

**Best Practices Score  
Sand Point  
FALL 2018**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	<b>Operator Certification</b>	Utility has more than one operator certified to the level of the water system	10	5	System Classification: Water Treatment 2 Primary Operator: <i>Dennis McGlashan</i> Certification Level: <i>WT 2</i> Backup Operator: <i>No backup on record</i> Certification Level: <i>N/A</i>	Dennis McGlashan needs 3.0 CEUs before 12/31/20 to renew his certificate. A backup operator needs to be identified and take and pass the WT1 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				
	<b>Preventive Maintenance Plan</b>	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.	Steve Evavold ADEC RMW 269-7609
		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				
	<b>Compliance</b>	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. 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.	Heather Newman ADEC Drinking Water Program 269-7619
		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	<b>Utility Management Training</b>	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.	
	<b>Meetings of the Governing Body</b>	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	Meeting minutes are available online, city council meets twice a month.	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	<b>Budget</b>	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	Fiscal year budget has been approved by the city council.	Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.	Ben Balivet DCRA RUBA Program 269-4547
		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				
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	15	The city water rates appear low since the water utility operates at a loss. The city does subsidize the water lost by other city services, but not enough for a Repair and replacement.	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				
	<b>Worker's Compensation Insurance</b>	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	Current policy verified 6/7/2018.	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					
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	5	Current on all payroll tax liabilities.	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	15	SDS O&M Score	12	TOTAL SCORE	75		