2021 Training & Services

CATALOG
Ohio RCAP is operated by a national network of non-profit organizations committed to improving the quality of life in small and rural communities throughout the United States. We work to ensure access to safe drinking water, wastewater treatment, and sustainable community development services.

Want to learn more?
Visit us at ohrcap.org

Training questions?
Call 419-333-6074

Rural Community Assistance Program
Training & Services

CATALOG

06. OHIO RCAP SERVICES
08. HOW TO ACCESS RCAP TRAINING
09. CLASSES FOR BOARD MEMBERS
10. FIELD DAYS
11. CLASSES FOR OPERATORS
12. SELF-PACED COURSES

14. COMPLETE TRAINING SCHEDULE
16. TESTIMONIALS
17. ECONOMIC DEVELOPMENT SERVICES
18. CONDITION ASSESSMENTS
20. RCAP GIS
22. STAFF DIRECTORY
As with any sea change, there was initial scramble to batten down the hatches, plan a new route, and navigate through some uncharted waters. Our ship had to keep sailing as did yours.

It was a year of significant change for all of us. Change is hard, and it wears you down. But rising to the challenge and figuring out new ways to do what you do make you stronger, better, and more resilient in the end. Your customers needed you more than ever this year. I congratulate all of you who rose to the challenge, fulfilling your vital missions to provide safe drinking water or clean surface water, and to protect public health. I applaud all of you who found time, energy and inspiration to continue planning for the future as we must do for critical infrastructure.

At RCAP, after figuring out ways to deliver all of our classes virtually and continuing to roll out new condition assessment services, we finished the year with a greater emphasis on resiliency, vision and change to fulfill our commitment to help small and rural communities improve their quality of life. We are pleased to share this new catalog showcasing the many services and learning opportunities we provide to help systems meet the challenges of 2021 and beyond.

We have an amazing staff ready to help communities and rural residents across our great state bring focus to their community vision and mission, identify true weaknesses and needs, tackle water, sewer, storm water improvements, and pursue creative and common sense partnerships. I especially invite local decision makers in our rural counties, villages, small cities and non-profit systems to take advantage of grant-funded training, project development, strategic planning and facilitation services we’ve developed just for you.

Sherry Loos
Ohio RCAP State Coordinator

We will be adding new courses throughout the year. For details, please visit ohrcap.org and click on “training.”

RCAP: Improving Rural Communities

The strength of our work is in our people and partnerships.

Since 1972, the Rural Community Assistance Partnership (RCAP) has been working hard to revitalize communities by ensuring access to safe drinking water, sanitation and wastewater treatment. With 6 regional partners across the U.S., RCAP collaborates to advance economic development and offer solutions on water, workforce training, source water protection, decentralized wastewater treatment, and lead service line replacement. Other projects include GIS mapping, technical training, rural broadband development, condition assessments and climate adaptation.

Clean, healthy drinking water and sanitary infrastructure are a fundamental part of society. Millions of people in America still live without running water or basic indoor plumbing, which creates conditions that threaten public health -- and the environment. Without adequate water, communities cannot achieve their full economic potential. In rural America, poverty rates are disproportionately higher than in urban areas, and educational opportunities are fewer. Many rural communities lack the financial resources and technical expertise to develop or maintain their own critical infrastructure. Many rely on government agencies, as well as non-profit partners like RCAP, to help fund and rebuild these systems.

RCAP in Ohio is operated by the Great Lakes Community Action Partnership.

Our Mission
We create partnerships and opportunities to help individuals, families and communities thrive.

Our Vision
To make hope, ability, and opportunity possible for all whom we serve.

Our Tagline
Helping communities thrive, one neighbor at a time.
Ohio RCAP

As part of a national non-profit network, Ohio RCAP offers training and technical assistance to small and rural communities throughout the state. We do this by fostering vision, leveraging funds, achieving sustainability and facilitating compliance.

Fostering Vision

Training for Local Officials
Community Planning
Project Development
Public Engagement

The Ohio Rural Community Assistance Program (Ohio RCAP) provides project development, consulting and grant writing services to help rural communities address their drinking water and wastewater treatment needs. In 2019, we helped more than 300 communities in Ohio and leveraged millions of dollars for water and sewer projects.

Field agents across the state assist communities with project development and capacity building. As part of the Great Lakes RCAP network, our agency receives funding from a number of federal programs as well as Ohio EPA and the Ohio Water Development Authority. Many of our client communities serve only a few hundred people, or are rural areas in need of training, asset management implementation, or new public water or sewer service. Beyond water and wastewater, RCAP also assists small communities (under 10,000 population) with community development, comprehensive planning, entrepreneurship and other community services.

How Funding Provides Support

Through the generous support of multiple funding partners, Ohio RCAP assists a wide range of local governments and non-profit utilities. To learn more, please visit ohrcap.org.

For more information about the national Rural Community Assistance Partnership and its network of non-profit agencies, please visit rcap.org.

Leaving Funds

Funding Consultations
Grant Writing & Administration
Management & Finance
Environmental Reports

Ohio RCAP now offers a number of training opportunities via instructor-led webinars and self-paced training. Several courses will be repeated throughout the year to provide maximum impact to local officials, statewide.

