

Best Practices Score
Holy Cross
Spring 2023

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: Small Treated Primary Operator: <i>David Walker</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Bernard Edwards</i> Certification Level: <i>Small Treated</i> Bernard Edwards and David Walker are certified at the correct level.	David Walker has the required CEUs to renew now. Bernard Edwards will need 1.0 CEU by 12/31/2025 to renew in 2025. 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	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.	Bruce Werba YKHC RMW 545-5063	
		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 1 Drinking Water Monitoring and Reporting violations in 2022.	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.	Heather Murray ADEC Drinking Water Program 269-7619	
		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	Melinda Gregory attended QuickBooks for Rural Utilities training on 10/21/2019.	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	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 assigned LGS for assistance.		
		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 contractor has adopted and overall realistic and balanced budget, but accurate monthly financial reports have not been submitted and documented in the meeting minutes.	Provide RUBA with accurate monthly financial reports that are submitted to the council and documented in the meeting minutes.	John Wallace DCRA RUBA Program 419-4541	
		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	20	Revenues surpass expenses and a reasonable repair and replacement account is funded in most months.	Full points have been awarded. Keep up the great work.		
		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	Continuous coverage for the utility owner and contractor was confirmed by a Department of Labor and Workforce Development database query on 01/04/23.	Full points have been awarded. The utility owner must maintain an active workers' 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 owner is not current with state or federal tax reporting and/or payment requirements.	To receive points, the utility must either become current on all outstanding tax liabilities and filings, or enter into a repayment agreement for outstanding liabilities 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		10	SDS O&M Score			TOTAL SCORE		70		