



Evaluation: Drinking Water Utility

City/System Name and Water System ID:

Date:

MANAGERIAL CAPACITY	Comments/Notes
Water System Rules, Regulations or Ordinances	<ul style="list-style-type: none"> <li>• Idaho Rules For Public Drinking Water Systems: <a href="https://adminrules.idaho.gov/rules/current/58/580108.pdf">https://adminrules.idaho.gov/rules/current/58/580108.pdf</a></li> <li>• Ordinance Templates: <a href="http://www.idahoruralwater.com/ordinances/">www.idahoruralwater.com/ordinances/</a></li> <li>• Questions on ordinance process: AIC, 208-344-8594</li> </ul>
Future Capital Needs or Strategic Plan (Facility Plan)	<ul style="list-style-type: none"> <li>• Engineering Firm</li> <li>• <a href="https://www.epa.gov/waterresilience">https://www.epa.gov/waterresilience</a></li> <li>• SMART Financial Tool: <a href="http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx">http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx</a></li> </ul>
Emergency Planning (Service, Drought, Flood)	<ul style="list-style-type: none"> <li>• Idaho Office of Emergency Management: <a href="https://ioem.idaho.gov/">https://ioem.idaho.gov/</a></li> <li>• <a href="https://ioem.idaho.gov/Pages/AboutUs/Contact/CountyCoordinators.aspx">https://ioem.idaho.gov/Pages/AboutUs/Contact/CountyCoordinators.aspx</a></li> <li>• <a href="http://www.idahoruralwater.com/emergency-response/">www.idahoruralwater.com/emergency-response/</a></li> <li>• <a href="https://www.epa.gov/homeland-security-research/water-system-security-and-resilience-homeland-security-research">https://www.epa.gov/homeland-security-research/water-system-security-and-resilience-homeland-security-research</a></li> <li>• <a href="https://www.epa.gov/waterresilience">https://www.epa.gov/waterresilience</a></li> </ul>
Secure and Accessible Water System & Billing Records	<ul style="list-style-type: none"> <li>• <a href="https://waterandhealth.org/safe-drinking-water/drinking-water/cyber-security-101-for-drinking-water/">https://waterandhealth.org/safe-drinking-water/drinking-water/cyber-security-101-for-drinking-water/</a></li> <li>• <a href="https://www.awwa.org/resources-tools/water-and-wastewater-utility-management/cybersecurity-guidance.aspx">https://www.awwa.org/resources-tools/water-and-wastewater-utility-management/cybersecurity-guidance.aspx</a></li> <li>• <a href="https://www.epa.gov/waterresilience">https://www.epa.gov/waterresilience</a></li> <li>• Utility Management Certification (UMC): <a href="https://wateruniversity.org">https://wateruniversity.org</a> or IRWA</li> <li>• Diane Sauer: 208-818-2843 <a href="mailto:Diane.Sauer@outlook.com">Diane.Sauer@outlook.com</a></li> </ul>
Source Water or Wellhead Protection Plan	<ul style="list-style-type: none"> <li>• <a href="https://www2.deq.idaho.gov/water/swp">https://www2.deq.idaho.gov/water/swp</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="http://www.deq.idaho.gov/water-quality/source-water/">http://www.deq.idaho.gov/water-quality/source-water/</a></li> <li>• <a href="http://www.idahoruralwater.com/services/source-water/">www.idahoruralwater.com/services/source-water/</a></li> <li>• <a href="mailto:ahummer@idahoruralwater.com">ahummer@idahoruralwater.com</a></li> <li>• <a href="mailto:mnorris@idahoruralwater.com">mnorris@idahoruralwater.com</a></li> </ul>
