

Best Practices Score  
Klawock  
Spring 2024

| 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<br>Primary Operator: <i>Anthony Charles</i><br>Certification Level: <i>WT 1</i><br><br>Backup Operator: <i>Jim Lewis</i><br>Certification Level: <i>Operator holds no current certification</i><br><br>Anthony Charles holds certification but not at the correct level. Jim Lewis holds no current certifications. | Anthony Charles has the required CEUs to renew now and needs to take and pass the WT 2 exam. Jim Lewis passed the WT 1 exam but the passing score expires 12/31/23. Please see the enclosed flyer with more information about certification. | ADEC Operator Certification Program<br>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<br>ADEC RMW<br>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 2023. Excellent job - keep up the good work!   |  | Jamie Bjorkman<br>ADEC Drinking Water Program<br>262-3423 |
|   |                                 | Utility had up to five Monitoring and Reporting violations during the past year  |   |  | 5           |       |  |  |   |
|   |                                 | Utility had more than five Monitoring and Reporting violations 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     | Anna Guthrie attended Financial Management for Rural Utilities training on 10/6/2022.  | 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: June, August, September, October, and November 2023. The water operator report was consistently included in the meeting minutes.  | To maintain full points, the governing body must continue to meet according to local 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          | 15    | The owner-managed utility has adopted an overall balanced and realistic budget; accurate monthly financial reports have been submitted and documented in the meeting minutes.  | Full points have been awarded. Continue to provide RUBA accurate monthly financial reports that are submitted to the council and documented in the meeting minutes.  | Iura Leahu<br>DCRA RUBA Program<br>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    | Financial reports show utility revenue is sufficient 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 12/31/2023.   | Full points have been awarded. The utility owner must maintain an active workers' 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     | 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   |                                 | 28   |   |  | TOTAL SCORE | 88    |  |  |   |