**Training Objectives and Expected Learning Outcomes for Basic Board Training**

**Provided or Funded by the New Mexico Environment Department Drinking Water Bureau**

This training is designed to meet the requirements for initial board training in the Sanitary Projects Act Board Training Rule (20.12.2 NMAC).

**TABLE 1: Basic Board Training Session I (6 hours)**

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| # | **Training Objective** | **Learning Outcome** | **Suggested Resources/Handouts** |
| 1 | Review the purpose and the basic requirements of the Safe Drinking Water Act, drinking water regulations, and the Utility Operator Certification Act. Describe the roles of the board and operator at a water system. | Understand the purpose of the Safe Drinking Water Act. Obtain a high-level understanding of the requirements in the Safe Drinking Water Act, drinking water regulations, and the Utility Operator Certification Act, and be able to work together as a board with your operator to ensure your water system’s compliance with them. | 1. *Basic Responsibilities of Public Water Systems* brochure (NMED-DWB) 2. *A Drop of Knowledge: The Non-Operator’s Guide to Drinking Water Systems* handbook (RCAP) 3. *The Big Guide to Small Systems: A Resource for Board Members* handbook (RCAP) 4. *Water System Operator Roles and Responsibilities: A Best Practices Guide* (EPA) |
| 2 | Review the different water system organization types in New Mexico and identify the applicable laws enabling their creation (e.g. Sanitary Projects Act for MDWCAs). | Be able to identify your water system organization type and the State law under which your water system is organized. | Sanitary Projects Act |
| 3 | Examine how the Governmental Conduct Act, Open Meetings Act, Inspection of Public Records Act, Audit Act, DFA LGD reporting requirements, and Procurement Code support open and accountable government. | Understand the basic requirements of open and accountable government in the Governmental Conduct Act, Open Meetings Act, Inspection of Public Records Act, Audit Act (including DFA LGD reporting requirements), and Procurement Code laws, as applicable to your water system. | 1. Governmental Conduct Act 2. *Open Meetings Act Compliance Guide* (NMAG) 3. *Inspection of Public Records Act Compliance Guide* (NMAG) 4. *Reporting Requirements for MDWCAs* (RCAC) |
| 4 | Define the purpose of governing documents and the distinction between Articles, Bylaws, and Rules/Regulations. | Use your water system’s governing documents appropriately in carrying out your board’s functions. |  |
| 5 | Learn how to conduct a board meeting for a water system. Review proper meeting notice, agendas, minutes, and parliamentary procedures for small organizations. | Be able to run an efficient board meeting that complies with the Open Meetings Act at your water system. | 1. *Open Meetings Act Compliance Guide* (NMAG) 2. *Rosenberg’s Rules of Order* or other meeting procedural rules for small organizations |
| 6 | Review best practices for conducting an election at a water system. | Be able to conduct an election at your water system. |  |
| 7 | Define a water right and the State Engineer’s authority in administering water rights in New Mexico. Provide an overview of the requirements for acquiring and maintaining water rights, and reporting to the Office of the State Engineer. | Understand the basic obligations of water systems to the Office of the State Engineer. | *A Water Rights Manual for Mutual Domestic Water Consumers Associations* (UNM Utton Center) |

**TABLE 2: Basic Board Training Session II (6 hours)**

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| # | **Training Objective** | **Learning Outcome** | **Applicable Resources/Handouts** |
| 1 | Demonstrate how to develop an annual budget. | Develop annual budgets for your water system. | *Basics of Financial Management for Small-Community Utilities* handbook (RCAP) |
| 2 | Describe the types of reserve accounts that are recommended for water systems (i.e. Operating, Emergency, Capital Improvement, and Debt Reserves) and how to determine appropriate reserve allocations. | Establish and maintain appropriate reserves at your water system. |  |
| 3 | Define a rate study and provide resources on how to conduct a rate study. | Understand what is entailed in a rate study. Be able to identify resources for conducting a rate study for your water system. | *Formulate Great Rates: The Guide to Conducting a Rate Study for a Water System* handbook (RCAP) |
| 4 | Explain the standard financial statements and financial audits, and describe how they can be used to monitor the finances of a water system. Review the requirements of the Audit Act and the Department of Finance and Administration Local Government Division. | Understand how to monitor the finances of your water system using financial statements and audits. Be able to meet the reporting requirements of the Audit Act and the Department of Finance and Administration Local Government Division, as applicable. | *Basics of Financial Management for Small-Community Utilities* handbook (RCAP) |
| 5 | Define asset management and its advantages in tracking and maintaining infrastructure assets. Provide resources for developing a water system Asset Management Plan. Explain how asset management can inform a Capital Improvement Reserve and funding needs. | Understand what asset management is and how it can benefit water systems. Be able to identify next steps and resources for creating an Asset Management Plan for your water system. |  |