

# KanCap board training – playing soon in a system near you

**R**ural water boards and city councils are different in many ways. But when it comes to drinking water, they have the same purpose. Their job as the governing body for the community is to provide an affordable, adequate and safe supply of drinking water to each and every tap. Providing water is a business. As with any business there are options and there are risks that every board/council needs to know. The governing body must look at the pros and cons concerning the business. Most governing bodies meet once or twice a month to address the issues.

## KanCap – Kansas Capacity

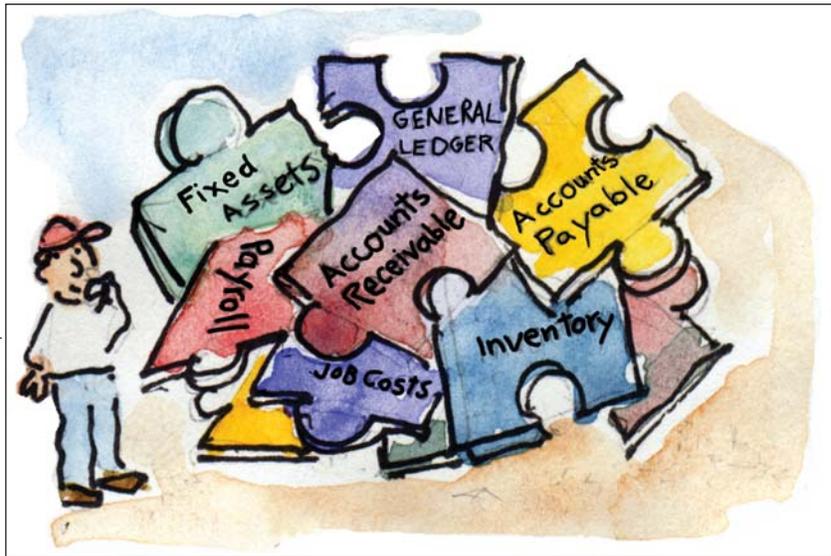
Capacity Development is the ability for systems to meet the financial, managerial and technical capabilities to ensure the Safe Drinking Water Act (SDWA) requirements are met and adequately maintained. The 1996 Amendments to the Safe Drinking Water Act required all states to develop a capacity development



*Jim Jackson  
Training Director*

strategy. Kansas' Capacity Development Program's purpose is to help all public water systems acquire and maintain adequate Technical, Financial and Managerial (TFM) capacity in order to meet the objectives of the SDWA.

Is your board/council looking at capacity development? What is capacity development? How do you answer the following questions concerning each aspect:



- **Financial Capacity** – is your water system managing sufficient financial resources to achieve and maintain compliance with the SDWA requirements?
- **Managerial Capacity** – is your water system conducting its business in a manner that allows your system to achieve and maintain compliance with the SDWA requirements?
- **Technical Capacity** – is your water system infrastructure, technical knowledge, personnel capabilities and source water protection being met?

There are four components of the Kansas Capacity Development Program. They are:

1. The TFM self-assessment survey which is requested of all systems every three years
2. Water Use Reports
3. Financial and technical assistance
4. Water system training materials

KanCap is the board/council training program. Developed by the Kansas Rural Water Association with funding by the Kansas Department of Health & Environment. Development of the program required nearly two years of work. Other organizations such as KS AWWA, the League of Municipalities, Midwest Assistance, Kansas Municipal Utilities, among others, were involved in editorial reviews. KRWA established two focus groups, one consisting of cities and the other of rural water district representatives, to review materials and to 'test' the program as it was being developed. The result? A nationally unique board/council training program that includes every conceivable reference to managerial, technical and financial management of a public water supply system.

The KanCap training program consists of an interactive CD and handbook designed for water systems governing bodies. There are more than 200 topics covered

in the KanCap program. Here is a short list of topics by capacity:

**Managerial Capacity:**

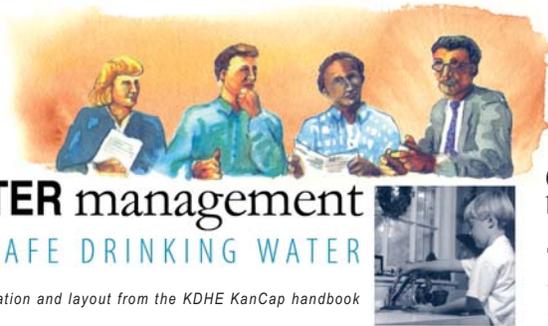
- Roles and responsibilities of board/council members
- Conducting meetings
- Customer service policies
- Emergency water supply plans
- Personnel policies
- Benefits and legal issues.

