

Best Practices Score
Dot Lake Village
Spring 2022

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 public water system Primary Operator: <i>Casey Luke</i> Certification Level: <i>Operator holds no current certification</i> Backup Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i>	N/A	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.	Lee Meckel TCC RMW 452-8251 ext. 3265
		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 2021. The community does not operate a public water system.		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. Contact your RUBA specialist for more information.	Brendan Smyth DCRA RUBA Program 451-2744
	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 RUBA specialist for advise and 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	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.	
		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	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.	
		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	2	Current coverage for the utility owner was confirmed through a Department of Labor and Workforce Development database query on 12/31/21, but the utility owner did not have coverage prior to 10/18/21.	Full points can be awarded after the utility owner demonstrates that a worker's compensation policy has been in place for two full years.	
		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 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		0			TOTAL SCORE	42			