### Best Practices Score

#### Nelson Lagoon

**Spring 2022**

<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: Water Treatment 2</td>
<td>Darren Johnson and Danny Johnson both need to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
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<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>0</td>
<td></td>
<td></td>
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<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>0</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>0</td>
<td>0</td>
<td></td>
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</tr>
</tbody>
</table>
| **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       | 15    | The utility is not performing the required maintenance or isn’t keeping records of maintenance. | 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. | Matthew Russell  
  ADEC RMW 269-3067 |
|                                               | Utility has a written PM plan; performance of PM and record keeping are not consistent | 15       | 0     |                                       |                                                                                      |                                  |
|                                               | Utility has no PM plan or performs no PM                                           | 0        | 0     |                                       |                                                                                      |                                  |
|                                               | Utility had no Monitoring and Reporting violations during the past year             | 10       | 0     | The utility had 33 Drinking Water Monitoring and Reporting violations in 2021.          | 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        | 0     |                                       |                                                                                      |                                  |
|                                               | Utility had more than five Monitoring and Reporting violation during the last year   | 0        | 0     |                                       |                                                                                      |                                  |
| **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        | 5     | Lila Johnson attended Clerks Management for Rural Utilities training on 9/17/2018.      | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. |                          |
| **Management**                                | The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator | 5        | 5     | Documentation was not provided to RUBA during this reporting period.                  | The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your RUBA specialist for advise and assistance. | Frazer Long  
  DCRA RUBA Program 269-4549 |
| **Meetings of the Governing Body**            | The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements | 5        | 0     | Documentation was not provided to RUBA during this reporting period.                  | The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your RUBA specialist for advise and assistance. | Frazer Long  
  DCRA RUBA Program 269-4549 |
|                                               | The utility owner’s governing body does not meet                                  | 0        | 0     | Documentation was not provided to RUBA during this reporting period.                  | The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your RUBA specialist for advise and assistance. | Frazer Long  
  DCRA RUBA Program 269-4549 |
| **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       | 0     | Documentation was not provided to RUBA during this reporting period.                  | Provide RUBA with an adopted, realistic, and balanced budget; monthly financial reports that are submitted to the council and documented in meeting minutes. Contact your RUBA specialist for advise and assistance. | Lydia Mielke  
  DCRA RUBA Program 269-4549 |
|                                               | Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | 13       | 13    | Documentation was not provided to RUBA during this reporting period.                  | Provide RUBA with an adopted, realistic, and balanced budget; monthly financial reports that are submitted to the council and documented in meeting minutes. Contact your RUBA specialist for advise and assistance. | Lydia Mielke  
  DCRA RUBA Program 269-4549 |
|                                               | Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | 10       | 0     | Documentation was not provided to RUBA during this reporting period.                  | Provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating expenses. Contact your RUBA specialist for assistance. | Lydia Mielke  
  DCRA RUBA Program 269-4549 |
| **Revenue**                                   | Utility owner and the Utility have not adopted a budget                            | 0        | 0     | Documentation was not provided to RUBA during this reporting period.                  | Provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating expenses. Contact your RUBA specialist for assistance. | Lydia Mielke  
  DCRA RUBA Program 269-4549 |
|                                               | Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account | 20       | 0     | A Department of Labor and Workforce Development database query on 01/06/22 indicated the utility owner did not have coverage. | The utility owner must obtain a workers’ compensation policy consistent with state and federal laws. Contact your RUBA specialist for advise and assistance. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility is collecting revenue sufficient to cover expenses                         | 15       | 0     | A Department of Labor and Workforce Development database query on 01/06/22 indicated the utility owner did not have coverage. | The utility owner must obtain a workers’ compensation policy consistent with state and federal laws. Contact your RUBA specialist for advise and assistance. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility has a fee schedule and a collection policy that is followed                | 5        | 0     | A Department of Labor and Workforce Development database query on 01/06/22 indicated the utility owner did not have coverage. | The utility owner must obtain a workers’ compensation policy consistent with state and federal laws. Contact your RUBA specialist for advise and assistance. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility has no fee structure or collection policy                                  | 0        | 0     | A Department of Labor and Workforce Development database query on 01/06/22 indicated the utility owner did not have coverage. | The utility owner must obtain a workers’ compensation policy consistent with state and federal laws. Contact your RUBA specialist for advise and assistance. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
| **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        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility has a current worker’s compensation policy in place for all employees       | 2        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility has no worker’s compensation policy                                        | 0        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
| **Payroll Liability Compliance**              | Utility has no past due tax liabilities and is current with all tax obligations.   | 5        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | 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        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |
|                                               | Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed | 0        | 0     | Utility has no past due tax liabilities and is current with all tax obligations.      | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Matt Sullinger  
  ADEC Drinking Water Program 269-7653 |

| CIP O&M Score | 0 | TOTAL SCORE | 25 |