### Best Practices Score

**Stebbins**  
Spring 2021

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
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| **Operator Certification**       | System Classification: Water Treatment 1  
Primary Operator: Peter Martin  
Certification Level: Small Treated  
Backup Operator: Brandon Mike  
Certification Level: Small Treated | 10       | 7     | Peter Martin has the required CEU to renew his ST certificate in 2022 and needs to take and pass the WT 1 exam. Brandon Mike has the required CEU to renew his ST certificate in 2022 and needs to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification. | Maintain active certification training. Consider shifting certifications to next level. | ADEC Operator Certification Program 465-1139 |
| **Technical**                    |                                                                                      |          |       |                                                                                      |                                                                                      |                          |
| **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 | 5        | 25    | The operator is performing important maintenance on a regular basis and keeping records. Each month, the operator is submitting maintenance records to the assigned RMW. | Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly reports to the assigned RMW. | Stosh Labinski  
NSHC RMW 443-3273 |
| **Compliance**                   |                                                                                      |          |       |                                                                                      |                                                                                      |                          |
| **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     | Cassandra Mike 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. | Lena Mathlaw  
DCRA RUBA Program 443-5457 |
| **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  
The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements  
The utility owner’s governing body does not meet | 5        | 5     | Council meets on the first Tuesday of each month. Council does not meet as prescribed in ordinance.  
Either the Utility or the Utility owner has adopted a budget, the other has not  
Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes. | Karen Garland  
ADEC Drinking Water Program 451-2137 |
| **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  
Either the Utility or the Utility owner has adopted and implemented a budget, the other has not  
Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | 10       | 0     | FY21 Budget not balanced due to calculation errors and no expenditures included for grant(s). Budget amendments passed and not balanced. June - Nov monthly financial reports must be presented to governing body monthly. | Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports. |                          |
| **Revenue**                      | Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account  
Utility is collecting revenue sufficient to cover expenses  
Utility has a fee schedule and a collection policy that is followed  
Utility has no fee structure or collection policy | 5        | 5     | Six monthly financial reports submitted with revenue not meeting expenses and year to date. Owner of utility has revenue to provide a subsidy. Budget amendment for repair with replacement with no contributions. | 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. |                          |
| **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  
Utility has a current worker’s compensation policy in place for all employees  
Utility has no worker’s compensation policy | 10       | 0     | Policy verified on 1/4/2021 | Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points. |                          |
| **Payroll Liability Compliance** | Utility has no past due tax liabilities and is current with all tax obligations  
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 | 10       | 0     | 941s need to be filed for the second and third quarter 2020 | 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. |                          |

<table>
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<th>CIP O&amp;M Score</th>
<th>SDS O&amp;M Score</th>
<th>TOTAL SCORE</th>
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<tbody>
<tr>
<td>0</td>
<td>8</td>
<td>48</td>
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