

UTILITY MANAGEMENT
Course #101
5 Contact Hours

TECHNICAL CAPACITY

- ◆ Management's responsibility for operations
- ◆ Operator responsibilities
- ◆ Ohio EPA's role
- ◆ Operation & maintenance of systems
- ◆ Existing and proposed rules & regulations

MANAGERIAL CAPACITY

- ◆ Regulatory and legal requirements
- ◆ Dealing with planning and emergencies
- ◆ Personnel and staffing issues
- ◆ System policies and procedures
- ◆ Security issues

FINANCIAL CAPACITY

- ◆ Capital improvement planning
- ◆ Budgeting
- ◆ Rate-adjustments
- ◆ Record keeping
- ◆ Replacement & emergency funds

TRAINING DATES / LOCATIONS

November 8, 2008

Career & Technology
Education Center
150 Price Road
Newark, OH 43055

December 2, 2008

Government Services
Center (1st fl conf room)
315 High Street
Hamilton, OH 45011

November 18, 2008

The Fultz Center
42377 Charles Chancey Dr
Pomeroy, OH 45769

December 17, 2008

Defiance County
EMA Building
22491 Millstreet
Defiance, OH 43512



MANAGEMENT FOR LOCAL OFFICIALS

Registration begins at 8:30 a.m. for all sessions.
Training begins at 9:00 a.m.

The Ohio Rural Community Assistance Program (RCAP) has developed four training seminars for local officials in Water & Wastewater Capacity Development and are offering them at locations throughout Ohio. These one-day courses cover technical, managerial, and financial aspects of utility operation and management, and several aspects of financial management including records, policies, accounts, billing and analysis, and implementation asset management and application.

The first two courses are being offered this fall at various locations across the State. The remaining courses will be offered after the first of the year and you will be notified with another flyer.

These courses are provided at NO COST to participants by the Ohio EPA Division of Drinking and Ground Waters, and are approved for Ohio EPA contact hours.

No meals or refreshments are provided. 1.5 hours will be allotted for lunch.

Ohio RCAP
Administering Agency:

WSOS CAC, Inc.
P.O. Box 590
Fremont, Ohio 43420
Phone: 800-775-9767
Fax: 419-334-5124

To register, please visit www.glracap.org/ohio and use the easy, on-line Training Sign-up Form, or call Nadine Thompson at Ohio RCAP to make your reservation, 800-775-9767 OR 419-332-2056.

Directions and additional information are available on our website: www.glracap.org/ohio

FINANCIAL MANAGEMENT
Course #201
5 Contact Hours

Nonprofit Org.
U.S. POSTAGE
PAID
Fremont, OHIO
PERMIT No. 262

EVALUATING FINANCIAL POLICIES AND RECORDS

- ◆ Financial policies and guidelines
- ◆ Important data and records for financial management
- ◆ Billing records and what they mean

PLANNING YOUR FINANCIAL NEEDS

- ◆ Financial goals and budgeting
- ◆ Asset management
- ◆ Capital improvement planning
- ◆ Fiscal management and controls
- ◆ Record keeping

IMPLEMENTING and MONITORING

- ◆ Legislation
- ◆ Policies, rules & regulations
- ◆ Internal controls
- ◆ Rate and fees
- ◆ Reporting
- ◆ Customer outreach

TRAINING DATES / LOCATIONS

November 12, 2008

Career & Technology
Education Center
150 Price Road
Newark, OH 43055

December 3, 2008

Government Services
Center (1st fl conf room)
315 High Street
Hamilton, OH 45011

November 19, 2008

The Fultz Center
42377 Charles Chancey Dr
Pomeroy, OH 45769

December 18, 2008

Defiance County
EMA Building
22491 Millstreet
Defiance, OH 43512

November 20, 2008

Kent State University
Trumbull Campus
4314 Mahoning Ave N.W.
Warren, OH 44483

Ohio RCAP
Administering Agency:
WSOS CAC, Inc.
P.O. Box 590
Fremont, Ohio 43420
Phone: 800-775-9767
Fax: 419-334-5124



**Ohio
RCAP
Presents:**

**Management
for Local Officials**

**The first two courses of Ohio
RCAP's Board Training Series
include:**

***Utility Management
for Local Officials**

***Financial Management
for Local Officials**

**Developed in conjunction with
Ohio EPA and recommended for
Mayors, Clerks, Board Members,
Council Members, Administrators
and Operators**

[www.glracap.org / ohio](http://www.glracap.org/ohio)