Regular Communication with Customers	<ul style="list-style-type: none"> <li>• <a href="https://www.ruralwaterimpact.com/">https://www.ruralwaterimpact.com/</a></li> <li>• <a href="https://idahoruralwater.com/brochures-and-flyers/">https://idahoruralwater.com/brochures-and-flyers/</a></li> <li>• Emergency communication: <a href="https://www.epa.gov/waterutilityresponse/water-utility-communication-during-emergency-response">https://www.epa.gov/waterutilityresponse/water-utility-communication-during-emergency-response</a></li> </ul>
<b>FINANCIAL CAPACITY</b>	
Formal Water System Budget	<ul style="list-style-type: none"> <li>• Alliance for Water Efficiency: <a href="http://www.allianceforwaterefficiency.org/1Column.aspx?id=710">http://www.allianceforwaterefficiency.org/1Column.aspx?id=710</a></li> <li>• <a href="https://www.epa.gov/planandbudget">https://www.epa.gov/planandbudget</a></li> <li>• UMC Course: <a href="https://wateruniversity.org">https://wateruniversity.org</a> or IRWA</li> <li>• Diane Sauer: 208-818-2843 <a href="mailto:Diane.Sauer@outlook.com">Diane.Sauer@outlook.com</a></li> </ul>
Water Rate or Fee Structure Meets Expenses	<ul style="list-style-type: none"> <li>• Alliance for Water Efficiency: <a href="http://www.allianceforwaterefficiency.org/1Column.aspx?id=710">http://www.allianceforwaterefficiency.org/1Column.aspx?id=710</a></li> <li>• <a href="https://www.awwa.org/resources-tools/water-knowledge/affordability.aspx#351341648-awwa-technical-resources">https://www.awwa.org/resources-tools/water-knowledge/affordability.aspx#351341648-awwa-technical-resources</a></li> <li>• UMC Course: <a href="https://wateruniversity.org">https://wateruniversity.org</a> or IRWA</li> <li>• SMART Financial Planning Tool from DEQ: <a href="http://www2.deq.idaho.gov/water/SM SWS/Pages/Login.aspx">http://www2.deq.idaho.gov/water/SM SWS/Pages/Login.aspx</a></li> <li>• Diane Sauer: 208-818-2843 <a href="mailto:Diane.Sauer@outlook.com">Diane.Sauer@outlook.com</a></li> </ul>
Capital Reserve & Depreciation Fund	<ul style="list-style-type: none"> <li>• <i>Cash Reserve Policy Guidelines</i> from AWWA</li> <li>• <i>Government Finance Officers Association</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Financial Planning</i> from RCAC</li> <li>• Environmental Finance Center: <a href="http://efc.web.unc.edu/2013/02/22/more-on-reserve-funds-how-much-is-too-much/">http://efc.web.unc.edu/2013/02/22/more-on-reserve-funds-how-much-is-too-much/</a></li> <li>• UMC Course: <a href="https://wateruniversity.org">https://wateruniversity.org</a> or <a href="http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx">IRWA</a></li> <li>• <a href="http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx">http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx</a></li> </ul>
Asset Inventory & Replacement	<ul style="list-style-type: none"> <li>• CUPSS: <a href="https://www.epa.gov/dwcapacity/information-check-program-small-systems-cupss-asset-management-tool">https://www.epa.gov/dwcapacity/information-check-program-small-systems-cupss-asset-management-tool</a></li> <li>• Asset management guides and resources from EPA: <a href="https://www.epa.gov/dwcapacity/asset-management-resources-small-drinking-water-systems-0">https://www.epa.gov/dwcapacity/asset-management-resources-small-drinking-water-systems-0</a></li> <li>• <a href="http://www.idahoruralwater.com/emergency-response/">www.idahoruralwater.com/emergency-response/</a></li> <li>• Tui Anderson: 208-871-8437 <a href="mailto:waterutilityapp@gmail.com">waterutilityapp@gmail.com</a></li> </ul>
