# Best Practices Score

**Kiana**  
**FALL 2019**

### Operator Certification

- **Utility has more than one operator certified to the level of the water system**: 10
- **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

**Score**: 15

**Explanation of Score**: Full points have been awarded in this category. To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.

**How to Improve Score**: Continue to provide monthly financial reports to RUBA for verification.

**Contact**: Margaret Hansen  
DCRA RUBA Program  
442-3696

### 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
- **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
- **Utility had no Monitoring and Reporting violations during the past year**: 10
- **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

**Score**: 30

**Explanation of Score**: Full points have been awarded in this category. Keep up the great work.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson  
MHC RMW  
442-7172

### Compliance

- **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
- **Utility had more than five Monitoring and Reporting violations during the last year**: 0

**Score**: 20

**Explanation of Score**: Excellent job - keep up the good work!

**How to Improve Score**: To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.

**Contact**: Teslyn Visscher  
ADEC Drinking Water Program  
451-3038

### 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
- **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

**Score**: 7

**Explanation of Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson  
MHC RMW  
442-7172

### 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
- **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

**Score**: 48

**Explanation of Score**: Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**How to Improve Score**: To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.

**Contact**: Margaret Hansen  
DCRA RUBA Program  
442-3696

### Revenue

- **Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account**: 20
- **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

**Score**: 45

**Explanation of Score**: Full points have been awarded. Keep up the great work.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson  
MHC RMW  
442-7172

### 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
- **Utility has a current worker’s compensation policy in place for all employees**: 2
- **Utility has no worker’s compensation policy**: 0

**Score**: 7

**Explanation of Score**: RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson  
MHC RMW  
442-7172

### Payroll Liability Compliance

- **Utility has no past due tax liabilities and is current with all tax obligations**: 5
- **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

**Score**: 15

**Explanation of Score**: Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson  
MHC RMW  
442-7172

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### CIP O&M Score

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Score</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>10</td>
<td>5</td>
<td>System Classification: Water Treatment 1 Primary Operator: Darrell Brown</td>
<td>Darrell Brown has the required CEUs to renew his certificate in 2021. Kevin Black and Jonathan Westlake need to take and pass the W1 exam. Please see enclosed flyer for more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<td><strong>Technical</strong></td>
<td></td>
<td></td>
<td>Preventive Maintenance Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
<td></td>
<td>25</td>
<td>The operator is performing important maintenance on a regular basis and keeping records. Each quarter, the operator is submitting maintenance records to the assigned RMW.</td>
<td>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.</td>
<td>Shyler Johnson MHC RMW 442-7172</td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td></td>
<td>10</td>
<td>The utility had 0 Drinking Water Monitoring and Reporting violations in 2018. Excellent job - keep up the good work!</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>Teslyn Visscher ADEC Drinking Water Program 451-3038</td>
</tr>
<tr>
<td><strong>Utility Management Training</strong></td>
<td></td>
<td>5</td>
<td>A person who holds a position of responsibility for the utility has completed a DCRA approved Utility Management course or other utility management training course within the last five years</td>
<td>To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
<td></td>
</tr>
<tr>
<td><strong>Meetings of the Governing Body</strong></td>
<td></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>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td></td>
</tr>
<tr>
<td><strong>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</strong></td>
<td>5</td>
<td>5</td>
<td>The city meets monthly and approves a current written operator report.</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td></td>
</tr>
<tr>
<td><strong>The utility owner’s governing body does not meet</strong></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td></td>
<td>15</td>
<td>The city council passed a realistic budget which they monitor monthly approving an accurate financial report.</td>
<td>Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td>Margaret Hansen DCRA RUBA Program 442-3696</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td>20</td>
<td>The city is receiving sufficient revenues to cover their expenses and contribute to a Repair and Replacement account.</td>
<td>Full points have been awarded. Keep up the great work.</td>
<td></td>
</tr>
<tr>
<td><strong>Worker’s Compensation Insurance</strong></td>
<td></td>
<td>5</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.</td>
<td>Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td></td>
</tr>
<tr>
<td><strong>Payroll Liability Compliance</strong></td>
<td></td>
<td>5</td>
<td>All reports and tax liabilities paid on time.</td>
<td>Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td></td>
</tr>
</tbody>
</table>

### Total Score

- **CIP O&M Score**: 35  
- **SDS O&M Score**: 15  
- **TOTAL SCORE**: 50  

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**Score**: 95

**Explanation of Score**: Full points have been awarded. To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**How to Improve Score**: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

**Contact**: Shyler Johnson MHC RMW 442-7172