

WATER SUSTAINABILITY FOR SMALL WATER SYSTEMS

RESOURCE LIST

I. Strategic Planning

Questions:

- What is needed to establish a water supply system in New Mexico?
- How do we develop capabilities and the capacity to manage and operate a water supply system?
- Where are we now and where do we want to be?
- How do we prepare a strategic plan for developing and operating water infrastructure?
- How do we prepare a strategic plan for funding water infrastructure?
- How do we prepare a long-term water supply plan?
- How do we prepare a drought contingency plan?
- How do we prepare a water conservation plan?
- How do we prepare a security and emergency response plan?

Resources:

- A. New Mexico Environment Department (NMED) – www.nmenv.state.nm.us
 - a. Construction Programs Bureau
 - b. Drinking Water Bureau
- B. Rural Community Assistance Partnership (RCAP) - www.rcap.org
 - (1) RCAP Publications for Small Communities
- C. Rural Community Assistance Corporation (RCAC) – www.rcac.org
- D. New Mexico Rural Water Association (NMRWA) – www.nmrwa.org
 - a. Management and Sustainability Guides
- E. U.S. Environmental Protection Agency (EPA) – www.epa.gov
 - a. www.epa.gov/type/drink/pws/smallsystems/
- F. Southwest Environmental Finance Center (NMEFC) – <http://southwestefc.unm.edu>
 - a. Minimum Standards for Water System Management & Planning Documents
- G. New Mexico Finance Authority (NMFA) – www.NMFA.net
- H. American Water Works Association (AWWA) – www.awwa.org

II. Managerial Capacity

Questions:

- How do we establish a Board of Directors and what are their responsibilities?

- How do we establish By-Laws for the Board of Directors?
- How do we establish customer and personnel policies?
- How do we write a job description?
- How do we develop an employee development policy and plan?
- How do we prepare an employee training plan?
- How do we develop standard operating procedures?
- How do we perform recordkeeping (non-financial)?
- How do we prepare an asset inventory and condition assessment?
- How do we prepare an asset management plan?
- How do we ensure compliance with the requirements of the Office of State Engineer?
- How do we ensure compliance with federal and state drinking water regulations?

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- I. New Mexico Environment Department (NMED) – www.nmenv.state.nm.us
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 - a. (1) RCAP Publications for Small Communities
- K. Rural Community Assistance Corporation (RCAC) – www.rcac.org
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- M. U.S. Environmental Protection Agency (EPA) – www.epa.gov
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- N. Southwest Environmental Finance Center (NMEFC) – <http://southwestefc.unm.edu>
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- O. New Mexico Finance Authority (NMFA) – www.NMFA.net
- P. American Water Works Association (AWWA) – www.awwa.org

III. Financial Capacity

Questions:

- How do we establish accounting and financial recordkeeping?
- How do we prepare an annual budget?
- How do we establish reserve accounts?
- How do we establish a structure for customer rates and fees?
- How do we encourage water conservation through rate structures?
- How do we develop a fee structure for water meters and ensure that all water is metered?
- How do we establish a “water cut-off” policy?

- How do use an asset management plan to develop both short-term and long-term asset repair/replacement budgets?

Resources:

- Q. New Mexico Environment Department (NMED) – www.nmenv.state.nm.us
 - a. Construction Programs Bureau
 - b. Drinking Water Bureau
- R. Rural Community Assistance Partnership (RCAP) - www.rcap.org
 - (1) RCAP Publications for Small Communities
- S. Rural Community Assistance Corporation (RCAC) – www.rcac.org
- T. New Mexico Rural Water Association (NMRWA) – www.nmrwa.org
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- U. U.S. Environmental Protection Agency (EPA) – www.epa.gov
 - a. www.epa.gov/type/drink/pws/smallsystems/
- V. Southwest Environmental Finance Center (NMEFC) – <http://southwestefc.unm.edu>
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- W. New Mexico Finance Authority (NMFA) – www.NMFA.net
- X. American Water Works Association (AWWA) – www.awwa.org

IV. Technical Capacity

Questions:

- How do we develop a sampling plan?
- How do we establish a cross-connection control program?
- How do we establish a preventative maintenance plan?
- How do we establish a spare parts inventory with materials on-hand?
- How do we perform a water audit and water loss control program?
- How do we take advantage of operator training programs?
- How do we maintain the appropriate level of certified water operators?
- How do we perform a vulnerability assessment?
- How do we establish an operation and maintenance manual?
- How do we establish a set of up-to-date as-built engineering plans?
- How do we develop a source water/wellhead protection plan?
- Where do we get technical assistance for training and problem-solving?

Resources:

- Y. New Mexico Environment Department (NMED) – www.nmenv.state.nm.us
 - a. Construction Programs Bureau
 - b. Drinking Water Bureau
- Z. Rural Community Assistance Partnership (RCAP) - www.rcap.org

(1) RCAP Publications for Small Communities

- AA. Rural Community Assistance Corporation (RCAC) – www.rcac.org
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 - a. www.epa.gov/type/drink/pws/smallsystems/
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 - a. Minimum Standards for Water System Management & Planning Documents
- EE. American Water Works Association (AWWA) – www.awwa.org

V. Community and Cultural

Questions:

- How do we develop a regional collaboration program with adjacent water systems and water users?
- How do we encourage community participation on the Board of Directors?
- How do we encourage water conservation in the community?
- How do we interest community youth in following a career path in the water supply industry?
- How do we become advocates for the proper collection and treatment of wastewater?
- How do we emphasize the value of water resources in New Mexico?
- How do we integrate the various cultural values that New Mexicans have regarding water resources?

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- FF. New Mexico Environment Department (NMED) – www.nmenv.state.nm.us
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 - (1) RCAP Publications for Small Communities
- HH. Rural Community Assistance Corporation (RCAC) – www.rcac.org
- II. New Mexico Rural Water Association (NMRWA) – www.nmrwa.org
 - a. Management and Sustainability Guides
- JJ. U.S. Environmental Protection Agency (EPA) – www.epa.gov
 - a. www.epa.gov/type/drink/pws/smallsystems/
- KK. Southwest Environmental Finance Center (NMEFC) – <http://southwestefc.unm.edu>
 - a. Minimum Standards for Water System Management & Planning Documents
- LL. American Water Works Association (AWWA) – www.awwa.org

Additional Resources:

American Water Works Association (AWWA) (303) 347-6191

www.awwa.org

AWWA Small Systems Section (303) 347-6191

smallsystems@awwa.org

National Environmental Services Center (NESC) (800) 624-8301

www.nesc.wvu.edu

Association of Boards of Certification (ABC) (515) 232-3623

www.abccert.org

Rural Development-U.S. Department of Agriculture (505)761-4955

www.rurdev.usda.gov

Water-Wastewater Agency Response Network(WARN)

<http://www.aww.org/resources-tools/water-knowledge/>

[emergency-preparedness/warn-resources.aspx](http://www.aww.org/resources-tools/water-knowledge/emergency-preparedness/warn-resources.aspx)