

FREE Oregon Water Workshops

Classroom & Online: March–July 2018

Presented by:
Rural Community Assistance Corporation (RCAC)

RCAC is an equal opportunity
provider and employer



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Any opinions, findings, and conclusions or recommendations expressed in this material are solely the responsibility of the authors and do not necessarily represent the official views of the Rural Utilities Service.

Contact Hours & Certificates:

Each classroom workshop qualifies for drinking water continuing education units (CEUs). We are currently applying for CEU certification of our online workshops. Certificates will be provided at the conclusion of each classroom workshop to those who pre-registered. Self-printing classroom certificates will also be available for most workshops, but might possibly take longer to access through your online account. RCAC requires signatures for in-person trainings and we must wait to receive the original classroom sign-in sheets from the RCAC trainer.

Cost:

There is no fee to attend these workshops. Priority is given to smaller water systems. For classroom trainings, handouts will be available for those who register at least three weeks before the class date.

Unless otherwise noted, all classroom trainings will follow this schedule:

Registration/Check-in: 8 am; Workshop: 8:30 am–4:00 pm; Lunch is one hour (on your own).

Classroom Workshops

CCR & ERP: Required Documents Made Easy

March 21, 2018 • La Pine, OR

*La Pine Public Library
16425 1st St. • La Pine, OR 97739*

March 27, 2018 • Beaverton, OR

*Tualatin Valley Water District
1850 SW 170th Ave • Beaverton, OR 97003*

This workshop qualifies for 0.6 DWP CEUs.

Informed and prepared water users contribute to a better water system. Help consumers help you by preparing documents people will want to read. The Consumer Confidence Report (CCR) is your opportunity to update water users annually (and it is required by law). Assessing the system's vulnerabilities to create an Emergency Response Plan (ERP) makes it easier to connect to water users during stressful times. Learn tips you can implement now, network with neighboring systems and discover free templates that are designed for small water systems.

To get the most out of this workshop, you will want to bring:

- Contact information: System, staff, decision makers and vendors or phone book
- Type of water source and location(s)
- Distribution map
- All water quality monitoring results for the prior year
- Previous years' CCRs and any existing ERP
- Public relations information (important accomplishments, emerging issues, etc.)

This workshop is designed for anyone at small and very small water systems tasked with producing, reviewing or using CCRs and ERPs. Attendees will have time in class to work on the CCR & ERP. Computers are welcome, but not required.

Water Operator Math and Disinfection Chemistry

April 10, 2018 • Astoria, OR

*Best Western Astoria Bayfront Hotel
555 Hamburg Avenue • Astoria, OR 97103*

This workshop qualifies for 0.5 DWP & DEQ WW CEUs.

This workshop will cover basic math concepts: Converting dimensions of vessels into volumes, calculating flow velocities, detention times and disinfectant dosage calculations. The disinfection discussion will cover the chemistry of disinfection, and what factors influence the effectiveness of disinfection in water systems.

Water operators will be given basic tools to calculate pipe and tank volumes for disinfecting purposes and flow velocities for flushing purposes. They will understand how to calculate disinfectant dosages for dry, liquid and gas chlorine. These skills will help assure proper flushing and disinfection is performed, protecting water quality and public health. If possible, please bring a calculator.

Water Distribution Operator Certification Test Preparation: Grades 1 and 2

May 30, 2018 • Tillamook, OR

*Port of Tillamook Bay
4000 Blimp Blvd., Suite 100 • Tillamook, OR 97141*

This workshop qualifies for 0.6 DWP CEUs.

Drinking water system distribution personnel, along with managers, board members and others planning to take the State certification test, are invited to attend and participate in a workshop on certification topics to help distribution system operators prepare to take the Oregon Drinking Water Services (DWS) certification examination.

Topics include:

- Drinking water regulations
- Water system components
- Water sources and water quality
- Math
- Fire hydrants
- Disinfection
- Sampling
- Practice tests

Please bring a calculator, scratch paper and pens or pencils.

Water Treatment Operator Certification Test Preparation: Grades 1 and 2

May 30, 2018 • Ashland, OR

*Pioneer Hall (located in the park)
73 Winburn Way • Ashland, OR 97520*

This workshop qualifies for 0.6 DWP CEUs.

Drinking water system treatment personnel, along with managers, board members and others planning to take the State certification test are invited to attend and participate in this free workshop on certification topics to help treatment system operators prepare to take the Oregon Drinking Water Services (DWS) certification examination. Instructors will be prepared

to focus on subject matter requested by attendees, with an overall emphasis on water math.

Topics include:

- Water math
- Water quality
- Treatment methods
- Disinfection methods
- Overview of drinking water laws and regulations
- Practice tests

Please bring a calculator, scratch paper and pens or pencils.

