

Best Practices Score  
Venetie  
Spring 2024

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 Treated Primary Operator: <i>Gareth Frank</i> Certification Level: <i>Operator holds no current certification.</i> Backup Operator: <i>Paul Tritt</i> Certification Level: <i>Operator holds no current certification.</i>	Gareth Frank, Paul Tritt, and William Henry need to take and pass the ST 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.	Duane Burnham TCC RMW 452-8251 ext. 3266
		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 14 Drinking Water Monitoring and Reporting violations in 2023.	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.	Gretchen Keim ADEC Drinking Water Program 451-2231
		Utility had up to five Monitoring and Reporting violations during the past year		5				
Utility had more than five Monitoring and Reporting violations 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	Kayla Roberts attended Financial Management for Rural Utilities training on 11/13/2023.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Maisie Thomas DCRA RUBA Program 451-2756
	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 and/or bylaw and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board. Contact your assigned LGS for 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 assigned LGS for advice 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	5	Financial reports show the utility is not collecting sufficient revenue to cover expenses; a fee schedule or collection policy is on file with RUBA.	The utility needs to provide accurate monthly financial reports to RUBA and demonstrate sufficient revenue to cover the utility's expenses. Contact your assigned LGS for advice and 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 by a Department of Labor and Workforce Development database query on 12/31/2023 but the utility owner did not have coverage prior to 09/08/2021.	Full points can be awarded after the utility owner demonstrates that a workers' compensation policy has been in place for all employees 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		