

## Asset Management -Need to Know

**Recommended for: Mayors, Clerks, Board & Council Members, Administrators, & Operators**

The Ohio Rural Community Assistance Program (RCAP) is offering two one day seminars for local officials in Water & Wastewater Capacity Development at several locations throughout Ohio. One course covers hands on asset management, budgeting and rate setting. The other course is actual software instruction to manage assets, tasks, inventory, and finances along with providing documentation for assisting with rate setting using the CUPSS software. Instructors are well versed in these topics.

It is highly suggested that "Asset Management Budgeting, & Rate Setting" be attended prior to attending "Applied Asset Management featuring CUPSS Software."

Course materials are included and software is provided. These courses are provided at **NO COST** to participants by the **OhioEPA Division of Drinking and Ground Waters**.

'Asset Management, Budgeting, & Rates Setting' is approved for 5.5 Ohio EPA non-O&M contact hours.

5.5 Ohio EPA operator contact hours have been applied for. 'Applied Asset Management Featuring CUPSS'.

### Ohio RCAP is Funded By:



Register online at... [www.glrca.org/ohio](http://www.glrca.org/ohio)

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.glrca.org/ohio](http://www.glrca.org/ohio)

Presented by Ohio RCAP  
Administering agency:  
WSOS CAC, Inc.  
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Fremont, OH 43420

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**Ohio  
RCAP  
Presents**

## Asset Management for Local Officials and Applied Asset Manage- ment featuring CUPSS\* (Two one day courses)

Protecting your Community's Investment



Sponsored By:



Division of Drinking and Ground Water

\* CUPSS—Software developed by USEPA

## Asset Management, Budgeting & Rates

### ASSET MANAGEMENT

- ◆ Inventorying assets; estimating replacement costs, prioritizing projects
- ◆ Developing and implementing an asset management plan
- ◆ Incorporating other capital improvements
- ◆ Planning for outside funding

### BUDGETING

- ◆ Preparing useful expense and revenue budgets
- ◆ Incorporating the asset management plan and other reserves into the budget
- ◆ Spreadsheet templates for budgets and reports

### RATE SETTING

- ◆ Rate setting goals, structures and analysis
- ◆ Considerations of rate adjustments
- ◆ Setting equitable rates and defending them
- ◆ Spreadsheet templates and software

#### AGENDA

8:30 - 8:55	Registration
8:55 - 9:00	Welcome & Introductions
9:00 -10:15	Asset Management
10:15 -10:30	Break
10:30- 11:00	Asset Management
11:00 -12:15	Budgeting
12:15 - 1:30	Lunch
1:30 - 3:00	Rate Setting
3:00 - 3:15	Break
3:15 - 4:15	Rate Setting

#### TRAINING DATES / LOCATIONS

Mar. 9, 2010	Defiance College Defiance, OH
Mar. 16, 2010	Edison State Community College Piqua, OH
Apr. 28 2010	Kenyon College Gambier, OH
May 25, 2010	Lorain Comm College - Spitzer Campus Elyria, OH
June 1, 2010	Kent State Univ.- Tuscarawus Campus New Philadelphia, OH

## Applied Asset Management with CUPSS

### ◆ What is CUPSS ?

Check Up Program for Small Systems

CUPSS was developed by USEPA for small systems to computerize their asset management program.

CUPSS is a free software program based on the Step Guides produced by USEPA.

### ◆ Use CUPSS to help you develop...

- A record of your assets
- A schedule of your maintenance tasks
- A maintenance task history for your sanitary survey
- An understanding of your financial situation
- A tailored asset management plan

### ◆ CUPSS Long-Term Benefits

- Make more informed decisions
- Save time by planning ahead
- Facilitate proactive decisions
- Back up budget talks with facts
- Assist with rate setting
- Improve customer service

### ◆ This class will...

- Introduce you to CUPSS
- Provide an overview of the software for Inventory/Maintenance Management
- Budgeting/Financial documentation
- Report generation
- Provide hands-on use of the program
- Get you started on using CUPSS

- ◆ Attendees will be using the actual program on a computer.
- ◆ Software, manual, & training materials provided to take back to your system.



[www.epa.gov/safewater/cupss/](http://www.epa.gov/safewater/cupss/)

Helping you Protect your Community's Investment

## Applied Asset Management with CUPSS

**Asset Management, Budgeting & Rate Setting is highly recommended prior to Applied Asset Management with CUPSS. Due to using computer labs, Seating is limited for these one day courses. Registration on a first come basis.**

#### AGENDA

8:30- 8:55	Registration
8:55- 9:00	Welcome & Introductions
9:00 - 10:15	How Can CUPSS Help
10:15- 10:30	Break
10:30- 12:00	Getting Started
12:00- 1:15	Lunch
1:15 - 2:30	Using CUPSS
2:30- 2:45	Break
2:45- 4:15	Using CUPSS

#### TRAINING DATES / LOCATIONS

Five locations have two days of the same course.  
Choose one day only.

Mar. 10, 2010	Defiance College
Mar. 11, 2010	Defiance, OH
Mar. 17, 2010	Edison State Community College
Mar. 18, 2010	Piqua, OH
Apr. 6, 2010	Southern State Community College Wilmington, OH
Apr. 7, 2010	OSU Piketon Research Center Piketon, OH
Apr. 14, 2010	Kent State Univ.—Trumbull Campus Warren, OH
Apr. 29, 2010	Nazarene College
Apr. 30, 2010	Mt. Vernon, OH
May 20, 2010	Ohio University Lancaster, OH
May 26, 2010	Lorain Comm College - Spitzer Campus
May 27, 2010	Elyria, OH
June 2, 2010	Kent State Univ. - Tuscarawus Campus
June 3, 2010	New Philadelphia, OH