

Holliday, Karen

From: Dale Kimbrow 
Sent: Monday, November 19, 2018 2:02 PM
To: Holliday, Karen
Subject: Task Force Meeting
Attachments: LegislativeTaskForceEdTrainingFacts.xlsx

Good afternoon Karen. We were tasked during the last meeting to put together some information concerning possible training for City Counsels, Water Boards, etc. I have attached a document that presents the information that many of us have compiled. I ask that you provide this information for all of the members to view/discuss at Tuesday's meeting. I also copied an email from the Health Dept stating their information on this 'task'. I ask that you also provide a copy of the email.

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*The ADH currently has a contract with Communities Unlimited to provide Board member training for those city councils or governing boards that request it. Unfortunately too few actually make this request. However, they provided us with a typical topic outline for this type of training. See below.*

*Communities Unlimited provides this type of training both in Arkansas and in other states as well. Our contacts at Communities Unlimited are Jerry Kopke at [Jerry.Kopke@communitiesu.org](mailto:Jerry.Kopke@communitiesu.org) and Michelle Viney [michelle.viney@communitiesu.org](mailto:michelle.viney@communitiesu.org)*

*I have copied Jerry and Michelle on this email and encourage any of you that have further questions on what Board Member training might look like or entail to follow up with them directly.*

*Key regulatory responsibilities of a board member*

- *Accountability and Liability*
- *Insurance*
- *Safe Drinking Water Act and associated regulations*
- *State Primacy Agency Roles and regulations*
- *Operator requirements and oversight*

*Key management responsibilities of a board member*

- *Policies and procedures*
- *Personnel management*
- *Financial management*
- *Emergency preparedness*
- *Recordkeeping*

Thanks Karen.

Dale Kimbrow  
 Manager of Planning, Regionalism  
 & Future Water Source  
 Central Arkansas Water  
 501-377-1282 (office)  
 501-377-1244 (fax)



**EDUCATIONAL TRAINING STRATEGIES FOR  
SURROUNDING STATES MUNICIPAL BODIES**

| <b>STATE</b> | <b>LAW/ACT</b>                    | <b>GOVERNING BODY AFFECTED</b>                                           | <b>TRAINING HOURS</b> | <b>REQUIREMENTS</b>                 |
|--------------|-----------------------------------|--------------------------------------------------------------------------|-----------------------|-------------------------------------|
| TX           | TEXAS PUBLIC INFORMATION ACT      | MUNICIPAL GOVERNING BODY, SPECIAL DISTRICTS AND NON PROFIT ORGANIZATIONS | 1 - 2 HOURS           | WITHIN 90 DAYS UPON TAKING OFFICE   |
| MO           | STATE STATUTE FOR WATER DISTRICTS | WATER BOARD OF DIRECTORS                                                 | 6 HOURS               | NONE                                |
| MS           | LEGISLATURE OF MISSISSIPPI        | WATER BOARDS, MAYORS ELECTED OFFICIALS OVERSEEING UTILITIES              | 8 HOURS               | WITHIN TWO YEARS ONE YR RECOMMENDED |
| TN           | WEST TENNESSEE CODE ANNOTATED     | UTILITY BOARD OF COMMISSIONERS                                           | 12 HOURS              | WITHIN ONE YEAR                     |
| KY           | KENTUCKY STATE LEGISLATURE        | BOARD OF COMMISSIONERS                                                   | 6 HOURS               | ANNUALLY                            |
| OK           | 2014 OKLAHOMA STATUTES TITLE 11   | OFFICER OF MUNICIPALITY                                                  | 8 HOURS               | WITHIN ONE YEAR                     |

**\* CONTENT DEVELOPMENT:**

- >ADH & ADEQ DEVELOPED WATER OPERATOR TRAINING GUIDELINES. THEY WOULD BE A GOOD PLACE TO START.
- >STATE & FEDERAL FINANCING ENTITIES (ANRC & USDA/RD)
- >ARKANSAS MUNICIPAL LEAGUE
- >ARKANSAS RURAL WATER
- >COMMUNITIES UNLIMITED
- >TAP INTO LOCAL COLLEGES TO ASSIST IN DEVELOPMENT
- >STATE LEGISLATURE - DO THEY HAVE GUIDELINES FOR LEGISLATORS TRAINING?

**\* POSSIBLE TRAINING VENUES:**

- >ARKANSAS RURAL WATER ANNUAL CONFERENCE & SCHEDULED MEETINGS IN LONOKE OR ON-SITE W/SMALL UTILITY BOARDS/CITY COUNCILS/MAYORS
- >ARKANSAS WATER/WATER ENVIRONMENT ASSOCIATION ANNUAL CONFERENCE
- >ARKANSAS DEPARTMENT OF HEALTH TRAINING (ADH)
- >ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY TRAINING (ADEQ)
- >ARKANSAS MUNICIPAL LEAGUE ANNUAL CONF (WINTER/SUMMER CONFERENCES)
- >COMMUNITIES UNLIMITED - AT SYSTEMS OR OTHER DESIGNATED LOCATION IN AR
- >ARKANSAS WATER & WASTEWATER MANAGERS ASSOCIATION ANNUAL CONF
- >STATE GOVERNMENT'S ORIENTATION FOR NEW ELECTED OFFICIALS

- \* **MONITORING ENTITIES:**
  - >ANRC - BASED UPON WATER & WASTEWATER OPERATOR TRACKING SYSTEM
  - >ADH - CURRENTLY MONITORS WATER OPERATORS THROUGHOUT THE STATE
  
- \* **CURRICULUM FOR CONTINUING EDUCATION UNITS(CEU):**
  - >WATER/WASTEWATER SYSTEMS AND HOW THEY OPERATE
  - >RATES/BUSINESS PRINCIPLES
  - >INFRASTRUCTURE SUSTAINABILITY
  - >IMPORTANCE OF WATER OPERATOR EXPERTISE
  - >OPERATOR/MANAGER COMPENSATION/RETAINMENT, ETC
  - >MISSISSIPPI BOARD AND ELECTED OFFICIAL TRAINING MATERIAL (BUILD OFF THAT)
  - >ARKANSAS FREEDOM OF INFORMATION ACT
  - >PREPARING AGENDAS AND CONDUCTING A PROPER MEETING
  
- \* **SET UP A COMMITTEE (NOT THIS TASK FORCE) INCLUDING REPRESENTATIVES FROM EACH ENTITY THAT ALREADY PROVIDES TRAINING WITHIN THE STATE TO DEVELOP CURRICULUM. ALSO DECIDE HOW THE TRAINING (CEU'S) ARE TRACKED.**