

Guidelines for Long-Range Plans Existing Public Water Systems

Under Section VII.H of the Arkansas *Rules and Regulations Pertaining to Public Water Systems*, each public water system shall have a written Long Range Plan covering a planning period of at least ten years. This plan should be updated at least every 5 years. A Long-Range Plan shall address the following information at a minimum.

Items Pertaining to Technical Capacity:

1. A discussion of the water system's ability to consistently provide an ample quantity of safe drinking water to its customers, including such items as water use data, projected water use, regulatory compliance, etc.
2. A description of all major projects and expansions anticipated within the planning period.
3. A discussion and brief analysis of possible alternatives to the planned projects and expansions; including such items as interconnection with a neighboring system, purchased water arrangements, alternate ownership, and management arrangements.
4. Hydraulic analyses of the distribution system at all pertinent flows and storage tank levels anticipated within the planning period.
5. A discussion of source water adequacy, for both quality and quantity concerns, for the planning period.
6. A discussion of the adequacy of source water protection areas and measures to control potential contaminants, including any applicable legal authority to implement such measures.
7. A discussion of the current adequacy of water treatment processes and their projected performance and adequacy for the planning period.
8. A discussion of how the water system plans to address any waste disposal issues occurring due to water treatment, (e.g. sludge, backwash water, etc.).
9. Documentation that the water system currently has a sufficient number of properly licensed operators, and plans that the water system has for maintaining a sufficient number of properly licensed operators for the planning period.
10. A listing of any laboratory/water quality monitoring needs anticipated within the planning period.
11. A discussion of the water system's planning efforts to insure compliance with applicable state and federal regulations anticipated to be finalized within the planning period.
12. A statement of compliance with section XIV.F of the *Rules and Regulations Pertaining to Public Water Systems* regarding plumbing inspection and sewage disposal requirements, and a description of the system's legal authority to implement the requirements.
13. A statement of compliance with section VII.E of the *Rules and Regulations Pertaining to Public Water Systems* regarding the establishment of a cross-connection control program, and a description of the system's legal authority to implement the requirements.
14. A discussion of deficiencies listed in the water system's sanitary survey that would result in major capital expenditures, and how those deficiencies will be addressed.
15. Other items as appropriate for documenting and/or maintaining the water system's Technical Capacity.

Items Pertaining to Managerial Capacity:

1. A clear identification of the owner or other responsible legal body for the water system.
2. A commitment from the owner or controlling body to adhere to and periodically review and update the Long-Range Plan.
3. An organizational chart for the water system, showing all staff and their role in the organization. Also indicate any license or certification requirements of the positions.
4. A discussion of any anticipated or on-going operator training and certification efforts.
5. A general operation and management plan for the water system, addressing such items as: routine inspections, planned equipment replacements, equipment calibration, emergency procedures, record keeping, reporting and similar activities
6. A discussion of the billing and collection procedure to address such items as: Is water use metered or estimated? If estimated, what is the basis for the estimate? If metered, who reads the meters? Are the meters tested periodically? What is the bill collection success rate? Please include any procedures in place to manage delinquent accounts. Are revenues collected sufficient for current and future operation of system?
7. A evaluation of unaccounted for water, and a discussion of plans to address any excessive losses.
8. A listing of any standing O&M contract(s) and the relative responsibilities of the water system and contractor(s) relating to each contract.
9. A statement of compliance with section VII.G of the *Rules and Regulations Pertaining to Public Water Systems* regarding emergency planning, and a description of the system's legal authority to implement the requirements.
10. A discussion of the adequacy of the spare parts inventory on hand for repairs.
11. A discussion of the adequacy of the chemical supply inventory on hand.
12. A discussion of the water system's existing safety program for chemical handling and other work area activities.
13. Other items as appropriate for documenting and/or maintaining the water system's Managerial Capacity.

Items Pertaining to Financial Capacity:

1. A forecast of all future capital needs and operating expenses to meet SDWA requirements, infrastructure rehabilitation, and system expansion
2. A cash flow analysis to demonstrate revenue sufficiency
3. An operating budget to include such items as: depreciation, reserves, debt service, O&M, salaries, etc.
4. Other items as appropriate for documenting and/or maintaining the water system's Financial Capacity.

