

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.