

**Best Practices Score
Nondalton
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 | 5 | System Classification: Small Treated Primary Operator: <i>Ricco Joseph</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Jesse Trefon</i> Certification Level: <i>Operator holds no current certification</i> | Ricco Joseph's ST expired on 12/31/2020 without meeting the CEU requirement for renewal and needs to take and pass the Small Treated exam. Jesse Trefon and Beretta Trefon need to take and pass the Small Treated exam. 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. | Theo Graber ADEC RMW 269-7571 |
| | | 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 | 0 | The utility had 18 Drinking Water Monitoring and Reporting violations in 2021. | 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. | Leah Vansandt ADEC Drinking Water Program 269-7653 |
| | | 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 | Ada Trefon attended Personnel Management for Rural Utilities training on 3/14/2016. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. |
| 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 utility owner supplied meeting minutes to the RUBA program, but they do not always include a report 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 utility has adopted a budget, but not enough financial reports have been documented in the meeting minutes. | Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports. | Lydia Mielke DCRA RUBA Program 269-4547 |
| | | 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 | 15 | The utility is collecting revenue sufficient to cover operating expenses, but not contributing to an R&R account. | To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs. | |
| | | 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 | Lack of policy verified on 12/31/2020 | The utility must obtain worker's compensation insurance to receive additional 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 | 57 | | |