

**Best Practices Score
Tatitlek
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>Dylan Geffe</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Jenny Vlasoff</i> Certification Level: <i>Operator holds no current certification</i> | Dylan Geffe has the required CEUs to renew now. Jenny Vlasoff needs 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 | 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 records to the assigned RMW. | Tanner Cole ADEC RMW 269-7609 |
| | | 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 14 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. | 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 | Dylan Geffe attended Personnel Management for Rural Utilities training on 12/3/2018. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. | Lydia Mielke DCRA RUBA Program 269-4547 |
| | 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 | Meeting minutes were provided but only one had a operator report. | 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 community has a budget but finance reports are not provided monthly to the council to review. | Provide RUBA with monthly financial reports in cash basis 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 | 15 | The community receives funds from many different funds and are able to cover their operating expenses but no repair and replacement fund is being contributed to. | 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 | 5 | Policy verified on 12/31/2020 | 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 | 12 | SDS O&M Score | 12 | TOTAL SCORE | 72 | | |