



Introduction to Asset Management

Bemidji, MN May 12, 2016







This program is made possible under a cooperative agreement with EPA.



About the Environmental Finance Center Network (EFCN)

The Environmental Finance Center Network (EFCN) is a university-based organization creating innovative solutions to the difficult how-to-pay issues of environmental protection and improvement. The EFCN works with the public and private sectors to promote sustainable environmental solutions while bolstering efforts to manage costs.

The Smart Management for Small Water Systems Program

This program is offered free of charge to all who are interested. The Project Team will conduct activities in every state, territory, and the Navajo Nation. All small drinking water systems are eligible to receive free training and technical assistance.

What We Offer

Individualized technical assistance, workshops, small group support, webinars, eLearning, online tools & resources, blogs



The EFCN Project Team

- Environmental Finance Center at The University of North Carolina at Chapel Hill
- EFC West
- Environmental Finance Center at Wichita State University
- New England Environmental Finance Center at University of Southern Maine
- Southwest Environmental Finance Center
- Syracuse University Environmental Finance Center















Areas of Expertise

- Asset Management
- Energy Management Planning
- Financial Management
- Leadership Through Decision-making and Communication
- Managing Drought
- Water Loss Reduction

- Collaborating with Neighboring Communities
- Multi-funding
- Water Conservation
- Management and Finance 101
- Climate Resiliency
- Workforce Development

Small Systems Blog

Learn more about water finance and management through our Small Systems Blog! Blog posts feature lessons learned from our training and technical assistance, descriptions of available tools, and small systems "success stories."

Common Blog Topic Areas

- Asset Management
- Energy Management
- Enhancing Regulatory Compliance
- Fiscal Planning & Rate Setting
- Funding Coordination
- Managerial & Financial Leadership
- Water Loss Reduction
- Water System Collaboration





Innovative Finance Solutions for Environmental S

HOME ABOUT ♥ WORKSHOPS & WEBINARS ♥ ASSISTANCE ♥ RESOURCE

W > BLOS

Blog



Magdalena, New Mexico: A Success Story from the Smart Management for Small Water S

Written by: Allison Perch Allison Perch is a Program Coordinator with the Environmental Finance Center financial health of its water system is at risk? This is the question that Stephanie Finch, the town clerk a



The Virtuous Cycle: Internal Energy Revolving Funds for Small Water Systems

Written by: David Tucker David Tucker is a Project Director with the Environmental Finance Center at the pay for energy efficiency and renewable energy, helping cut utility costs? As energy is often the largest



Smart Management for Small Water Systems Program Newsletter | Fall 2015

View Full Issue The Environmental Finance Center Network has published the third issue in a series of o

efcnetwork.org/small_systems_blog/

INTRODUCTION TO ASSET MANAGEMENT

PRESENTED BY: SOUTHWEST EFC HEATHER HIMMELBERGER



Asset management is first and foremost a process to help you run your systems in a better way

Asset
Management
is not the
part that's
the burden

Running a water system is the burden

Asset Management is intended to reduce your *burden*

What Asset Management Is (and What It Isn't)

Asset Management is a Journey not a Destination

Asset Management is a Thought Process not a Computer Program

The more you do the more benefit you receive, BUT....Doing even a little bit will improve the operation and management of your system

It's not a choice between doing asset management or not; Regardless you are making decisions regarding your assets every single day!!!

When done right, asset management really works to save money, time, effort.... It works even if it isn't done "right" as long as the thought process is followed. AM starts with what you already know and builds from there

It uses your entire staff, however many that may be

If you keep an open mind, you will walk away after this course with some ideas on how to change the way you currently do business to help yourself, your management, and your customers

Your Baseline

AM IQ

https://southwestefc.unm.edu/AssetManagementIQ

LEVEL OF SERVICE

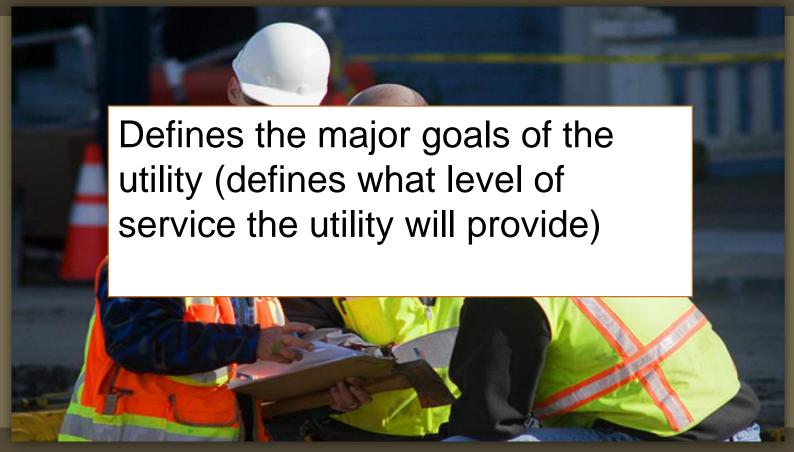


WATER UTILITIES ARE FIRST AND FOREMOST CUSTOMER SERVICE BUSINESSES



SO IT'S ALL ABOUT THE CUSTOMERS

CUSTOMER SERVICE IN ASSET MANAGEMENT TERMS



CALLED LEVEL OF SERVICE

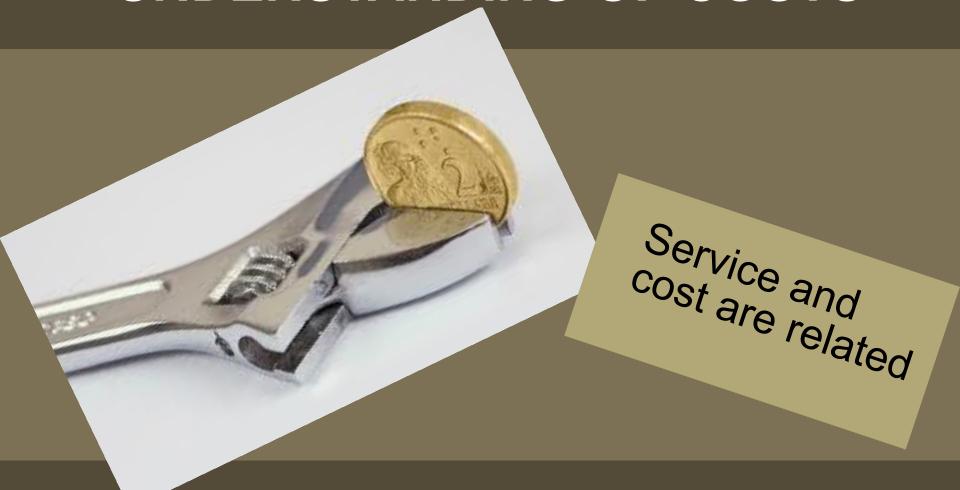
LEVEL OF SERVICE IS A CHANCE TO



What's really important

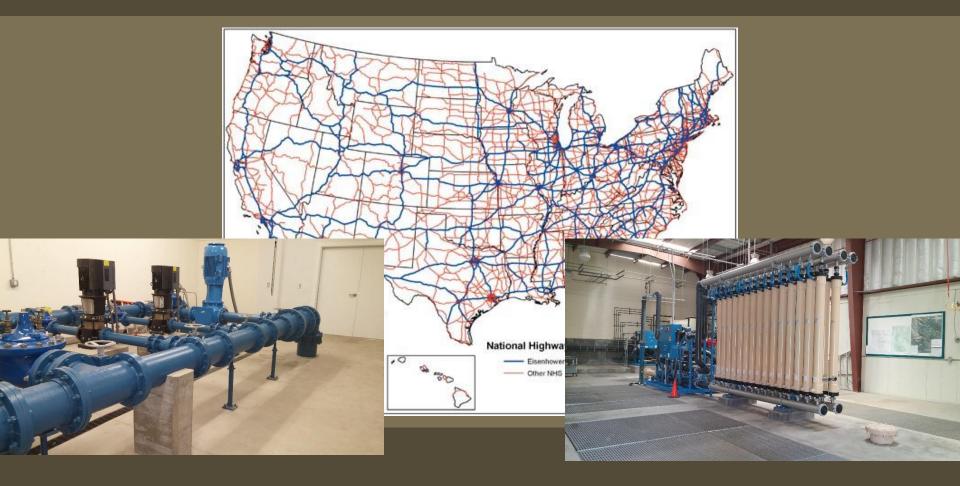
HAVE A CONVERSATION WITH CUSTOMERS

UNDERSTANDING OF COSTS



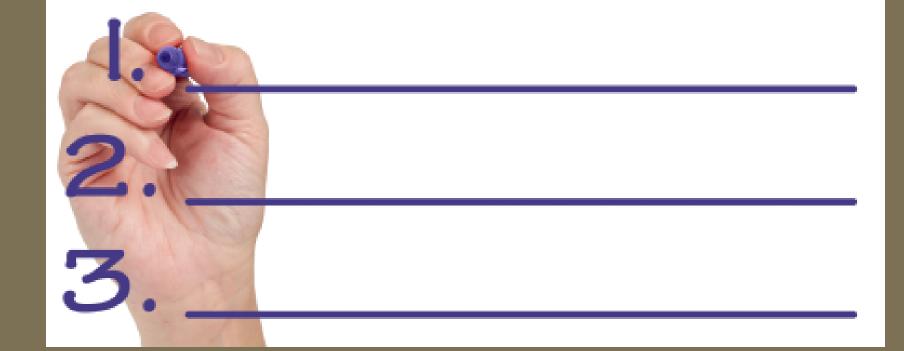
higher levels of service = higher costs lower levels of service = lower costs

