

Best Practices Score
Levelock
FALL 2018

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 operator required Primary Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> Backup Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> No certified operator required	N/A	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 community has no utility that requires maintenance.	Full points have been awarded in this category.	Erik Somers BBAHC RMW 842-6624
		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 2017. The community does not operator a public water system.	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.	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	0	No one associated with the utility has attended a RUBA training in the past five years.	RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.	Casey Dschaak DCRA RUBA Program 842-1969
	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	The Levelock electric utility has separate meetings and maintains its own bylaws separate from the Village Council. Meetings are conducted monthly with a thorough operators report.	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	13	The utility has adopted a budget and though it does maintain a separate enterprise budget the categories are too broadly addressed which doesn't allow the utility to capture all of the income and expenses. The miscellaneous section is too large.	The utility's enterprise fund budget should be refined to create more specific categories to accurately capture income and expenses.	
		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	0	The village of Levelock does not charge customers for services it provides such as septic pumping or trash collecting.	The village should adopt a fee schedule and collection policy for the services provided.	
		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	2	The electric cooperative and the native village have workers compensation coverage. The village has frequently allowed its workers comp insurance to expire in seasons of few employees.	Full points can be awarded after the community demonstrates that a Worker's Compensation Policy has been in place for two full years.	
		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	2	Levelock has stayed current on their tax liabilities, however, the community has consistently missed filing a form 941 leaving them out of compliance. The community has recently filed their missing returns.	Continue to submit timely reports and 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		7	SDS O&M Score	11	TOTAL SCORE		67	