

**Best Practices Score
Kaltag
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	0	System Classification: Water Treatment 1 Primary Operator: <i>Calvin McGinty</i> Certification Level: <i>Operator holds no current certification</i> Backup Operator: <i>Jeremy Semaken</i> Certification Level: <i>Operator holds no current certification</i> Calvin McGinty, Richard Burnham, Jeremy Semaken, and Patrick Madros, Jr. hold no certifications.	Calvin McGinty, Jeremy Semaken, Richard Burnham, and Patrick Madros, Jr. all need to take and pass the WT 1 exam. Please see 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.	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 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.	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	Jackie Nicholas attended Financial Management for Rural Utilities training on 4/8/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Brendan Smyth DCRA RUBA Program 451-2744
	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	Meetings were held only in JUN, JUL and OCT, and a water operator report was found only in JUN's minutes. Four of six months minutes are required for a score.	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	A balanced city FY21 budget was adopted on July 1, 2020. However, without regular meetings that include a review of monthly financial reports, the budget cannot be considered implemented.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.	Brendan Smyth DCRA RUBA Program 451-2744
		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	5	The community is receiving some revenue but not enough to cover utility expenses, the subsidy to cover those expenses is not outlined in the current finance reports. The utility ordinance does provide for the fees to be charged to the customers.	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 1/15/2021	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	0	SDS O&M Score	9	TOTAL SCORE	55		