Level of Service

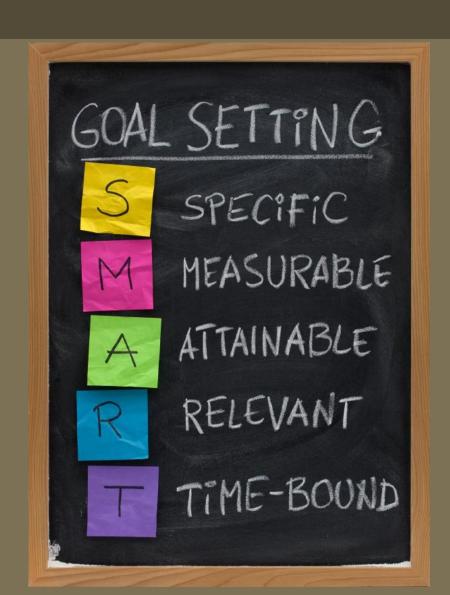


Your Road Map

Goals



SETTING SMART GOALS



SPECIFIC



NON-SPECIFIC "PROVIDE GOOD WATER"

"HAVE GOOD PRESSURE"

SPECIFIC

"MEET SDWA PRIMARY DRINKING WATER STANDARDS 100 % OF THE TIME"

"PROVIDE MINIMUM WATER PRESSURE OF 50 PSI THROUGHOUT THE SYSTEM 95% OF THE TIME"

MEASURABLE



NON-MEASURABLE

MEASURABLE

"HAVE EXCEPTIONAL CUSTOMER SERVICE"

"PROVIDE RELIABLE WATER SERVICE"

"RESPOND TO WATER QUALITY COMPLAINTS BY NEXT BUSINESS DAY 95% OF THE TIME"

"PROVIDE WATER CONTINUOULY TO ALL CUSTOMERS 95% OF THE TIME"

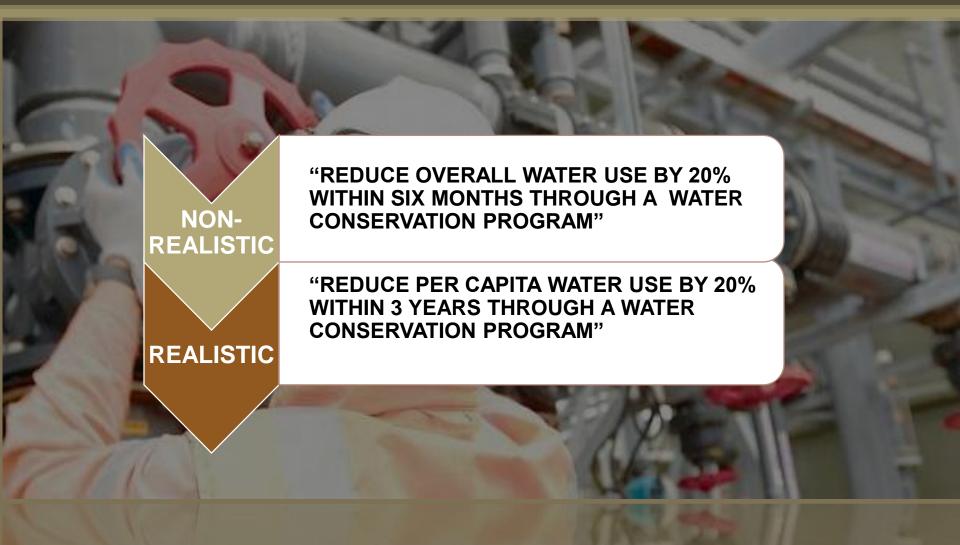
ATTAINABLE





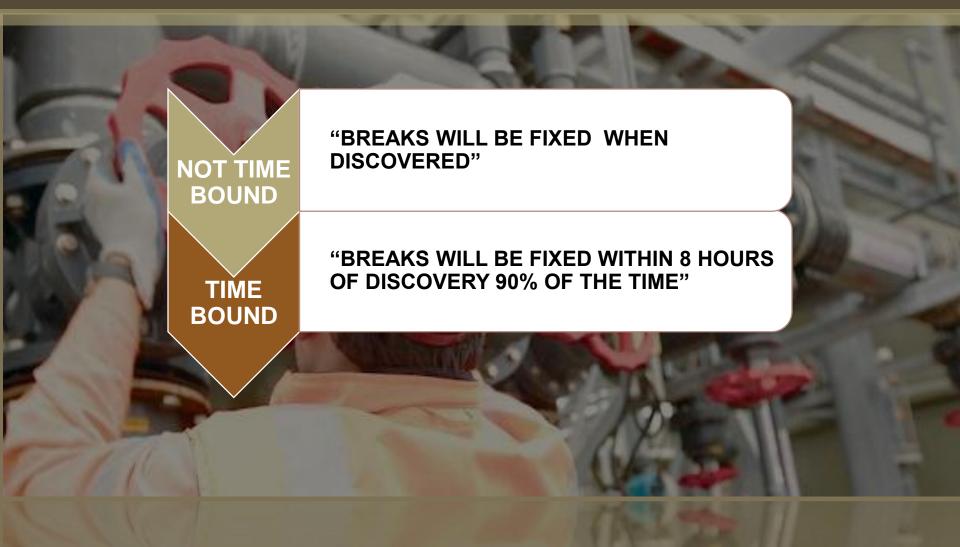
REALISTIC





TIME BOUND





ONE MORE ACRONYM.....KISS



Keep it Simple and Sustainable

CONSIDER HOW GOALS CHANGE YOUR OPERATION AND MANAGEMENT



GOAL ARE NOT SET IN STONE



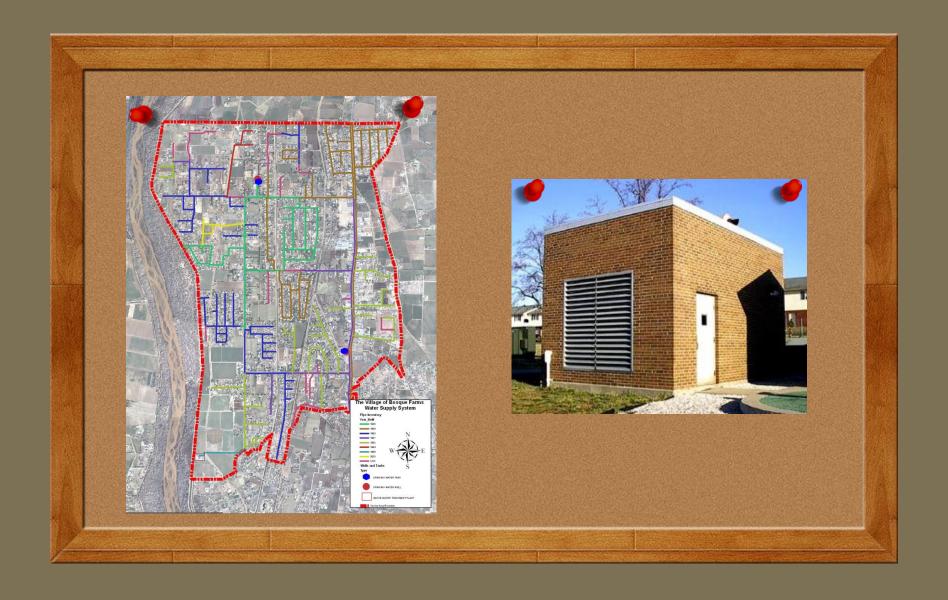
CURRENT STATE OF THE ASSETS





WHAT ASSETS DO YOU OWN?

WHERE ARE YOUR ASSETS?



