

New Water System Capacity Development Financial And Managerial Operations Plan

INSTRUCTIONS: This operations plan shall be completed and submitted for the following public water systems, which are defined as "new systems" for the purposes of capacity development and which are hereinafter referred to as "new systems": entirely new community or non-transient non-community water systems constructed, or commencing operations, on or after October 1, 1999; and water systems that previously did not meet the definition of a community water system (CWS) or the definition of a non-transient non-community water system (NTNCWS) but that grow to become a CWS or NTNCWS through an infrastructure expansion constructed, or placed into operation, on or after October 1, 1999. (Water systems that previously did not meet the definition of a CWS or the definition of an NTNCWS but that grow to become a CWS or NTNCWS by adding users without expanding their infrastructure are not considered "new systems" for the purposes of capacity development.) Complete and submit one copy of this operations plan, including all required attachments, to the appropriate Department of Environmental Protection District Office or Approved County Health Department at the following times:

- with the construction permit application for the "new system" or for the infrastructure expansion creating the "new system;" <u>or.</u> if the construction permit for the "new system" or infrastructure expansion creating the "new system" was issued by the Department prior to the effective date of Rule 62-555.525, F.A.C., (9-22-99), with the certification of construction completion for the "new system" or for the infrastructure expansion creating the "new system;" <u>or</u>, if a construction permit is not required for the "new system," within 90 days after commencing operations as a CWS or NTNCWS;
- within 90 days after the third anniversary of the "new system" commencing operations as a CWS or NTNCWS; and

• within 90 days after a change in ownership of the "new system" if the change in ownership occurs after the effective date of this form. Complete all parts of this operations plan for "new systems" that will not be regulated by the Florida Public Service Commission (FPSC), and complete only Parts I, IV, V, VI, and VII of this operations plan for "new systems" that will be regulated by the FPSC. Section 367.022, Florida Statutes contains a list of exemptions from FPSC regulation for water systems operating in a jurisdictional county. A list of the current FPSC jurisdictional counties and an application form for an FPSC certificate can be found at http://www.floridapsc.com/utilities/waterwastewater/. All information provided in this operations plan, including all attachments to this plan, shall be typed or printed in ink. Refer to the *New Water System Capacity Development Planning Manual* as adopted in Rule 62-555.335, F.A.C., for recommended formats to use when preparing attachments to this operations plan. The *New Water System Capacity Development Planning Manual* includes criteria the Department uses to evaluate information in operations plans and includes a description of how the Department uses information in operations plans.

I. General Information						
Public Water System (PWS) Name:						
PWS Identificat	ion Number:*					
PWS Type: Community Water System (CWS) Non-Transient Non-Community Water System (NTNC)						
Number of Serv	vice Connections:	Total Population Served: [†]				
PWS Owner:						
PWS Owner's N	Address:					
City:		State:	Zip Code:			
Owner's Telephone Number:						
Owner's E-Mail Address:						
Contact Person:		Contact Person's Title:	Contact Person's Title:			
Contact Person's Mailing Address:						
City:		State:	Zip Code:			
Contact Person's Telephone Number:		Contact Person's Fax Number	Contact Person's Fax Number:			
Contact Person's	s E-Mail Address:					

* This information is required only if the PWS has already commenced operations as a PWS (i.e., only if the PWS is an existing PWS).

At the time the PWS commences operations as a CWS or NTNCWS or, for a PWS that has already commenced operations as a CWS or NTNCWS, at the time of submittal of this operations plan.

II. Projected or Actual Expenses

Attach an expenses plan showing all projected or actual water system expenses for a five-year planning period. A sample expenses worksheet can be found after Section VII. If this operations plan is being submitted with a construction permit application or with a certification of construction completion or within 90 days after the "new system" commences operations as a CWS or NTNCWS, the five-year expenses plan shall start at the date the "new system" is expected to, or did, commence operations as a CWS or NTNCWS. If this operations plan is being submitted as an updated plan after the third anniversary of the "new system" commencing operations as a CWS or NTNCWS, the five-year expenses plan shall start at the date in ownership of the "new system," the five-year expenses plan shall start at the date on system, "the five-year expenses plan shall start at the date only the following two types of information: (1) the nature of the expense (e.g., salary of an operator); and (2) the dollar amount of the expense. Show only expenses pertaining to the water system. Include expenses for operators, persons maintaining the water system between operator visits, purchased utilities, water treatment chemicals, supplies for routine upkeep, and analytical testing. Other expenses under 10% of the total projected or actual amount must be listed but need not be described.



