

**Best Practices Score
Saint Michael
Spring 2021**

| 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>Norbert Otten</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Alex Tom</i> Certification Level: <i>Operator holds no current certification</i> | Norbert Otten needs 3.0 CEUs by 12/31/23 to renew in 2023. Alex Tom and Charles Doty need to take and pass the Small Treated exam. Please see the enclosed flyer 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. | Stosh Labinski NSHC RMW 443-3273 |
| | | 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 4 Drinking Water Monitoring and Reporting violations in 2021. | 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. | Karen Garland ADEC Drinking Water Program 451-2137 |
| | | 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 | Richard Elachik, Sr. attended Clerks Management for Rural Utilities training on 9/27/2019. | 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 | 0 | Council meets on the first and third Wednesdays each month. Council does not meet as prescribed in local ordinances. Less than half of the minutes were submitted (5/12) with only two including a utility report. | The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board. | |
| | | 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 | FY21 Budget for owner is not balanced and budget amendments not submitted. Contractor ARUC budget balanced. 1 of 5 ARUC monthly financial reports in meeting minutes | Provide RUBA with a balanced and realistic budget from the city. Provide monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports from the city and ARUC. | Lena Mathlaw DCRA RUBA Program 443-5457 |
| | | 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 | Five of six ARUC monthly financial reports indicate sufficient revenue, however, no monthly financial reports were submitted by the owner of the utility. | 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 | Policy verified on 1/4/2021 | 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 | Owes taxes; 941s need to be filed for the second and fourth quarters of 2019. | 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 | 10 | TOTAL SCORE | 60 | | |