

**Best Practices Score  
Cold Bay  
SPRING 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	5	System Classification: Small Treated Primary Operator: <i>Kurt Uttecht</i> Certification Level: <i>WTP</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i>  Kurt Uttecht holds the correct level of certification but there is no certified backup operator.	Kurt Uttecht needs 3.0 CEUs by 12/31/21 to renew his certificate. A backup operator needs to be identified and take and pass the Small Treated exam. Please see the enclosed flier 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 quarter, 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.	Matt Bradbury ADEC RMW 269-3067
		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	5	The utility had 1 Drinking Water Monitoring and Reporting violations in 2018. Excellent job - keep up the good work!	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	Angela Simpson attended Financial training on 1/13/2017.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Ben Balivet 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	2	The city has met but water operator and monthly financial reports aren't being given to the council and RUBA staff.	To receive additional points, provide RUBA with meeting minutes that demonstrate that the operator is providing a report to the council.	
		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 switched from the state fiscal year to the calendar year. State fiscal year 2018, and a 2018 interim budget was provided, however no monthly financial reports were given to the council/RUBA staff.	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	0	The city does have a water collections policy; however, no financial reporting demonstrates that it is being followed.	Provide RUBA with monthly financial reports.	
		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	0	The city has not sent an IRS 8821 signed form to RUBA staff; therefore, no IRS compliance for 07 01 15 -09 30 18 was made. The city is in compliance with the state of Alaska ESC tax.	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, 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	0	SDS O&M Score	9	TOTAL SCORE	57		