NEW WATER SYSTEM CAPACITY DEVELOPMENT FINANCIAL MANAGERIAL AND OPERATIONS PLAN

PWS Identification Number:

III. Projected or Actual Income

Attach an income plan showing projected or actual income and funds used to pay for all water system expenses for a five-year planning period. A sample income worksheet can be found after Section VII. If this operations plan is being submitted with a construction permit application or with a certification of construction completion or within 90 days after the "new system" commences operations as a CWS or NTNCWS, the five-year expenses plan shall start at the date the "new system" is expected to, or did, commence operations as a CWS or NTNCWS. If this operations plan is being submitted as an updated plan after the third anniversary of the "new system" commencing operations as a CWS or NTNCWS, the five-year income plan shall start at the date of said third anniversary. If this operations plan is being submitted as an updated plan after a change in ownership of the "new system," the five-year income plan shall start at the date only the following two types of information: (1) the nature of each source of income or funds (e.g., revenue from the sale of water to customers, interest income, funding from a city, receipt of a loan or grant, or a personal bank account); and (2) the dollar amount to be provided by each source of income or funds. Report all projected or actual amounts; however, a description of each amount under 10% of the total projected or actual amount is not necessary.

IV. Management Capacity

As a special condition to your permit, the placing of the project into service (clearance) will require that you attach a list of positions and employees, including position titles and responsibilities, licensure requirements for the positions, and employee names and qualifications.

V. Plans, Manuals, and Programs

Depending upon type and size, water systems may be required to have written plans, manuals, and programs as described in Department rules or in the *New Water System Capacity Development Planning Manual*. Contact the State Emergency Response Commission (SERC) regarding Risk Management Plans, and contact the appropriate Department of Environmental Protection (DEP) District Office or Approved County Health Department (ACHD) regarding all other plans, manuals, and programs listed below. Indicate below which plans, manuals, the SERC and the appropriate DEP District Office or ACHD say will be required for your water system. Give the submittal or completion dates for the required plans, manuals, and programs in the column below. The hyper-links to Federal or FL Chapter are listed in the most right hand column.

			Federal or FL Chapter
Plan, Manual, or Program	Completion Date	Required by System Type	62-xxx.xxx(x) FAC
Bacteriological Monitoring Plan		All PWS	<u>550.518(1)</u>
Cross-Connection Control Program		CWS, Footnote 1	<u>555.360(2)</u>
Disinfectants/Disinfection Byproducts Monitoring Plan		CWS & NTNC	<u>40 CFR 141, L</u>
			<u>40 CFR 141, V</u>
Emergency Preparedness/Response Plan		CWS > 350 population	<u>555.350(15)</u>
Operation & Maintenance Manual		All PWS	<u>555.350(13)</u>
Risk Management Plan		Footnote 2	40 CFR Part 68
Sampling Plan for Lead and Copper Tap Samples and WQPs		CWS & NTNC	<u>40 CFR 141, I</u>
Distribution Flushing Plan or others		All PWS	<u>555.350(2)</u>

¹: Any PWS served by reclaimed water under Pt III Rule 62-610, FAC.

2: Facilities using Hazardous chemicals-Pt 68, Sec 112(r) Clean Air Act

VI. Alternate Means of Providing Water Service

Attach an explanation of why you are proposing to provide water service instead of connecting to another public water system. Include a list of the alternatives considered and the financial, managerial, and technical reasons for deciding to provide water service.