Wastewater Treatment Operation Certification for Operators in Training and Grade 1 Operators

May 31, 2018 • Tillamook, OR

Port of Tillamook Bay
4000 Blimp Blvd., Suite 100 • Tillamook, OR 97141

This workshop qualifies for 0.6 DEQ WW CEUs.

This workshop is designed to assist the Operators in Training and Grade 1 wastewater operators in building skills and knowledge in the operation of wastewater treatment systems. The training is intended for individuals that are preparing for taking the ABC examination for wastewater treatment system operator certification.

What you'll learn: This 1-day workshop series will briefly cover with an overview on how to correctly operate, troubleshoot and maintain wastewater treatment facilities and effluent disposal systems:

- Preparation for the Examination
- Wastewater History and Resources
- Wastewater treatment system operation and maintenance
- Wastewater Treatment Operator roles and responsibilities
- Preliminary treatment, primary treatment, activated sludge, disinfection

Money Management, a Planned Approach to Rate Setting

June 20, 2018 • Pendleton, OR

Vert Club Room
345 SW 4th St. • Pendleton, OR 97801

This workshop qualifies for 0.5 DWP & DEQ WW CEUs.

Do you really need to increase rates? Learn how improving financial management at your water system can help you answer this question. The goal of good financial management is to ensure that the utility is operated as a financially sustainable

enterprise while providing safe and reliable water, both in the short- and long-term, to your utility's customers.

Decision makers have very important financial responsibilities, including establishing the policy framework governing a utility's finances, planning for the system's financial future, preparation and adoption of budgets, monitoring and oversight of financial performance, and ensuring accountability and integrity of the financial system. Operators and staff support the board and implement financial management policies on a day-to-day basis. In order to determine the true value of water produced, a comprehensive budget must be established. This workshop will show board members, managers and operators how good financial management helps to establish fair rates with a budget based on true costs.

Participants will learn and understand:

- Where to acquire financial tools, guides, and templates to improve your financial health
- Basic financial terms and how to read and interpret the common financial statements
- How to prepare a budget
- Identification of methods to balance the budget
- How to establish a rate structure based on the true cost of producing and delivering water

Achieve and Maintain Compliance with the Safe Drinking Water Act

July 20, 2018 • Bend, OR

City of Bend Eisenhower Training Room
62975 Boyd Acres Road • Bend, OR 97701

This workshop qualifies for 0.6 DWP CEUs.

This workshop will provide operators, managers, and governing board members of water systems the information they need to maintain compliance with different provisions of the Safe Drinking Water Act (SDWA). Topics covered will include:

- Introduction to the Safe Drinking Water Act
- Coliform sampling
- Disinfection By-Products (DBP) Strategy
- DBPs
- Disinfection
- Distribution water quality
- Regulatory review

This workshop is a cooperative effort between AWWA Pacific Northwest Section and RCAC.

Visit <http://conta.cc/1SBRBO2> for registration and more details.



American Water Works Association
Pacific Northwest Section

Energy Efficiency

April 26, 2018 @ 10:00 a.m. & 2:00 p.m.

Nearly four percent of the nation's electricity is consumed by water and wastewater facilities, and industry experts are predicting that energy costs are likely to increase 20 percent over the next 15 years. Approximately 30 to 60 percent of the average municipal budget is typically associated with water and wastewater treatment costs. Historically, water and wastewater facilities were designed for peak capacity, with little consideration for operational efficiency.

An energy audit performed by trained and certified personnel specializing in water and wastewater energy use can often uncover potential energy savings of 10 to 50 percent annually. But, even a cursory examination done by in-house staff can result in substantial energy savings.

Participants will learn:

- How to identify the biggest "energy wasters" in your operation
- How to calculate the break-even point (payback) of retrofitting obsolete equipment
- The difference between Level 1 (in-house) and Level 2 (contracted) energy audits
- How to select and hire a certified industrial energy auditor

This workshop will give all water systems the information and resources needed to start down the path toward increased efficiency and decreased costs.

Storage & Distribution

May 22, 2018 @ 10:00 a.m. & 2:00 p.m.

This module presents the wide aspects and varying operation of water storage systems and distribution piping. The distribution and storage system is the unrecognized backbone of any water system. However, due to its inconspicuous nature, problems are seldom realized and maintenance is seemingly nonexistent. The fact is that most bacteriological contamination takes place in the distribution system. This alone should be enough to warrant prudent maintenance of piping and valves and storage tanks in the system. Through purposeful flushing procedures and adequate planning, system downtime can be minimized and water quality can be improved.

Participants will learn:

- Common components and types of water distribution system piping and storage

- Maintenance guidelines and programs that reduce long-term expenditures
- Possible pathways of and how to reduce contamination
- Inspection and record-keeping procedures that improve water quality

This workshop will give participants the information and resources they need to understand proper operation and maintenance of their storage and distribution systems.

