

WHIDBEY ISLAND WATER SYSTEMS ASSOCIATION

SMALL WATER SYSTEMS MANAGEMENT
PROGRAM
IN A NUTSHELL

SMALL WATER SYSTEMS MANAGEMENT PROGRAM

WHAT IS A "PROGRAM" ANYWAY?

"A scheme or plan for making, doing or arranging something A method of proceeding"*

*Note: for our purposes, "program" and "plan" are synonymous.

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What's the purpose of a "program" for a small water system?

The Washington State Department of Health says (WAC 246-290-105) that it is to:

"demonstrate the system's operational, technical, managerial and financial capability to achieve and maintain compliance with all relevant local, state and federal plans and regulations."

Plus, it establishes eligibility for funding under WAC 246-296!

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WELL, WHO NEEDS A PROGRAM FOR THEIR SMALL WATER SYSTEM?

Washington State DOH says (WAC 246-290-105) that all community water systems that are not required to complete a water system plan under WAC 246-290-100 (having less than 1,000 hook-ups) shall develop and implement a small water system management “program.” and that:

“The content and detail shall be consistent with the size, complexity, past performance and use of the public water system.”

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S0000, that means that all of our Group A members must prepare programs on a scope and at a level of detail appropriate to their size, etc. Group A SWSMP are examined by the State DOH for content and compliance every three to five years as part of regular Sanitary Surveys.

Note: the State DOH has delegated regulation of Group B water systems to the counties which do not require formal SWSMP from Group B's unless they are new or enlarging - however we recommend that existing Group B's "behave like Group A's" and prepare at least basic plans!

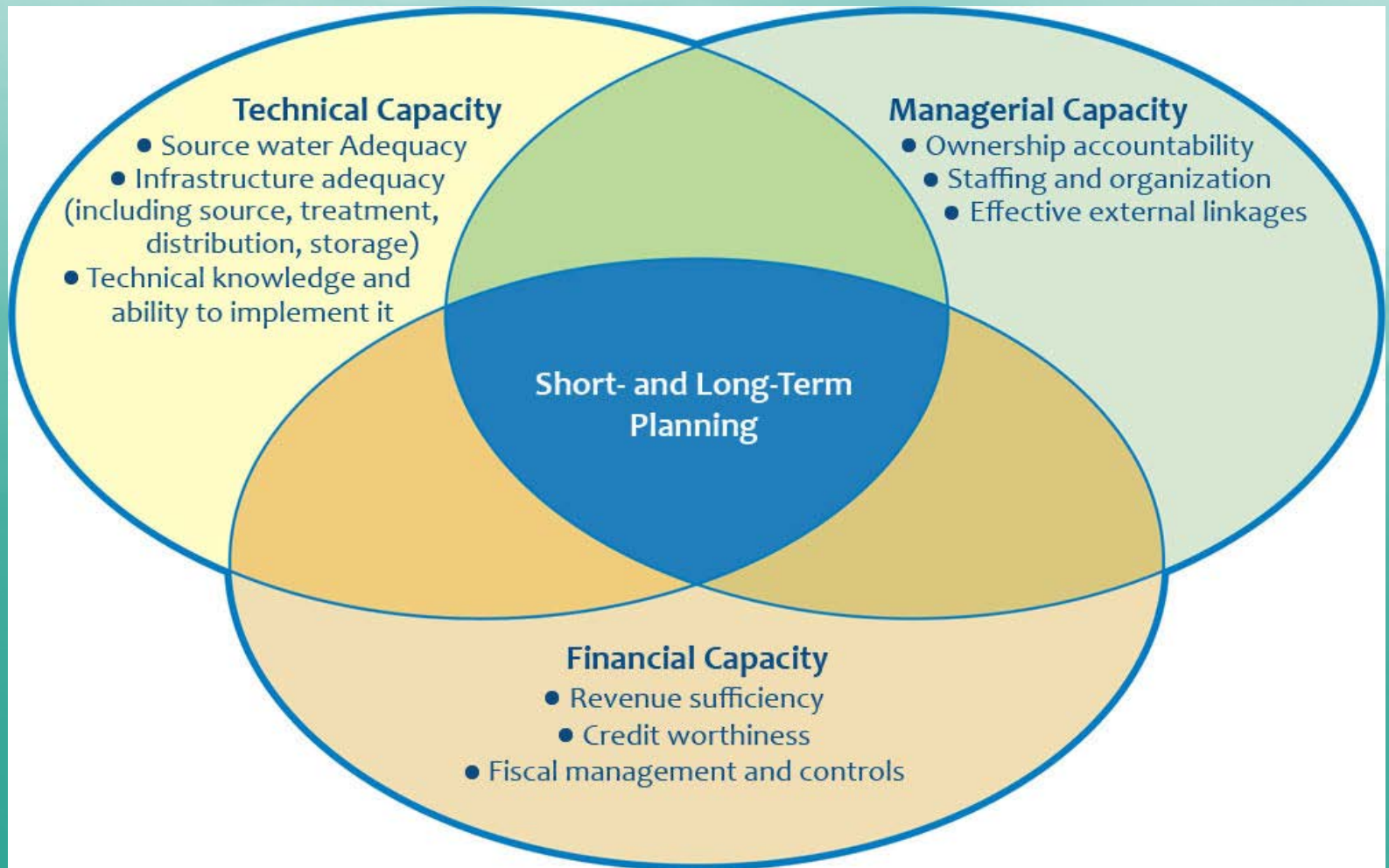
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Does anybody know exactly what to put into this SWSMP document?

