

California Department of Public Health  
Drinking Water Program

## TMF Assessment Form

ASSESSMENT TYPE:  Funding Project  New System  Change of Ownership

WATER SYSTEM CLASSIFICATION:  Community Water System  
 Nontransient Noncommunity Water System  
 Transient Noncommunity Water System

### WATER SYSTEM INFORMATION

Water System Name:
Water System Number:
Water System Physical Address:
County:
District Office or Local Primacy Agency:

### PERSON COMPLETING THIS TMF ASSESSMENT

Name:	Signature:
Title :	Date Submitted to CDPH:
Phone Number:	Email Address:
Company Name and Address:	

### MAIN WATER SYSTEM CONTACT PERSON INFORMATION

Name:	Title:
Phone Number:	Email Address:
Water System Mailing Address:	

## TMF Assessment Instructions

In California the technical, managerial, and financial (TMF) assessment must be completed by public water systems that are applicants for California Department of Public Health (CDPH) funding programs, new water systems, and water system changes of ownership.

To complete this TMF assessment form refer to the guidance and explanations in the TMF Criteria document located on the CDPH web site at:

<http://www.cdph.ca.gov/certlic/drinkingwater/Pages/TMFCommunityWaterSystems.aspx> .

If requested system information has already been provided with the funding application submittal or been provided directly to the CDPH district office or the LPA, note the location of that information on the assessment form in the comments space. Update information as circumstances change. Required documentation may be submitted electronically on a compact disk (if submission is electronic indicate on assessment).

For each TMF element described below place the required information in the appendix and identify it by the attachment number that corresponds to the TMF element number. For example, the documentation required for element number seven, Water Rights, should be identified in the appendix as Attachment 7, Water Rights. In addition, in the comments section of each TMF element list the actual documents that are provided in the appendix. For example, under the Water Rights comments section of this TMF assessment indicate that in the appendix Attachment 7 copies of the deeds to Wells 1 and 2 and the State Water Resources Control Board surface water permit are provided.

Under each TMF element below check the boxes where applicable. If the item is not applicable (NA), indicate NA to show that these items have been considered.

## TMF Elements

### 1. Consolidation Feasibility

[Funding Projects, New Systems, Change of Ownership - **Mandatory**]

Each public water system applying for construction funding or a refinancing loan must perform an evaluation, including costs and feasibility, of physically consolidating with another public water system. Guidelines for when a consolidation is most feasible include, but are not limited to:

- when one of the water systems is located within another's established service area,
- when one of the water systems is within an existing General Plan's zone of influence of the other,
- Or when the water system is within five miles of another public water system.

If the water system applying for construction funding or a refinancing loan is a "small community water system" (which is defined as: a community water system that serves no more than 3,300 service connections or a yearlong population of no more than 10,000 persons) and the water system is considered "disadvantaged" (which is defined as: the entire

service of area of a community water system, or a community therein, in which the median household income is less than 80 percent of the statewide average), consolidation is *highly encouraged* and the water system may be allowed funding for a consolidation feasibility study and/or may be giving priority when seeking construction funding.

- List all large water systems and the number of connections that are within five miles of the system.  
Record NA if there is no water system in the vicinity.  NA

- Submit a consolidation assessment that includes the name of all water systems contacted, and the results of any consolidation discussions conducted with at least one system within the five mile radius.  NA

Comments \_\_\_\_\_  
\_\_\_\_\_

## 2. System Description

[Funding Projects - **Necessary**; New Systems and Change of Ownership - **Mandatory**]

Provide a system map that illustrates the location of all of the components of the water system including the:

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Current service area boundary        | <input type="checkbox"/> NA |
| <input type="checkbox"/> Sources                              | <input type="checkbox"/> NA |
| <input type="checkbox"/> Treatment facilities                 | <input type="checkbox"/> NA |
| <input type="checkbox"/> Pumping stations                     | <input type="checkbox"/> NA |
| <input type="checkbox"/> Pressure zones                       | <input type="checkbox"/> NA |
| <input type="checkbox"/> Storage tanks                        | <input type="checkbox"/> NA |
| <input type="checkbox"/> Potential contamination hazards      | <input type="checkbox"/> NA |
| <input type="checkbox"/> Projected ten-year growth boundaries | <input type="checkbox"/> NA |