Drinking Water Wells & Hydrology: Monitoring What We Cannot See

June 21, 2018 @ 10:00 a.m. & 2:00 p.m.

How is your well performing? How do you know what is going on deep in the ground? What goes into the process of choosing a well site? Well equipment must be maintained in order to ensure long life and quality water within the system. Wells need to be monitored regularly to compile vital information on the health of the source.

This workshop will look into the many challenges regarding well maintenance:

- Well site selection process
- Well inspection
- Well maintenance
- Hydrology: groundwater qualities
- Drawdown and recovery tracking
- Well sounders; which one is right for me?

Using Financial Statements

June 27, 2018 @ 10:00 a.m.

The goal of good financial management is to ensure that your small water system is consistently operated as a financially sustainable enterprise that will continue providing safe and reliable water, both in the short and long-term. This workshop will introduce the process of using your financial statements as a tool for sound decision making to manage your current fiscal situation, as well as guide the future of your utility.

You will learn how to:

- Read and understand common Financial Statements
- Calculate ratios to determine if you are on a positive course
- Identify reserve accounts recommended for water systems
- How to monitor an annual budget

Trainer Biographies

KEVIN BAUGHMAN, Rural Development Specialist – Environmental, provides technical assistance to tribal and small communities. He has more than 35 years of drinking water experience. He has provided drinking water in submarines and communities throughout the West. The last 13 years of his experience is in drinking water technical, managerial and financial topics in Hawaii, California, and Nevada. Kevin holds California Grade 3 Water Treatment Operator Certification and a Grade 3 Water Distribution Operator Certification. He also holds a Nevada and Hawaii Grade 4 Water Treatment Operator Certification and Distribution System Operator Certification. Kevin has participated in maintenance and operations of water systems and their support equipment in the US Navy, San Diego County, Hawaii, and Nevada. Kevin also has facilitated Participant Centered Training based water system treatment and distribution operator workshops in all these locations and on line too.

MICHAEL BOYD, Rural Development Specialist II/Training Coordinator – Environmental, conducts numerous water system assessments, sanitary surveys, source water assessments and related technical assistance. He has more than 22 years of experience in public water systems' operation, maintenance, inspection and management. He is a certified investigator/inspector and licensed Grade 1-4 Treatment/Distribution and backflow operator. Mike assists operators in set-up of new and existing water treatment facilities including surface water, iron and manganese removal, lime softening systems and ion-exchange treatment. He regularly conducts workshops on water system issues throughout the country.

RICHARD CULP, RCAC Rural Development Specialist – Engineer, provides technical assistance to rural communities and public agencies on utility infrastructure construction, operation, management and administration. Richard has 11 years of experience managing a public utility, developing policies and ordinances, budgeting, supervising labor, utility billing, payroll, financial reporting and public meetings. His experience includes water and wastewater infrastructure designs, permitting, grant funding, assessment districts and construction management. He holds a bachelor's degree in civil engineering and is a California licensed civil engineer.

MARY FLEMING-LESLIE, Rural Development Specialist – Environmental, provides financial management and QuickBooks™ technical assistance and training to small utilities and nonprofit housing organizations' staff, management and board of directors. She has more than 12 years of experience in financial management. Mary develops financial management training curricula and teaches online and classroom workshops for RCAC. She performs financial statement and rate analysis for utilities in California, and works with other RCAC staff to provide the utilities with written recommendations for sustainability. Mary is a certified QuickBooks™ Pro Advisor and holds a bachelor's degree in accounting from California State University, Stanislaus.

JOHN HAMNER, RCAC Rural Development Specialist – Environmental, has more than 16 years of experience teaching classroom workshops on water and wastewater utility technical, managerial and financial topics. John holds a Grade 3 California Water Treatment Operator Certification, a D3 Water Distribution Operator Certification, a Grade 3 Wastewater Certification and is a Water Conservation Practitioner I (CA/NV AWWA). He has managed and operated water and wastewater systems in Mendocino County and Lake County, California. He teaches water and wastewater classes for Yuba College at its Clearlake campus and is a part-time trainer for RCAC.

ROSANNA NOVAL, RCAC Rural Development Specialist – Environmental, provides training and technical assistance for infrastructure improvement projects. She facilitates workshops on utility management, analyzes utility rate options, conducts public outreach and provides specialized assistance to small utilities. She has experience with National Pollutant Discharge Elimination System (NPDES) regulations, wastewater treatment, water quality monitoring and riparian habitat restoration. RosAnna's educational background is in environmental science, with a focus on water chemistry and natural resource education.

