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MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ENVIRONMENTAL QUALITY
PUBLIC DRINKING WATER PROGRAM

CHECKLIST FOR CONSTRUCTION AUTHORIZATION AND
PERMIT TO DISPENSE WATER TO THE PUBLIC – applicable to new water systems
commencing operation after October 1, 1999

Provided

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Engineering Report – 2 copies with Professional Engineer's seal, certified in the state of Missouri;
Detailed Plans and Specifications – 2 copies with Professional Engineer's seal on all copies;
Application for Construction Authorization – one application completed and signed by
Owner/President/Official Custodian.

Provided NA

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REQUIRED ITEMS FOR TECHNICAL CAPACITY DEMONSTRATION

Discussion of, and designation of, properly certified operator(s) if known, including acknowledgment of the adequate number of operators having all equipment needed including safety equipment to perform job duties (note: designation of the properly certified operator(s) is required prior to issuance of Permit to Dispense);

Acknowledgement of the requirement for the system to maintain an updated distribution map;
Acknowledgement there was planning and consideration for the technical capacity impacts of future regulations. The upcoming regulations known as of October 1999 are:

Interim Enhanced Surface Water Treatment Rule (IESWTR),
LT-1 Enhanced Surface Water Treatment Rule,
Ground Water Rule,
Disinfectants/Disinfection By-Products Rule,
Radon Rule, and
Filter Backwash Rule;

Design Guide Standards

A description of the proposed new system's service area, a description of service area(s) of nearby system(s);

Acknowledgement that a higher preference public water system (defined 10CSR60-3.020(6)(A)) does not exist, is not available as defined in 10 CSR 60-3.030(6)(B), or has provided a statement from the existing system waiving its preferential status.

Extent of the water works system including nature and extent of area to be served, maps of legal boundaries, provisions for extending the water works system to additional areas, and appraisal of future service requirements;

An assessment of alternatives including feasibility and practicability, financial considerations including estimated cost of integral parts of the system and comparisons of operator requirements for operation of each alternative;

A description of the proposed source(s) quality, capacity, protection, and production.

A description of the treatment process proposal, waste disposal, and automation;

A description of the project site, including various considerations, potential pollution sources, location with respect to other establishments, houses, etc.;

Water Use Data, including population trends and projections, present water consumption, water losses, projected demands, fire flow demand, present and future source yields, etc.

Consideration of future extensions for needs;

Flow requirements, including hydraulic analyses based on flow demands and pressures and fire flows;

A statement that the Engineer will provide certification to the department that construction was completed in accordance with the approved Plans & Specifications.

System Name: _____

Provided

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REQUIRED ITEMS FOR MANAGERIAL CAPACITY DEMONSTRATION

Confirmation that a permanent organization exists as the continuing operating authority for the management, operation, maintenance, replacement, and modernization of the facility. Designation of the Continuing Operating Authority is required. (If a developer has a plan for a home owner's association, there should be acknowledgement of the following:

- the incorporated association owns the facility and has authority to lay all necessary water lines,
- an adopted covenant covering the land of each owner, which assures connection to the system if available,
- the bylaws of the association provide for the proper operation, maintenance, and modernization of the facility to include at minimum: the power to regulate the use of the facility, the power to levy assessments on members and enforce them on each owner, and the power to convey the facility to a higher COA, as listed in 10 CSR 60-3.020(6)(A).);

Acknowledgment the Written Rate Structure and Service Fees will be publicly displayed when in operation;

Acknowledgement that a public meeting will be held for changes in rate structure or service fees with advanced notice to customers;

Acknowledgement there was planning and consideration for the managerial capacity impacts of future regulations. The upcoming regulations are the same as listed under the Technical Capacity Section; Organizational chart with the name, position, business address and phone number of all positions that provide drinking water functions, including elected officials*;

Customer complaint designated person, acknowledging that the name, title, business address*, business telephone number, and office hours will be publicly displayed*;

Written Customer Complaint Procedures for receiving, investigating, resolving, and recording customer complaints with the acknowledgement that the Procedure will be publicly displayed*;

Designated compliance person to be contact for regulatory issues and compliance actions*;

An Operational Management Plan which describes operating procedures for reliable water system operation, consistent with type of treatment and degree of automatic control, including the process to be used to identify and implement changes to current procedures and ensure that changes in responsible personnel are reported and implemented*;

Complete an Emergency Operation Plan in accordance with 10 CSR 60-12.010*;

Present evidence of the ability to produce water meeting applicable MCLs*.