USING GOOGLE MAPS

Water System



Tank, Pump House, Chlorinator, Well #1



Well #2



Wannas Drive Water Line

Captain Brendt Water Line

Leonard Calvert Water Line

Father White Water Line



Captain John Smith Water Line

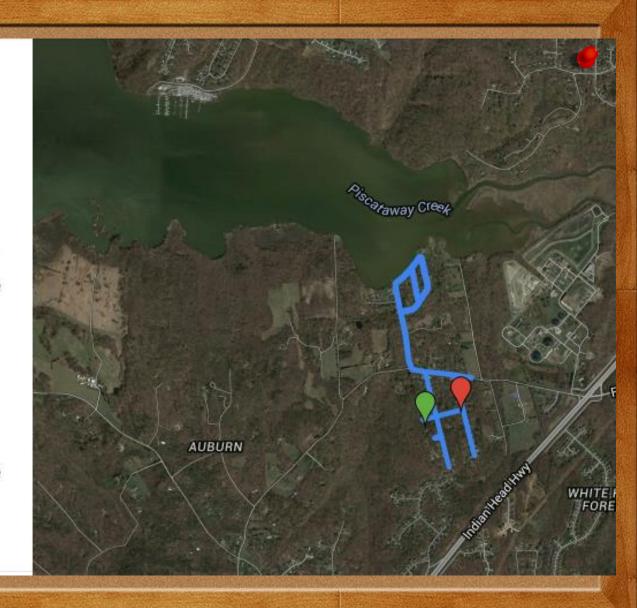


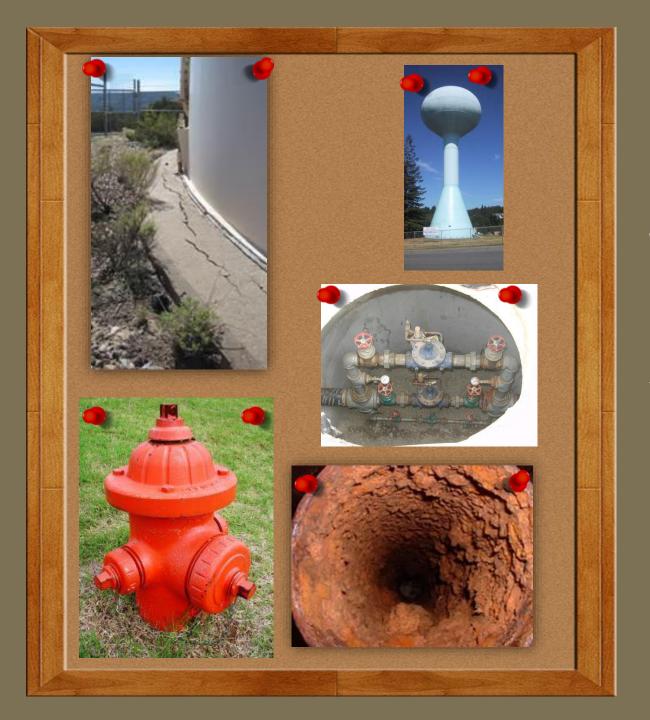
Farmington Creek Water Line

Calverton Circle Water Line



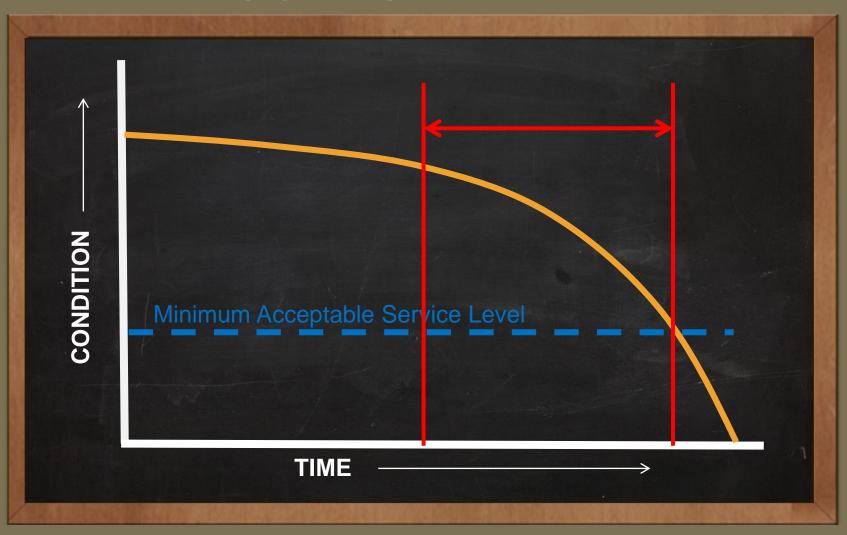
Farmington Rd. South Side Water Line





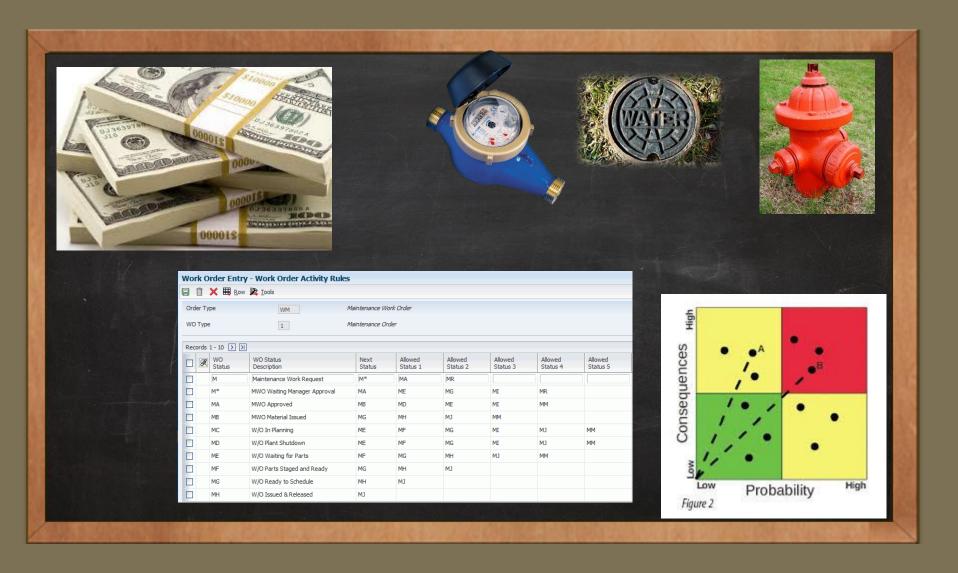
WHAT CONDITION ARE THEY IN?

WHAT IS THEIR REMAINING USEFUL LIFE?



WHAT IS THEIR REPLACEMENT VALUE?



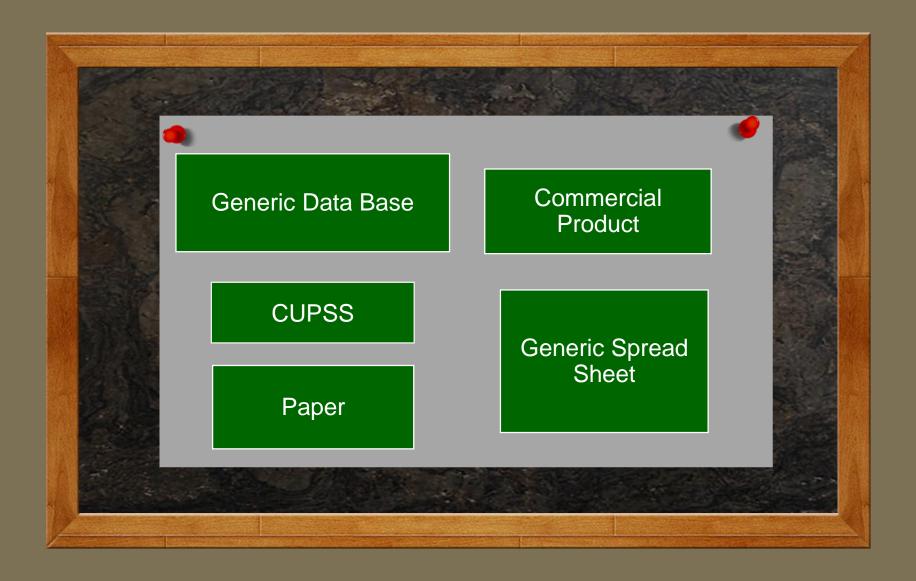


WHAT ASSETS DO YOU WANT TO TRACK?

