

Best Practices Score

False Pass

Fall 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 | 7 | System Classification: Water Treatment 2 Primary Operator: <i>Wesley Shales</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Alex Dulkan</i> Certification Level: <i>WT P</i> | Wesley Shales needs 3.0 CEUs before 12/31/23 to renew in 2023. Alex Dulian has the required CEUs to renew now. Travis Hoblet needs to take and pass the WT 1 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. | Clay Cook ADEC RMW 269-3067 |
| | | 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. | Doug Zellmer ADEC Drinking Water Program 269-3068 |
| | | 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 | Nikki Hoblet attended Clerks Management for Rural Utilities training on 9/28/2018. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. | Jeff Congdon DCRA RUBA Program 269-4549 |
| | 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 | Meeting minutes were provided for meetings on December 15, January 19, February 23, March 16, and April 20. Meeting minutes reflect regularly receiving a report form the utility 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 | 10 | The utility provided the QuickBooks generated profit and loss budget vs actual, the budget was amended/adopted December 17, 2020. March, April, May financial statements show the budget is not followed. | Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports. | Jeff Congdon DCRA RUBA Program 269-4549 |
| | | 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 May 21, 2021 financial profit and loss, budget v actual shows the owner collecting sufficient revenue to cover operating costs, however utility expenses not separated out. There is no repair and replacement account allocation in the budget, or reflect | To receive additional points, the utility needs to provide monthly financial reports in cash basis to RUBA staff that 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 7/15/2021 | 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 | 0 | In compliance with ESC. Not IRS compliant; owes 4th 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. | | |
| | 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 | | |