### Best Practices Score

#### Tululskak

Spring 2022

**Category** | **O&M Scoring Criteria** | **Possible** | **Score** | **Explanation of Score** | **How to Improve Score** | **Contact**
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**Operator Certification**  
Utility has more than one operator certified to the level of the water system | 10 | 2 | System Classification: Water Treatment 1  
Primary Operator: Kristy Napoka  
Certification Level: Small Treated  
Backup Operator: Jerah Peter  
Certification Level: Small Treated | Jerah Peter will need 1.0 CEU by 12/31/23 to renew in 2024. Kristy Napoka will need 1.0 CEU by 12/31/24 to renew in 2024. Kristy Napoka, Jerah Peter, Carl Peter, and John Phillip 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 | Bob White

**Technical**  
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 | 5 | 5 |  
Utility has one or more operators certified at some level in water treatment or distribution | 3 | 3 | Kristy Napoka and Jerah Peter hold certifications but not at the correct level. John Phillip and Carl Peter hold no certifications. |  
Utility has no certified operators | 0 | 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 | 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. | Bob White

**Compliance**  
Utility has no PM plan or performs no PM | 0 | 0 |  
Utility had Monitoring and Reporting violations during the past year | 10 | 10 | The utility had 16 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. | Leslie Morrison

**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 | No one associated with the utility has attended a RUBA training in the past five years. | RUBA provides free training several times per year. Contact your RUBA specialist for more information. |  
**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 | 5 | Minutes were provided for the following months during this reporting period: June 2021. Insufficient meeting minutes were provided to RUBA for review. | The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your RUBA specialist for advise and assistance. | Mike White

**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 | An adopted CY21 budget was provided, but review of financial reports was not indicated in the meeting minutes. | Provide RUBA with monthly financial reports that are submitted to the council and documented in meeting minutes. | Mike White

**Revenue**  
Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account | 20 | 0 | Documentation was not provided to RUBA during this reporting period. | Provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating expenses. Contact your RUBA specialist for assistance. |  
Utility has a fee schedule and a collection policy that is followed | 5 | 5 |  
Utility has no fee structure or collection policy | 0 | 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 | A Department of Labor and Workforce Development database query on 01/14/22 indicated the utility owner did not have coverage. | The utility owner must obtain a workers’ compensation policy consistent with state and federal laws. Contact your RUBA specialist for advise and assistance. |  
**Payroll Liability Compliance**  
Utility has no past due tax liabilities and is current with all tax obligations | 5 | 5 | 941 filings have not been filed for the following tax period: 3/31/21. | 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, has a signed payment agreement, is current on that agreement, and is up-to-date with all other tax obligations | 2 | 2 |  
Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed | 0 | 0 |  
**CIP O&M Score** | 0 | 0 |  
**TOTAL SCORE** | 28 | 28 |