

Best Practices Score

Craig

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       | 10          | System Classification: Water Treatment 2<br>Primary Operator: <i>Andrew Lilloren</i><br>Certification Level: <i>WT 2</i><br>Backup Operator: <i>David Nelson</i><br>Certification Level: <i>WT 2</i><br><br>Andrew Lilloren, David Nelson, and Tony Nelson hold certification at the correct level. Jose Cervera holds no water certifications. | Andrew Lilloren has the CEUs needed to renew in 2024. David Nelson needs 3.0 CEUs by 12/31/25 to renew in 2025. Tony Nelson needs 3.0 CEUs by 12/31/24 to renew in 2024. Jose Cervera needs to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification. | ADEC Operator Certification Program<br>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.   | John Johnson<br>ADEC RMW<br>269-7605                        |
|   |                                 | 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       | 10          | The utility had 0 Drinking Water Monitoring and Reporting violations in 2022. Excellent job - keep up the good work!  |  | Christina Harris<br>ADEC Drinking Water Program<br>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        | 0           | No one associated with the utility has attended a RUBA training in the past five years.   | RUBA provides free training several times per year. Contact your RUBA specialist for more information.   | Iura Leahu<br>DCRA RUBA Program<br>465-4814                 |
|   | 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: January, February, March, April and May 2023. The water operator report was consistently included in the meeting 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<br>DCRA RUBA Program<br>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       | 5           | Financial reports show utility revenue is not sufficient to cover expenses, and the subsidy is not clearly identified in the budget and financial reports; a fee schedule or collection policy is on file with RUBA   | To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and 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           | 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 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        | 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   |                                 | 10   |  |          | TOTAL SCORE | 70  |  |   |