* This information is required to be provided prior to issuance of the Permit to Dispense, but is encouraged to be provided during the construction authorization process.

System Name: _____

Provided

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REQUIRED ITEMS FOR FINANCIAL CAPACITY DEMONSTRATION

A statement that Standard Accounting Principles and Practices were used in accordance with either the Generally Accepted Accounting Principals & Practices or the NARUC Uniform Systems of Accounts; A system for water fee collection including measures to obtain payment for non-payment (i.e., disconnect service, late fee charge, etc.);

Acknowledgement of an annual budget of revenues and expenditures with an annual comparison of planned budget to actual budget**;

Written rate structure and service fees;

Annual revenues cover public water system costs;

A five year budget and capital improvement plan to be updated annually, including at a minimum, annual revenue income, annual estimated cost of operation including salary of operator, Operating Reserve, Emergency Equipment Replacement Reserve, Debt Service Reserve, and proposed methods to finance both capital charges and operating expenses**. The following is a list of typical revenues and expenses for possible consideration in the budget and capital improvement plan:

Revenues: Water Rates; Fees and Service Charges; Hookup Charges; Other Revenues as Drinking Water Revenues; etc.,

Other Funds/Resources Available: Depreciation Reserves; Capital Contribution from Owner/Stockholder (own source); Contribution/Advance from Customer/Others; Grants; DWSRF Loan; Business loans; Withdrawal from Capital or Other Reserves

Operating & Maintenance Expenses includes Operating Expenses and General & Administrative Expenses:

Operating Expenses: Salaries and Benefits; Power and Other Utility; Chemicals and Treatment; Monitoring; Materials, Supplies, and Parts; Transportation; etc.

General & Administrative Expenses: Salaries and Benefits; Office Supplies and Postage; Insurance-vehicles, liability, workers compensation; Legal and Accounting; Contractor/Professional Services; Fees; Other Deductions, Income Taxes, Other Taxes, etc.,

Reserve Expenses: Operating Reserve; Emergency Equipment Replacement Reserve; and Debt Service Reserve,

Capital Improvement Plan Expenses: New Capital Facilities; Renewal and Replacement Facilities; Safe Drinking Water Act Facilities; Non-facility Costs; Other Use of Funds; etc.,

Debt Obligation Expenses [principal and interest expenses]: Repayment to Customers/others; Repayment of Business Loans; Repayment of SRF Loan; Other Use of Funds; etc., and

Funded Depreciation Expenses in excess of all other P&I payments;

Discussion of establishing an Operating Reserve (must = 1/10 of annual operations and maintenance expenses and established over a ten year period in at least equal payments).

EX: O&M expenses \$8,000, Operating Reserve = \$800 by year 10, not including inflation, therefore \$80 + inflation per year is minimum reserve;

Acknowledgement of an Emergency Equipment Replacement Reserve equal to or greater than the most expensive mechanical equipment item and established in at least equal annual payments over ten (10) years (i.e., if most expensive equipment is \$10,000, the minimum yearly reserve must be \$1,000/year + inflation);

Specify and acknowledge the Debt Service Reserve will equal or exceed the required in bonding agreement;

Acknowledgement there was planning and consideration for the financial capacity impacts of future regulations. The upcoming regulations are the same as listed under the Technical Capacity Section.

** The PDWP has a financial assessment tool which may be utilized upon request to analyze system financial needs based on a five (5) year budget and capital plan. It is optional and may be used simply as a tool for information in preparing a budget and capital improvements plan.