

Best Practices Score
Nanwalek
SPRING 2019

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: Water Treatment 1 Primary Operator: <i>Kelly Yeaton</i> Certification Level: <i>Operator holds no correct certification</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i> Kelly Yeaton holds no certifications.	Kelly Yeaton needs to take and pass the WT1 exam. A backup operator needs to be identified and take and pass the WT1 exam. Please see the enclosed flier 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	15	The operator is performing important maintenance on a regular basis and keeping records. Each quarter, 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.	John Johnson ADEC RMW 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 2018. Excellent job - keep up the good work!	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.	Jamie Bjorkman ADEC Drinking Water Program 262-3423	
		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	5	Alex Hetrick attended Financial training on 3/5/2018.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.		
	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	2	Minutes were provided for October 10th with no monthly financial reports and no water operator reports and Nov 19th & Dec 17th with no monthly financial reports but with water operator reports.	To receive additional points, provide RUBA with meeting minutes that demonstrate that the operator is providing a report to the council.		
		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.	Ben Balivet DCRA RUBA Program 269-4547	
		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	They utility is not collecting enough revenue to pay for the water and sewer utility and is, therefore, subsidizing the utilities. June, July, August and September revevnue/expense reports for the utility have been provided. Only Sept. shows revenue equa	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	0	The IRA has not had worker's compensation insurance since the fall of 2018 and is out of compliance.	The utility must obtain worker's compensation insurance to receive additional 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	The utility is current on all tax liabilities.	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	SDS O&M Score	7	TOTAL SCORE		42		