**Financial Capacity:**

- Understanding your audit
- Budgets
- Record retention
- Capital improvement plans
- Rate reviews

**Technical Capacity:**

- Water rights
- Water conservation/drought planning
- Operator certification
- Monitoring, reporting and record keeping
- O&M plans, rules/regulations



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*Illustration and layout from the KDHE KanCap handbook*

- Safe Drinking Water Act regulations
- Reducing unaccounted for water loss

Anyone attending the KanCap training should learn answers to these questions:

What Kansas regulations are required of all water systems? What comprises an officially approved business plan? Is having a cash reserve of 60 to 180 days of operating expenses adequate? How do we gage our operating expenses? Will a financial audit detect fraud? Does Kansas law require cities to retain canceled checks for five years? How many stages are there in a Water Conservation Plan? What three items must be in a motion to go into executive session? Why and what water quality samples

must be analyzed? What options does a public water system in Kansas have for financing (loans, grants or bonds)?

**Training – coming to a system near you soon**

Since 2005, 330 people have participated in the KanCap classroom training. Of those 330 people, 175 have successfully completed all three capacities of the program. A review of the evaluations is shown in the chart below.

Kansas Rural Water Association will be sponsoring “regional” KanCap training in the coming months. Let KRWA know if an RWD or city is interested in hosting a board/council training workshop. KRWA will work to set time and locations of training to best fit the needs of boards/councils in the area. Attend KanCap training to help improve management of your system – yes, helping yourself today for a better tomorrow.

## KanCap Classroom Training Evaluation Summary

Section	Managerial (254 responses)	Financial (269 responses)	Technical (247 responses)
Percent of topics covered were very valuable	89%	85%	86%
Percent that said, “Worth the time.”	89%	85%	83%

Each of the 355 people attending the KanCap training have provided a survey as to their opinions on the program. The table shows the results of their comments.

## KanCap provides unique training for cities and RWDS

The following comments by agency representatives and cities and RWDS have been made concerning the KanCap board/council training program.

Robert Dunlevy, Environmental Inspection Specialist at U.S. EPA Region 7 in Kansas City offers this comment about KanCap: "The KanCap training manual is a user-friendly tool that identifies relevant drinking water issues facing Kansas communities. The manual focuses on technical, managerial and financial issues facing Kansas communities with people's interaction and experiences."

A group of city council members from Milford, Kan. took the training in October 2006 and had this to say:

"This series of classes is excellent! As a new council person with little experience in this political governing body scenario, I found the program to be very, very helpful and informative."

"The handbook is also an excellent reference tool. The consolidation of so much information is great. The organization of the book and the clips, etc., flow very well and connect one idea or concept with the next. Thanks for the effort, a great product."

"All of the very understandable information is well thought out and presented well. Every council should have this training. It has been instrumental in energizing me into a better city council member. This is a wonderful program."



KanCap board/council training at Douglas RWD 3 in 2007.



