### Best Practices Score

**Venetie**  
**SPRING 2019**

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>Utility has more than one operator certified to the level of the water system</td>
<td>10</td>
<td>10</td>
<td>System Classification: Small Treated Primary Operator: John Frank Certification Level: Small Treated Backup Operator: Curtis Frank Certification Level: Operator holds no current certification</td>
<td>John Frank needs 1.0 CEU to renew his certificate in 2021. Curtis Frank needs to take and pass the Small Treated exam. Please see the enclosed flier with more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>7</td>
<td>5</td>
<td>John Frank holds the correct level of certification. Curtis Frank holds no current certification.</td>
<td></td>
<td>Lee Meckel TCC RMW 452-8251 ext. 3265</td>
</tr>
<tr>
<td></td>
<td>Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator</td>
<td>5</td>
<td>5</td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td></td>
<td>Teslyn Visscher ADEC Drinking Water Program 451-3038</td>
</tr>
<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
<td>3</td>
<td>Utility has no certified operators</td>
<td></td>
<td>Brendan Smyth DCRA RUBA Program 451-2744</td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>0</td>
<td>0</td>
<td>Utility has a written PM plan; PM is performed on schedule, records of completion are submitted on a quarterly basis and have been verified</td>
<td>The utility is not performing the required maintenance or isn’t keeping records of maintenance.</td>
<td></td>
</tr>
<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
<td>Utility has a written PM plan; performance of PM and record keeping are not consistent</td>
<td>15</td>
<td>15</td>
<td>The utility had 16 Drinking Water Monitoring and Reporting violations in 2018.</td>
<td>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.</td>
<td>Nichol Williams attended Personnel training on 11/3/2018.</td>
</tr>
<tr>
<td></td>
<td>Utility has no PM plan or performs no PM</td>
<td>0</td>
<td>0</td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>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.</td>
<td>To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
</tr>
<tr>
<td></td>
<td>Utility had up to five Monitoring and Reporting violations during the past year</td>
<td>5</td>
<td>5</td>
<td>Utility had more than five Monitoring and Reporting violations during the last year</td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
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<td></td>
<td>Utility had more than five Monitoring and Reporting violations during the last year</td>
<td>0</td>
<td>0</td>
<td>Utility had a written PM plan; PM is performed on schedule, records of completion are submitted on a quarterly basis and have been verified</td>
<td>The utility is not performing the required maintenance or isn’t keeping records of maintenance.</td>
<td>Nichol Williams attended Personnel training on 11/3/2018.</td>
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<tr>
<td><strong>Utility Management Training</strong></td>
<td>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</td>
<td>5</td>
<td>5</td>
<td>The budget was recently passed and adopted but has not had time to be implemented.</td>
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<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
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<td><strong>Meetings of the Governing Body</strong></td>
<td>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator</td>
<td>5</td>
<td>5</td>
<td>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator.</td>
<td>During recent meetings the operator was able to provide a report to the council and community on the washeteria operations.</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
</tr>
<tr>
<td></td>
<td>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>2</td>
<td>2</td>
<td>The utility owner’s governing body does not meet</td>
<td></td>
<td>Brendan Smyth DCRA RUBA Program 451-2744</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>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</td>
<td>15</td>
<td>10</td>
<td>The community recently passed a new charge for the water utility, tied in with the electric utility, the community will start charging 5 dollars a month for a repair and replacement fund. The community has yet to begin implementation of the charge.</td>
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<td>RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
</tr>
<tr>
<td></td>
<td>Either the Utility or the Utility owner has adopted and implemented a budget, the other has not</td>
<td>13</td>
<td>13</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
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<td></td>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>10</td>
<td>10</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
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<td><strong>Revenue</strong></td>
<td>Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account</td>
<td>20</td>
<td>15</td>
<td>The utility is collecting revenue sufficient to cover expenses</td>
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<td>To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.</td>
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<tr>
<td></td>
<td>Utility has a fee schedule and a collection policy that is followed</td>
<td>5</td>
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<td>To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.</td>
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<tr>
<td></td>
<td>Utility has no fee structure or collection policy</td>
<td>0</td>
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<td><strong>Worker’s Compensation Insurance</strong></td>
<td>Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place</td>
<td>5</td>
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<td></td>
<td>Utility has no worker’s compensation policy</td>
<td>0</td>
<td>0</td>
<td>Utility has no past due tax liabilities and is current with all tax obligations</td>
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<td>RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
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<td><strong>Payroll Liability Compliance</strong></td>
<td>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</td>
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<tr>
<td></td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>0</td>
<td>0</td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
</tr>
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**CIP O&M Score** 5  
**SDS O&M Score** 10  
**TOTAL SCORE** 65