

**Best Practices Score  
Venetie  
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	0	System Classification: Small Treated Primary Operator: <i>Curtis Frank</i> Certification Level: <i>Operator holds no current certification</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i>	John Frank needs 1.0 CEUs by 12/31/2021 to renew in 2021. Curtis Frank 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				
	<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.	Fred Withrow TCC RMW 452-8251 ext. 3267
		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 27 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.	Karen Garland ADEC Drinking Water Program 451-2137
		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	Nicole Williams 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.	Brendan Smyth DCRA RUBA Program 451-2744
	<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	0	Meeting minutes have not been provided during the reporting period.	The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.	
		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	0	An adopted FY21 budget was not provided by the utility owner during this reporting period.	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.	Brendan Smyth DCRA RUBA Program 451-2744
		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	0	Financials were not provided to RUBA.	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.	Brendan Smyth DCRA RUBA Program 451-2744
		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 6/30/2021	Full points have been awarded. Maintain active Worker's Compensation policy to continue receiving these points.	Brendan Smyth DCRA RUBA Program 451-2744
		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	0	ESC deemed complaint, no signed IRS request form returned.	Provide RUBA with a completed authorization form so they may confirm compliance with tax liabilities.	Brendan Smyth DCRA RUBA Program 451-2744	
	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	4	TOTAL SCORE	25		