

Best Practices Score  
Platinum  
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          | 0     | System Classification: Small Untreated<br>Primary Operator: <i>Roxann Ramirez</i><br>Certification Level: <i>Operator holds no current certification</i><br>Backup Operator: <i>Marvin Kelila</i><br>Certification Level: <i>Operator holds no current certification</i><br>Roxann Ramirez and Marvin Kelila hold no certifications. | Roxann Ramirez and Marvin Kelila need to take and pass the SU 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.                                                   | Bob White<br>YKHC RMW<br>543-6428                          |
|                                                                                                                       |                                 | 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          | 0     | The utility had 18 Drinking Water Monitoring and Reporting violations in 2021.                                                                                                                                                                                                                                                       | 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.                                      | Leslie Morrison<br>ADEC Drinking Water Program<br>269-7518 |
|                                                                                                                       |                                 | 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.                                                                                                                                             |                                                            |
|                                                                                                                       | 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          | 10    | The utility has adopted a budget, but meeting minutes were not provided to RUBA during this reporting period; therefore, a review of the financial reports has not been demonstrated.                                                                                                                                                | Provide RUBA with monthly financial reports that are submitted to the council and documented in meeting minutes.                                                                                                                                   | Carol Luckhurst<br>DCRA RUBA Program<br>842-5135           |
|                                                                                                                       |                                 | 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           | 5     | Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 12/31/21.                                                                                                                                                                                               | 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           | 0     | Utility is not current with state or federal tax filings and/or payment obligations.                                                                                                                                                                                                                                                 | To receive additional points in this category, the utility must either become current on all outstanding tax liabilities, or must enter into a repayment agreement for outstanding tax liability, 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                                                                                                         |                                 | 0                                                                                                                                                                                                            |   |  | TOTAL SCORE | 30    |                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                    |                                                            |