics:</b> Financial Management		

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