## Best Practices Score Tanana Spring 2021

| Certification  Certification  Distry has not certification the level of the water system and the backup operator holds 5 on certification or three is no busine program or more operators certified at some level in water treatment or distribution 3.  Utility has no certification states (MA)  Distribution or more operators certified at some level in water treatment or distribution 3.  Utility has no certification for the second of a backup operator for certification. There is no business operator identified.  Utility has no suitable program from the second of the best for the second of the second of the best for the second of the best for the second of the se | Category                        | O&M Scoring Criteria  | Possible | Score | Explanation of Score  | How to Improve Score   | Contact  |
|--|---------------------------------|---|----------|-------|---|--|--|
| Corporator Certification  Primary operator is certified to the wind of the water speak mand the backup operator holds to certification referre is no backup operator  Until ty has no certified operators  Until ty has no certified operator identified to the certification there is no backup operator identified to the cer |                                 | Utility has more than one operator certified to the level of the water system                 | 10       | 0     | ·   | operator needs to be identified and take and pass the WT 1 exam. Please see the enclosed flyer with more information       | ADEC Operator<br>Certification<br>Program<br>465-1139    |
| Perventive Maintenance Plan    Dility has one controlled or the first in babbalo operator contribution of the contribution of the first in babbalo operator contribution of the contribution of the first in babbalo operator contribution of the first in b |                                 |   | 7        |       | Certification Level: <i>Operator holds no current</i> certification Backup Operator: <i>No record of a backup operator</i>                  |  |  |
| Dulily has not or more operators excitined a some level in water frequencing of completion as a control of the completion of the complet   | ·                               |   | 5        |       |   |  |  |
| Preventive Maintenance plerators Unity has a termined plerators of completion are submitted on a quarterly basis and have been verified submitted on a quarterly basis and have been verified unity has a written M plan or performs no PM.    Utility has no PM plan or performs no PM.   Utility has a written PM plan or performs no PM.   Utility has a written PM plan or performs no PM.   Utility has a written PM plan or performs no PM.   Utility has no PM plan or performs no PM.   Utility has no PM plan or performs no PM.   Utility has no PM plan or performs no PM.   Utility has due to five Monitoring and Reporting violation during the past year   10   |                                 | Utility has one or more operators certified at some level in water treatment or distribution  | 3        |       | Certification Level. N/A  |  |  |
| Preventive Maintenance or submitted on a quarterly basis and have been verified   Sulfity has a written MP light part formation of MP and record keeping are not consistent   15   15   15   15   15   15   15   1   | nical                           | Utility has no certified operators  | 0        |       |   |  |  |
| Plan  Unity has a written by plan jamenance or twin and record keeping are not consistent  Unity by and performs no PM  Unity base no PM plan or performs no PM  Unity by and up fore knothroning and Reporting violation during the past year  Unity by and performs no PM  Unity by and up to five knothroning and Reporting violation during the last year  Unity by an agement  Training  Meetings of  Meetings of  Fe doverning  Body  The utility owner's governing body meets routinely consistent with the local  ord name/bylaw requirements  The unity has each adopted a realistic budget and budget amendments are adopted a sold, budget or reports and meeting minutes should document that a report was made by the operator to the governing body.  The utility owner's governing body needs not meet  Unity owner's governing body needs not meet  Unity owner and the Unity or the Unitity owner has adopted a budget, the other has not contribute to a repair and replacement account  Unity or the Unity |                                 |   | 25       | 15    | maintenance or isn't keeping records of   | have a Preventative Maintenance plan that they follow and the completed plan must be submitted to your assigned RMW each   | Fred Withrow<br>TCC RMW<br>452-8251 ext. 3267            |
| Utility had no Monitoring and Reporting violations during the past year  Utility had up to five Monitoring and Reporting violation during the past year  Utility had up to five Monitoring and Reporting violation during the past year  Utility had up to five Monitoring and Reporting violation during the past year  Utility had more than five Monitoring and Reporting violation during the past year  Utility had more than five Monitoring and Reporting violation during the last year  Utility had more than five Monitoring and Reporting violation during the last year  Utility had more than five Monitoring and Reporting violation during the last year  A person who holds a position of responsibility for management training course  which is last five years.  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator or reporting period as of 12/31/2020  The utility owner's 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 or reporting period as of 12/31/2020  Utility owner and the Utility has each option and the provided for review.  Utility is collecting review and the Utility owner has adopted a budget a budget, the other has not received and accordinance and submitted to a report was made by the operator to the governing body whereas to defend the governing body whereas to defend the governing body does not meet  Utility is collecting review sufficient to cover the Utility owner has adopted a budget a budget of the utility owner has adopted a budget a budget of the utility owner has adop |                                 | Utility has a written PM plan; performance of PM and record keeping are not consistent        | 15       |       |   |  |  |
