

**Best Practices Score
Craig
Spring 2021**

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: Water Treatment 2 Primary Operator: <i>Leslie Nelson</i> Certification Level: <i>WT 3</i> Backup Operator: <i>Andrew Lilloren</i> Certification Level: <i>WT 2</i> Leslie Nelson, Andrew Lilloren, David Nelson, and Tony Nelson hold certification at the correct level.	Leslie Nelson needs 3.0 CEUs by 12/31/21 to renew in 2021. Andrew Lilloren needs 3.0 CEUs by 12/31/21 to renew in 2021. Tony Nelson needs 3.0 CEUs by 12/31/21 to renew in 2021. David Nelson needs 3.0 CEUs by 12/31/22 to renew in 2022. Please see the enclosed flyer 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.	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 2021. 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.	Eric Burg ADEC Drinking Water Program 262-3420
		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	Michelle Cass attended Clerks Management for Rural Utilities training on 9/14/2020.	RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.	
	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 meeting minutes provided to RUBA demonstrate that the city council meets regularly and receives reports from the water operator. The meeting minutes document a report was made by the operator.	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 the water utility adopted a realistic and balanced budget. The water utility is part of an enterprise fund which is subsidized and the subsidy is identified. The financial reports are submitted to the council and referenced 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 city provided RUBA with monthly financial reports. The utility contributes to an R&R account and the R&R account is included in the financial reports and the budget.	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	Policy verified on 9/30/2020	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	5	Current on all payroll 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	30	SDS O&M Score	14	TOTAL SCORE	90		