

**Best Practices Score**  
**Shungnak**  
**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	7	System Classification: Water Treatment 1 Primary Operator: <i>Arthur Sheldon</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Gilbert Snell</i> Certification Level: <i>Small Treated</i>  Arthur Sheldon holds the correct level of certification. Gilbert Snell and Makary Tickett hold certification but not at the correct level.	Arthur Sheldon needs 3.0 CEUs before 12/31/22 to renew his certificate. Gilbert Snell has the required CEU to renew his ST certificate in 2021 and needs to take and pass the WT1 exam. Makary Tickett needs 1.0 CEUs before 12/31/2022 to renew his ST certification, and needs to take and pass the WT 1 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 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.	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	Helen Mitchell attended Intro to Utility Management training on 5/22/15.	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	0	The city has not provided a copy of its Meeting minutes for June 2019, July 2019, August 2019, September 2019, October 2019, November 2019. Therefore, no points can be awarded for meeting minutes or water operator reports.	The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.	
		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 did not provide a copy of its budget but ARUC has a realistic budget. Without meeting minutes it can't be confirmed that the financials are reported to the council.	Additional points can be earned if the council reviews and approves the 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	ARUC September 2019 financial report (a 12 month cumulative) shows expenditures far surpassing revenues and not intentionally depleting reserves. However ARUC November 2019 report shows revenues surpassing expenses (over 13K) and a small R&R account.	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	0	The city does not have a current worker's compensation policy.	Full points can be awarded after the community demonstrates that a Worker's Compensation Policy has been in place 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	0	The RUBA program did not receive authorization to access tax information for the community.	Provide RUBA with a completed authorization form so they may confirm compliance with tax liabilities.	
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		7	SDS O&M Score	11	TOTAL SCORE		67	