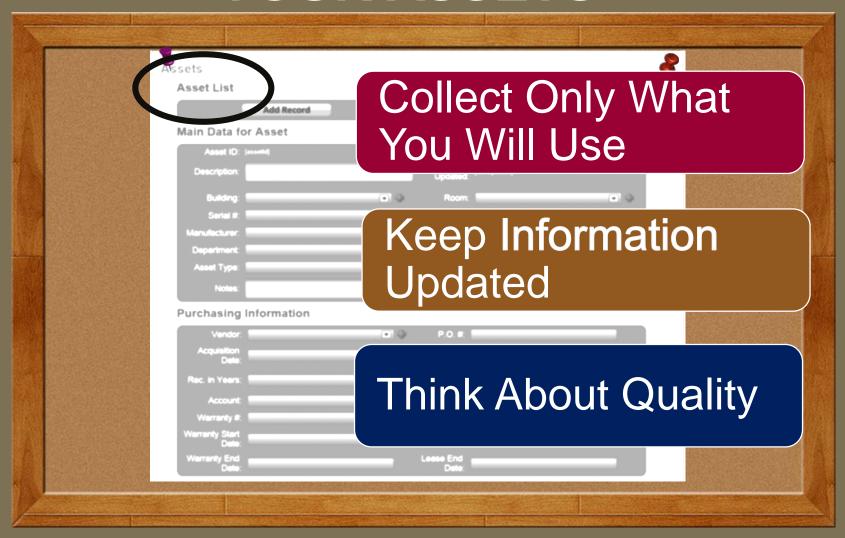




LOTS OF WAYS TO STORE DATA

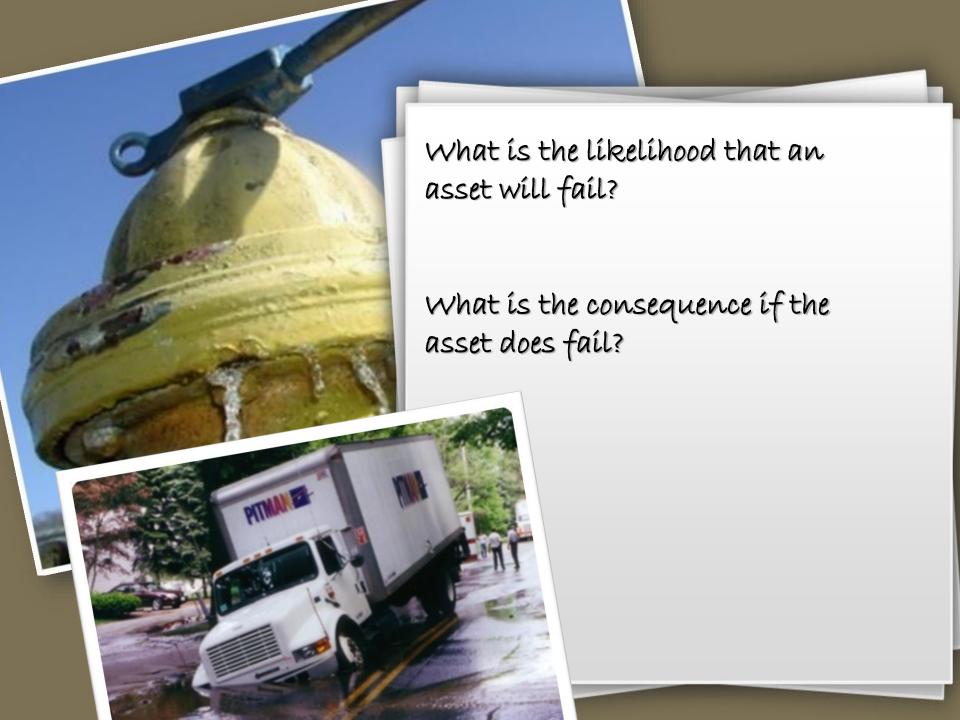


COLLECTING AND IDENTIFYING YOUR ASSETS



CRITICALITY





ASSET RISK

High Risk **Moderate Risk** CONSEQUENCE OF FAILURE Low Risk **Moderate Risk**

PROBABILITY OF FAILURE

MORTALITY

LEVEL OF SERVICE

CAPACITY

FINANCIAL INEFFICIENCY

MORTALITY









CAPACITY







FINANCIAL INEFFICIENCY



More to fix than to replace

ASESSING CONSEQUENCES?

FINANCIAL ENVIRONMENTAL SOCIAL

CONSIDER THE TRIPLE BOTTOM LINE

CALCULATING CRITICALITY

POF = PROBABILITY OF FAILURE

COF= CONSEQUENCE OF FAILURE

Criticality = POF X COF

WAYS TO REDUCE RISK

Routine & Preventative Maintenance

Redundancy

Spare Parts

Specialized Training

Replace Assets Early

Monitoring

CALCULATING CRITICALITY INCLUDING REDUNDANCY

POF = PROBABILITY OF FAILURE

COF= COST OF FAILURE

Redundancy Factor = RF

Criticality = POF X COF X RF

Factors Affecting POF and COF

Risk - Hydrants

Probability of Failure	Consequence of Failure
Age	Water damage to nearby structures
Condition - rusting, corrosion, leaking seal?	Inability to properly flush system - health concerns
Frequency of Use - is it opened annually as part of a flushing or testing program?	Inability to fight a fire - loss of property, loss of life
Routine maintenance completed?	Level of Service Failures
Pipe size connected to - less than 6 inch may cavitate	
Tools needed to open readily available to fire department and water department?	

New Tool Available

"Reference Guide For Asset Management Inventory and Risk Analysis"

ASSESSING CRITICALITY: A SIMPLE EXAMPLE



FACTORS TO CONSIDER FOR

Age of Well

Condition of Well

Clogging of Well

Aesthetic Water Concerns

Depth of Well

PROBABILITY OF FAILURE

Scores for PoF

Well Name	POF Factor
Westside Well	4
Eastside Well	2
Northside Well	4
Southside Well	1
Central Well	4

FACTORS TO CONSIDER FOR

Cost of Repair

Number of Customers Served

Number of Critical Customers

Time of Repair

Redundancy

CONSEQUENCE OF FAILURE

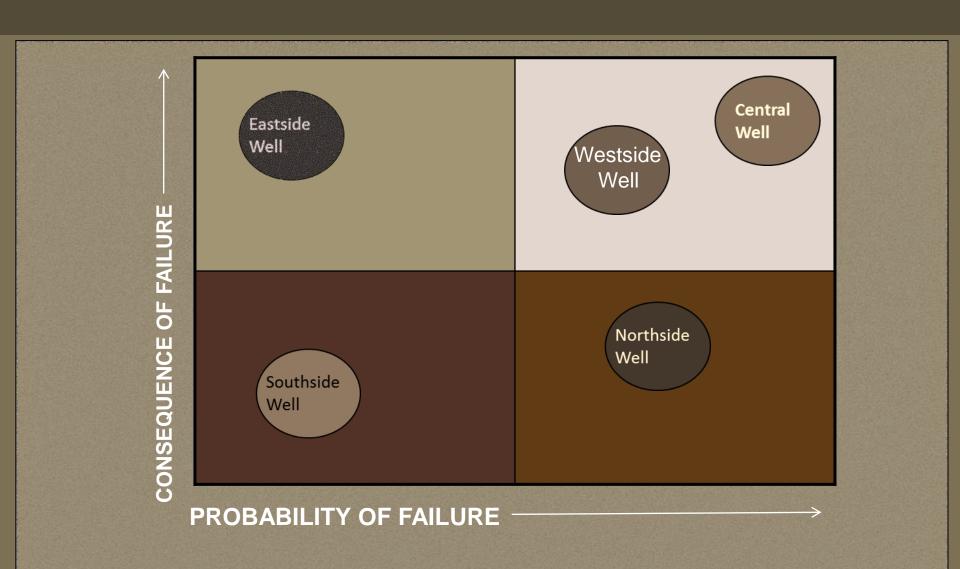
Scores for CoF

Well Name	COF Factor	
Westside Well	4	
Eastside Well	4	
Northside Well	3	
Southside Well	2	
Central Well	5	

Risk Scores for Wells

Well Name	POF	COF	TOTAL RISK SCORE
Westside Well	4	4	16
Eastside Well	2	4	8
Northside Well	4	3	12
Southside Well	1	2	2
Central Well	4	5	20

