Best Practices Score
Holy Cross
Spring 2021

Utility has more than one operator certified to the level of the water system

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

Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator

Utility has one or more operators certified at some level in water treatment or distribution

Utility has no certified operators

Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified

Utility has a written PM plan; performance of PM and record keeping are not consistent

Utility has no PM plan or performs no PM

The utility had no Monitoring and Reporting violations during the past year

The utility had up to five Monitoring and Reporting violation during the past year

The utility had more than five Monitoring and Reporting violation during the last year

The utility’s owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator

The utility’s owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements

The utility’s owner’s governing body does not meet

Utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; Accurately monthly budget reports are prepared and submitted to the governing body

Either the Utility or the Utility owner has adopted an implemented a budget, the other has not

Either the Utility or the Utility owner has adopted a budget, but it is not being implemented

Utility owner and the Utility have not adopted a budget

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

Utility is collecting revenue sufficient to cover expenses

Utility has a fee schedule and a collection policy that is followed

Utility has no fee structure or collection policy

Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place

Utility has a current worker’s compensation policy in place for all employees

Utility has no worker’s compensation policy

Utility has no past due tax liabilities and is current with all tax obligations

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

Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed

System Classification: Small Treated
Primary Operator: David Walker
Backup Operator: Bernard Edwards

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.

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.

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

Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.

Full points have been awarded. Keep up the great work.

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.

Bernard Edwards will need 1.0 CEU by 12/31/22 to renew his certificate in 2022. David Walker will need 1.0 CEU by 12/31/23 to renew his certificate in 2023.

Bernard Edwards and David Walker are certified at the correct level.

The city’s FY21 budget was not adopted until DEC 17, 2020 so it could not have been implemented during the scoring period of JUN-NOV 2020. ARUC Financials were mentioned in JUN, JUL, AUG, and NOV 2020 city minutes.

The ARUC NOV 2020 financials indicate the water and sewer utility’s revenues are surpasing expenses and an R&R account is adequately funded.

Federal 941 report not filed for the second quarter of 2020.

Policy verified on 1/12/2021