Current Rate Study	<ul style="list-style-type: none"> <li>• IRWA Support Services: <a href="http://www.idahoruralwater.com/services/support-services/">www.idahoruralwater.com/services/support-services/</a></li> <li>• Diane Sauer: 208-818-2843 <a href="mailto:Diane.Sauer@outlook.com">Diane.Sauer@outlook.com</a></li> </ul>
Affordability Analysis	<ul style="list-style-type: none"> <li>• <a href="https://www.awwa.org/resources-tools/water-knowledge/affordability.aspx#351341648-awwa-technical-resources">https://www.awwa.org/resources-tools/water-knowledge/affordability.aspx#351341648-awwa-technical-resources</a></li> <li>• <a href="http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx">http://www2.deq.idaho.gov/water/SMSWS/Pages/Login.aspx</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>TECHNICAL CAPACITY</b></li> </ul>	
Adequate Source Water Capacity – Legal Rights	<ul style="list-style-type: none"> <li>• <a href="https://www.idwr.idaho.gov/water-rights/">https://www.idwr.idaho.gov/water-rights/</a></li> <li>• AIC: <a href="https://idahocities.org">https://idahocities.org</a> or 208-344-8594</li> </ul>
Adequate System Capacity (Treatment, Distribution, & Pressure)	<ul style="list-style-type: none"> <li>• DEQ’s Capacity Development Program: <a href="http://deq.idaho.gov/water-quality/drinking-water/capacity-development/">http://deq.idaho.gov/water-quality/drinking-water/capacity-development/</a></li> <li>• Building the Capacity of Small DW</li> </ul>

	<p>Systems:  <a href="https://www.epa.gov/dwcapacity">https://www.epa.gov/dwcapacity</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.epa.gov/dwcapacity/technical-managerial-and-financial-tmf-capacity-resources-small-drinking-water-systems">https://www.epa.gov/dwcapacity/technical-managerial-and-financial-tmf-capacity-resources-small-drinking-water-systems</a></li> </ul>
Certified Operator(s) & Backup Operator(s)	<ul style="list-style-type: none"> <li>• <a href="http://www2.deq.idaho.gov/water/OpForHire/Search">http://www2.deq.idaho.gov/water/OpForHire/Search</a></li> <li>• IRWA Support Services:  <a href="http://www.idahoruralwater.com/services/support-services/">www.idahoruralwater.com/services/support-services/</a></li> <li>• Find your classification:  <a href="http://www.deq.idaho.gov/water-quality/drinking-water/pws-classification-licensure/system-classifications/">http://www.deq.idaho.gov/water-quality/drinking-water/pws-classification-licensure/system-classifications/</a></li> </ul>
Operations & Maintenance Manual	<ul style="list-style-type: none"> <li>• Templates:  <a href="http://www.idahoruralwater.com/emergency-response/">www.idahoruralwater.com/emergency-response/</a></li> <li>• Daily record keeping:  <a href="https://www.epa.gov/dwcapacity/operation-and-maintenance-resources-small-drinking-water-systems-0">https://www.epa.gov/dwcapacity/operation-and-maintenance-resources-small-drinking-water-systems-0</a></li> </ul>
Cross Connection Control Program	<ul style="list-style-type: none"> <li>• <a href="http://www.idahoruralwater.com/cross-connection/">www.idahoruralwater.com/cross-connection/</a></li> <li>• <a href="http://www.deq.idaho.gov/water-quality/drinking-water/pws-tips-guidance/guidance-fact-sheets/">http://www.deq.idaho.gov/water-quality/drinking-water/pws-tips-guidance/guidance-fact-sheets/</a></li> <li>• <a href="https://adminrules.idaho.gov/rules/current/58/580108.pdf">https://adminrules.idaho.gov/rules/current/58/580108.pdf</a></li> </ul>
