

Best Practices Score
Port Lions
Fall 2022

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	3	System Classification: Water Treatment 2 Primary Operator: <i>Keana Bendixen</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Jordon Covarrubias</i> Certification Level: <i>WT P</i> Keana Bendixen, Jordan Covarrubias, and Willie Nelson, and hold certification but not at the correct level.	Keanna Bendixen has the required CEUs to renew in 2023, and needs to take and pass the WT 2 exam. Jordon Covarrubias needs 3.0 CEUs by 12/31/2023 to renew in 2023, and needs to take and pass the WT 2 exam. Willie Nelson needs 3.0 CEUs by 12/31/2022 to renew in 2022, and needs to take and pass the WT 2 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	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.	Tanner Cote 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	10	The utility had 0 Drinking Water Monitoring and Reporting violations in 2022. Excellent job - keep up the good work!		Doug Zellmer ADEC Drinking Water Program 269-3068	
		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 Management for Rural Utilities training on 3/12/2018.	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	Minutes were provided for the following months during this reporting period: December 2021, February, March, April, and May 2022. The water operator report was consistently included in the meeting minutes.	To maintain full points, the governing body must continue to meet according to ordinance/bylaw 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	10	The utility owner has adopted an overall balanced budget. RUBA could not determine from provided documents if the budget is realistic. Accurate monthly financial reports have been submitted and documented in the meeting minutes.	Provide documentation to RUBA that the budget has been adopted. Contact your LGS for advice and assistance.	Lydia Mielke 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					
	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 financial reports show the utility is collecting sufficient revenue to cover expenses but the utility does not contribute to a repair and replacement account.	To received 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	Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 06/28/22.	Full points have been awarded. The utility owner must maintain an 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	The utility owner is not current with state or federal tax filings and/or payment obligations.	To receive additional points, the utility must either become current on all outstanding tax liabilities and filings, or enter into a repayment agreement for outstanding liabilities 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		18			TOTAL SCORE	78		