Guidelines for Long-Range Plans New Public Water Systems

Under Section VII.H of the Arkansas *Rules and Regulations Pertaining to Public Water Systems*, each public water system shall have a written Long Range Plan covering a planning period of at least ten years. The plan should be updated every 5 years. New or proposed community and nontransient, noncommunity public water systems shall include a copy of this plan as a part of the preliminary report required under Section XX of the regulations. A Long-Range Plan shall address the following information at a minimum.

Items Pertaining to Technical Capacity:

1. A brief description of the extent of and need for a proposed system.
2. A brief discussion of how the system will maintain an ability to consistently provide an ample quantity of safe drinking water to its customers.
3. A description of all major projects and expansions anticipated within the planning period.
4. A discussion and brief analysis of possible alternatives to the planned project; including interconnection with a neighboring system, purchased water arrangements, alternate ownership, and management arrangements.
5. Water use projections for the planning period.
6. Hydraulic analyses of the proposed distribution system at all pertinent flows and storage tank levels anticipated within the planning period
7. A description of source water adequacy, for both quality and quantity concerns, for the planning period.
8. A brief discussion of the adequacy of source water protection areas, and measures to control potential contaminants, including any applicable legal authority to implement such measures.
9. A brief description of proposed treatment processes, the rationale behind their being chosen and their projected performance/adequacy for the planning period.
10. A discussion of how the water system plans to address any waste disposal issues occurring due to water treatment, (e.g.; sludge, backwash water, etc.).
11. A discussion of the operational needs of a proposed system, including the expected number of licensed operators required.
12. Address any laboratory/water quality monitoring needs anticipated within the planning period.
13. Address the water system's plans for complying with applicable state and federal regulations anticipated to be finalized within the planning period.
14. A statement of intent to comply with section XIV.F of the *Rules and Regulations Pertaining to Public Water Systems* regarding plumbing inspection and sewage disposal requirements, and a description of the system's legal authority to implement the requirements.
15. A statement of intent to comply with section VII.E of the *Rules and Regulations Pertaining to Public Water Systems* regarding the establishment of a cross-connection control program, and a description of the system's legal authority to implement the requirements.
16. Other items as appropriate for documenting and/or maintaining the water system's Technical Capacity.

Items Pertaining to Managerial Capacity:

1. A clear identification of the owner or other responsible legal body for the water system.
2. A commitment from the owner or other controlling body to adhere to and periodically review and update the Long-Range Plan.
3. An organizational chart for the water system, showing all anticipated staff and their role in the organization. Also indicate any license or certification requirements of the positions.
4. A discussion of any anticipated operator training and certification efforts.
5. A general operation and management plan for the water system, including such items as: routine inspections, planned equipment replacements, equipment calibration, emergency procedures, record keeping, reporting and similar activities.
6. A description of the proposed billing and collection procedures, along with adequacy of revenues for system operation.
7. A statement of intent to comply with section VII.G of the *Rules and Regulations Pertaining to Public Water Systems* pertaining to emergency planning, and a description of the system's legal authority to implement the requirements.
8. A discussion of the adequacy of the spare parts inventory to be on hand for repairs.
9. A discussion of the adequacy of the chemical supply inventory to be on hand.
10. A brief discussion of the owner's and chief operator's public water system operation experience and compliance history (if such exists).
11. A brief discussion of the water system's anticipated safety program for chemical handling and other work area activities.
12. Other items as appropriate for documenting and/or maintaining the water system's Managerial Capacity.

Items Pertaining to Financial Capacity:

1. A forecast of all future capital needs and operating expenses to meet SDWA requirements, infrastructure rehabilitation, and system expansion.
2. A cash flow analysis to demonstrate revenue sufficiency.
3. A proposed operating budget to address items such as: depreciation, reserves, debt service, O&M, salaries, etc.
4. Other items as appropriate for documenting and/or maintaining the water system's Financial Capacity.