

Best Practices Score
Coffman Cove
Fall 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	7	System Classification: Water Treatment 2 Primary Operator: <i>Ronald Rusher</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Stephan Smith</i> Certification Level: <i>WT P</i> Ronald Rusher holds the correct level of certification. Stephan Smith holds certification but not at the correct level. Allan Thompson and William Fitzpatrick hold no certification.	Ronald Rusher needs 3.0 CEUs by 12/31/24 to renew in 2024. Stephan Smith has the CEUs needed to renew now. Allan Thompson and William Fitzpatrick need to take and pass the WT 1 exam. Please see the 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.	Tanner Cote ADEC RMW 269-7609
		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 4 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.	Christina Harris ADEC Drinking Water Program 376-1861
		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	Terra Green attended Elected Officials Management for Rural Utilities training on 11/29/2021.	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	5	Minutes were provided for the following months during this reporting period: December 2022, January, February, March, April and May 2023. The water operator report was consistently included in the minutes.	To maintain full points, the governing body must continue to meet according to local ordinance/bylaw and provide RUBA with meeting minutes.	
		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	15	The owner-managed utility has adopted an overall balanced and realistic budget; accurate monthly financial reports have been submitted and documented in the meeting minutes.	Full points have been awarded! Continue to provide monthly financial reports to RUBA for verification.	Iura Leahu DCRA RUBA Program 465-4814
		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	Financial reports show utility revenue is sufficient to cover expenses and a dedicated repair and replacement account is adequately funded.	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 was confirmed by a Department of Labor and Workforce Development database query on 06/30/23.	Full points have been awarded! The utility owner must maintain an 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	5	Utility owner 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.	
		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		32			TOTAL SCORE	92			