| Compliance  Utility had up to five Monitoring and Reporting violation during the past year  Utility had up to five Monitoring and Reporting violation during the last year  Utility Management Training  A person who holds a position of responsibility for management of the utility management course or other utility management course or other utility management training course within the last five years  A person who holds a position of responsibility for management of the utility management training course within the last five years  A person who holds a position of responsibility for management of the utility management training course within the last five years  Training  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator to the governing body  Either the Utility owner's governing body does not meet  Utility to reduce and the Utility have a cach adopted a budget, but it is not being implemented in  Utility is collecting revenue sufficient to cover the Utility's operating expenses and to  Utility has a fee | Pidii                           | Utility has no PM plan or performs no PM  | 0        |       |   |  |  |
| Utility had more than five Monitoring and Reporting violation during the last year  Utility had more than five Monitoring and Reporting violation during the last year  Utility had more than five Monitoring and Reporting violation during the last year  Utility had more than five Monitoring and Reporting violation during the last year  Utility had approved Utility Management of the utility has completed a DCRA approved Utility Management training course with the last five years  Training  Training  Training  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements and receives a current report from the operator ordinance/bylaw requirements. The utility owner's governing body does not meet  Utility owner's governing body does not meet  Utility owner and the Utility owner has adopted a realistic budget and budget amendments and the governing body.  Either the Utility or the Utility or the Utility of the Utility owner has adopted a budget; the other has not contribute to a repair and replacement scount.  Either the Utility or the Utility of the Utility owner has adopted a budget; the other has not Utility has a fee schedule and a collection policy the towner of the Utility owner and the Utility owner has adopted a budget; the other has not Utility has a fee schedule and a collection policy to cover expenses  To receive additional points, the utility needs to create a and has a current policy in place  Worker's Compensation policy for all employees of the past two years and budget and a collection policy in place of the utility has a current policy in place for all employees  Utility has a fee schedule and a collection policy in place for all employees or the past two years and has a current policy in place or the utility has a current pol |                                 | Utility had no Monitoring and Reporting violations during the past year                       | 10       | 0     |   | Monitoring Summary with all of the required samples for your water system. All samples and reports must be collected and   | Mike Sharp<br>ADEC Drinking<br>Water Program<br>451-2178 |
| Utility had more than five Monitoring and Reporting violation during the last year  Utility  Maps agreement of the approved builty Management of the utility has completed a management of the utility has a proved within the last five years  Westings of the Governing Body  Meetings of the Governing Body  Utility owner's governing body meets routinely consistent with the local ordinance/plywlav requirements. The utility owner's governing body meets routinely consistent with the local ordinance/plywlav requirements. The utility owner's governing body meets routinely consistent with the local ordinance/plywlav requirements. The utility owner's governing body meets routinely consistent with the local ordinance/plywlav requirements. The utility owner's governing body does not meet  Utility owner's doubled as needed, Accurate monthly budget and budget amendments are adopted as needed, Accurate monthly budget reports are prepared and submitted to the governing body.  Either the Utility or the Utility owner has adopted a budget, but it is not being implemented in Utility owner and the Utility owner and the Utility owner has adopted a budget, but it is not being implemented in Utility owner and the Utility owner and replacement account.  Worker's Utility is collecting revenue sufficient to cover bepares and or ploing to award additional points for this criterion.  Utility is collecting revenue sufficient to cover the utility's operating expenses and to contribute to a repair and replacement account.  Utility is collecting revenue sufficient to cover the policy of a length of the utility owner has adopted a budget.  Utility has a fee schedule and a collection policy for all employees for the past five very some and the utility owner has adopted a budget.  Utility has a fee schedule and a collection policy for all employees for the past two years and has a see schedule but RUBA staff has not receive additional points, the utility owner has adopted and a collection policy in place for all employees for the past two years and | Compliance                      | Utility had up to five Monitoring and Reporting violation during the past year                | 5        |       |   |  |  |