Comments \_\_\_\_\_  
\_\_\_\_\_

## 3. Certified Operators

[Funding Projects - **Necessary**; New Systems and Changes of Ownership- **Mandatory**]

The regulating agency has determined that this water system needs a:

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Certified distribution operator, Grade _____ | <input type="checkbox"/> NA |
| <input type="checkbox"/> Certified treatment operator, Grade _____    | <input type="checkbox"/> NA |

- Provide copies of current certificates with operator names and grades as documentation that the distribution and treatment operators are certified for the appropriate level that is required for the water system.
- For a contract certified operator, provide a copy of the contract that describes the:  NA
  - Level of certification that the operator will be required to maintain
  - Specific duties for which the operator will be responsible
  - Time to be spent serving the water system
  - Procedures to follow for complaints, compliance discrepancies, and emergencies

Comments \_\_\_\_\_  
 \_\_\_\_\_

#### 4. Source Capacity

[Funding Projects - **Necessary**; New Systems and Changes of Ownership - **Mandatory**]

At all times a water system must have the capacity to meet the system's maximum day demand and to ensure that it has suitably adequate sources of water supply to serve the needs of its constituents in the future. Develop and submit the following:

- Documentation which demonstrates that the water system has a sufficient water supply as described in California Code of Regulations, Section 64554.
- A water conservation plan to address potential drought conditions.
- A plan to install water meters on all connections as well as a master meter on each source in order to accurately measure water consumption. [Note that all water systems applying for CDPH funds must consider the feasibility of installing meters at each service connection that lacks a meter. Additionally, the funding requirements for the project must include conditions that the system will incorporate provisions into its operating procedures and expenses to read the meters and to charge rates based on usage.
  - N/A – System is metered
- A map of the existing service area and surrounding locations that includes the location of all water sources as well as sources of potential contamination such as waste disposal sites, landfills, feedlots, underground storage tanks, out-of-service wells, and other potential contaminants.
- Documentation that demonstrates the water sources are protected from vandalism, tampering, contamination, or other threats.
- Ten year potential growth plans consistent with local land use plans and projected water demand. Describe how the system will ensure that potential water sources will meet all water quality standards.

A plan to start the process to obtain additional water rights for new water sources if needed.  NA

Comments \_\_\_\_\_

---

### 5. Operations Plan

[Funding Projects-**Necessary**; New Systems and Changes of Ownership- **Mandatory**]

An operations plan describes all of the activities needed to maintain the system in compliance with all standards. Operations plans need to be updated whenever changes occur. The date of the latest operations plan review was \_\_\_\_\_.

Provide an operations plan that describes the tasks that would enable another qualified operator to assume the operation of the system in an emergency. Include tasks that will be completed:

- Daily
- Weekly
- Monthly
- Yearly

Include non-routine activities relating to:

- Positive analytical results
- Complaints
- Emergency operational practices
- Record keeping
- Other duties

Templates for a number of sample operations plan can be found on the CDPH web site at:

<http://www.cdph.ca.gov/certlic/drinkingwater/Pages/TMF.aspx>

Comments \_\_\_\_\_

---

### 6. Training

[Funding Projects, New Systems, and Changes of Ownership - **Necessary**]

Submit a plan describing the training that will be provided to ensure that everyone associated with the water system has the knowledge to competently comply with existing requirements and to be informed about new compliance requirements, new technologies, and newly identified hazards. The plan needs to describe the training for the following:

Water System Number \_\_\_\_\_

- Certified operators: Contact hours needed to maintain operator certification at the required grade for the system and other related training.
- Governing board and managers: Training that covers board and management roles and responsibilities including ethics and financial management.
- Other staff: Pertinent training to enable all staff to competently perform activities necessary to the operation and maintenance of the system.

