

**Best Practices Score
Ninilchik
SPRING 2020**

| 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 Untreated Primary Operator: <i>Steve Vanek</i> Certification Level: <i>Small Untreated</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i> | Steve Vanek needs 0.5 CEU before 12/31/21 to renew his certificate in 2021. 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 | 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 | | | | |
| | Compliance | Utility had no Monitoring and Reporting violations during the past year | 10 | 0 | The utility had 13 Drinking Water Monitoring and Reporting violations in 2019. | 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. | 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 | 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. | |
| | 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 | Met July 6, 2019 and gave the water report. The bylaws require an annual meeting. | 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 | 0 | The utility has not adopted a budget since December 2018. | Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports. | Jed Cox DCRA RUBA Program 269-4549 |
| | | 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 utility has not submitted any financial information for scoring. | To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and subsidy to cover the utility's expenses. | |
| | | 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 | No paid employees. Only volunteers & board members. | 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 | Not required to pay payroll taxes; no employees | N/A | | |
| | 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 | 6 | TOTAL SCORE | 35 | | |