



MHP and Homeowners Association Asset Management Program

This template is intended for small, community public water systems. It incorporates the Asset Management Plan requirements in Ohio Administrative Code Rules 3745-87-03 and 3745-87-05.

Public Water System Name: _____ PWS ID: _____ Date: _____

Public Water System Description

Number of Service Connections: _____ Source Type: Ground water Surface water
 Ground water purchased Surface water purchased

Residential Population: _____ Non-Residential Population: _____

Interconnections:
 (List, if applicable) _____

Water System Usage

Average Daily Demand (gpd): _____ The water usage in the next 5 years is expected to:
 Increase
 Decrease
 Stay the Same

Hours per day the system runs : _____

System capacity: _____

Limiting Factor for System Capacity: _____

Contact Information

Contact Type	Name	Phone	Email	Current Address
Owner				
Manager				
Financial Contact				
Operator				
Sampler				
Maintenance				

Operating Plan

*Describe or attach your succession plan for critical personnel.
Attach any cooperative agreements and service contracts.*

Table of Organization

Complete the following table.

<i>Title</i>	<i>Job Duties/Responsibilities</i>	<i>To whom does this person report?</i>	<i>Training Attended</i>	<i>Credentials</i>
Owner				
Manager				
Financial Contact				
Operator				
Sampler				
Maintenance				

Significant Deficiencies

Has Ohio EPA cited any significant deficiencies for your public water system that are unresolved? Yes No

If yes, list the significant deficiencies here and attach the letter(s) from Ohio EPA which includes the director approved schedule to correct each significant deficiency.

External Contacts

If a water system has this information included in their Contingency Plan required by Chapter 3745-85-01 of the Administrative Code, they are able to refer to its location in their Plan.

Refer to page ____ (fill in page number) in Contingency Plan.

Contact Type	Name	Day Time Phone Number(s)	After Hours Phone Number(s)	Email
Ohio EPA District Office			1-800-282-9378	
Ohio EPA Emergency Response		1-800-282-9378	1-800-282-9378	
Police				
Fire Department				
County EMA Director				
Contractors for Line Breaks				
Electric Power Supplier				
Electricians				
Well Drilling and Pump Service Contractors				
Mechanical Contractors				
Equipment and Chemical Suppliers				
OEPA Certified Laboratories				
Local Health Districts				
OHWARN		419-966-3624		

Contracting and Purchasing Procedures for Water System Repair and Replacement.

(describe below or attach policy)

Routine Purchases	
Emergency Purchases	

Written Policies*(describe below or attach policy)*

	Attached	Description (if no attached policy)
Customer Complaints		
Compliance Issues		
Security		
Use of System Equipment		
Purchasing Authority		
Internal Communication of compliance and water loss		
Billing <i>(if applicable)</i>		
Back Up Billing <i>(if applicable)</i>		
Customer Deposits and Payments <i>(if applicable)</i>		
Collections		
Customer Service Disconnections		
Shut Off Notices		
Customer Connection Charges		

Metrics

Year:	20__	20__	20__	20__	20__
Operating Budget (operating ratio):					
Cost per customer, connection, or person:					
Breaks per mile of distribution/Breaks per million gallons/or Breaks per customer or connection					
Non-revenue water (water loss)					
Repair, rehab or replacement (emergency) tasks/year					
Repair, rehab or replacement (planned) task/year					
Customer complaints per year, customer or connection					
Plant utilization					

Provide the following metrics:

Summary of events where system pressure dropped below minimum pressure	
Summary of completed CIP projects	
Rate structure	
Reliability	

Levels of Service (Review annually, unless otherwise directed)

Level of service means the commitment to deliver service at a specified level of quality and reliability. Service levels can be performance related (e.g. asset performance driven by faults, equipment failures, etc.) or customer and regulatory related (e.g. response times, complaints, information availability, etc.). Service levels are most often selected by the water system based on customer demands, business drivers, and constraints. Provide three

Goal	Plan To Achieve	Measure of Success
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1.

2.

3.

Source Water

Source Water Assessment review date: *(required every 3 years)* _____

Endorsed drinking water source protection checklist / plan review date: _____

(Checklist reviewed every 5 years or if you have an endorsed plan, reviewed every 3 years or sooner if there is a specified review date in the endorsed plan.) _____

Emergency and Contingency Planning

Include the water system's contingency plan required in the Chapter 3745-85-01 of the Administrative Code as part of your Asset Management Program.

Schematic

Draw below or attach a schematic of the major components of the water system including source, treatment, storage and distribution as applicable.