STEVAN PALMER, RCAC Regional Environmental Manager, provides training and technical assistance to small utilities. He formerly held certification as a level III Water Treatment and Water Distribution operator in Nevada, and currently holds Nevada certification as a wastewater treatment operator 1. He is a Certified Environmental Trainer (NESHTA), a Certified Safety Trainer (MSHA) and a Water Conservation Practitioner I (CA/NV AWWA). He develops training curricula and regularly teaches workshops for RCAC. He is RCAC's regional environmental manager for Oregon, Washington and Alaska.

RANDY VESSELS, RCAC Rural Development Specialist – Environmental (Circuit Rider), provides technical assistance and training to tribal and small communities. He has more than 20 years of experience with water and wastewater systems. Randy holds a T3 California Water Treatment Operator Certification, a D3 California Water Distribution Operator Certification, and a Grade III California Wastewater Operator Certification. He has managed and operated water and wastewater systems in Northern California and most recently served as director of water operations for a local Tribal community.

DAVE WALLIS, Technical Services Programs Manager, manages several programs for USEPA and the California SWRCB. Mr. Wallis' primary areas of expertise include the supervision of operation, maintenance and management of both water and wastewater systems at Sequoia and Kings Canyon National Parks and the US Navy Public Works Center San Diego. Mr. Wallis has 36 years of experience and maintains state certifications in California and Arizona including water treatment operations, water distribution system and wastewater treatment.

NEIL WORTHEN, Rural Development Specialist – Environmental, has 38 years of water and wastewater system operation and management experience in California, Hawaii and overseas. Neil holds certifications in water treatment, water distribution, wastewater treatment, water conservation, mechanical technology, environmental training and energy auditing. He has held operational posts with numerous California cities. He also was the water and wastewater supervisor for the Pohnpei State Government (Micronesia), and the general manager of a private firm operating and managing 25 water and wastewater facilities in Hawaii. More recently, he served as public works director for Rio Dell, California, and State Revolving Fund coordinator with California Rural Water Association. Neil is a part-time trainer for RCAC.

Workshop Registration

For the fastest registration and most current information, please visit:

<http://www.events.rcac.org/rcac/Calendar.asp>

Then choose Oregon from the state dropdown and click filter (example at right).

Registration help: <http://www.rcac.org/trainings/registration-help/>

Training department phone: (916) 447-9832 ext. 1429 • **Fax:** (916) 372-5636

Mail: RCAC • 3120 Freeboard Drive, Suite 201 • West Sacramento, CA 95691

Day Week Month Year
March 2016
United States State
City:
Filter

There is NO FEE to attend these workshops. Please register in advance, as space may be limited. Priority will be given to smaller water systems. Please register online at www.rcac.org under **Trainings and Events** or complete one form for each person who will attend.

Name: _____

Email: _____

Company or Water System: _____

Preferred phone: Work Home Mobile: (_____) _____

Preferred mailing address: Organization Home: _____

Mailing address: _____

City: _____ **State:** _____ **Zip:** _____

Operator Certification #(s): Distribution _____ Treatment _____ Wastewater _____

Register me for the following Classroom workshop(s):

- 3/21/18 Consumer Confidence Reports (La Pine)
- 3/27/18 Consumer Confidence Reports (Beaverton)
- 4/10/18 Water Operator Math and Disinfection Chemistry (Astoria)
- 5/30/18 Water Distribution Operator Certification Test Preparation: Grades 1 and 2 (Tillamook)
- 5/30/18 Water Treatment Operator Certification Test Preparation: Grades 1 and 2 (Ashland)
- 5/31/18 Wastewater Operator Certification Test Preparation: Grades 1 and 2 (Tillamook)
- 6/20/18 Money Management, a Planned Approach to Rate Setting (Pendleton)

Register me for the following Online workshop(s):

- 4/26/18 10 a.m. 2 p.m. Energy Efficiency
- 5/22/18 10 a.m. 2 p.m. Storage & Distribution
- 6/21/18 10 a.m. 2 p.m. Drinking Water Wells & Hydrology: Monitoring What We Cannot See
- 5/22/18 10 a.m. only Using Financial Statements

All notifications regarding workshop changes are made via email. Therefore, we request a valid e-mail address on your registration form.

If you are unable to attend a workshop that you have registered for, please let us know. We may have a waiting list of people who want to attend.

Please note: Registration for the "Achieving and Maintaining Compliance with the Safe Drinking Water Act" (Bend) Workshop on 7/20/18 must be completed at <http://conta.cc/1SBRBO2>. Contact Kyle Kihs at (503) 760-6460 or kkihs@pnws-awwa.org for questions regarding this workshop registration.

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 each workshop you are attending, so that we may make accommodations for you.

Registration questions or problems? Contact the Training Department: registration@rcac.org.



3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691
(916) 447-2854

