

SYSTEM MANAGEMENT IMPROVEMENT PLAN WORKSHEET

Instructions:

- ✓ List your top three priority management areas – these should be drawn from the self assessment activity.
- ✓ List the improvement actions that you will undertake to address the priority management areas – you should have at least one action for each priority management area (actions may address multiple management areas).
- ✓ Fill out the details in the table below for each improvement action separately (i.e., one table per action).

Priority Management Areas:

1. Product Quality
2. Financial Viability
3. Infrastructure Stability

Improvement Action: Infrastructure Stability

Description:

✓ Action:

1. Inventory critical assets
2. Inventory spare parts/supplies/tools
3. Develop a plant specific operations and maintenance (O&M) plan
4. Develop a policy/plan for the O&M and repair/replacement of E-one grinder pumps
5. Update and implement sewer use law (include E-one grinder pump use)
6. Explore options for treatment/disposal of sludge (liquid and dried)

✓ Management Area addressed: Product Quality

✓ Objective(s):

1. Provide information required for sustainable waste water infrastructure management. Listing the critical assets, current condition, remaining useful life, current value and replacement costs will allow for proper funding for operations, maintenance, repair and replacement of the assets
2. Maintain an adequate supply of spare parts and supplies as well as assuring the proper tools are on hand to perform maintenance activities to extend the useful life of the assets and minimize asset down time
3. Provide guidance on the proper operation and maintenance procedures specific to the waste water infrastructure. SPDES testing requirements and frequency as well as equipment O&M procedures and frequency should be included
4. Assure the E-one grinder pumps are being operated and maintained in a fiscally responsible manner.

5. Provide guidance to the homeowners on proper use of the E-one grinder pumps as well as provide protection and enforcement capabilities to the Town in cases of mis-use
6. Minimize the financial impact of sludge treatment and disposal on the O&M budget

Timeline:

✓ Start date:

Action 1: October 2014

Action 2: September 2015 – **Spare part list compiled, and a list of need items were requested. Hope to be able to order some parts in May 2016.**

Action 3: May 2015 – **This was started September 2015 and is ongoing.**

Action 4: October 2015 – **Data collection was already in place when Joe McDowell started as Chief Operator in August 2015. Started paper system in September and hope to have software running in summer of 2016.**

Action 5: **November 2015**

Action 6: December 2014 – **Started using the drying beds in October of 2015. We are working on improving the sludge processing system.**

✓ Milestones:

Action 1:

May 2015 – Consultants submit asset listing to the Town and NYSDEC to satisfy condition 5 of the consent order – **Completed in April 2015**

October 2015 – Consultants submit final asset listing to Town and NYSDEC in the form of a preliminary engineering report (PER) to satisfy condition 4 of the consent order – **Completed end of September 2015**

Action 2: January 2016 – 50% complete spare parts/supplies/tools list – **Submitted in January, 2016**

Action 3 – December 2016 – Submit draft O&M plan to the Board (utilizing a pilot O&M plan prior to that date) – **in progress**

Action 4:

January 2016 – Select appropriate software; October 2016 – Testing and adapting is completed;

December 2016 – All historical data is input and system is accepting new data. **In progress; developing a process for tracking; on track to meet timeline, but process never ends.**

Action 5:

June 2016 – 50% completion of sewer use law review

December 2016 – **Final draft of sewer use law ready to present to Town Board; public hearings will need to be held and perhaps a public vote?**

Action 6: October 2015 – Consultants submit PER with sludge treatment and disposal options

✓ Target completion date:

Action 1: October 2015 **(May 2015 - milestone was met)**

Action 2: January 2016 **(Milestone met)**

Action 3: December 2016 – Submit draft plan to Board

Action 4: December 2016 **(However, process never really ends)**

Action 5: **September 2017 – (This is dependent on what adoption steps are required for law)**

Action 6: Dependent on funding available

Responsible Party (or Parties):

- ✓ Town Board
- ✓ Asset management committee
- ✓ WWTP chief operator
- ✓ Engineers
- ✓ Technical assistance providers (NYRWA)

Relevant Resources (on-hand or needed):

- ✓ On Hand:
 1. Engineers
 2. Technical assistance providers (NYRWA)
 3. Equipment manufacturers literature
 4. Asset management committee
 5. Rural and Small Systems Guidebook to Sustainable Utility Management Appendix III “Resources for Small and Rural Systems”
- ✓ Needed:
 1. Sewer use model for guidance
 2. Information on E-one grinder pump use and repair/replacement strategies from other small rural systems
 3. Information on sludge processing/disposal from other small rural systems

Challenges to Address:

- ✓ Funding the actions to achieve the objectives
- ✓ Proper use of E-one grinder pumps
- ✓ Public acceptance of the management plan

Review Process:

- ✓ Performance indicators or measures:
 1. Milestone and completion dates met and/or revised
 2. Reduction in E-one grinder pump service calls
 3. Public feedback regarding the management plan
 4. Budget that meets the needs of the utility with the least financial impact on homeowners
- ✓ Status reports and updates frequency/cycle:
 1. Review/update critical asset inventory – annually
 2. Review/update spare parts/supplies/tools inventory – annually
 3. Review/update O&M plan – annually (as needed)
 4. Review/update E-one grinder pump policy – Every 2 years (or as needed)
 5. Review/update sewer use law every 5 years (or as needed)
 6. Chief Operator report to the Board - Monthly

Other Notes:

- ✓ **This is an ongoing improvement plan.**
- ✓ **Ongoing communications with stakeholders, including sewer users. This includes annual status report (can be mailed to sewer users as well).**