



ITCA National Tribal Water Systems Training & Certification Program

*ITCA is a USEPA-approved provider of operator
certification services for Tribal water utilities personnel*



Asset Management & Utility Finance Training Course (#24017, in-person)

**August 20-22, 2024
Phoenix, Arizona**

Includes:

- ✓ FREE Training for Tribal Utilities Personnel
- ✓ Travel Expense Reimbursement Stipends Available



The following are student comments from past offerings of this training course.

“Glenn & Tom explained everything amazingly and were great to talk to.”

“Great instructors, very valuable information shared.”

“You can’t improve on perfection.”



NATIONAL TRIBAL WATER SYSTEMS
OPERATOR TRAINING & CERTIFICATION PROGRAM
TRAINING EVENT BROCHURE

Asset Management & Utility Finance
TRAINING COURSE (Event ID #24017-in-person)
For Tribal Utilities Personnel

August 20-22, 2024
Phoenix, Arizona

THE TRAINING COURSE:

The Inter Tribal Council of Arizona, Inc. (ITCA) is pleased to offer the **Asset Management & Utility Finance** training course. The in-person training course is designed for those interested in improving the sustainability of their water utilities. Subjects covered in this training course will include: identification and inventory of assets, building asset management plans; water utility finance principles; life cycle cost analysis of capital costs; alternatives to the Check-Up Program for Small Systems (CUPSS) Software; operations and preventative maintenance; rehabilitation and replacement; types of water loss; and water loss control tools and approaches. Training reference materials will be provided to registrants that are accepted into this course.

INSTRUCTORS:

ITCA has contracted with subject-matter experts Glenn Barnes, of Water Finance Assistance LLC, and Tom Shoemaker, of Operations Innovation International LLC, to teach this training course.

COST:

Tribal water utilities personnel may attend this training course for **free**.

LOCATION:

The training course will take place at the Inter Tribal Council of Arizona office building, which is located at 2214 N. Central Avenue, Suite 100, Phoenix, Arizona 85004. The contact phone number for the course location is (602) 258-4822.

DATES & TIMES:

The training event will follow the tentative schedule shown in the table below. A course syllabus with full agenda will be provided to individuals that are accepted into the course.

The Inter Tribal Council of Arizona, Inc. is an equal opportunity provider and employer

Ak-Chin Indian
Community
Cocopah Tribe
Colorado River
Indian Tribes
Fort McDowell
Yavapai Nation
Fort Mojave Tribe
Gila River Indian
Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab-Paiute Tribe
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-
Maricopa Indian
Community
San Carlos
Apache Tribe
San Juan Southern
Paiute Tribe
Tohono O'odham
Nation
Tonto Apache Tribe
White Mountain
Apache Tribe
Yavapai-Apache
Nation
Yavapai-Prescott
Indian Tribe

In-Person Class Sessions at Inter Tribal Council of Arizona , Phoenix, Arizona			
Date	Activities	Local Time	
		Start	End
Tuesday, August 20, 2024	Class Session 1	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 2	1:00 p.m.	5:00 p.m. or earlier
Wednesday, August 21, 2024	Class Session 3	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 4	1:00 p.m.	5:00 p.m. or earlier
Thursday, August 22, 2024	Class Session 5	8:00 a.m.	12:00 p.m.
	Lunch Break (on your own)	12:00 p.m.	1:00 p.m.
	Class Session 6	1:00 p.m.	5:00 p.m. or earlier

ATTENDANCE & CONTACT HOURS:

Student sign-in sheets will be administered for both morning and afternoon sessions on each day of the training course. All attendees that complete the course requirements will receive written recognition of earned training contact hours based on attendance, participation, and course task assignments. Training contact hours may be accepted towards the training requirements for new certification or as Professional Development Hours (PDH) / continuing education credit towards the renewal of existing certification.

REGISTRATION: Course Registration Deadline is August 15, 2024

Training course size is limited. To register, click on this event’s active link on the ITCA National Tribal Water Systems (TWS) Program webpage (<http://www.itcaonline.com/tws>) to visit the on-line registration platform or manually complete and return the attached registration form. Registration for this event is scheduled to close at the end of the day on **August 15, 2024**. Registration is subject to close before this deadline if all class seats are reserved. Registrants that are accepted into the training course will receive written confirmation of a reserved seat.

LODGING:

You are responsible for making your own travel and lodging arrangements. For your convenience, a few hotels within the area are listed below. This is a non-inclusive, non-endorsement listing.

- Fairfield Inn & Suites Phoenix Midtown, 2520 N. Central Ave., Phoenix, Arizona 85004 (602) 716-9900
- Hampton Inn Phoenix-Midtown-Downtown Area, 160 W. Catalina Dr., Phoenix, Arizona 85013 (602) 200-0990
- Extended Stay America Phoenix-Midtown, 217 W. Osborn Rd., Phoenix, Arizona, 85013 (602) 279-900
- FOUND: Phoenix Hotel, 1100 N. Central Ave., Phoenix, Arizona 85004 (602) 875-8000

TRAVEL EXPENSE REIMBURSEMENT STIPENDS:

Limited travel expense reimbursement stipends (partial reimbursement) may be available for individuals who are working on Tribal lands and who attend the entirety of the training course. Travel expense cost will be considered for reimbursement on a case-by-case basis and may be subject to funding restrictions. Travel expenses are reimbursed at the federal government GSA rates. The maximum per diem rate for Phoenix, Arizona for the time period of this event is \$110 for lodging and

\$69 for meals and incidentals. According to federal guidelines, local residents traveling less than fifty miles one-way are eligible only for mileage reimbursement costs for use of privately-owned automobiles at the rate of \$0.67 per mile.