Introducing Self-Paced Training

Ohio RCAP’s new self-paced training provides free, accessible training online. Some courses are specifically targeted to local officials and decision-making boards, while others are approved for water and sewer operators. Our “101” and “201” courses also fulfill the board training requirements for OEP’s Drinking Water Principal Forgiveness Loans.

For more information, visit glcap.org/selfpaced.

To find our complete training schedule, see page 14.

Achieving Sustainability

On-site Technical Assistance
Condition Investigation
Equipment and Services
Contingency Plans

RCAP training is designed to help all water and sewer system personnel, including:

• Water and Sewer System Operators
• Village Administrators
• Board and Council Members
• System Managers
• Fiscal Officers

In an effort to accommodate more mayors, council members, board members, managers, fiscal officers, and operational staff,

Number of Ohio participants trained in 2020 through classes, webinars and workshops

How RCAP Can Help You!

Services for Sustainability

11 - 11:45 AM

Send an email to vjvanfleet@glcap.org, and you will receive notifications of RCAP courses.

2021 Training Opportunities

RCAP training is designed to help all water and sewer system personnel, including:

• Water and Sewer System Operators
• Village Administrators
• Board and Council Members
• System Managers
• Fiscal Officers

In an effort to accommodate more mayors, council members, board members, managers, fiscal officers, and operational staff,

2021 Training Opportunities

Ohio RCAP now offers a number of training opportunities via instructor-led webinars and self-paced training. Several courses will be repeated throughout the year to provide maximum impact to local officials, statewide.

Introducing Self-Paced Training

Ohio RCAP’s new self-paced training provides free, accessible training online. Some courses are specifically targeted to local officials and decision-making boards, while others are approved for water and sewer operators. Our “101” and “201” courses also fulfill the board training requirements for OEP’s Drinking Water Principal Forgiveness Loans.

For more information, visit glcap.org/selfpaced.

To find our complete training schedule, see page 14.

JOIN OUR MAILING LIST!

Number of Ohio participants trained in 2020 through classes, webinars and workshops

How RCAP Can Help You!

Services for Sustainability

11 - 11:45 AM

Send an email to vjvanfleet@glcap.org, and you will receive notifications of RCAP courses.

2021 Training Opportunities

RCAP training is designed to help all water and sewer system personnel, including:

• Water and Sewer System Operators
• Village Administrators
• Board and Council Members
• System Managers
• Fiscal Officers

In an effort to accommodate more mayors, council members, board members, managers, fiscal officers, and operational staff,
INTRODUCTION TO COURSEWORK

Webinars & Self-Paced Training

In response to the coronavirus, Ohio RCAP converted all of its in-person classes to online webinars and created a new platform for self-paced online courses. All in-person training may be offered during late spring, pending updates and guidelines from local, state and federal health officials. Look for updates at ohrcap.org, “training.”

How to Access RCAP Online Training

Online training from Ohio RCAP is easy to access through Web-Ex and Talent LMS. Once you have a link or log on to our training portals, you can join the conversation “live” or take a class on your own time.

RCAP issues credit for contact hours and certificates of completion only when participants meet attentiveness requirements. When accessing courses through Web-Ex, participants must click inside the main training screen. Once a participant clicks off the screen to view other web pages or desktop applications, our hosting applications will detect and record this. We recommend closing all web pages prior to joining.

For self-paced training, Talent LMS also tracks the amount of time spent in each course. Our introductory video can guide you on how to use the portal, set up a GLCAP login account, and gain access to courses.

Over the first 6 months of 2021, RCAP is pleased to offer 20 online instructor-led training events, along with the development of several new self-paced online courses. We will continue to build upon the coursework we started, so visit our website for updates to our summertime calendar.

READY FOR IN-PERSON TRAINING?

RCAP also provides onsite training for boards and councils, but has temporarily postponed these trainings due to concerns over the coronavirus. We plan to provide a limited number of onsite training courses for decision makers, as well as OWDA short courses, for project development, design and construction needs.

SPECIAL COURSES

Classes for Managers and Board Members

101 - Utility Management for Governing Boards

Learn about the capabilities of a properly operated and maintained utility system. Content includes a focus on the Managerial, Technical, and Financial capacity needed to operate a sustainable system. This course provides an overview on governing board roles and responsibilities, along with applicable laws. Discover the importance of the technical capacity of a utility system, including the role of certified operators and properly maintained assets. We also discuss the importance of financial management and fiscal controls, record keeping, rate setting, and funding capital projects.

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

102 - Financial Management for Governing Boards

In this course, you will receive an introduction to financial management best practices for water and sewer utilities. Through self-paced tasks and materials, board members will learn about planning, budgeting, accounting, customer outreach, and the importance of good reporting and record keeping. Guidance on building a mission and system goals to steer policy and financial decision-making will be highlighted. Participants also will learn how asset management planning informs budgeting, which in turn, provides the revenue target for rate setting.

ASK US ABOUT OUR RATE STUDIES

RCAP performs rate studies for many small cities, county districts, villages and non-profit systems each year. We provide an independent, honest review to balance the needs of operating a sustainable system with the financial restraints customers face. Contact Nathan Davis for information and pricing.

njdavis@glcap.org

 Highlighted courses are provided throughout this catalog. For a complete list of courses (JAN - JUN), turn to page 14.

