

**Best Practices Score
Gustavus
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	10	System Classification: Primary Operator: Certification Level: Backup Operator: Certification Level:	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.	John Johnson ADEC RMW 269-7605
		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.	Jamie Bjorkman ADEC Drinking Water Program 262-3423
		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	Pheobe Vanselow attended Financial training on 12/8/2017.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.
	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 City of Gustavus meets regularly in accordance with state statute. Meeting minutes indicate that the city utilities are considered regularly.	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	15	The City of Gustavus has adopted a balanced and realistic budget. Monthly finance reports provide a month-to-month, year-to-date, expenses and revenue as a reflection of the budget. Budget amendments are adopted as necessary.	Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.
		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	The City of Gustavus requires users to pay immediately upon use of their recycling center. The City of Gustavus does not garner enough user fees to pay for operations, management, repair and replacement, and capital funds.	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	The utility is current on all 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	35	SDS O&M Score	15	TOTAL SCORE	95	