To request a travel expense reimbursement, please submit an *ITCA Travel Expense Reimbursement Claim Form* within fifteen (15) days following the training event. This form is available upon request. The travel expense claim form must include the signature of the attendee's supervisor. ITCA will verify an applicant's eligibility based on event attendance records maintained by ITCA.

A registrant that has received seat confirmation from ITCA may request written verification of ITCA reimbursement funds prior to travel. To do so, please submit a completed *Preliminary Application for Travel Reimbursement Stipend Form* to ITCA before your travel to the event. The form must include the signature of the confirmed registrant's supervisor. This form is available upon request. Preliminary applications received five business days prior to the start of the course will be considered on a first-come first-served basis and will be subject to funding availability. Preliminary applications that are approved by ITCA will receive written notice stating the level of funding available for their travel reimbursement.

PUBLIC HEALTH CONSIDERATIONS: Protection of public health is a top priority and ITCA intends for the in-person event to align with federal and local guidelines and recommendations. As of the date of the ITCA event announcement, July 8, 2024, the COVID-19 County Check website of the Centers for Disease Control and Prevention (CDC), indicated the following.

“In Maricopa County, Arizona, the COVID-19 hospital admission level is **Low**”

“People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a high-quality mask or respirator when indoors in public.”

Please note, this training event is available for personnel working on Tribal lands located throughout the country. Some of the attendees, and the instructor / speakers will travel from various other locations to attend at this event. The in-person event will take place indoors within meeting rooms. Attendees will be encouraged to sit in an every-other seat pattern for social distancing. Individuals are free to choose whether to wear a facemask.

ITCA PROGRAM OBJECTIVE:

The National Tribal Water and Wastewater Operator Certification Program at ITCA serves to meet the needs of system operators working on Tribal lands and to provide a jurisdictionally correct alternative to state certification programs. The ITCA is a U.S. EPA-approved provider of certification services under the U.S. EPA Tribal Drinking Water Operator Certification Program Guidelines and makes its services available to all Tribal water and wastewater utilities personnel working in Indian Country. ITCA-issued certification in drinking water or wastewater is deemed equivalent and accepted through reciprocity (exam waiver) by numerous states. Tribal operator certification is an additional way by which Tribal governments can exercise their sovereignty and promote their self-determination goals.

For additional information, please contact the ITCA National Tribal Water Systems Programs at (602) 258-4822 or email michelle.ragsdale@itcaonline.com



ASSET MANAGEMENT & UTILITY FINANCE
 TRAINING COURSE (Event ID #24017, in-person)

August 20-22, 2024, Phoenix, Arizona

(Please Print Clearly)

Name of Registrant: _____
 (First) (Last)

Title/Position: _____

Tribe/Organization: _____

Tribal Utility/Department: _____

E-mail Address: _____

Office Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

Business Address: _____
 (for mailing of letters) (Street/P.O. Box)

 (City) (State) (Zip Code)

Will attendee be requesting **travel expense reimbursement stipend**? YES NO

Yes, I do plan on attending the Asset Management & Utility Finance Training Course (#24017) to be held in-person at Inter Tribal Council of Arizona, Inc., which is located at 2214 N. Central Ave. Suite 100, Phoenix, Arizona 85004.

Yes, I understand that if accepted into this training course, ITCA will send me written confirmation of a reserved class seat.

Yes, I agree that if my plans change and I am unable to attend this course, I will inform ITCA as soon as possible so that someone else can attend.

Yes, I understand that I am responsible for making my own travel and lodging arrangements.

Yes, I understand the Inter Tribal Council of Arizona, Inc. reserves the right to cancel or reschedule any training event due to lack of enrollment or funds.

Yes, I understand that photographs taken by ITCA staff at training/meeting events may be used in ITCA publications including, but not limited to, ITCA's website, publications and social media. I understand that if I do not consent to have my photograph taken or used in this way, I must notify ITCA staff prior to or at the event.

ITCA is an equal opportunity provider. Do you need any special accommodations during the event? If so, please describe.

Send completed registration forms to ITCA by August 15, 2024.

Inter Tribal Council of Arizona, Inc., TRIBAL WATER SYSTEMS PROGRAMS

Michelle.Ragsdale@itcaonline.com, Fax: (602) 258-4825

2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822



ASSET MANAGEMENT & UTILITY FINANCE
TRAINING COURSE (Event ID #24017, in-person)

August 20-22, 2024, Phoenix, Arizona

Name of Registrant: _____
(First) (Last)

HEALTH & SAFETY STATEMENT

Read and checkmark to agree to the health and safety statement.

To be considered for acceptance into this training event, you must agree to the following health and safety statement (checkmark and signature required):

- I agree that I am personally responsible for my safety and actions associated with in-person attendance of an ITCA professional certification training and/or examination event. I understand the hazards of the coronavirus (COVID-19) and I am familiar with the Centers for Disease Control and Prevention (CDC) guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines, as well as Tribal, Federal, State, and local restrictions associated with COVID-19, are regularly updated. For in-person attendance of the ITCA professional certification training and/or examination event, I accept full responsibility to comply with the most current CDC guidelines and any other applicable COVID-19 restrictions imposed under Tribal, Federal, State, and local law. As a condition of in-person attendance, I agree to comply with all COVID-19 policies, rules, guidelines, signage, and instructions provided by the venue services provider for this event.**

Registrant's Original Signature

Date

Send completed registration forms to ITCA by **August 15, 2024.**
Inter Tribal Council of Arizona, Inc., TRIBAL WATER SYSTEMS PROGRAMS
Michelle.Ragsdale@itcaonline.com, Fax: (602) 258-4825
2214 N. Central Avenue, Phoenix, AZ 85004, Telephone: (602) 258-4822