

**Best Practices Score
Port Alexander
Fall 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	10	System Classification: Small Treated Primary Operator: <i>Shanna Smith</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Sarah Patrick</i> Certification Level: <i>Small Treated</i> Shanna Smith and Sarah Patrick hold the correct level of certification.	Shanna Smith and Sarah Patrick each need 1.0 CEU by 12/31/22 to renew in 2022. 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.	Tanner Cole 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 22 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.	Amy Hill ADEC Drinking Water Program 376-1861
		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	Kevin Mulligan attended Elected Officials Management for Rural Utilities training on 12/4/2020.	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: January, February, March, April and May 2021. The utility operator report was consistently included in the meeting minutes.	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	15	A balanced and realistic budget for the FY21 was provided to RUBA. Monthly financial reports are noted in the meeting minutes.	Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.	Iura Leahu DCRA RUBA Program 465-4814
		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 utility is collecting sufficient revenue to cover operating costs. However, the monthly financial reports do not show that the utility contributes to a repair and replacement account.	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 6/29/2021	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	5	The utility has no past-due tax liabilities and is current with all tax obligations.	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	15	SDS O&M Score	12	TOTAL SCORE	75			