Sure! The WA State DOH has a publication that says exactly what they want to see It is DOH #331-134, available on-line, and last revised in April, 2016. This pub is an excellent tool Plus, WAC 246-290-105, also on-line, is a handy "short-form" of the desired content.

Note: in lieu of the old "18 Elements" format, the new scheme wants the information arranged into three "Capacity assessments" - Managerial, Technical and Financial.

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- Group B Systems resources:
 - <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemAssistance/GroupB>
 - **New!** [Group B Drinking Water Program \(PDF\)](#)
 - [Group B Water System Design Guidelines \(DOH 331-467 PDF\)](#)
 - [Group B Design Workbook \(DOH 331-468 Word\)](#)
 - [Designing a New or Expanding Group B System](#)
 - [Operating Your Group B System](#)
 - [Information for Consumers, Operators, and Owners](#)
 - [Additional Resources for Group B Systems](#)
 - [Group B Rule](#)
 - [Local Health Involvement \(PDF\)](#)

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- OK, then let's get started!

First, we can collect the "easy stuff" and put it together in a folder -

- Your annual Operating Permit
- Your Water Facilities Inventory Form
- A map of your service area (show hook-ups)
- A brief description of your well (location, etc.) & production and consumption data
- A forecast of average daily demand & trends
- An inventory of system components + age and condition
- A list of planned system improvements

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Now, the “hard” part - the stuff that requires Board deliberations and membership OK's:

- System management (choice of state-certified operator for Group A's, SMA for new Group B's, Chairperson for Water System Operations, Board responsibilities, insurance, etc.)
- A self-assessment of water rights on the source
- A plan for efficient water use (cost control, rate structure, conservation, source protection)
- Clarification of plans for land use around your well site - including your wellhead protection actions
- Establish a water quality monitoring program in close cooperation with your SMA
- Prepare an Operations & Maintenance Manual (see **WAC 246-290-415!** Lots of photos and simple diagrams and explanations - keep it available in the Pump House!)

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Here is the “really hard” stuff!

- Develop and enforce a Cross-Connection Control Program!
- Write an Emergency Response Plan (think earthquake and non-availability of the SMA!)
- Develop a Budget (provide for “recapitalization” of assets as well as for operating expenses)

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Well, suppose that we need help with the “hard stuff” who will be there to give advice for my water system?

- OK, OK, that kind of help & advice comes with your membership in WIWSA plus, the staff of our State DOH Office of Drinking Water is always available. Please just call me at (360) 678-0983 or email patton@whidbey.net - or the DOH - ODW Regional Staff for Island County at (253) 395-6750.

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NOW WHAT?

We thought that it would be helpful for us to settle into three “conversation groups” - arranged according to the State’s SWSMP Guide:

- Managerial Capacity w/ Jennifer Kropack (ODW)

- Technical Capacity w/ Virpi Salo-Zieman (ODW)

- Financial Capacity w/ John Lovie (WIWSA)

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Questions?