

**Best Practices Score
Nikolai
FALL 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 | 10 | System Classification: No operator required Primary Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> Backup Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> No certified operator required. | N/A | 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. | Fred Withrow TCC RMW 452-8251 ext. 3267 |
| | | 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. The community does not operate a public water system. | | 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 | 0 | No one associated with the utility has attended a RUBA training in the past five years. | RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible. | Andy Durny 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 | 2 | The governing body meets routinely, but RUBA staff has not received sufficient documentation to award full points for this criterion for this reporting period. Available minutes do not show that a utility report is provided. | 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 and separates income and expenses. The budget has subsidies, but doesn't clearly identify the transfer to the sewer utility. No evidence of monthly financial reports being given to council. | Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate 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 | 0 | RUBA staff has not received documentation to confirm utility is collecting revenue sufficient to cover operating expenses. | To receive additional points, the utility needs to provide monthly financial reports in cash basis to RUBA staff and demonstrate sufficient revenue and/or 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 | 5 | Policy verified on 6/30/2020 | 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 | City is compliant with DOL. Insufficient info received from IRS | To receive additional points in this category, the utility 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 | 0 | SDS O&M Score | 8 | TOTAL SCORE | 52 | | |