

Best Practices Score  
Portage Creek  
FALL 2018

| 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: No operator required<br>Primary Operator: <i>No certified operator required</i><br>Certification Level: <i>N/A</i><br>Backup Operator: <i>No certified operator required</i><br>Certification Level: <i>N/A</i><br><br>No certified operator required. | N/A                                                                                                                                                                                                           | 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       | 25          | The community has no utility that requires maintenance.                                                                                                                                                                                                                       | Full points have been awarded in this category.                                                                                                                                                               | Erik Somers<br>BBAHC RMW<br>842-6624            |
|               |                                 | 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 2017. The community does not operator a public water system.                                                                                                                                          | 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. | ADEC Drinking Water Program                     |
|               |                                 | 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. Someone who works with the utility should take one of the courses as soon as possible.                                                                    | Melody Nibeck<br>DCRA RUBA Program<br>842-5135  |
|               | 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           | Meeting minutes have not been provided to the RUBA program.                                                                                                                                                                                                                   | The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.                  |                                                 |
|               |                                 | 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       | 0           | An adopted, realistic budget has not been submitted to RUBA.                                                                                                                                                                                                                  | Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.                      |                                                 |
|               |                                 | 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       | 0           | No fee schedule nor collection policy has been provided to RUBA.                                                                                                                                                                                                              | Provide RUBA with the utility's fee schedule and collection policy. RUBA can assist in developing these if none exist.                                                                                        |                                                 |
|               |                                 | 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           | Current policy verified 6/1/2018.                                                                                                                                                                                                                                             | Full points have been awarded. Maintain 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        | 0           | The RUBA program did not receive authorization to access tax information for the community.                                                                                                                                                                                   | Provide RUBA with a completed authorization form so they may confirm compliance with tax liabilities.                                                                                                         |                                                 |
|               |                                 | 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 |                                 | 0                                                                                                                                                                                                            | SDS O&M Score | 8        | TOTAL SCORE |                                                                                                                                                                                                                                                                               | 50                                                                                                                                                                                                            |                                                 |