| Utility Management Training with the last five years  Meetings of the Governing Body requirements and receives a current report from the operator or the governing body wrequirements and receives a current report from the operator or the governing body receives not intellity owner's governing body wrequirements and receives a current report from the operator or the governing body wrequirements and receives a current report from the operator or the governing body wrequirements and receives a current report from the operator or the governing body wrequirements. The utility owner's governing body wrequirements or reporting period as of 12/31/2020  The utility owner's governing body wrequirements and receives a current report from the operator or the governing body wrequirements or reporting period as of 12/31/2020  The utility owner's governing body wrequirements and receives a current report from the operator or the governing body wrequirements or dinance/bylaw requirements or dinance/bylaw requirements or dinance/bylaw requirements are adopted as needed, Accurate monthly budget reports are prepared and submitted to the governing body  Either the Utility owner and the Utility have each adopted an implemented a budget, the tit is not being implemented on the governing body  Utility owner and the Utility have not adopted a budget, but it is not being implemented on the governing body which will be governing body with monthly financial reports are prepared and replacement account of the governing body with monthly financial reports are prepared and replacement account of the governing body which will be governing body  |                                 | Utility had more than five Monitoring and Reporting violation during the last year            | 0        |       |   |  |  |
| Meetings of the Governing Body  Body  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements  The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements  The utility owner's governing body does not meet  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  Either the Utility or the Utility owner has adopted a budget, but it is not being implemented 100  Utility owner and the Utility have not adopted a budget, but it is not being implemented 100  Utility owner and the Utility have not adopted a budget, but it is not being implemented 100  Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account  Utility is collecting revenue sufficient to cover expenses  Utility has a fee schedule and a collection policy that is followed  Utility has a day ownker's compensation losing in place  Worker's Compensation  Utility has a day ownker's compensation policy for all employees or the policy in place  Utility has a current worker's compensation policy in place utility of place the utility's expenses and to compensation understance and the unitility is collecting revenue sufficient to cover expenses or utility has a current worker's compensation policy in place  Utility has a current worker's compensation policy in place utility has a current worker's compensation policy in place utility is place the utility of the u | Management                      | a DCRA approved Utility Management course or other utility management training course         | 5        | 0     | · · · · · · · · · · · · · · · · · · ·   | RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as   | 431-2176   |
| Body  ordinance/bylaw requirements  The utility owner's governing body does not meet  Utility owner and the Utility owner had adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body  Either the Utility or the Utility owner has adopted and implemented a budget, the other has not the governing body  Either the Utility or the Utility owner has adopted abudget, but it is not being implemented 10  Utility owner and the Utility owner has adopted a budget, but it is not being implemented 10  Utility owner and the Utility owner has adopted a budget or the Utility owner and the Utility owner has adopted a budget or cover the Utility owner and replacement account  Revenue  Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account  Utility has a fee schedule and a collection policy that is followed  Utility has no fee structure or collection policy  Worker's  Compensation  Utility has a current worker's compensation policy in place  Utility has a current worker's compensation policy in place for all employees  2  Worker's  Compensation  Utility has a current worker's compensation policy in place for all employees  2  Utility has a current worker's compensation policy in place for all employees  2  Utility has a current worker's compensation policy in place for all employees  2  Utility has a current worker's compensation policy in place for all employees  2  Utility has a current worker's compensation policy in place for all employees  2  Utility has a current worker's compensation policy in place for all employees  3  Utility has a current worker's compensation policy in place for all employees  4  Utility has a current worker's compensation policy in place for all employees  4  Utility has a current worker's compensation policy in place for all employees  4  Utility has a current worker's compensation policy in place for all employees  4  Utility  | the Governing                   |   | 5        | 0     | _   | and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the              |  |
| Budget    Budget   Utility owner and the Utility have each adopted a realistic budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body   Either the Utility or the Utility owner has adopted a budget, the other has not   Either the Utility or the Utility or the Utility owner has adopted a budget, but it is not being implemented   10   |                                 |   | 2        |       |   |  |  |
| Budget    Budget   Budget   Either the Utility or the Utility owner has adopted and implemented a budget, the other has not   Either the Utility or the Utility owner has adopted a budget, but it is not being implemented   10   |                                 |   | 0        |       |   |  |  |
| Revenue    Budget   Either the Utility or the Utility owner has adopted a budget, but it is not being implemented   10   |                                 | are adopted as needed; Accurate monthly budget reports are prepared and submitted to          | 15       | 0     | No documents provided for review.   | with monthly financial reports and meeting minutes that  | Andy Durny   |
| Either 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  Utility owner and the Utility have not adopted a budget 0  Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account 0  Utility is collecting revenue sufficient to cover expenses 15  Utility is collecting revenue sufficient to cover expenses 15  Utility has a fee schedule and a collection policy that is followed 0  Utility has no fee structure or collection policy 10  Utility has no fee structure or collection policy 10  Utility has had a worker's compensation 10  Utility has a current policy in place 0  Utility has a current worker's compensation policy in p | Budget                          |   | 13       |       |   | reports.   | DCRA RUBA<br>Program<br>451-2744                         |