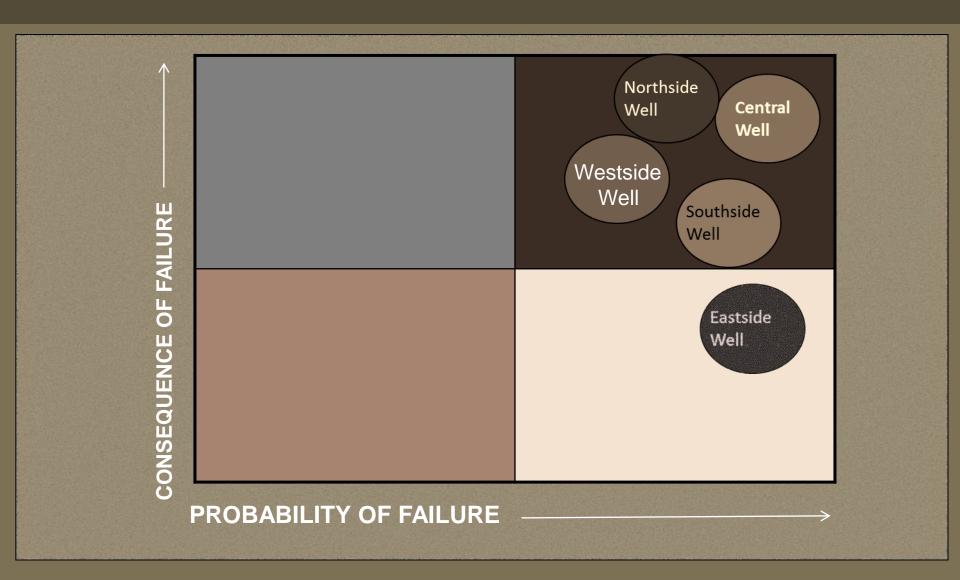
VISUAL DISPLAY OF EXAMPLE DATA



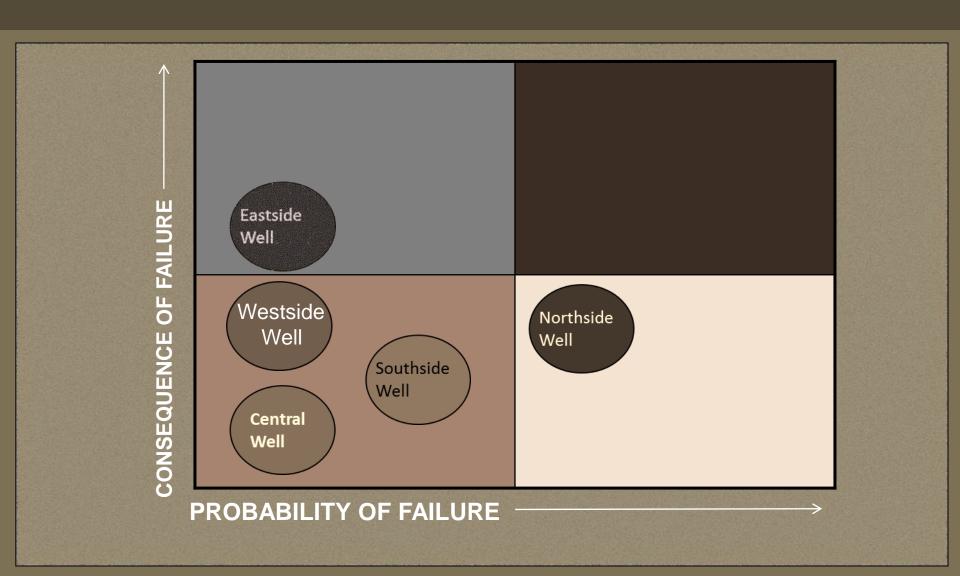
What does the data say?

DOES IT MAKE SENSE? DO YOU CARRY TOO MUCH RISK, NOT **ENOUGH OR JUST RIGHT?**

WHAT IF IT LOOKED LIKE THIS?



Or this?



CRITICALITY CHANGES

- ✓ CRITICALITY IS NOT STATIC
- ✓ EACH DAY CRITICALITY CHANGES SLIGHTLY
- ✓ NEED TO REASSESS CRITICALITY AT LEAST EVERY YEAR IF NOT SOONER
- ✓ REASSESS WHEN MAJOR CHANGES ARE MADE (UPGRADES, REPLACEMENTS, MAJOR CONSTRUCTION, REHABILITATION, REDUNDANCY ADDED)

Life Cycle Costing



CAPITAL COSTS

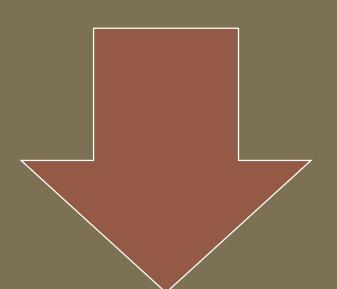


VS. LIFE CYCLE COSTS



Repairs

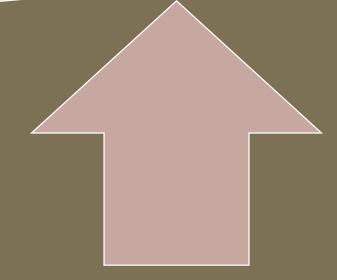
COSTS OVER ENTIRE LIFE



Capital Cost

Impact on what you choose to do?

Life Cycle Cost



An Example

ADDITIONAL
MAINTENANCE,
REPAIR AND REHAB
TO FORESTALL
REPLACMENT

- Initial Cost = 100,000
- O&M per Year= 2,000
- Repair Costs = 30,000
- Rehab = 60,000
- Life of Asset = 30

30 YEAR HORIZON

TOTAL COST \$250,000

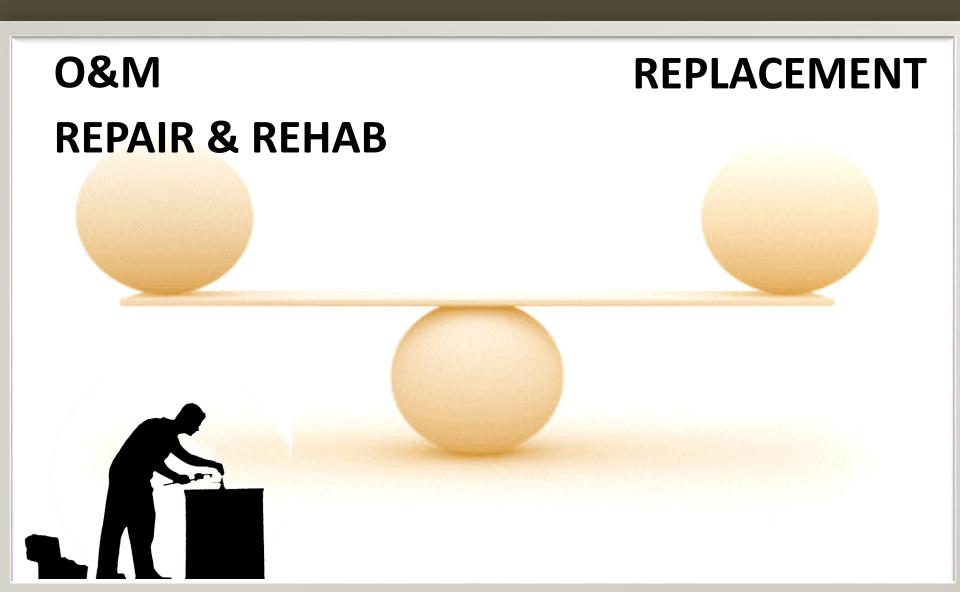
DEFERRED MAINTENANCE; REPLACE MORE OFTEN

- Initial Cost = 90,000
- O&M Per Year= 500
- Repair Costs = 5,000
- Rehab = 0
- Life of Asset = 10

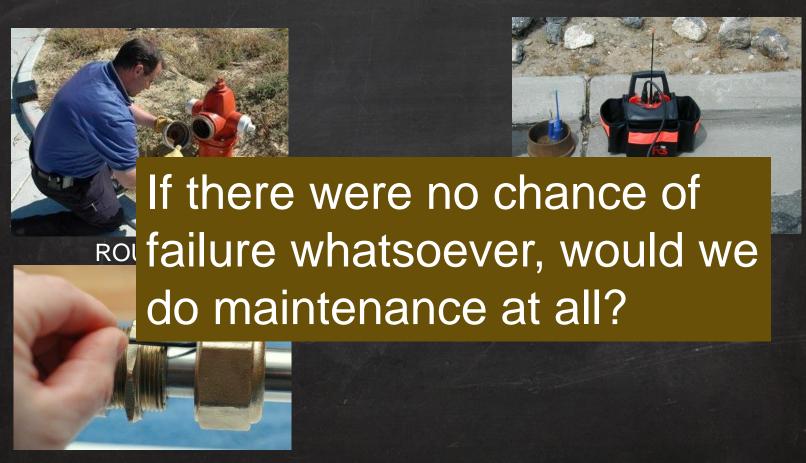
30 YEAR HORIZON

TOTAL COST \$300,000

Life Cycle Costing is About Balance







PREVENTATIVE

WHAT KIND OF FAILURES ARE WE TRYING TO PREVENT?

complete asset failure

Disruption of service to customers

What other kinds of failures?

