Utility has no past due tax liabilities and is current with all tax obligations.

Utility has no fee structure or collection policy.

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 written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified.

Utility has a written PM plan; PM and record keeping are not consistent.

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.

To receive 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.

To receive additional points, provide RUBA with meeting minutes that consistently demonstrate the operator is providing a report to the council.

To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.

To receive additional points, provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating expenses.

Contact: Doug Zellmer, ADEC Drinking Water Program 269-3068

Best Practices Score
Dillingham
Spring 2022

Category | O&M Scoring Criteria | Possible | Score | Explanation of Score | How to Improve Score | Contact |
--- | --- | --- | --- | --- | --- | --- |
Operator Certification | Primary Operator: Herman Shade Certification Level: WD 1 | 7 | 3 | System Classification: Water Treatment 1 | Herman Shade’s WD P certificate expired without CEUs 12/31/2021, and needs to take and pass the WT 1 exam. William Noonkesser’s WD 1 certificate expired 12/31/2021 without CEUs and needs to take and pass the WT 1 exam. Christopher Maines 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 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 | | | | |
Technical | 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 | 0 | 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. | Kenny Parker, BBAHC RMW 842-9624 |
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 | | | | |
Preventive Maintenance Plan | Utility had no Monitoring and Reporting violations during the past year | 10 | 0 | The utility had 9 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. | |
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 | | | | |
Compliance | 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 | Cynthia Rogers attended Financial Management for Rural Utilities training on 1/28/2021. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. | |
Meetings of the Governing Body | The utility owner’s governing body meets consistently with the local ordinance/bylaw requirements and receives a current report from the operator | 5 | 2 | Minutes were provided for the following months during this reporting period: June, August, September, October, and November 2021. The utility operator report was not consistently included in the meeting minutes. | To receive additional points, provide RUBA with meeting minutes that consistently demonstrate the operator is providing a report to the council. | Carol Luckhurst, DCRA RUBA Program 842-5135 |
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 | | | | |
Managerial | 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 | The budget adopted by the utility owner is not balanced. | The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advice and assistance. | Carol Luckhurst, DCRA RUBA Program 842-5135 |
Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | 13 | | | | |
Utility owner and the Utility have not adopted a budget | 0 | | | | |
Budget | Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account | 20 | 5 | The utility has a fee schedule and collection policy that is followed. | To receive additional points, provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating 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 | | | | |
Revenue | 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 | The budget adopted by the utility owner is not balanced. | The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advice and assistance. | Carol Luckhurst, DCRA RUBA Program 842-5135 |
Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | 13 | | | | |
Utility owner and the Utility have not adopted a budget | 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 | Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 12/31/21. | Full points have been awarded. The utility owner must maintain an 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 | | | | |
Payment Liability Compliance | Utility has no past due tax liabilities and is current with all tax obligations. | 5 | 5 | Utility has no past due tax liabilities and is current with all tax obligations. | 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 | 0 | | | | |
TOTAL SCORE | 25 | | | | |