

Best Practices Score  
Saxman  
Spring 2024

| Category  |                                 | O&M Scoring Criteria   |   |  | Possible    | Score | Explanation of Score  | How to Improve Score  | Contact   |
|---|---------------------------------|--|---|--|-------------|-------|---|---|---|
| Technical   | Operator Certification          | Utility has more than one operator certified to the level of the water system  |   |  | 10          | 3     | System Classification: Water Treatment 2<br>Primary Operator: <i>Robert Sero</i><br>Certification Level: <i>WT P</i><br>Backup Operator: <i>Frank Seludo</i><br>Certification Level: <i>Small Treated</i><br><br>Robert Sero and Frank Seludo hold certification but not at the correct level. Richard Shields holds no certifications. | Robert Sero has the required CEUs to renew in 2025 and needs to take and pass the WT 2 exam. Frank Seludo needs 1.0 CEU to renew in 2026 and needs to take and pass the WT 1 exam. Richard Shields needs to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification. | ADEC Operator Certification Program<br>465-1139           |
|   |                                 | Primary operator is certified to the level of the water system and the backup operator holds some level of certification in water treatment or distribution  |   |  | 7           |       |   |   |   |
|   |                                 | Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator   |   |  | 5           |       |   |   |   |
|   |                                 | Utility has one or more operators certified at some level in water treatment or distribution   |   |  | 3           |       |   |   |   |
|   |                                 | Utility has no certified operators   |   |  | 0           |       |   |   |   |
|   | Preventive Maintenance Plan     | Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified  |   |  | 25          | 25    | The operator is performing important maintenance on a regular basis and keeping records. Each month, the operator is submitting maintenance records to the assigned RMW.  | Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly records to the assigned RMW.  | Tanner Cote<br>ADEC RMW<br>269-7609                       |
|   |                                 | Utility has a written PM plan; performance of PM and record keeping are not consistent   |   |  | 15          |       |   |   |   |
|   |                                 | Utility has no PM plan or performs no PM   |   |  | 0           |       |   |   |   |
|   | Compliance                      | Utility had no Monitoring and Reporting violations during the past year  |   |  | 10          | 10    | The utility had 0 Drinking Water Monitoring and Reporting violations in 2023. Excellent job - keep up the good work!  |   | Jamie Bjorkman<br>ADEC Drinking Water Program<br>262-3423 |
|   |                                 | Utility had up to five Monitoring and Reporting violations during the past year  |   |  | 5           |       |   |   |   |
|   |                                 | Utility had more than five Monitoring and Reporting violations during the last year  |   |  | 0           |       |   |   |   |
| Managerial  | Utility Management Training     | A person who holds a position of responsibility for management of the utility has completed a DCRA approved Utility Management course or other utility management training course within the last five years |   |  | 5           | 0     | No one associated with the utility has attended a RUBA training in the past five years.   | RUBA provides free training several times per year. Contact your RUBA specialist for more information.  | Iura Leahu<br>DCRA RUBA Program<br>465-4814               |
|   | Meetings of the Governing Body  | The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator  |   |  | 5           | 0     | Documentation was not provided to RUBA during this reporting period.  | The governing body needs to meet according to local ordinance and/or bylaw and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board. Contact your assigned LGS for assistance.   |   |
|   |                                 | The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements  |   |  | 2           |       |   |   |   |
|   |                                 | The utility owner's governing body does not meet   |   |  | 0           |       |   |   |   |
| Financial   | Budget                          | Utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body             |   |  | 15          | 0     | Documentation was not provided to RUBA during this reporting period.  | Provide RUBA with an adopted, realistic, and balanced budget; monthly financial reports that are submitted to the council and documented in meeting minutes. Contact your assigned LGS for advice and assistance.   |   |
|   |                                 | Either the Utility or the Utility owner has adopted and implemented a budget, the other has not  |   |  | 13          |       |   |   |   |
|   |                                 | Either the Utility or the Utility owner has adopted a budget, but it is not being implemented  |   |  | 10          |       |   |   |   |
|   |                                 | Utility owner and the Utility have not adopted a budget  |   |  | 0           |       |   |   |   |
|   | Revenue                         | Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account   |   |  | 20          | 0     | Documentation was not provided to RUBA during this reporting period.  | Provide RUBA with accurate monthly financial reports that shows the utility is collecting sufficient revenue to cover operating expenses. Contact your assigned LGS for advice and assistance.  |   |
|   |                                 | Utility is collecting revenue sufficient to cover expenses   |   |  | 15          |       |   |   |   |
|   |                                 | Utility has a fee schedule and a collection policy that is followed  |   |  | 5           |       |   |   |   |
|   |                                 | Utility has no fee structure or collection policy  |   |  | 0           |       |   |   |   |
|   | Worker's Compensation Insurance | Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place  |   |  | 5           | 5     | Continuous coverage for the utility owner was confirmed by the insurance provider on 12/31/2023.  | Full points have been awarded. The utility owner must maintain an active workers' compensation policy to continue receiving these points.   |   |
|   |                                 | Utility has a current worker's compensation policy in place for all employees  |   |  | 2           |       |   |   |   |
|   |                                 | Utility has no worker's compensation policy  |   |  | 0           |       |   |   |   |
|   | Payroll Liability Compliance    | Utility has no past due tax liabilities and is current with all tax obligations  |   |  | 5           | 5     | Utility has no past due tax liabilities and is current with all tax obligations.  | Full points have been awarded. Continue to submit timely reports and payments to maintain these points.   |   |
|   |                                 | Utility owes back taxes, but has a signed payment agreement, is current on that agreement, and is up-to-date with all other tax obligations  |   |  | 2           |       |   |   |   |
| Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed |                                 |  | 0 |  |             |       |   |   |   |
| CIP O&M Score   |                                 | 0  |   |  | TOTAL SCORE | 48    |   |   |   |