WEBINARS

Bringing Your Oversight Board Together: Mission Development & Strategic Planning

January 27, First of a 4-part series

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

Shared Services & Regional Solutions

April 21 & 22; May 18 & 19

What is regionalization and how can it benefit your community? The increasing cost of capital improvement projects, along with excess capacity, is driving more communities to consider shared services and regional solutions. During this course, we will explore creative ways to share equipment, personnel, and infrastructure. We’ll explain how to look for opportunities and challenge collaborative teams to think outside the box. We will talk about overcoming hurdles, developing fair contracts, and becoming a good partner across boundaries.

SELF-PACED TRAINING

101 - Utility Management for Governing Boards

102 - Financial Management for Governing Boards

ASK US ABOUT OUR RATE STUDIES

RCAP performs rate studies for many small cities, county districts, villages and non-profit systems each year. We provide an independent, honest review to balance the needs of operating a sustainable system with the financial restraints customers face. Contact Nathan Davis for information and pricing.

njdavis@glcap.org

 Highlighted courses are provided throughout this catalog. For a complete list of courses (JAN - JUN), turn to page 14.

WEBINARS

Bringing Your Oversight Board Together: Mission Development & Strategic Planning

January 27, First of a 4-part series

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

Shared Services & Regional Solutions

April 21 & 22; May 18 & 19

What is regionalization and how can it benefit your community? The increasing cost of capital improvement projects, along with excess capacity, is driving more communities to consider shared services and regional solutions. During this course, we will explore creative ways to share equipment, personnel, and infrastructure. We’ll explain how to look for opportunities and challenge collaborative teams to think outside the box. We will talk about overcoming hurdles, developing fair contracts, and becoming a good partner across boundaries.

SELF-PACED TRAINING

101 - Utility Management for Governing Boards

102 - Financial Management for Governing Boards

ASK US ABOUT OUR RATE STUDIES

RCAP performs rate studies for many small cities, county districts, villages and non-profit systems each year. We provide an independent, honest review to balance the needs of operating a sustainable system with the financial restraints customers face. Contact Nathan Davis for information and pricing.

njdavis@glcap.org

 Highlighted courses are provided throughout this catalog. For a complete list of courses (JAN - JUN), turn to page 14.

WEBINARS

Bringing Your Oversight Board Together: Mission Development & Strategic Planning

January 27, First of a 4-part series

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

Shared Services & Regional Solutions

April 21 & 22; May 18 & 19

What is regionalization and how can it benefit your community? The increasing cost of capital improvement projects, along with excess capacity, is driving more communities to consider shared services and regional solutions. During this course, we will explore creative ways to share equipment, personnel, and infrastructure. We’ll explain how to look for opportunities and challenge collaborative teams to think outside the box. We will talk about overcoming hurdles, developing fair contracts, and becoming a good partner across boundaries.

SELF-PACED TRAINING

101 - Utility Management for Governing Boards

102 - Financial Management for Governing Boards

ASK US ABOUT OUR RATE STUDIES

RCAP performs rate studies for many small cities, county districts, villages and non-profit systems each year. We provide an independent, honest review to balance the needs of operating a sustainable system with the financial restraints customers face. Contact Nathan Davis for information and pricing.

njdavis@glcap.org

 Highlighted courses are provided throughout this catalog. For a complete list of courses (JAN - JUN), turn to page 14.

WEBINARS

Bringing Your Oversight Board Together: Mission Development & Strategic Planning

January 27, First of a 4-part series

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

Shared Services & Regional Solutions

April 21 & 22; May 18 & 19

What is regionalization and how can it benefit your community? The increasing cost of capital improvement projects, along with excess capacity, is driving more communities to consider shared services and regional solutions. During this course, we will explore creative ways to share equipment, personnel, and infrastructure. We’ll explain how to look for opportunities and challenge collaborative teams to think outside the box. We will talk about overcoming hurdles, developing fair contracts, and becoming a good partner across boundaries.

SELF-PACED TRAINING

101 - Utility Management for Governing Boards

102 - Financial Management for Governing Boards

ASK US ABOUT OUR RATE STUDIES

RCAP performs rate studies for many small cities, county districts, villages and non-profit systems each year. We provide an independent, honest review to balance the needs of operating a sustainable system with the financial restraints customers face. Contact Nathan Davis for information and pricing.

njdavis@glcap.org

 Highlighted courses are provided throughout this catalog. For a complete list of courses (JAN - JUN), turn to page 14.

WEBINARS

Bringing Your Oversight Board Together: Mission Development & Strategic Planning

January 27, First of a 4-part series

This training will help bring oversight boards together to create vision and mission for their systems. Board members and their teams will be encouraged to work through a SWOT Analysis to create measurable goals and outcomes. We will explore internal and external factors such as HR, financial management, compliance, and community culture that impacts small communities.