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	GRINDERS	Channel Grinder; Twin Shaft, Annihilator™		FILTRATION	Conventional Gravity Filters Pressure Filters Membranes (Ultrafiltration)
	GRIT REMOVAL	Vortex Grit & Grease Aerated Grit Chamber		MISC PROCESS	Aerators (Forced Draft) Iron Removal Ion Exchange (Softening /Arsenic & Ammonia Removal) Biological Iron &/or Manganese Removal
	CLARIFICATION	Primary / Final Clarifiers High Rate; Ballasted Clarification (CSOs)		CHEMICAL FEED	Pac Lime & Alum Feeders, Silos Gas Chlorination Disinfection; On-Site Generation Packaged Chem Feed Pump, Tank, Controls & Skid
	AERATION	Diffused Aeration (Fine & Coarse Bubble) Oxidation Ditch Floating Aerators (Splash & Aspirating) Lagoon Baffles & Covers		POLYMER	Polymer - Dry / Liquid
	MSBR	Membrane			
	DISINFECTION	Ultraviolet (UV) Horizontal & Vertical, Low & High Int Chlorination / Dechlorination			
	FILTRATION	Automatic Backwashing Sand Filter, Disk Filter			
	DIGESTION	Anaerobic; EXT Draft Tube, Covers Aerobic; SST Coarse Bubble & Membrane Fine Bubble Aerobic, Floating Splash Aerator			
	SLUDGE	Submersible Mixers Dewatering: Belt filter Press, Plate & Frame, Centrifuge Dryer (Class A Biosolid Pellets / Fertilizer) Odor Control: Wet Scrubber, Biological Scrubber			
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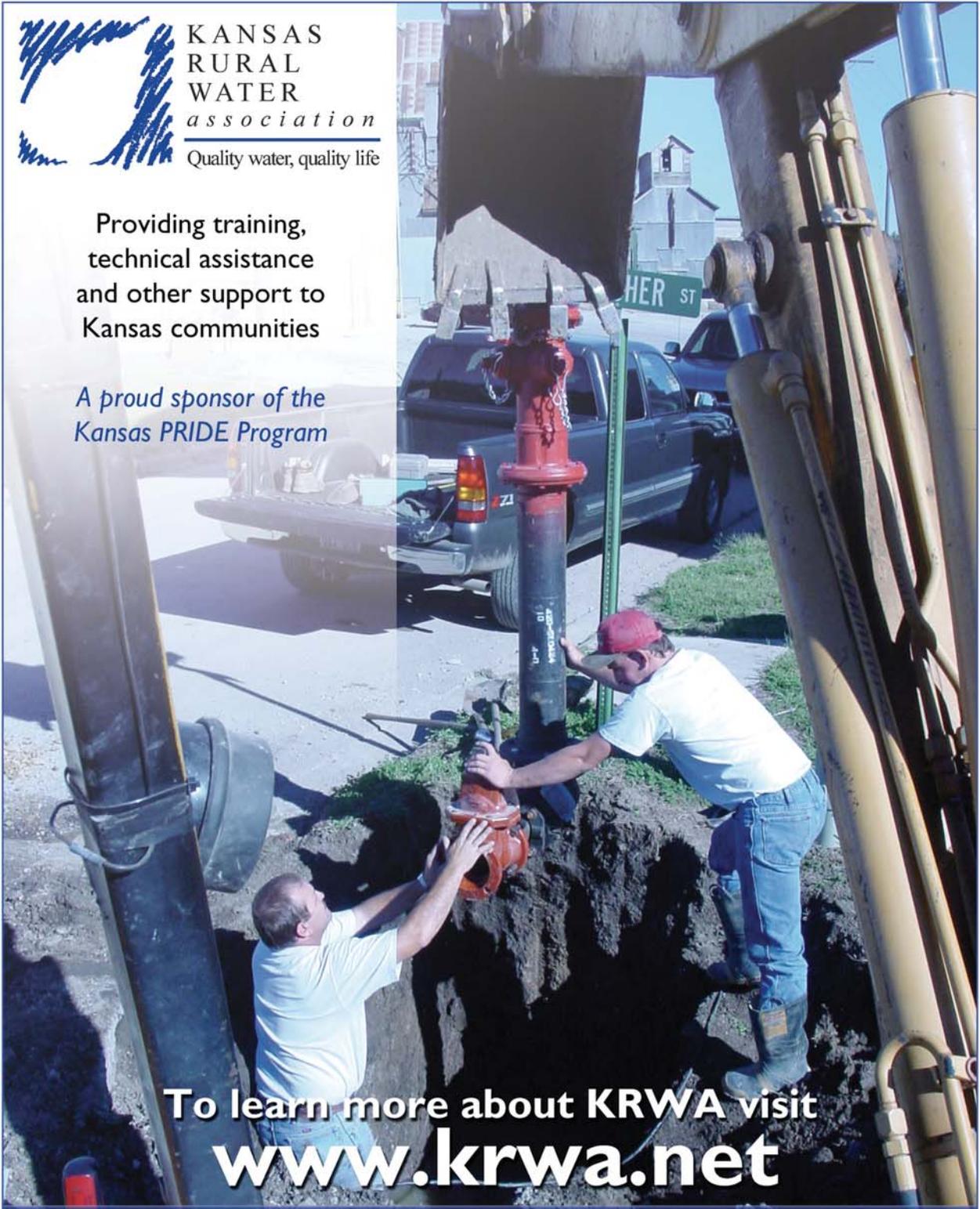


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