quality v

Failure of another asset caused by failure of this

Reduction in Level of service

MAINTENANCE ACTIVITIES



ROUTINE



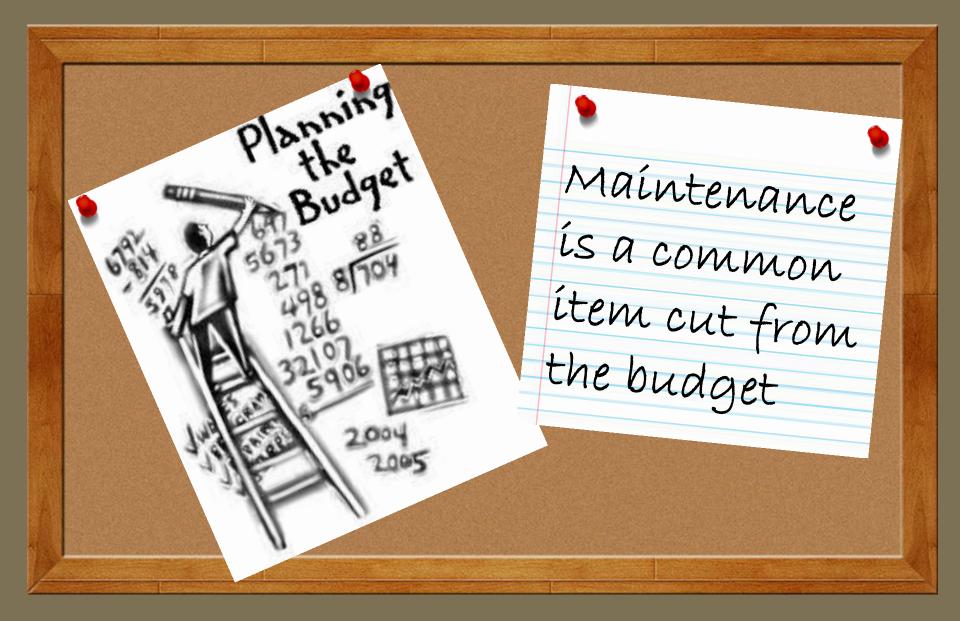
PREDICTIVE



PREVENTATIVE

The benefits of maintenance are well known

Three to four times more expensive to operate without proper maintenance, but...



Why?

WHAT HAPPENS WHEN MAINTENANCE GETS CUT?



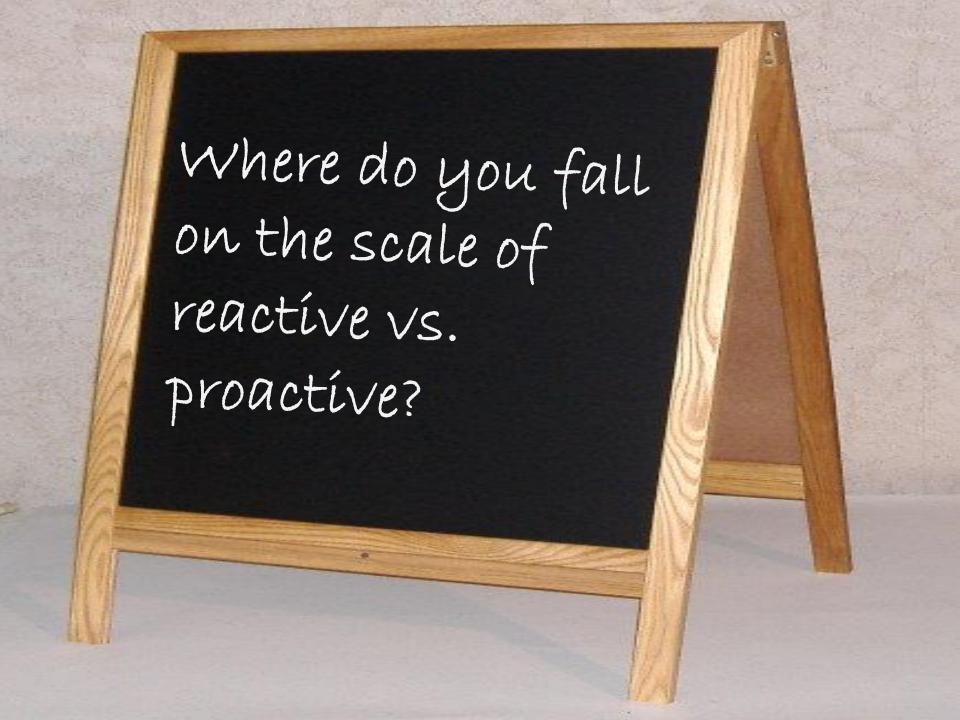
WE MOVE
TOWARD
COMPLETE
REACTIVE
MODE

AM IN ACTION: REACTIVE VS. PROACTIVE OPERATION

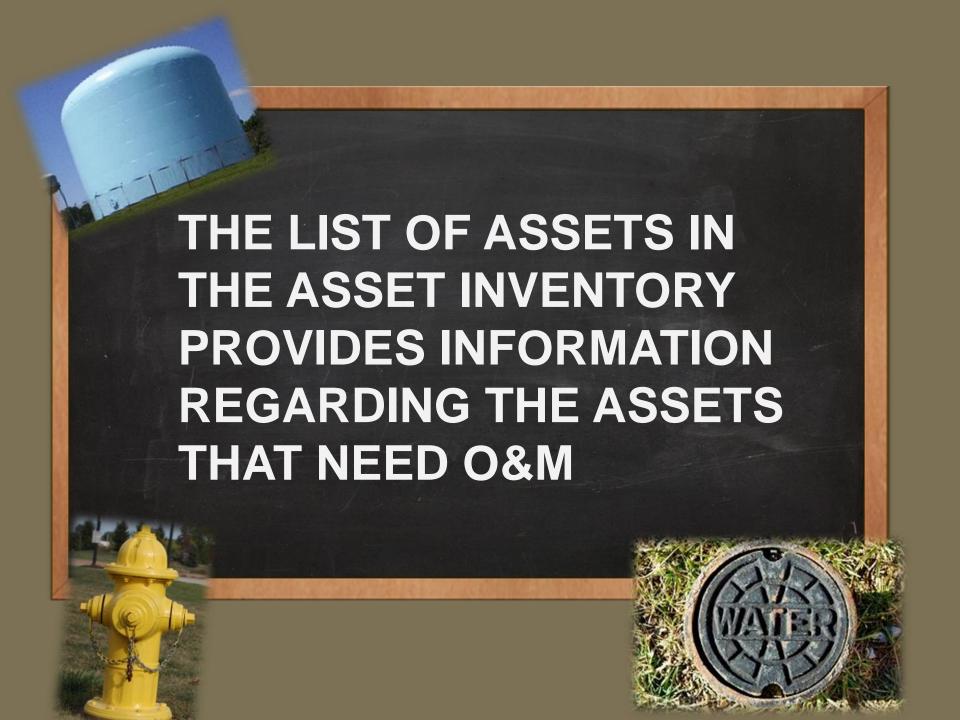


Mark Winslow and Jerry Morse, ABCWUA, NM









SEPARATE ASSETS BY CLASS OR CATEGORY TO AID IN DETERMINING O&M TASKS



BUILDINGS



VEHICLES

WELLS





PIPES

PUMPS







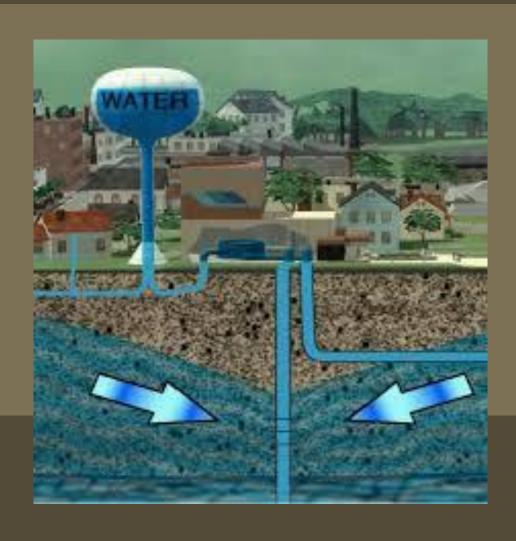


METERS





EXAMPLE: SMALL GROUNDWATER SYSTEM



Example O&M Tasks DAILY

Read water production meters

Measure & Record Cl₂ residuals

Record well pump run times

Check water pressure in each well house

Record water levels in storage tanks

Example O&M Tasks WEEKLY

Check well house interior and grounds for cleanliness and condition

Verify start and stop pressure settings and operability of water pressure gauges

Check pumps for leaks or seepage

Check bladder tanks for waterlog condition

Example O&M Tasks MONTHLY

Check well house control valves for proper positions (open or closed)

