

Best Practices Score
Atka
Fall 2022

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	3	System Classification: Water Treatment 2 Primary Operator: <i>Michael Swinney</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Jonathan Zaochney</i> Certification Level: <i>Operator holds no current certification</i> Michael Swinney holds certification but not at the correct level. Jonathan Zaochney holds no certifications.	Jonathan Zaochney and Michael Swinney both need to take and pass the WT 1 exam. Michael Swinney has the required CEUs to renew in 2024. 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.	Theo Graber ADEC RMW 269-7571
		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	0	The utility had 8 Drinking Water Monitoring and Reporting violations in 2022.	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.	Leah Vansandt ADEC Drinking Water Program 269-7653
		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	Jennifer Kost-Dirks attended Financial Management for Rural Utilities training on 12/9/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Lydia Mielke DCRA RUBA Program 269-4547
	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	Minutes were provided for the following months during this reporting period: December 2021, January, February, March, April, and May 2022. The water operator report was consistently included in the meeting minutes.	To maintain full points, the governing body must continue to meet according to ordinance/bylaw 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	15	The utility owner has adopted an overall realistic and balanced budget and accurate monthly financial reports have been submitted and documented in the meeting minutes.	Full points have been awarded. Continue to provide RUBA accurate monthly financial reports that are submitted to the council and documented in the meeting minutes.	
		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	Utility financial reports indicate the utility owner is collecting revenue showing evidence of a collection policy, but no evidence of utility expenditures.	To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and 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	Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 06/28/22.	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				
	Payroll Liability Compliance	Utility has no past due tax liabilities and is current with all tax obligations		5	0	The utility owner is not current with state or federal tax filings and/or payment obligations.	To receive additional points, the utility must either become current on all outstanding tax liabilities and filings, or enter into a repayment agreement for outstanding liabilities 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		3			TOTAL SCORE	63		