| Revenue Provided From Provided to a repair and replacement account and has a fee schedule but RUBA staff has not received sufficient to cover the utility is collecting revenue sufficient to cover expenses and to contribute to a repair and replacement account utility has a fee schedule and a collection policy that is followed to utility has no fee structure or collection policy for all employees for the past two years and has a current policy in place utility has a current worker's compensation policy in place to a repair and replacement account utility is collecting revenue sufficient to cover the Utility needs to create a and has a fee schedule but RUBA staff has not received sufficient documents as of 12/31/2020 to award additional points for this criterion.  To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial reports in cash basis to RUBA staff to demonstrate sufficient award additional points for this criterion.  To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial received sufficient documents as of 12/31/2020 to award additional points for this criterion.  To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial received sufficient documents as of 12/31/2020 to award additional points for this criterion.  To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial received sufficient documents as of 12/31/2020 to award additional points for this criterion.  To receive additional points, the utility needs to create a balanced and realistic budget, and provide monthly financial received sufficient documents as of 12/31/2020 to award additional points for this criterion.  To received sufficient documents |                                 | Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | 10       |       |   |  |  |
| Revenue Revenu |                                 | Utility owner and the Utility have not adopted a budget                                       | 0        |       |   |  |  |
| Utility has a fee schedule and a collection policy that is followed  Worker's Compensation Insurance  Utility has a fee schedule and a collection policy that is followed  Utility has no fee structure or collection policy  Utility has no fee structure or collection policy  O  Policy verified on 1/12/2021  Full points have been awarded. Maintain active Worker's Compensation policy in place  Utility has a current worker's compensation policy in place  Utility has a current worker's compensation policy in place  Utility has a current worker's compensation policy in place for all employees  2   | Revenue                         |   | 20       | 5     | and has a fee schedule but RUBA staff has not received sufficient documents as of 12/31/2020 to award additional points for this criterion. | balanced and realistic budget, and provide monthly financial reports in cash basis to RUBA staff to demonstrate sufficient |  |
| 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  Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place  5  Utility has had a worker's compensation policy in place  Utility has a current worker's compensation policy in place for all employees  5  Utility has a current worker's compensation policy in place for all employees  5  Utility has a current worker's compensation policy in place for all employees  5  Compensation policy to continue receiving these points.   |                                 | Utility is collecting revenue sufficient to cover expenses                                    | 15       |       |   |  |  |
| 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  Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place  5  Utility has had a worker's compensation policy in place  Utility has a current worker's compensation policy in place for all employees  2  Policy verified on 1/12/2021  Full points have been awarded. Maintain active Worker's Compensation policy to continue receiving these points.   |                                 | Utility has a fee schedule and a collection policy that is followed                           | 5        |       |   |  |  |
| Worker's Compensation Insurance    has a current policy in place   has a current policy in place   Compensation policy to continue receiving these points.     Utility has a current worker's compensation policy in place for all employees   2   | Ë                               |   | 0        |       |   |  |  |
| Insurance Utility has a current worker's compensation policy in place for all employees 2  | Compensation                    |   | 5        | 5     | Policy verified on 1/12/2021  | · ·  |  |
| Utility has no worker's compensation policy 0  |                                 | Utility has a current worker's compensation policy in place for all employees                 | 2        | 1     |   |  | 1  |
|  | insurance                       | Utility has no worker's compensation policy   | 0        |       |   |  |  |
| Utility has no past due tax liabilities and is current with all tax obligations 5 Too'gha is compliant with State unemployment To receive additional points in this category, the utility must   |                                 | Utility has no past due tax liabilities and is current with all tax obligations               | 5        |       | = : : : : : : : : : : : : : : : : : : :   | ,  |  |
| Payroll Liability and is up-to-date with all other tax obligations   | Payroll Liability<br>Compliance |   |          | 0     |   |  |  |
| Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed  Outility is not current with its tax obligations and/or does not have a signed repayment of the current on payments.  |                                 |   | 0        |       |   | and remain current on payments.  |  |
| CIP O&M Score         0         SDS O&M Score         4         TOTAL SCORE         25   | CIP O&M Score                   | 0 SDS O&M Score 4 TOTAL SCORE   | 2        | 5     |   |  |  |