

Best Practices Score
Kiana
SPRING 2020

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>Darrel Brown</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Kevin Black</i> Certification Level: <i>Operator holds no current certification</i> Darrell Brown is certified at the correct level. Kevin Black and Jonathan Westlake hold no certification.	Darrell Brown has the required CEUs to renew his WT 1 certificate in 2021. Kevin Black and Jonathan Westlake need to take and pass the WT 1 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	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.	Chris Cox MHC RMW 442-7352	
		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 2019. 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.	Teslyn Visscher ADEC Drinking Water Program 451-3038	
		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	Clara Stein attended Financial training on 3/22/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Eli Jacobson DCRA RUBA Program 543-3475	
	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	The city provided meeting minutes from June 2019, July 2019, August 2019, September 2019, October 2019, November 2019. However, the meeting minutes do not record reports from the utility operator.	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	10	The city has a balanced budget. Monthly financial reports are mentioned in the meeting minutes but financial reports were not provided to RUBA staff. ARUC financials were not noted in the meeting minutes.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the utility's monthly financial reports.		
		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 ARUC September and November 2019 monthly financial reports show that expenses are exceeding revenues. However the September 2019 report indicates they are spending down their reserves.	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	Current policy verified 1/16/2020.	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	0	Federal taxes are not compliant. Department of Labor is compliant.	To receive additional points in this category, the city 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		22	SDS O&M Score	13	TOTAL SCORE		82		