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Inventory of Assets

Assets that have a condition of very poor and poor should be in the timeline for rehabilitation and replacement and become projects in the capital improvement plan.

Asset Name	Purchase Date / Installation	Life Expectancy (See Life Expectancy Table)	Estimated Age (How old is the asset?)	Remaining Useful Life (life expectancy - estimated age)	Status of Asset (in use, available, needs repair)	Probability of Failure ¹ (Scale 1-5, 1 = low, 5 = high)	Consequence of Failure ² (Scale 1-5, 1 = minor, 5 = significant)	Rank Based on Risk ³ (Probability x Consequence)	Location ⁴	Condition

¹Probability of failure (PoF) = How likely the asset is to fail on a scale from 1 to 5 (1 = low, 5 = high)?

²Consequence of failure (CoF) = How great of an impact the failure of the asset will have on the delivery of water on a scale from 1 to 5 (1 = minor, 5 = significant)?

³Risk = PoF x CoF. The largest number will have the greatest risk and should be prioritized for projects, etc.

⁴Attach a map showing the location of each asset.

Condition	Description
Excellent	In relatively new or new condition. The asset has required little to no maintenance.
Good	Acceptable condition. It still functions and requires minor maintenance.
Fair	Deterioration of the asset can be seen. It needs maintenance frequently to be able to perform.
Poor	Failure of the asset is likely and will be need to be replaced in the next few years.
Very Poor	Failure has occurred or is going to. Major maintenance is required or replacement needs to occur.

Asset	Life Expectancy (years)
Backflow Prevention	35-40
Blow-off Valves	35-40
Buildings	30-60
Chlorination Equipment	10-15
Computers	5
Distribution Pipes	35-40
Electrical Systems	7-10
Hydrants	40-60
Lab/Monitoring Equipment	5-7
Meters	10-15
Other Treatment Equipment	10-15
Pressure Tank	7-10
Pumps	10-15
Service Lines	30-50
Storage Tanks	30-60
Transportation Equipment	10
Valves	35-40
Wells	25-35

Operation and Maintenance Programs:

Attach the operation and maintenance programs of water system assets.

These programs should be in accordance with Chapter 3745-83-01(H) of the Ohio Administrative Code and the following in accordance with the draft rules 3745-87-03(B)(11) of the Ohio Administrative Code:

- (a) Implementation procedures and standard operating procedures for daily operation of the facility.*
- (b) Performance testing protocols and maintenance schedules for each of the following:*
 - (i) Wells, reservoirs and intakes.*
 - (ii) Pump stations.*
 - (iii) Electrical equipment and controls.*
 - (iv) Water treatment facilities.*
 - (v) Water storage tanks.*
 - (vi) Distribution system components.*
 - (vii) Auxiliary power.*
- (c) Maintenance schedules shall be based on the following:*
 - (i) The maintenance frequencies recommended by the manufacturer, for those components for which such recommendations exist.*
 - (ii) For all other components, the maintenance frequency commonly used in the water works industry such as recommendations by the American Water Works Association's performance testing.*
 - (iii) The public water system will determine other acceptable bases for operation and maintenance if paragraphs (a) and (b) of this section are not applicable.*
- (d) Demonstrate an adequate maintenance log is maintained.*

Criteria and Timeline for Repair, Rehabilitation, Replacement and Expansion

(List criteria for determining repair, rehabilitation, replacement, and expansion below. These are determined by the public water system.)

Criteria

1. _____
2. _____
3. _____

Timeline for Repair, Rehabilitation, Replacement and Expansion

Asset (Listed in order of priority)	Criteria Met (# from Criteria list above)	Rehabilitation, Replacement, Repair, or Expansion?	Date To Be Completed	Funding Source(s)

Capital Improvement Planning

Attach five-year, ten-year, and twenty-year Capital Improvement Plans for the water system.

The Capital Improvement Plans (CIP) should include the following in accordance with the draft rules 3745-87-03(B)(16) of the Ohio Administrative Code:

(a) A CIP will include annual projections in five-year, ten-year and twenty-year planning horizons with detailed expenditures in each of those time frames.

(b) The projects should be listed by the year in which they are planned and include, at a minimum, the following information:

- (i) Description of the project.*
- (ii) Need for, and benefits of, the project.*
- (iii) Estimate of project cost.*
- (iv) Estimate of operation and maintenance.*
- (v) Funding sources.*
- (vi) Impact on level of service.*

Funding

System Debt:	
Reserve Account Amount: <i>(Should be enough to cover the system's most important asset.)</i>	
Number# of Months of Operating Monies on Hand:	