

Best Practices Score
Elfin Cove
FALL 2018

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	10	System Classification: Small Untreated Primary Operator: <i>Dennis Meier</i> Certification Level: <i>No current certification</i> Backup Operator: <i>No backup on record</i> Certification Level: <i>N/A</i> No certified operator required	N/A	ADEC Operator Certification Program 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	15	The utility is not performing the required maintenance or isn't keeping records of maintenance.	To receive the full points in this category, the operator must have a Preventative Maintenance plan that they follow and the completed plan must be submitted to your assigned RMW each quarter.	John Johnson ADEC RMW 269-7605
		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 2017. Excellent job - keep up the good work!	The Drinking Water Program provides you with an Annual Monitoring Summary with all of the required samples for your water system. All samples and reports must be collected and submitted in a timely manner.	Eric Burg ADEC Drinking Water Program 262-3420
		Utility had up to five Monitoring and Reporting violation during the past year		5				
		Utility had more than five Monitoring and Reporting violation 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. Someone who works with the utility should take one of the courses as soon as possible.	Ryan Wilson DCRA RUBA Program 465-4813
	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	5	The Community of Elfin Cove meets regularly in accordance with their bylaws. Meeting minutes indicate that the board considers their water utility regularly.	To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.	
		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	15	The Community of Elfin Cove has adopted a balanced and realistic budget. The community utilizes profit and loss reports and balance sheets. The community limits spending and has considerable savings/investments. Fees do not cover operating expenses.	Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.	Ryan Wilson DCRA RUBA Program 465-4813
		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	15	Elfin Cove is collecting revenue sufficient to cover operating, management, repair, replacement and capital funds, but not all revenue comes from user fees. The community charges a minimal rate of \$100 per annum.	To received additional points, the utlitiy must establish a utlitiy repair and replacement account and make regular contributions to be prepared for future needs.	
		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	Current policy verified 7/16/2018.	Full points have been awarded. Maintain active Worker's 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	Current on all payroll tax liabilities.	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		20	SDS O&M Score	13	TOTAL SCORE		80	