

Oklahoma Comprehensive Water Plan - Public Water Supply Planning Guide
 Table 5-2: (page 1 of 4) System Management

System Name		
1 Select type of system ownership (check all that apply).		
	Type of Ownership	Name
	Water association	
	Local government	
	Corporation	
	Single private owner	
	Partnership	
	Other, describe below.	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
2 List name(s) of owner(s), below. (Use additional sheet if necessary.)		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
3 If there are written system rules, attach or identify physical and/or electronic location of information below.		
		Is documentation attached?
Physical Location	Electronic Location	
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
4 Identify and check below who makes major decisions for the system (such as when to make capital improvements, how to finance improvements, when to expand/consolidate, etc.).		
SINGLE PARTY (Identify):		
BOARD		
Number of members:	Length of service (years):	Selected by:
SYSTEM USER GROUP		
Number of members:	Length of service (years):	Selected by:
COMMISSION		
Number of members:	Length of service (years):	Selected by:
State below any other decision-making individuals or parties not listed above and describe association with organization.		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

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5 How often do those responsible for decision making meet?	
	Monthly
	Annually
	When necessary, describe below.
	Other, describe below.
6 If all system users are notified about these meetings, identify how users are notified (check all that apply).	
	Notice on water bill.
	Telephone distribution list
	Email distribution list
	Notice in local paper
	Other, describe below.
7 If water bills are mailed, select and check frequency below.	
	Monthly
	Other, describe below.
8 If water bills are <u>not</u> mailed, describe below the notification process and frequency.	
9 What is the plan for financing future system improvements (check all that apply)?	
	Reserve account(s)
	Loans
	Grants
	System user rates or one time fees
	Unknown at this time
	Other, describe below.

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10	If the system has paid employees and there are policies in place regarding personnel management (salaries, benefits, hiring/firing, supervision, raises, etc.), describe the process and attach documentation or identify physical and/or electronic location of information below. Is documentation attached?	
	Physical Location	Electronic Location
11	If the system has an operator, and there a plan in place in the event of operator loss, describe the process and attach or identify physical and/or electronic location of information below. Is documentation attached?	
	Physical Location	Electronic Location
12	If there is a process to record and respond to customer complaints, describe the process and attach or identify physical and/or electronic location of information below. Is documentation attached?	
	Physical Location	Electronic Location

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13 If the system has insurance policies, check all that apply and list coverage amounts:		
	Policy Coverage	Coverage Amount
	Commercial General Liability	\$
	Automobile Liability	\$
	Garage Liability	\$
	Excess/Umbrella Liability	\$
	Workers Compensation and Employers Liability	\$
	Employment Practices Liability	\$
	Other, describe below	\$
Attach documentation or identify physical and/or electronic location of information below. Is documentation attached?		
Physical Location		Electronic Location
14 If the system has written safety procedures, describe the process and attach or identify physical and/or electronic location of information below. Is documentation attached?		
Physical Location		Electronic Location
15 Identify and list below the person/party responsible for conducting financial transactions (maintaining records, customer billings, making debt payments, etc.)		