Comments \_\_\_\_\_

---

**7. Ownership**

[Funding Projects; New Systems, and Changes of Ownership - **Mandatory**]

Ownership must be clearly identified for all components of the water system. Check the type of water system ownership:

- Sole proprietorship
- Partnership
- Corporation
- Mutual
- Governmental agency
- Other formation type

A copy of the deed for any well locations may document both ownership and water rights. Provide the following ownership documentation as hard copies or in electronic format:

- Formation papers such as incorporation articles, partnership documentation, by-laws, and governing ordinances.  NA
- Deeds and other ownership documentation of all system property including land, buildings, wells, storage tanks, treatment facilities, and other system components.  NA
- Easements, leases, or agreements for long term use regarding land or system components that are not owned by the water system. Specify the duration of the authorization.  NA
- Encumbrances, trust indentures, bankruptcies, decrees, legal orders, or other items that may affect the owner's control of the water system.  NA
- If the water system is under temporary ownership such as a developer, describe the timing for the change in ownership and the contact information for the eventual owner.  NA
- If the owner of the water system has owned or managed any other public water system within the last ten years, list these systems by name and number.  NA

For a sole proprietor submit a plan that describes how the system will continue to be operated in the event the owner becomes incapable of carrying out this responsibility.  NA

Comments \_\_\_\_\_  
\_\_\_\_\_

**8. Water Rights**

[Funding Projects; New Systems, and Changes of Ownership - **Mandatory**]

Provide the following documentation as hard copies or electronic format:

List the current and emergency water sources that will be used to operate the system including groundwater, surface water, purchased water, and any other sources.  
\_\_\_\_\_

Describe the long-term availability of the sources used by the water system to meet a projected 10-year water demand. \_\_\_\_\_  
\_\_\_\_\_

Groundwater:     Yes     No

- Unadjudicated Basin: Provide the following:  NA
  - A statement that the groundwater is extracted from a basin that is not adjudicated.
  - Copies of the deeds for the parcels of each unadjudicated groundwater source used by the system.
- Adjudicated Basin: Attach the deed for the parcels of each adjudicated groundwater source that notes the adjudication or provide documentation of the Basin Water Master's terms of the adjudication as they relate to the water system's right to extract water from the adjudicated basin.  NA

Surface Water:     Yes     No

Circle the type of water rights the water system holds for surface water from the list below:

- a. Appropriative
  - 1) Pre-1914
  - 2) State Water Resources Control Board (SWRCB) Permit or License

Water System Number \_\_\_\_\_

b. Riparian

Appropriative

- If Pre-1914, provide a statement that water rights were established prior to 1914.  NA
- If after 1914, provide a copy of the SWRCB water rights permit or license. Note that an application to the SWRCB does not document water rights.  NA

Riparian

- Provide a statement that water is derived from a surface source pursuant to a riparian right.  NA

Purchased Water:  Yes  No\_\_

- Provide a copy of the water service agreement for purchased water that specifies the duration of the authorization. Note that for funding projects the long term use agreements must extend for the life of the loan or a minimum of 20 years for grant funded projects.  NA

Comments \_\_\_\_\_  
\_\_\_\_\_

**9. Organization**

[Funding Projects – **Necessary**, New Systems, and Changes of Ownership - **Mandatory**]

In order to establish the lines of authority and communication between employees and management including the governing board, managers, certified operators, and clerical staff, provide a:

- Structural organizational chart for positions associated with the water system that indicates the lines of authority. Specify the frequency of board meetings where appropriate.
- Separate chart that lists the names and phone numbers of the specific people who fill those positions. Update this information as needed.
- List on the organization charts information on any contract certified operators the system may utilize. Indicate the level of certification and the number of hours for which the services of a certified operator are contracted.  NA

Comments \_\_\_\_\_  
\_\_\_\_\_

**10. Emergency Response Plan**

Water System Number \_\_\_\_\_



[Funding Projects – **Necessary**, New Systems, and Changes of Ownership - **Mandatory**]

A sample emergency response plan template is located on the CDPH website at:

[http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMFplanningandreports/EmergencyResponsePlan\\_revised.doc](http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMFplanningandreports/EmergencyResponsePlan_revised.doc)

Ensure that the emergency response plan for the water system includes:

