

Best Practices Score

Kasaan

FALL 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 | 5 | System Classification: Water Treatment 1 Primary Operator: <i>Darl West</i> Certification Level: <i>WT 1</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i> Darl West is certified at the correct level. There is no backup operator identified. | Darl West has the required CEUs and needs to renew his certificate now. A backup operator needs to be identified and take and pass the WT1 exam. Please see 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 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. | Steve Evavold ADEC RMW 269-7609 |
| | | 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 9 Drinking Water Monitoring and Reporting violations in 2018. | 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 | Felysha Williams attended Financial training on 12/4/17. | 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 | 5 | The governing body of the utility meets monthly. Meeting minutes were provided to RUBA staff and the minutes include water operator reports which are periodically submitted to the governing body. | To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes. | |
| | | 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 | 15 | The city and its utilities adopted a realistic and balanced budget. The utility separated revenue and expenses in a separate enterprise budget. The receipt of the monthly financial report has been documented in the minutes. | Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification. | Iura Leahu DCRA RUBA Program 465-4814 |
| | | 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 | 20 | The utility is collecting sufficient revenue to cover operating expenses and subsidies were used to balance the utility budget. The utility contributes to equipment and facility repairs and maintenances. | Full points have been awarded. Keep up the great work. | |
| | | 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 | RUBA has verified that the utility has had a current Worker's Compensation Policy in place for all employees for at least two years. | 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 | 5 | RUBA staff resent to TAO a second request for verification on August 5. TAO confirmed compliance. | 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 | 15 | SDS O&M Score | 12 | TOTAL SCORE | 75 | | |