Shared Services & Regional Solutions

April 21 & 22; May 18 & 19

What is regionalization and how can it benefit your community? The increasing cost of capital improvement projects, along with excess capacity, is driving more communities to consider shared services and regional solutions. During this course, we will explore creative ways to share equipment, personnel, and infrastructure. We’ll explain how to look for opportunities and challenge collaborative teams to think outside the box. We will talk about overcoming hurdles, developing fair contracts, and becoming a good partner across boundaries.
**Operational Implementation of an AMP for Valves, Part 1 and 2**

This webinar covers the various types of valves found in water distribution systems, the anatomy of common water distribution valves, along with the proper installation of valves and valve boxes. Valve operation, maintenance, and repair topics also will be discussed, including best management practices for valve exercising.

**Distribution System Valve Operation & Maintenance**

**JANUARY 26 & 28**

This webinar provides a brief overview of contingency plan rules and how a planning document is tied to other operational guidance such as SOPs, CMMS, and asset management. The goal of the course is to highlight some of the most important aspects of a contingency plan and offer ideas on how to improve existing plans. Presenters will provide examples of decision flow models, support mapping, and embedded images often used in plan documents.

Course content is focused around Ohio EPA’s regulations and template guidelines. Operators will learn to thoughtfully record procedures that objectively lay out steps for dealing with foreseeable emergencies and non-typical events. At its core, this course moves beyond checklists to allow operators to think critically about the reality of emergency operations and better prepare for the future.

**Special Courses**

**MARCH 23 & 24**

**Improve & Exercise Your Contingency Plan**

This webinar provides a brief overview of contingency plan rules and how a planning document is tied to other operational guidance such as SOPs, CMMS, and asset management. The goal of the course is to highlight some of the most important aspects of a contingency plan and offer ideas on how to improve existing plans. Presenters will provide examples of decision flow models, support mapping, and embedded images often used in plan documents.

Course content is focused around Ohio EPA’s regulations and template guidelines. Operators will learn to thoughtfully record procedures that objectively lay out steps for dealing with foreseeable emergencies and non-typical events. At its core, this course moves beyond checklists to allow operators to think critically about the reality of emergency operations and better prepare for the future.

**Learn how to create, update and implement your Standard Operating Procedures for water distribution valves. Presenters will address the process for meeting Regulatory Standards for regular condition assessments and maintenance.**

**Methods to prioritize, track and record valve maintenance will be introduced through classroom and field demonstrations.**

---

**Virtual Field Days - 4 contact hours**

* Field Days are a great way to get out of the classroom and into the field, to interact with the latest technology and apply best practices to your utility. In 2021, Field Days may be offered virtually with live-stream conversations, demonstrations, and break-out sessions. “Field Days are a unique training experience,” says Joe Lawrie, GLCAP Senior Rural Development Specialist. “The challenge we have in making them just as impactful as a live-stream fits with the spirit of Field Days.”

“Our events always provide a chance to get up-close and try new tools, so we are making plans to bring our equipment front and center. We want operators to learn through the hands-on element of a classroom while building upon the Field Day concept of a collaborative learning environment.”

- Valve Exercising / Maintenance / Repair
- GIS & Drone Demos
- Hydrant Flushing / Maintenance / Repair
- Wastewater/Collection
- Manhole Inspections Level I & Level II
- Leak Detection
- Correlating & Acoustic Technologies
- Metering Technologies
- Clever Scan, SL Rat Demo
- CCTV / Cleaning Equipment Demos
- Controlling Inflow & Infiltration (I&I)

**KEY EXERCISE**

Public Works Superintendent

I’m picky about the type of seminars I go to, because I don’t like sitting in a classroom. Classrooms just aren’t my thing. Here, we went out into the field. We were checking stuff out... they were showing us how stuff works.

---

**Learn how to create, update and implement your Standard Operating Procedures for water distribution valves. Presenters will address the process for meeting Regulatory Standards for regular condition assessments and maintenance.**

**Methods to prioritize, track and record valve maintenance will be introduced through classroom and field demonstrations.**

---

**GROUP TRAINING OPPORTUNITIES**

**Water/ Distribution**

**Wastewater/ Collection**

**General Field Days**

**SPECIAL COURSES**

**For Operators & Maintenance Staff**

**JANUARY 26 & 28**

**Distribution System Valve Operation & Maintenance**

This webinar covers the various types of valves found in water distribution systems, the anatomy of common water distribution valves, along with the proper installation of valves and valve boxes. Valve operation, maintenance, and repair topics also will be discussed, including best management practices for valve exercising.

**MARCH 23 & 24**

**Improve & Exercise Your Contingency Plan**

This webinar provides a brief overview of contingency plan rules and how a planning document is tied to other operational guidance such as SOPs, CMMS, and asset management. The goal of the course is to highlight some of the most important aspects of a contingency plan and offer ideas on how to improve existing plans. Presenters will provide examples of decision flow models, support mapping, and embedded images often used in plan documents.

Course content is focused around Ohio EPA’s regulations and template guidelines. Operators will learn to thoughtfully record procedures that objectively lay out steps for dealing with foreseeable emergencies and non-typical events. At its core, this course moves beyond checklists to allow operators to think critically about the reality of emergency operations and better prepare for the future.

---

**APRIL 13 & 15**

Operational Implementation of an AMP for Valves, Part 1 and 2

Learn how to create, update and implement your Standard Operating Procedures for water distribution valves. Presenters will address the process for meeting Regulatory Standards for regular condition assessments and maintenance.