Perform routine operation of emergency generator

Inspect well pump motors and controls

Take monthly water quality samples

Read customer meters

Example O&M TasksQuarterly

Inspect and clean chlorine solution feed lines

Clean pump house and grounds

Inspect storage tanks for sanitary deficiencies

Example O&M Tasks SEMI-ANNUALLY

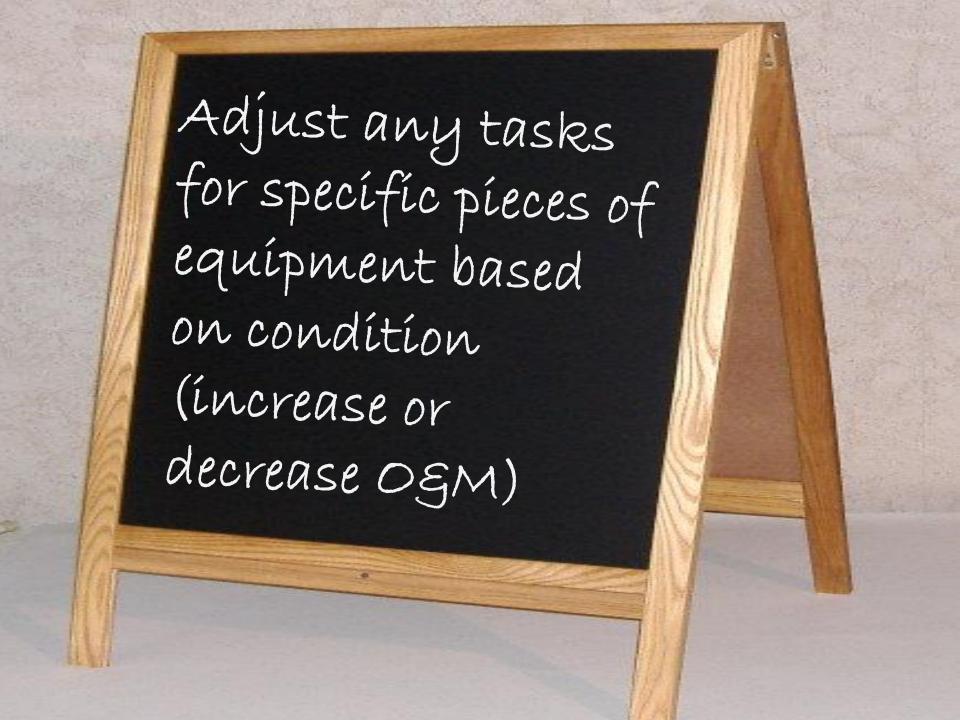
Exercise half of all main line valves

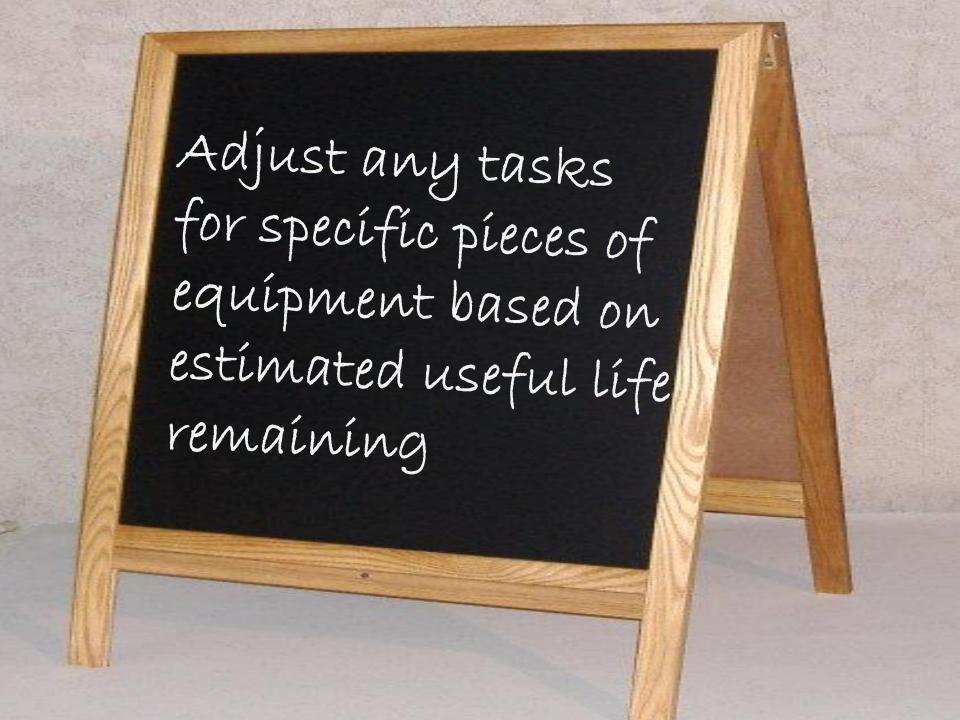
Check pressure relief valves

Record static and pumping levels of each well

Inspect chemical safety equipment





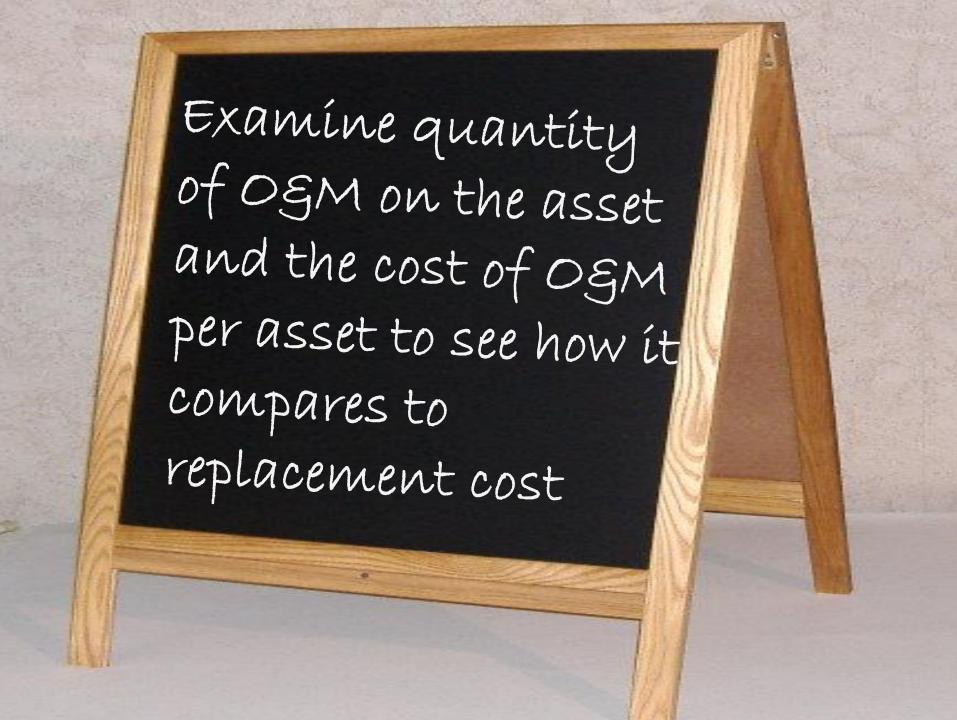


USEFUL LIFE OF THE ASSETS



USEFUL LIFE OF THE ASSETS





SET GOALS FOR O&M



WHAT GOALS COULD YOU SET RELATED TO O&M?

Ratio of planned maintenance vs. corrective

Increase in the life of a particular asset

Increase in the life of a class of asset

Decrease in costs related to contracted repairs

Decrease in cost of corrective maintenance over time

ENSURE O&M IS ADEQUATE TO MEET THE OTHER GOALS OF THE FACILITY



Adjust O&M as necessary to ensure that goals related to all other aspects of operation can be met

ROUTINE MAINTENANCE BASED ON CRITICALITY

Consequence of Failure

ROUTINE
MAINTENANCE
25%

ROUTINE
MAINTENANCE
20%

ROUTINE MAINTENANCE

25%

Probability of Failure -

ROUTINE MAINTENANCE

30%

PREVENTATIVE MAINTENANCE BASED ON CRITICALITY

nsequence of Failure

PREVENTATIVE
MAINTENANCE
20%

PREVENTATIVE MAINTENANCE 40%

PREVENTATIVE MAINTENANCE 10%

PREVENTATIVE
MAINTENANCE
30%

Probability of Failure

PREDICTIVE MAINTENANCE OR MONITORING BASED ON CRITICALITY

Consequence of Failure

PREDICTIVE
MAINTENANCE
OR MONITORING
20%

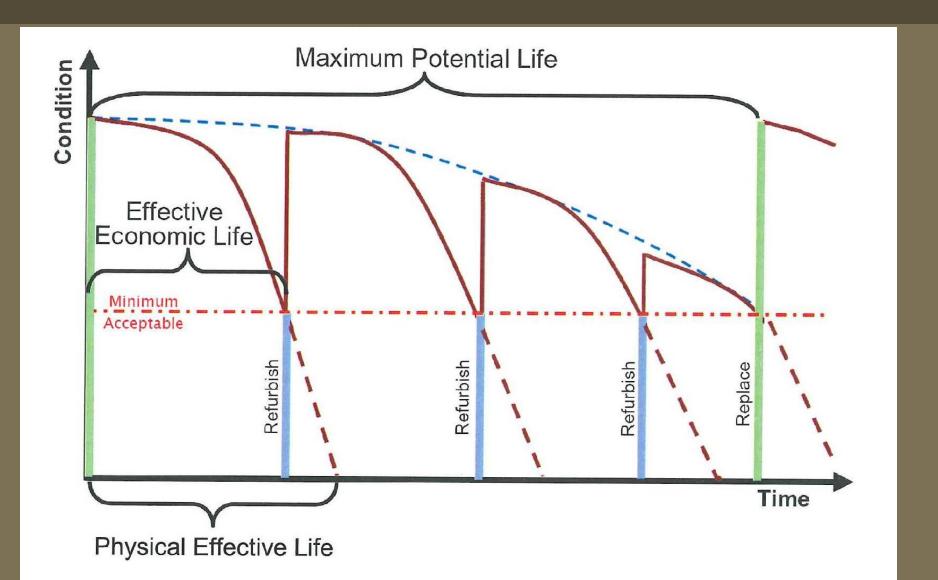
PREDICTIVE
MAINTENANCE
OR MONITORING
75%