- A list of all disasters and emergencies that is likely to occur in the water system’s service area. Include earthquakes, fires, and disinfection failure at minimum as well as flooding, water outages, water contamination, power outages, and other potential local emergencies.
- The names and contact information of water system personnel including the decision makers. Identify responsibilities, and provide a clear chain of command.
- An inventory of system resources used for normal operations and available for emergencies including maps and schematic diagrams, lists of emergency equipment and suppliers, emergency contract agreements, and emergency water interconnections or sources.
- A communication network that describes a designated location for an emergency operations center, emergency contact information for equipment suppliers, emergency phone and radio communication capabilities, coordination procedures with governmental agencies for health and safety protection, technical and financial assistance, and public notification procedures.
- Emergency procedures to quickly assess damage to water system facilities including logistics for emergency source activation and repairs, procedures for monitoring progress of repairs and restoration, and procedures for documenting damage and repairs.
- Describe steps that will be taken to resume normal operations and to submit reports to appropriate agencies.

Comments \_\_\_\_\_  
\_\_\_\_\_

## 11. Policies

[Funding Projects; New Systems, and Changes of Ownership - **Necessary**]

- A policy manual has been adopted that describes procedures pertinent to the management of the water system. At a minimum the policies described should cover:
  - a. Nonpayment of water charges
  - b. Unauthorized use of water
  - c. Hours worked and overtime

Water System Number \_\_\_\_\_

- d. Complaint responses
- e. Contract operators, if applicable
- f. Governing board activities such as regulatory responsibilities, expenditure allowances, meeting notifications, resolution adoptions, and other issues as applicable

Comments \_\_\_\_\_

---

## 12. Budget Projection / Capital Improvement Plan

[Funding Projects; New Systems, and Changes of Ownership - **Mandatory**]

Use the sample 5-year budget projection/capital improvement plan (CIP) template, or an equivalent alternative, that is located on the CDPH website at <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMFplanningandreports/swsbudgetcalculator-CIPandMinRateGen.xls> . This file consists of guidelines for completing this spreadsheet on the first Excel tab, the 5-year budget projection on the second tab, and the CIP on the third tab.

Submit the following:

- 5-Year budget projection/CIP template
- Documentation that reserve funds have been created for the CIP, operations and maintenance expenses, potential emergency needs, and any other reserve accounts necessary for the management of the system.
- Documentation of the current rate structure.  NA
- Documentation of the average annual cost of water per connection for the last calendar year.  NA
- Documentation that revenues cover expenses including the CIP reserve, or describe the plan to increase revenues to cover these expenditures?  NA
- Where appropriate, include the Proposition 218 voter approval process that will be followed if a rate increase is planned.  NA
- For investor owned systems documentation from the California Public Utilities Commission of an approved budget, CIP, and rate schedule.  NA
- NEW SYSTEMS OR FUNDING PROJECTS ONLY: Proposed rate structure.  NA
- NEW SYSTEMS OR FUNDING PROJECTS ONLY: Estimated average annual cost of water per connection based on the proposed new funding amount.  NA

Comments \_\_\_\_\_

---

### 13. Budget Control

[Funding Projects - **Necessary**; New Systems, and Changes of Ownership - **Mandatory**]

A financial policy that includes:

- Budget control procedures in which one person records a transaction and a manager review and approves it. Describe budget controls for:
  - a. Cash receipts and disbursements
  - b. Bank accounts
  - c. Payroll
  
- Financial reports prepared for review by governing board such as:
  - a. Customer Receivables Report
  - b. Check Register Review
  - c. Bank Reconciliation Report
  - d. Budget Comparison Report
  - e. Quarterly Comparative Balance Sheet
  - f. Tax Returns
  
- Criteria and withdrawal guidelines for the maintenance of reserve accounts including:
  - a. CIP Reserve
  - b. Operations and Maintenance Reserve
  - c. Contingency or Emergency Reserve
  - d. Other Reserves
  
- Reporting procedures to appropriate levels of authority to ensure that there is no commingling of revenue sources.  NA
  
- Periodic reviews of the budget status by a Certified Public Accountant or appropriately qualified financial officer of the water system to ensure continuing financial viability. Three years of the most current audited financial reports must be submitted for all CDPH funding projects.  NA

Comments \_\_\_\_\_  
\_\_\_\_\_