

**Best Practices Score  
Port Lions  
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	0	System Classification: Water Treatment 2 Primary Operator: <i>Keana Bendixen</i> Certification Level: <i>Operator holds no current certification</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i>  Keanna Bendixen holds no certification. There is no backup operator identified.	Keanna Bendixen needs to take and pass the WT 1 exam. A backup operator needs to be identified and take and pass the WT 1 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 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.	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 7 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.	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	Dorinda Kewan attended Elected Officials training on 3/2018.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Jed Cox DCRA RUBA Program 269-4549	
	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 community lacks consistent water operator reports in the minutes. The City of Port Lions met for five of the past six months.	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	15	City of Port Lions City Council approved a budget on July 2019. The council does track the budget at each meeting.	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	20	Port Lions is collecting sufficient revenue to cover expenses and contributes to a repair and replacement which is identified in the monthly financials.	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	Current policy verified 11/27/2019.	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	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		17	SDS O&M Score	12	TOTAL SCORE	77			