Methods to prioritize, track and record valve maintenance will be introduced through classroom and field demonstrations.
More Self-Paced Online Courses

Here is a sample of newly designed self-paced courses for operators, boards and utility staff, which we will roll out this spring. Visit glcap.org/selfpaced to learn more.

101 - Utility Management for Local Officials
Contact Hours: 1.5 - X
This course provides an overview of the capabilities of a properly operated and maintained utility system.

201 - Financial Management for Local Officials
Contact Hours: 1.5 - X
This course takes a look at financial planning, budgeting, accounting, rate setting and recordkeeping for utilities.

Writing & Implementing SOPS (Standard Operating Procedures)
Contact Hours: 3
Participants will learn to write SOPs for their distribution system and apply them to other areas of operation.

Improve & Exercise Your Contingency Plan
Contact Hours: 4
What does it take to put a contingency plan in order? We’ll start with a template and review the basics for your land plan.

Asset Management for Drinking Water Systems
Contact Hours: 5 O&M
This webinar offers instruction to small utility operators who are developing a plan to maintain system assets.

The Art & Science of Rate Setting
Contact Hours: 1.5
Here, we offer an introduction to rate-setting methodologies and how they are best applied to different systems.

235 - Asset Management for Drinking Water Systems
Contact Hours: 5 O&M
This webinar offers instruction to small utility operators who are developing a plan to maintain system assets.

Contact Hours: 3
Participants will learn to write SOPs for their distribution system and apply them to other areas of operation.

Improve & Exercise Your Contingency Plan
Contact Hours: 4
What does it take to put a contingency plan in order? We’ll start with a template and review the basics for your land plan.

Can We Get That Project Funded?
Contact Hours: 1.5 - X
What does it take to successfully fund a small water or sewer system project in Ohio? We’ll help you build a funding strategy, explore the timing of important project milestones, and steps to take early in the planning process.

Sustainable Management of Rural & Small Systems
Contact Hours: 2.5
This webinar is built around 10 key management areas. Participants will learn how to assess utility health, analyze financial data and prioritize future activities based on what is best for the utility and the community.

Popular Online Learning

Do you have a question about OHRCAP Training? Give us a call at 419-333-6074.

Tackling Private Property Pipe Issues, Part 3 and 4
Contact Hours: 5 O&M
Why are private property laterals and service lines important to your utility? Most private pipe has been managed under a run-till-failure mode of operation. This course offers tips for starting your own private property inspection and renovation program.

Can We Get That Project Funded?
Contact Hours: 1.5 - X
What does it take to successfully fund a small water or sewer system project in Ohio? We’ll help you build a funding strategy, explore the timing of important project milestones, and steps to take early in the planning process.

Sustainable Management of Rural & Small Systems
Contact Hours: 2.5
This webinar is built around 10 key management areas. Participants will learn how to assess utility health, analyze financial data and prioritize future activities based on what is best for the utility and the community.
### Ohio Training Schedule: JAN-JUN

**Sign up for training online. Visit ohio-cap.org and click on “training.”**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date / Time</th>
<th>Contact Hours</th>
<th>Drinking Water / Waste Water / Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Sewage Management Solutions, Part 2</td>
<td>January 21: 9 AM - 11:15</td>
<td>2</td>
<td>WW</td>
</tr>
<tr>
<td>Distribution System Valves Operations &amp; Maintenance</td>
<td>January 26 &amp; 28: 12:30 PM - 2:30</td>
<td>2</td>
<td>DW</td>
</tr>
<tr>
<td>Bring Your Oversight Board Together: Mission Development &amp; Strategic Planning</td>
<td>January 27: 6 PM - 8</td>
<td>0</td>
<td>Both</td>
</tr>
<tr>
<td>Can We Get That Project Funded?</td>
<td>February 5: 10 AM - 11:30</td>
<td>1.5</td>
<td>Both</td>
</tr>
<tr>
<td>Rural Sewage Management Solutions, Part 2</td>
<td>February 12: 9 AM - 11:15</td>
<td>2</td>
<td>WW</td>
</tr>
<tr>
<td>Tackling Private Property Pipe Issues, Part 3 and 4</td>
<td>February 17 &amp; 18: 9 AM - Noon</td>
<td>5</td>
<td>Both</td>
</tr>
<tr>
<td>Wastewater Lagoons and Oxidation Ponds</td>
<td>February 23 &amp; 25: 12:30 PM - 2</td>
<td>1.5</td>
<td>WW</td>
</tr>
<tr>
<td>Sustainable Management of Rural &amp; Small Systems (“Workshop in a Box”)</td>
<td>TBA</td>
<td>2.5</td>
<td>Both</td>
</tr>
<tr>
<td>Writing and Implementing SOPs for Distribution</td>
<td>March 2 &amp; 4: 12 PM - 3</td>
<td>3</td>
<td>DW</td>
</tr>
<tr>
<td>101 Utility Management for Local Officials</td>
<td>March 10 &amp; 11: 9 AM - 11:45</td>
<td>4</td>
<td>Both</td>
</tr>
<tr>
<td>Iron &amp; Manganese Compliance &amp; Control</td>
<td>March 10 &amp; 17: 1 PM - 3</td>
<td>2</td>
<td>DW</td>
</tr>
<tr>
<td>Improve and Exercise Your Contingency Plan</td>
<td>March 23 &amp; 24: 9:45 AM - 12 PM</td>
<td>4</td>
<td>DW</td>
</tr>
<tr>
<td>101 Utility Management for Local Officials</td>
<td>March 30 &amp; 31: 9 AM - 11:45</td>
<td>4</td>
<td>Both</td>
</tr>
<tr>
<td>Operational Implementation of an AMP for Valves, Part 1</td>
<td>April 13 &amp; 15: 9 AM - 11</td>
<td>2</td>
<td>DW</td>
</tr>
</tbody>
</table>

