

**Best Practices Score**

**Kake**

**FALL 2018**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	<b>Operator Certification</b>	Utility has more than one operator certified to the level of the water system	10	3	System Classification: Water Treatment 2 Primary Operator: <i>Clifton Howard</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Matthew Ashenfelter</i> Certification Level: <i>Operator holds no current certification</i>	Clifton Howard needs 3.0 CEUs by 12/31/19 to renew his WT1 certificate and needs to take and pass the WT2 exam. Mathew Ashenfelter needs to take and pass the WT1 exam. Please see enclosed flier 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				
	<b>Preventive Maintenance Plan</b>	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.	John Johnson ADEC RMW 269-7605
		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				
	<b>Compliance</b>	Utility had no Monitoring and Reporting violations during the past year	10	0	The utility had 8 Drinking Water Monitoring and Reporting violations in 2017.	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.	Jamie Bjorkman ADEC Drinking Water Program 262-3423
		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	<b>Utility Management Training</b>	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	Tessa Cavanaugh attended organizational training on 2/10/2017.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Iura Leahu DCRA RUBA Program 465-4814
	<b>Meetings of the Governing Body</b>	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	The city of Kake meets regularly in accordance with state statute. Meeting minutes indicate that the city considers their utility monthly.	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	<b>Budget</b>	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 City of Kake adopted a budget on June 5th, 2018, but there is no way to surmise if the budget is realistic. The budget totals are balanced. The city's chart of accounts does not match their budget and finance reports are not regularly utilized.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.	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				
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	15	The City of Kake collects revenue sufficient to support the city's utilities, but revenue from user fees is not enough to cover operating, management, repair, replacement, and capital saving funds.	To received additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.	Iura Leahu DCRA RUBA Program 465-4814
		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				
	<b>Worker's Compensation Insurance</b>	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	Current policy verified 7/16/2018.	Full points have been awarded. Maintain active Worker's Compensation policy to continue receiving these points.	Iura Leahu DCRA RUBA Program 465-4814
		Utility has a current worker's compensation policy in place for all employees	2				
Utility has no worker's compensation policy		0					
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	0	The City of Kake has not filed information returns for the tax period ending on March 31, 2018.	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.	Iura Leahu DCRA RUBA Program 465-4814	
	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	9	TOTAL SCORE	58		