



## TCEQ FMT Assistance Contract

In an effort to improve the viability of public drinking water and wastewater systems throughout Texas, the Texas Commission on Environmental Quality (TCEQ) offers contracted assistance at no charge for systems needing help to solve financial, managerial and technical (FMT) operational problems. This is accomplished using contractors. Many of these water and wastewater systems may have the potential to have regulatory compliance violations if corrections are not made. As a guideline, some of the possible assistance tasks are outlined on the back of this page.

TCEQ also offers consolidation assessments for officials or owners of systems who may be looking into the possibility of getting out of the water or wastewater business by consolidating their system with a nearby system. In those circumstances, TCEQ will assign the contractor to assess the feasibility of two or more systems working together, possibly to the point of a merger. If consolidation is determined to be feasible and recommended, TCEQ will then assign the contractor to assist the parties throughout the process to completion.

Requests for assistance referrals have historically come from areas such as:

- TCEQ regional field operation staff
- Assistance requests directly from the Utilities
- Texas Rural Water Association (TRWA) staff
- Drinking Water State Revolving Fund (DWSRF)
- Receivership issues
- TCEQ Water Supply Division staff
- TCEQ Small Business & Local Government staff
- Or TCEQ staff identification from:
  - \*Annual Reports
  - \*Regulatory assessment fees
  - \*Compliance issues
  - \*Drought Contingency Plans
  - \*Needs surveys
  - Asbestos referrals
  - Drought priority lists
  - Enforcement prevention efforts
  - TCEQ enforcement staff
  - Community Resource Group (CRG)
  - \*Identified unregistered utilities
  - \*Abandonment threats
  - \*CCN or Sales, Transfer, Merger applicants
  - \*Customer complaints

Water or wastewater system officials may request FMT assistance for their systems by phoning Stacy Foster at 512-239-3105 or by emailing her at [Stacy.Foster@tceq.texas.gov](mailto:Stacy.Foster@tceq.texas.gov).

Please note: No system currently in enforcement proceedings or in the process of being referred to enforcement for violations will be assigned assistance under these guidelines without the approval and involvement of the TCEQ Enforcement Division and Regional Field Operations Office.



# TCEQ FMT Assistance Contract Assignment Task List

(Please note: This list is offered as a guideline and is not all inclusive. Other tasks may be assigned as warranted and approved.)

<b>I. FINANCIAL</b>	
1) - Billing and Accounting	9) – Funding Information and Sources
2) - Budget	10) – Metered Rate Implementation
3) – Business Plans	11) – Rate Change Application
4) – Collection Rate	12) – Rate Restructuring Options
5) – Debt Payment	13) – Rate Study
6) – DWSRF Application Assistance	14) – Reserve Account
7) – Financial Records	15) – Tariff Completion
8) – Financial Statements	
<b>II. MANAGERIAL</b>	
16) – 75% - 90% Rule	34) – Operating Reports
17) – Audit Findings	35) – Petition to Cease Operations
18) - Bylaws Development and Implementation	36) – Receivership / Temporary Manager
19) – Capital Improvement Plan	37) – Record Keeping
20) – CCN Applications and Service	38) – Regulatory Guidance
21) – Consultant Evaluation	39) – Restructuring
22) – Consumer Confidence Reports	40) – Staff and Board Training
23) – Cross Connection Control Program	41) – STM Application
24) – Customer Complaint Issues	42) – SUD Conversion
25) – Customer Service Agreements	43) – Tax Exempt Status
26) – Customer Service and Relations	44) – Termination Agreement
27) – Drought Contingency Plan	45) – Termination Policy
28) – Emergency Planning	46) – TCEQ Annual Report
29) – Employee Policy Manual	47) – Uncertified Utility Assistance
30) – Homeowner Association Formation	48) – Unregistered Utilities
31) – Meeting Requirements	49) – Water Conservation Plan
32) – Meeting with HOA or POA or WSC members	50) – WSC Conversion
33) – Meter Installation Plan	
<b>III. TECHNICAL</b>	
51) – Alternate Source Evaluation	68) – Pressure Maintenance
52) – Analytical Techniques	69) – Preventive Maintenance Program
53) – Asbestos Evaluation	70) – Proper Meter Reading
54) – Certified Operator	71) – Sampling Techniques
55) – Compliance Violations (Address and Prevent)	72) – Survey Deficiency Correction
56) – Corrosion Control Verification	73) – Tank Maintenance Program
57) – Disinfection	74) – Taste and Odor
58) – Drought Assistance	75) – Wastewater Treatment Optimization
59) – Easement Compliance	76) – Water Audit
60) – Flushing	77) – Water Contracts
61) – General Rule Compliance	78) – Water Loss Tracking
62) – Instrument Calibration	79) – Water Treatment Optimization
63) – Interconnection Evaluation	80) – Well Head Protection
64) – Log Pump Time	81) – Well Production Tracking Method
65) – MCL Violations (Address and Prevent)	82) – Well Pumping Record
66) – Needs Survey	83) – Lead and Copper Evaluation
67) – Operation and Maintenance Manual	84) – Security Checklist