### Course Description | Date / Time | Contact Hours | Drinking Water / Waste Water / Both |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Implementation of an AMP for Valves, Part 2</strong></td>
<td>April 13 &amp; 15: 9 AM - 11</td>
<td>2</td>
<td>DW</td>
</tr>
<tr>
<td><strong>Shared Services and Regional Solutions Workshop</strong></td>
<td>April 21 &amp; 22: 9:30 AM - 11:45</td>
<td>4</td>
<td>Both</td>
</tr>
<tr>
<td>Asset Management for Drinking Water Systems, Part 1</td>
<td>May 5: 9:15 AM - 12 PM</td>
<td>5</td>
<td>DW</td>
</tr>
<tr>
<td><strong>Shared Services and Regional Solutions Workshop</strong></td>
<td>May 18 &amp; 19: 9:30 AM - 11:45</td>
<td>4</td>
<td>Both</td>
</tr>
<tr>
<td><strong>RCAP General Field Days</strong></td>
<td>May 26: Virtual</td>
<td>*4</td>
<td>Both</td>
</tr>
<tr>
<td>Asset Management for Drinking Water Systems, Part 1</td>
<td>June 2: 9:15 AM - 12 PM</td>
<td>5</td>
<td>DW</td>
</tr>
<tr>
<td>Asset Management for Drinking Water Systems, Part 2</td>
<td>June 3: 9:15 AM - 12 PM</td>
<td>5</td>
<td>DW</td>
</tr>
<tr>
<td><strong>RCAP Water Field Days</strong></td>
<td>June 9: Tentative with Virtual Option</td>
<td>*4</td>
<td>DW</td>
</tr>
<tr>
<td><strong>RCAP Sewer Field Days</strong></td>
<td>June 16: Tentative with Virtual Option</td>
<td>*4</td>
<td>WW</td>
</tr>
<tr>
<td><strong>Improve and Exercise Your Contingency Plan</strong></td>
<td>June 29 &amp; 30: 9:45 AM - 12 PM</td>
<td>4</td>
<td>DW</td>
</tr>
<tr>
<td><strong>Hydrant Flushing Best Practices</strong></td>
<td>TBA</td>
<td>3</td>
<td>DW</td>
</tr>
</tbody>
</table>

* = anticipated
Sherry: I just wanted to extend many thanks to you and your staff for all of the efforts that were made for the Village of Sparta. The report we received from last year’s testing was great. It gave us valuable information about our collection system to help us correct problem areas and make improvements.

I made copies of the report and gave them to the school system. Since then, they made repairs to sewer line cracks and sealed up manhole cover bases to cut down on stormwater infiltration in the sanitary lines. The village wants to make improvements to some of our manholes where needed. The information from your staff documents the problems and is very helpful for everyone to understand. Many thanks to Russ, Joe, Jacob and everyone who took part in our project.

Community & Economic Development

The Ohio RCAP program at GLCAP offers a number of community and economic development services to small communities. Some can be offered at no cost through existing grant programs, while others are conducted for a fee and paid by the community. Contact Ohio RCAP’s Program Coordinator to learn more about our services:

- Creation of economic development strategic plans, including the preparation of Comprehensive Economic Development Strategy (CEDS) documents, which are necessary for EDA funding
- Development of a community-wide vision
- Economic development readiness assessments with recommendations
- Development of an entrepreneurial ecosystem to support homegrown businesses
- Planning and project development necessary for essential community facilities
- Assistance with the development and implementation of place-making efforts
- Creation of strategies for engaging and working with youth and millennials
- Trainings and webinars on rural community and economic development strategies

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.

Tools to Build Sustainably

Our asset management course reviews the concepts and components of an AM Plan and Program to comply with OEPA rules. Here, we review how Asset Management provides tools and a framework for prioritizing needs and extending the useful life of utility assets.

Practical topics to aid in developing and implementing a program are covered, including inventories and condition assessments, BMPs, preventative maintenance, capital improvement planning, and record-keeping. We will explore the roles of different people in an organization to implement Asset Management and the importance of updating the plan each year.

Asset management provides the framework to holistically manage your public utility.
Water valves provide the first line of defense for controlling the impact of distribution system disruptions. Managing valves requires assessment of their condition based on how they operate, then documentation of the process in a sustainable way. A valve exercising plan lays the foundation of this cyclical maintenance activity. Manpower, mechanical tools, mapping, data collection, and summary reporting are crucial to the process. RCAP can help improve and implement your valve exercising plan with technical assistance tailored to your community. Our reports show the impact of your efforts, meet regulatory standards, and support decision making for replacement schedules.

