

Best Practices Score  
Ekwok  
FALL 2019

| 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       | 10          | System Classification: No public water system<br>Primary Operator: <i>No certified operator required</i><br>Certification Level: <i>N/A</i><br>Backup Operator: <i>No certified operator required</i><br>Certification Level: <i>N/A</i><br><br>No certified operator required | N/A                                                                                                                                                                                                                            | ADEC Operator Certification Program<br>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       | 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.                               | Kenny Parker<br>BBAHC RMW<br>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        |             |                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                |                                                 |  |
|                                                                                                                       | Compliance                      | Utility had no Monitoring and Reporting violations during the past year                                                                                                                                      |               | 10       | 10          | The utility had 0 Drinking Water Monitoring and Reporting violations in 2018. The community does not operator a public water system.                                                                                                                                           |                                                                                                                                                                                                                                | ADEC Drinking Water Program                     |  |
|                                                                                                                       |                                 | 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           | Crystal Jensen attended Financial training on 12/4/2017.                                                                                                                                                                                                                       | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.                                                                                                            | Melody Nibeck<br>DCRA RUBA Program<br>842-5135  |  |
|                                                                                                                       | 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 show the utility's governing body meets regularly and receives a report from the administrator.                                                                                                                                                                        | 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                                                                                                             | 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          | The city has adopted a realistic budget with utility income and expenses in a separate enterprise budget; financial reports are provided to council but do not show budget compared to actual.                                                                                 | Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.                                                                                       |                                                 |  |
|                                                                                                                       |                                 | 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       | 15          | Financial reports show the utility is collecting sufficient revenue to cover operating expenses, but not contributing to Repair and Replacement account.                                                                                                                       | To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.                                                              |                                                 |  |
|                                                                                                                       |                                 | 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           | RUBA has verified that the utility has had a current Worker's Compensation Policy in place for all employees for at least two years.                                                                                                                                           | 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        |             |                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                |                                                 |  |
|                                                                                                                       | Payroll Liability Compliance    | Utility has no past due tax liabilities and is current with all tax obligations                                                                                                                              |               | 5        | 5           | Verified June 10 and July 5                                                                                                                                                                                                                                                    | To receive additional points in this category, the city 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, 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                                                                                                         |                                 | 20                                                                                                                                                                                                           | SDS O&M Score | 13       | TOTAL SCORE |                                                                                                                                                                                                                                                                                | 80                                                                                                                                                                                                                             |                                                 |  |