VII. Certification by Authorized Representative (if any) and Owner

I am duly authorized to sign this operations plan on behalf of the PWS identified in Part I of this operations plan. I certify that the information provided in this operations plan and on the attachments to this operations plan is true and accurate to the best of my knowledge and belief. I also certify that, for the five-year planning period covered by this operations plan, the PWS expects to collect, or already has, sufficient funds to equal or exceed its forecasted expenses, enabling the PWS to deliver drinking water meeting regulatory standards.

Signature and Date

Printed or Typed Name

Title

As the owner of this PWS, I have reviewed and concur with the information contained herein.

Signature and Date

Printed or Typed Name

Title



This worksheet may be used to complete Form 62-555.900(20), Parts II and III.

Water System Name:

Identification Number (PWS-ID) ______ Month and year of commencement of actual or planned operations ____ Note: the beginning of Year 1 is the commencement of operations.

	Year 1 () (mm/yy) Projected Actual	Year 2 () (mm/yy) Projected Actual	Year 3 () (mm/yy) Projected Actual	Year 4 () (mm/yy) Projected Actual	Year 5 () (mm/yy) Projected Actual
Core Expenses (All systems must enter amounts for each year in rows A1 A6.)					
A1. Operator salary and benefits					
A2. Person(s) maintaining system between operator visits					
A3. Purchased utilities					
A3a. Electricity					
A3b. Telephone					
Service A3c. Other Utilities					
A3c. Other Othinties					
chemicals					
A5. Supplies for routine					
upkeep					
A6. Analytical testing for compliance (if less than \$2,000 per year, you must provide written justification separately.)					
Non-Core Expenses (Systems Must Enter These Expenses to the Extent that They Apply to the System.)					
B1. Owner					
B2. Purchased Water	ļ				
B3. Fuel for Power					
Production					
B4. Contractual -					
Engineering					
B5. Contractual - Accounting					
B6. Contractual - Legal					
Do. Contractual - Legal	<u>l</u>	l			



Florida Department of Environmental Protection New Systems Capacity Development Worksheet

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	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()
	(mm/yy)	(mm/yy)	(mm/yy)	(mm/yy)	(mm/yy)
	Projected	Projected	Projected	Projected	Projected
	Actual	Actual	Actual	Actual	Actual
B7. Other Contractual					
Services					
B8. Equipment Rental					
B9. Real Estate - Rental					
Expense					
B10. Real Estate -					
Purchase Expense					
B11. Transportation					
B12. Insurance - Vehicle					
B13. Insurance - Liability					
B14. Insurance - Workers					
Comp					
B15. Loan or Bond					
Principal Payments					
B16. Loan or Bond					
Interest Payments					
B17. Transfer of Funding					
Out					
B18. Capital Equipment					
Purchases - New Facilities					
B19. Capital Equipment					
Purchases - Renewal and					
Replacement Facilities					
B20. Equipment					
Depreciation					
B21. Taxes					
B21A. Property					
B21B. Income					
B21C. Sales Tax on					
Water Sales					
B21D. Other Taxes					
B22. Other Expenses					
B22A. Office Supplies					
B22B. Postage					
B23. Non-Compliance					
Analytical Testing					
Total Expenses (Core Plus					
Non-Core for Each Year)					



Florida Department of Environmental Protection New Systems Capacity Development Worksheet

	Year 1 () (mm/yy) Projected Actual	Year 2 () (mm/yy) Projected Actual	Year 3 () (mm/yy) Projected Actual	Year 4 () (mm/yy) Projected Actual	Year 5 () (mm/yy) Projected Actual
Income and Funds - This section must be completed by all systems. Fill in the cells that apply to your system.					
C1. Funds from Personal or Corporate Account					
C2. Cash Reserves C3. Unmetered Water Revenue					
C4. Metered Water Revenue					
C5. Other Water Revenue C6. Connection Fees					
C7. Other Fees C8. Loan Funds					
C9. Grant Funds C10. Interest and Dividend Income					
C11. Other					
Total Income and Funds Total Income and Funds					
Minus Total Expenses					