Critical Valve Exercising

Water valves provide the first line of defense for controlling the impact of distribution system disruptions. Managing valves requires assessment of their condition based on how they operate, then documentation of the process in a sustainable way. A valve exercising plan lays the foundation of this cyclical maintenance activity. Manpower, mechanical tools, mapping, data collection, and summary reporting are crucial to the process. RCAP can help improve and implement your valve exercising plan with technical assistance tailored to your community. Our reports show the impact of your efforts, meet regulatory standards, and support decision making for replacement schedules.

Modernizing Manhole Inspections

Manholes provide critical access to your gravity sewer system. Nearly all maintenance activities start at the manhole. Understanding the current condition of manholes is key to understanding the overall health of the sewer system. Manhole inspections can be time consuming in the field and the data can be difficult to manage for large-scale projects. RCAP brings tools and knowledge to ease the inspection process. Our 3D manhole scanner improves efficiency in the field and collects high quality data that is unmatched by traditional inspection methods. Captured videos and 360-degree images give you an unparalleled view of manhole structures from the comfort of indoors. The process of sorting and reviewing large quantities of inspection data is eased by standardized reporting methods and easy-to-use viewer programs.

Modernized Smoke and Dye Testing

Fire Hydrant Testing (Pressure & Flow)

Leak locating

Water Meter locating

AWWA M36 Compliant Water Auditing

Now Offering Drone Imagery for Water & Sewer Applications

Condition Assessments

Performance monitoring and condition assessment tools help communities gain insight into the current state of their infrastructure. These projects provide informed decision making for better, more cost-effective maintenance practices.

RCAP Condition Assessment Team offers rural communities a host of tools and experience to help improve utility planning. We can help communities implement asset management program goals and meet industry best management practices. We also train communities on condition assessment topics in the field.

Manholes provide critical access to your gravity sewer system. Nearly all maintenance activities start at the manhole. Understanding the current condition of manholes is key to understanding the overall health of the sewer system. Manhole inspections can be time consuming in the field and the data can be difficult to manage for large-scale projects. RCAP brings tools and knowledge to ease the inspection process. Our 3D manhole scanner improves efficiency in the field and collects high quality data that is unmatched by traditional inspection methods. Captured videos and 360-degree images give you an unparalleled view of manhole structures from the comfort of indoors. The process of sorting and reviewing large quantities of inspection data is eased by standardized reporting methods and easy-to-use viewer programs.

Extend the Useful Life of Your Assets

Buried water utility infrastructure is critical to public health and economic sustainability. Much of this vital pipeline has been in service for decades, providing for our communities out of sight underground. So how can you assess the wear and tear on your system, gauge the overall condition of your pipes, and decide where to rehabilitate? With RCAP’s Condition Assessment Team, we can help you get insight into your assets and put your maintenance budget to best use. Our experts collect a wide variety of utility data and organize it into useful reports and carefully curated archives.

COLLECTION SYSTEM

NASSCO Compliant Manhole Inspections with 3D Manhole Scanning

NASSCO Compliant Sewer Main Assessment (CCTV)

Sewer Line Acoustical Test (SL Rat) for Problem Identification & Maintenance Optimization

IWI Investigate Using Flow Sensors

Modernized Smoke and Dye Testing

Sewer Line Locating

DISTRIBUTION SYSTEM

Valve (Locating & Exercising)

Fire Hydrant Testing (Pressure & Flow)

Leak locating

Water Meter locating

AWWA M36 Compliant Water Auditing

Now Offering Drone Imagery for Water & Sewer Applications

Tackling Inflow & Infiltration

Clear water intrusions take away capacity within collection systems and burden a wastewater treatment plant’s ability to efficiently process sewage. Eliminating sources of storm water reduces chemical, electrical, and capital costs. Finding and removing I&I can also prevent overflow events and reduce the need for flow equalization. Tracking down the sources of this pesky problem can seem daunting. RCAP is here to help canvass your sewer system and identify potential sources of I&I. Utilizing flow tracking, smoke testing, and pipe inspections, we can provide insight into the origins of I&I. We also can provide guidance for managing private property repairs through our Private Property Toolkit.

Tackling Inflow & Infiltration

Clear water intrusions take away capacity within collection systems and burden a wastewater treatment plant’s ability to efficiently process sewage. Eliminating sources of storm water reduces chemical, electrical, and capital costs. Finding and removing I&I can also prevent overflow events and reduce the need for flow equalization. Tracking down the sources of this pesky problem can seem daunting. RCAP is here to help canvass your sewer system and identify potential sources of I&I. Utilizing flow tracking, smoke testing, and pipe inspections, we can provide insight into the origins of I&I. We also can provide guidance for managing private property repairs through our Private Property Toolkit.
The GIS Coop is a unique program that provides each community access to full-time GIS professionals at the fraction of what it would cost to keep one on staff or hire a contractor. Based on our belief that every community, regardless of size, should have access to the gold standard in service and software, we provide our communities with 24-hour data hosting and access to their utility data through mobile and web-based applications using the ESRI ArcGIS platform. While many of our communities join in the Coop after completing a fee for service project to collect utility assets, we welcome utilities that have existing GIS data.