PREDICTIVE
MAINTENANCE
OR MONITORING
0%

PREDICTIVE
MAINTENANCE
OR MONITORING
5%

Probability of Failure

Extending the Life of an Asset



Which Assets Have Possibility of Interventions? Which Don't

Develop a budget for the OSM you need to do Consider: Labor costs, supplies, equipment, contractor (outside professional)

IS CURRENT BUDGET FOR O&M ADEQUATE?

Look at O&M plan: What activities need to be done? How much will these activities cost annually? What is the cost by asset class? Does the split of costs by asset class make sense?

What is the gap between current funding and needed funding for O&M?

WHAT COULD YOU DO TO FILL THE GAP?

Can any funding be moved from other portions of the budget to O&M?

Is there any way
to increase fees or
other funding
sources?
Is there any way
to cut costs?

ENERGY EFFICIENCY IS ONE WAY TO CUT COSTS



CATEGORIES FOR ENERGY EFFICIENCY OPPORTUNITIES

Capital program or equipment replacement

Process Change Operational Change

Automation or controls

Maintenance Improvements Business Measures

POTENTIAL HIGH IMPACT PROJECTS

Water System Optimization

Pumping system efficiencies

Motor Management

Promote water conservation

Reduce heating and cooling loads for buildings

Use of renewable energy

FURTHER OPPORTUNITES IN BUILDINGS

Turn off lights

Replace light bulbs with low energy bulbs

Turn off computers

Consider occupancy sensors

Seal window leaks

Inspect/Clean/ change air filters

WATER EFFICIENCY IS ANOTHER WAY TO CUT COSTS & IT CAN INCREASE REVENUE



WAYS TO CUT COSTS

Reducing liability (protection from lawsuits)

Reduce operational costs for pumping, treatment and maintenance

Reduce or eliminate need for new sources

Reduction of emergency repairs

Prevention of contamination

Reduction of damage to property

WAYS TO INCREASE REVENUE

Recover revenue from customers who have been underpaying

Recover revenue from customers who have been stealing water

Recover revenue from stopped meters

Recover revenue from people receiving "free" water

Savings on energy and water efficiency can be spent in other areas, such as routine, preventative or Predictive maintenance

TRACK COST SAVINGS OVER TIME

Look at reduced replacement costs

Look at whether assets are lasting longer than previously (leading to reduced costs for replacement)

Examine whether major repairs are reduced

Has downtime been reduced? Look at energy savings



TRACK PROGRESS TOWARDS MEETING GOALS

Examine progress towards meeting goals related to OSM Are you meeting goals? What could you change to meet goals? Do goals need to be revised in any way?



Develop an O&M Plan









Tie to Equipment
Manufacturer's Information
and manuals



Good Reference for O&M Plan

Preventive maintenance program

Guide for small public water
systems using groundwater

November 2011



DOH 331-351

http://www.doh.wa.gov/portals/1/documents/pubs/331-351.pdf

· Create a check list of tasks that need to be done on assets and when they need to be done and keep records regarding whether tasks are completed

KEEP RECORDS, PICTURES, VIDEOS, NOTES





QUESTIONS TO ASK YOURSELF IN REVIEWING AN O&M PLAN

What do we do now that we should continue to do?

What don't we do that we should start doing?

What do we do now that we should no longer do?

What don't we do now that we can continue not doing?

Evaluate all tasks to ensure money is spent in the right way on the right tasks

TRACKING O&M COSTS

Asset ID	Asset Category	Asset Type	Annual O&M Costs
RW1PHB	Raw Water	Pump	\$4,523
RW2PHB	Raw Water	Pump	\$6,955
RW1PHA	Raw Water	Pump	\$3,760
RW2PHB	Raw Water	Pump	\$4,145

CAPITAL ACTIVITIES: ASSETS EVENTUALLY NEED REPLACING



CAPITAL ACTIVITIES



HOW TO DECIDE WHEN TO REPAIR, REHABILITATE, REPLACE



CAPITAL PROJECTS



LOOK CAREFULLY AT HIGH DOLLAR PROJECTS

Long Term Funding Strategies



WHAT ARE YOUR FUNDING NEEDS?

DAY TO DAY EXPENSES? (O&M)

CAPITAL EXPENDITURES (LONG TERM EXPENSES)

WHERE WILL THE MONEY COME FROM?

O&M – GENERAL FUNDS, OTHER FUNDS, RATES, FEES, PENALTIES

CAPITAL PROJECTS – SYSTEM FUNDS AND/OR OUTSIDE FUNDING (GRANTS, LOANS)

FUNDING ISSUES



ASSET REPLACEMENT WAVES



FULL COSTS OF OPERATION



A DOLLAR IS A DOLLAR?



CHARGING FOR WATER – CONSIDERATIONS

Determining what to charge

Developing Rate Structures

Policies

Community & Administration Support

Resources and Tools

efcnetwork.org

Funding Information by State

http://efcnetwork.org/funding-sources-by-state/

New Mexico Water and Wastewater Funding Sources

Compiled by the EFCN, March 2013

Organization	Program (key words)	Purpose or Use of Funds	Application Dates	Website	Contact
New Mexico Finance Authority	Drinking Water State Revolving Loan Fund (DWSRF) (water)	The Environmental Finance Authroity provides low-cost financial assistance to eligible public water systems to finance the cost of repair and replacement of drinking water infrastructure, maintain or achieve compliance with the federal Safe Drinking Water Act (SWDA) requirements, and protect drinking water quality and public health.	Applications received year round	http://www.nmfa.net/NMFAInt ernet/NMFA Web.aspx?Conten tID=6	Ryan Helton rhelton@nmfa.net 505-992-9615 207 Shelby Street Santa Fe, New Mexico 87501
	Public Project Revolving Fund (PPRF) (sewer, water)	The PPRF is used to finance public projects such as water system upgrades and other infrastructure improvements.	No actual dates found	http://www.nmfa.net/NMFAInt ernet/NMFA_Web.aspx?Conten tID=186	
	Water Project Fund (sewer, water)	Porjects are recommended by the Water Trust Board to the Legislature. Projects fall within five project categories: (1) water conservation or reuse, (2) flood prevention, (3) endangered species act (ESA) collaborative efforts, (4) water storage, conveyance and delivery infrastructure improvements, and (5) watershed restoration and management initiatives.	No actual dates found	http://www.nmfa.net/NMFAInt ernet/NMFA_Web.aspx?Conten +ID=15	Jana M. Amacher jamacher@nmfa.net 505-984-1454 207 Shelby St. Santa Fe, New Mexico 87501
	Local Government Planning Fund (Formerly Known as the Water and Wastewater Planning Fund) (sewer, water)	Provides up-front capital (grants and loans) necessary to allow for proper planning of vital water and wastewater projects, including master plans, conservation plans, economic development plans, infrastructure plans and energy efficiency audits.	No actual dates found	ernet/NMFA Web.aspx?Conten tID=8	John Brooks jbrooks@nmfa.net 505-992-9638 207 Shelby Street Santa Fe, New Mexico 87501
Economic Development	Public Works and Economic Adjustment Assistance Programs	Empowers distressed communities to revitalize, expand, and upgrade their physical infrastructure to attract new industry, appropriate humanity and industry.	No actual dates found		Jorge D. Ayala jorge.d.ayala@eda.gov 512-381-8150

Funding Tools and Resources

- Financial Health Checkup for Water Utilities -Tool
- Plan to Pay: Scenarios to Fund Your CIP Tool
- Water and Wastewater Rates Analysis Model -Tool
- Designing Rate Structures that Support Your Objectives: Guidance Document

http://efcnetwork.org/resource-library/

It's better to walk on the right road than run on the wrong one

Asset Management is best done by the people who own, manage, and operate the assets

Efficient management of assets is necessary to be good stewards of the public assets

Don't let what you can't do stop you from doing what you can do.