



## 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;" or, 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"; or, 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. 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 Identification Number:*		
PWS Type:	Community Water System (CWS)	Non-Transient Non-Community Water System (NTNCWS)
Number of Service Connections:†	Total Population Served: †	
PWS Owner:		
Contact Person:	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 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. 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 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 expenses plan shall start at the date ownership of the "new system" changes. Include 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.

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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. 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 ownership of the "new system" changes. Show only income and funds used to pay for water system expenses. Include 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

Attach a list of positions and employees, including position titles and responsibilities, licensure requirements for the positions, and employee names and qualifications. If a position is vacant, indicate the projected hiring date. Include the license class and number for operators. Indicate the positions/employees who are responsible for acting on behalf of the water system in case of emergency, to spend money, or to make other decisions. Provide telephone numbers and addresses for these responsible positions/employees. Show only position/employee information pertaining to the water system.

### 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, and programs the SERC or the appropriate DEP District Office or ACHD says will be required for your water system and the due dates for the required plans, manuals, and programs.

Plan, Manual, or Program	Required? (Y/N)	Initial Due Date (MM/YY)
Bacteriological Monitoring Plan		
Cross-Connection Control Program		
Disinfectants/Disinfection Byproducts Monitoring Plan		
Emergency Preparedness/Response Plan		
Operation & Maintenance Manual		
Risk Management Plan		
Sampling Plan for Lead and Copper Tap Samples and Water Quality Parameters		

### 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

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