The RCAP Model for GPS Collection

The RCAP model for GPS collection begins and ends with partnership. From the beginning, we aim to engage utility staff in the collection of GPS locations of assets to ensure that the data we create is the best representation of the system. Throughout the project, we go beyond collecting points by asking for community input in order to capture institutional knowledge on known assets. This time-saving step provides a comprehensive database at the end of the collection period and a product that serves as the basis of an asset inventory for an asset management plan. This investment in time adds value in that the utility has digitally captured all that is known of the system.

GIS Cooperative

The Great Lakes GIS Team has over ten years of experience providing GIS Services to communities in Ohio, Illinois, Michigan and Wisconsin. Our service model allows us to provide utilities access to the gold-standard in GIS software, ESRI, and access to a team of GIS professionals to assist with any of their GPS, GIS and mapping needs. In many ways, we function as the GIS department for the communities we serve which provides them access to GIS experts with extensive education, training and experience.

We strive to supply the 60+ communities in our GIS Coop with products developed with their needs in mind through customized applications and dashboards to address tracking and monitoring preventive maintenance activities. We provide ongoing training and site visits when needed to make sure our communities get the support they need to maximize their investment in GIS.

Learn more at rcapgis.org.
Ohio RCAP "TAPs" (Technical Assistance Providers) helped 317 communities across Ohio last year. For many communities, Ohio RCAP staff worked on more than one project and/or provided multiple services.

**OUR EXPERTS**

**Ohio RCAP Staff**

- **Ben Howard**
  - Rural Development Specialist
  - ATHENS
    - 614-440-4236
    - lbhoward@glcap.org

- **Maria Dimengo**
  - Rural Development Specialist
  - BRIMFIELD
    - 216-410-5984
  - mcddimengo@glcap.org

- **Robert Snyder**
  - GIS Technician
  - BRIMFIELD
    - 440-687-7500
    - rsnyder@glcap.org

- **David Garretson**
  - GIS Database Administrator
  - BRIMFIELD
    - 330-715-5371
    - dgarretson@glcap.org

- **Joseph Lawrie**
  - Sr. Rural Development Specialist
  - BRIMFIELD
    - 216-410-8981
    - jlawrie@glcap.org

- **Chris Saillant**
  - GIS Technician
  - BRIMFIELD
    - 434-660-1747
  - csaillant@glcap.org

- **Jacob Getz**
  - Utility Mapping Specialist
  - BRIMFIELD
    - 330-217-1999
    - jgetz@glcap.org

- **Sandy Kessler**
  - Sr. Rural Development Specialist
  - DEFANCE
    - 419-726-3477
    - skessler@glcap.org

- **Kurtis Strickland**
  - MTS Coordinator
  - OAK HILL
    - 740-482-4814
    - kstrickland@glcap.org

- **Todd Brandenburg**
  - RCAP Operator / Water, Wastewater
  - TROY
    - 937-316-5400
    - tbrandenburg@glcap.org

- **Sherry Loos**
  - State Coordinator for Ohio GIS Technician
  - BRIMFIELD
    - 330-343-1612
    - smloos@glcap.org

- **Laura Schuch**
  - GIS Coordinator
  - BRIMFIELD
    - 330-389-1612
    - lschuch@glcap.org

- **Alex Bryda**
  - GIS Technician
  - BRIMFIELD
    - 216-410-8808
    - abryda@glcap.org

- **Sam Eitner**
  - GIS Specialist
  - COLUMBUS
    - 440-778-8729
    - kweaver@glcap.org

- **Jennifer Jennette**
  - Rural Development Specialist
  - GALION
    - 740-361-2435
    - jjennette@glcap.org

- **Cindy Brookes**
  - Rural Development Specialist
  - TIFFIN
    - 419-397-2488
    - cbrookes@glcap.org

- **Nathan Davis**
  - Rural Development Specialist
  - WOODED
    - 419-544-9650
    - ndavis@glcap.org

- **Wayne Cannon**
  - Rural Development Specialist
  - LEBEBUG
    - 937-409-3686
    - wcannon@glcap.org

- **Deb Martin**
  - Program Development Coordinator
  - TOLEDO
    - 419-724-4155
    - dmartin@glcap.org

- **Misty Tolzda**
  - Sr. Rural Development Specialist
  - WOODSFIELD
    - 419-724-4155
    - mtolzda@glcap.org

- **Pam Ewing**
  - Rural Development Specialist
  - MILLERSBURG
    - 330-649-3600
    - pewing@glcap.org

- **Roberta Streiffert**
  - Rural Development Specialist
  - TOLEDO
    - 419-724-4155
    - rstreiffert@glcap.org

- **Ronald Winland**
  - Rural Development Specialist
  - ZANESVILLE
    - 740-586-3757
    - rwinland@glcap.org

- **Mike Kirsch**
  - Utility Mapping Technician
  - ZANESVILLE
    - 740-586-3757
    - mkirsch@glcap.org

- **New to RCAP? Connect with Sherry on water and sewer projects, or Laura for GIS services.**