**Operator Certification**

- Utility has more than one operator certified to the level of the water system: 10 points
- 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 points
- 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 points
- Utility has one or more operators certified at some level in water treatment or distribution: 3 points
- Utility has no certified operators: 0 points

**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 points
- Utility has a written PM plan; performance of PM and record keeping are not consistent: 15 points
- Utility has no PM plan or performs no PM: 0 points
- Utility had no Monitoring and Reporting violations during the past year: 10 points
- Utility had up to five Monitoring and Reporting violations during the past year: 5 points
- Utility had more than five Monitoring and Reporting violation during the last year: 0 points

**Compliance**

- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements: 5 points
- The utility owner’s governing body has a written PM plan; PM is performed on schedule; records of completion are submitted: 5 points
- The utility owner’s governing body does not meet: 0 points
- 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 points
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 13 points
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 10 points
- Utility owner and the Utility have not adopted a budget: 0 points

**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 points
- Nikki Hoblet attended Clerks training on 9/21/2018: 5 points

**Meetings of the Governing Body**

- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements: 5 points
- The utility owner’s governing body has a written PM plan; PM is performed on schedule; records of completion are submitted: 5 points
- The utility owner’s governing body does not meet: 0 points
- 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 points
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 13 points
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 10 points
- Utility owner and the Utility have not adopted a budget: 0 points

**Recovery**

- Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account: 20 points
- Utility is collecting revenue sufficient to cover expenses: 15 points
- Utility has a fee schedule and a collection policy that is followed: 5 points
- Utility has no fee schedule or collection policy: 0 points
- Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place: 5 points
- Utility has a current worker’s compensation policy in place for all employees: 2 points
- Utility has no worker’s compensation policy: 0 points
- Utility has no past due tax liabilities and is current with all tax obligations: 5 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 points
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0 points

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

**Payroll Liability Compliance**

- Utility has no past due tax liabilities and is current with all tax obligations: 5 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 points
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0 points

**Explanation of Score**

- **System Classification:** Water Treatment 2
- **Primary Operator:** Wesley Shales
- **Certification Level:** W72
- **Backup Operator:** Travis Hoblet
- **Certification Level:** Operator holds no current certification

**How to Improve Score**

- 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 the assigned RMW each quarter.
- To maintain full points in this category, consider sending someone to one of the free RUBA trainings each year.
- To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and subsidy to cover the utility’s expenses.
- Full points have been awarded. Maintain active Worker’s Compensation Policy to continue receiving these points.
- To receive additional points in this category, the utility must either become current on all outstanding tax liabilities, or must enter into a repayment agreement for outstanding tax liability, and remain current on payments.

**Contact**

- ADEC Operator Certification Program
  - 465-1139
- Matt Bradbury
  - ADEC RMW
  - 269-3067
- Leah Vansandt
  - ADEC Drinking Water Program
  - 269-7653
- Jed Cox
  - DCRA RUBA Program
  - 269-4549

**Score Calculation**

- **CIP O&M Score:** 5
- **SDS O&M Score:** 10
- **TOTAL SCORE:** 65

**Best Practices Score**

**Fall 2019**

- **Verified July 2019**
- **RUBA has verified that the utility has had a current monitoring and reporting violation during the past year**
- To receive the full points in this category, the utility must have a Preventative Maintenance plan that they follow and the completed plan must be submitted to the assigned RMW each quarter.
- 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.
- To maintain full points in this category, consider sending someone to one of the free RUBA trainings each year.