

**Best Practices Score
Northway Village
Spring 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	10	System Classification: Small Treated Primary Operator: <i>Terry Albert</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Jason Wregglesworth</i> Certification Level: <i>Small Treated</i> Terry Albert and Jason Wreggleworth hold the correct level of certification. Carl Carbon holds no certification.	Terry Albert needs 1.0 CEU by 12/31/2023 to renew in 2023. Justin Wregglesworth has the required CEUs to renew in 2023. Carl Carbon needs to take and pass the Small Treated exam. Please see 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.	Lee Meckel TCC RMW 452-8251 ext. 3265
		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 2021. Excellent job - keep up the good work!		Mike Sharp ADEC Drinking Water Program 451-2178
		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	Nichol Rallo attended Personnel Management for Rural Utilities training on 12/3/2018.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Brendan Smyth DCRA RUBA Program 451-2744
	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: June, July, August, October, and November 2021. The utility 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	0	The budget submitted by the utility owner is not balanced.	The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advise and assistance.	
		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	20	Revenues surpass expenses and a reasonable repair and replacement account is funded in most months.	Full points have been awarded! Keep up the great work.	
		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 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					
Payroll 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	25			TOTAL SCORE	85		