

Best Practices Score
Larsen Bay
Fall 2020

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: Water Treatment 1 Primary Operator: <i>Sam Kenoyer</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Hugh Kennen</i> Certification Level: <i>WT 2</i> Hugh Kennen and Sam Kenoyer hold certifications at the correct level.	Sam Kenoyer needs 3.0 CEUs by 12/31/21 to renew his certificate in 2021. Hugh Kennen needs 3.0 CEUs by 12/31/2022 renew his certificate in 2022. Please see enclosed flyer with more information about certification.	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	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.	Theo Graber ADEC RMW 269-7571
		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	5	The utility had 2 Drinking Water Monitoring and Reporting violations in 2019.	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.	Leah Vansandt ADEC Drinking Water Program 269-7653
		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	5	Susan Malutin attended Financial Management for Rural Utilities training on 3/11/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	
	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	2	Monthly meeting minutes provided for three of the six months requested- Dec. 2019, Jan. Feb. and March 2020	To receive additional points, provide RUBA with meeting minutes that demonstrate that the operator is providing a report to the council.	
		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	10	The FY20 budget was adopted, however no monthly budget reports were provided to verify the budget is being followed.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.	Adrian LeCornu DCRA RUBA Program 269-4556
		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	5	Financial information has not been provided to determine revenue and expenses.	To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial reports in cash basis to RUBA staff to demonstrate sufficient revenue and/or subsidy to cover the utility's expenses.	
		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	Policy verified on 6/30/2020	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	0	The utility is current with Federal payroll taxes. It is not up-to-date with state ESC tax obligations.	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.	
		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		7	SDS O&M Score	11	TOTAL SCORE		67		