As-Built Plans & Distribution Map	<ul style="list-style-type: none"> <li>• IRWA Support Services:  <a href="https://idahoruralwater.com/services/support-services/">https://idahoruralwater.com/services/support-services/</a></li> <li>• Tui Anderson: 208-871-8437  <a href="mailto:waterutilityapp@gmail.com">waterutilityapp@gmail.com</a></li> <li>• <a href="http://deq.idaho.gov/assistance-resources/for-engineers-developers/checklists/">http://deq.idaho.gov/assistance-resources/for-engineers-developers/checklists/</a></li> </ul>
Water Loss Accounting	<ul style="list-style-type: none"> <li>• Free water loss software:  <a href="https://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx#353211685-tools-for-water-audit-analysis">https://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx#353211685-tools-for-water-audit-analysis</a></li> <li>• Water Research Foundation:</li> </ul>

	<p><a href="http://www.werf.org">www.werf.org</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.epa.gov/sites/production/files/2015-04/documents/epa816f13002.pdf">https://www.epa.gov/sites/production/files/2015-04/documents/epa816f13002.pdf</a></li> <li>• UMC course: <a href="https://wateruniversity.org">https://wateruniversity.org</a> or IRWA</li> <li>• Water Audits, Water Loss Control: Tui Anderson: 208-871-8437 <a href="mailto:waterutilityapp@gmail.com">waterutilityapp@gmail.com</a></li> </ul>
Means of Ascertaining Customer Usage	<ul style="list-style-type: none"> <li>• Data: <a href="https://waterdata.usgs.gov/id/nwis/wu">https://waterdata.usgs.gov/id/nwis/wu</a></li> <li>• <a href="http://www.allianceforwaterefficiency.org/Tracking-Tool.aspx">http://www.allianceforwaterefficiency.org/Tracking-Tool.aspx</a></li> <li>• IDWR funding for meters, email: <a href="mailto:iwrbrgrants@idwr.idaho.gov">iwrbrgrants@idwr.idaho.gov</a></li> <li>• USDA RD funding</li> <li>• NRWA funding: <a href="https://nrwa.org/initiatives/revolving-loan-fund/">https://nrwa.org/initiatives/revolving-loan-fund/</a></li> <li>• WaterSMART efficiency grants: <a href="https://www.usbr.gov/watersmart/weeg/">https://www.usbr.gov/watersmart/weeg/</a></li> </ul>
<b>COMPLIANCE REVIEW</b>	
<ul style="list-style-type: none"> <li>• Outstanding Violations/Obligations</li> <li>• Significant System or Service Deficiencies</li> <li>• Forecast Capacity less than 80% of Need within 5 Years</li> <li>• Violations of Maximum Contaminant Levels</li> <li>• Monitoring and Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• IDWR: <a href="http://www.idwr.idaho.gov">www.idwr.idaho.gov</a></li> <li>• <a href="http://deq.idaho.gov/water-quality/drinking-water/pws-switchboard/">http://deq.idaho.gov/water-quality/drinking-water/pws-switchboard/</a></li> <li>• <a href="http://deq.idaho.gov/water-quality/drinking-water/pws-monitoring-reporting/contaminants/">http://deq.idaho.gov/water-quality/drinking-water/pws-monitoring-reporting/contaminants/</a></li> </ul>
Lab Testing Facilities & Personnel	<ul style="list-style-type: none"> <li>• <a href="http://healthandwelfare.idaho.gov/Health/Labs/CertificationDrinkingWaterLabs/tabid/1833/Default.aspx">http://healthandwelfare.idaho.gov/Health/Labs/CertificationDrinkingWaterLabs/tabid/1833/Default.aspx</a></li> <li>• Water Laboratory Alliance: <a href="https://www.epa.gov/waterlabnetwork">https://www.epa.gov/waterlabnetwork</a></li> </ul>
Public Notice (Consumer Confidence Report or Other)	<ul style="list-style-type: none"> <li>• <a href="http://www2.deq.idaho.gov/water/PublicNotificationTemplates/">http://www2.deq.idaho.gov/water/PublicNotificationTemplates/</a></li> <li>• <a href="https://idahoruralwater.com/services/ccr/">https://idahoruralwater.com/services/ccr/</a></li> </ul>