

**Best Practices Score  
Nunam Iqua  
Fall 2021**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	<b>Operator Certification</b>	Utility has more than one operator certified to the level of the water system	10	3	System Classification: Water Treatment 2 Primary Operator: <i>Matthew Ignatius</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Daniel Johnson</i> Certification Level: <i>WT 1</i>  Matthew Ignatius and Daniel Johnson hold certifications but not at the correct level. Darren Abraham, Justin Ignatius, and Thomas Pete hold no certifications.	Matthew Ignatius will need 3.0 CEUs by 12/31/22 to renew his certificate in 2022. Daniel Johnson has the required CEUs to renew now. Matthew Ignatius and Daniel Johnson need to take and pass the WT 2 exam. Darren Abraham, Justin Ignatius, and Thomas Pete need 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				
	<b>Preventive Maintenance Plan</b>	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.	Billy Westlock YKHC RMW 949-1236
		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				
	<b>Compliance</b>	Utility had no Monitoring and Reporting violations during the past year	10	0	The utility had 100 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.	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	<b>Utility Management Training</b>	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	Esther Manumik attended QuickBooks training on 10/16/2020.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Fred Broerman DCRA RUBA Program 543-3475
	<b>Meetings of the Governing Body</b>	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	Minutes were provided for the following months during this reporting period: December 2020, January, February, March, April and May 2021. All, but January and May minutes, noted a water/sewer utility operator report.	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	<b>Budget</b>	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	13	Balanced and realistic budgets for CY21 (utility) and FY21 (city) were provided by the utility owner. However, monthly financial reports do not show total current fiscal year budgeted amounts, but pro-rated budget amounts.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing both the city and utility monthly financial reports in a budget vs actual format.	Fred Broerman DCRA RUBA Program 543-3475
		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				
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	20	The utility is collecting adequate revenue to cover its expenses. As of May 31, 2021, the city's water and sewer repair and replacement account has a balance of \$258,284.	Full points have been awarded. Keep up the great work.	
		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				
	<b>Worker's Compensation Insurance</b>	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 6/29/2021	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					
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	5	No tax issues.	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	11	SDS O&M Score	11	TOTAL SCORE	71		