<table>
<thead>
<tr>
<th>Best Practices Score</th>
<th>Kasaan</th>
<th>Fall 2020</th>
</tr>
</thead>
</table>

**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.

- **Possible Score:** 5
- **Score:** 5
- **Explanation of Score:** Felysha Williams attended Financial Management for Rural Utilities training on 12/04/2017.
- **How to Improve Score:** To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.
- **Contact:** Jamie Bjorkman
  - ADEC Drinking Water Program
  - 262-3423

**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.

- **Possible Score:** 5
- **Score:** 5
- **Explanation of Score:** The city and its utility adopted a realistic and balanced budget.
- **How to Improve Score:** To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.
- **Contact:** Iura Leahu
  - DCRA RUBA Program
  - 465-4814

**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.

- **Possible Score:** 15
- **Score:** 15
- **Explanation of Score:** The city and its utility adopted a realistic and balanced budget. The utility separated revenue and expenses in a separate enterprise budget. The receipt of the monthly financial reports has been documented in the minutes.
- **How to Improve Score:** Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.
- **Contact:** Iura Leahu
  - DCRA RUBA Program
  - 465-4814

**Revenue**
Utility is collecting revenue sufficient to cover the utility's operating expenses and to contribute to a repair and replacement account.

- **Possible Score:** 20
- **Score:** 20
- **Explanation of Score:** The utility is collecting sufficient revenue to cover operating and R&R expenses. Subsidies are used when needed to balance the utility budget. Monthly financial reports have been provided to the governing body and RUBA staff.
- **How to Improve Score:** Full points have been awarded. Keep up the great work.
- **Contact:** Iura Leahu
  - DCRA RUBA Program
  - 465-4814

**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.

- **Possible Score:** 5
- **Score:** 5
- **Explanation of Score:** Policy verified on 6/29/2020.
- **How to Improve Score:** Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.
- **Contact:** Iura Leahu
  - DCRA RUBA Program
  - 465-4814

**Payroll Liability Compliance**
Utility has no past due tax liabilities and is current with all tax obligations.

- **Possible Score:** 5
- **Score:** 5
- **Explanation of Score:** IRS reported no returns filed for 3/31/20.
- **How to Improve Score:** 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.
- **Contact:** Jamie Bjorkman
  - ADEC Drinking Water Program
  - 262-3423

**Financial Score**

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible Score</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>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</td>
<td>7</td>
<td>5</td>
<td>System Classification: Water Treatment 1 Primary Operator: Darl West Certification Level: WT 1 Backup Operator: Eunm Smith Certification Level: Operator holds no current certification</td>
<td>Darl West needs 3.0 CEUS before 12/31/22 to renew his WT 1 certificate. Emun Smith needs to take and pass the WT1 exam. Please see enclosed flyer with more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **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. | Steve Evavold
  - 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             |       | The utility had 6 Drinking Water Monitoring and Reporting violations in 2019.           | 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. |                              |
|                                      | Utility had up to five Monitoring and Reporting violation during the past year        | 5              |       |                                                                                      |                                                                                      |                              |
| **Technical**                         | Utility had more than five Monitoring and Reporting violation during the last year    | 0              |       |                                                                                      |                                                                                      |                              |

**CIP O&M Score**

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible Score</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **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. Either the Utility or the Utility owner has adopted and implemented a budget, the other has not. | 15              | 15    | The city and its utility adopted a realistic and balanced budget. The utility separated revenue and expenses in a separate enterprise budget. The receipt of the monthly financial reports has been documented in the minutes. | Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification. | Iura Leahu
  - DCRA RUBA Program
  - 465-4814 |
| **Revenue**                           | 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 no fee structure or collection policy. | 20              |       | The utility is collecting sufficient revenue to cover operating and R&R expenses. Subsidies are used when needed to balance the utility budget. Monthly financial reports have been provided to the governing body and RUBA staff. | Full points have been awarded. Keep up the great work. | Iura Leahu
  - DCRA RUBA Program
  - 465-4814 |
| **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 a current worker’s compensation policy in place for all employees. Utility has no worker’s compensation policy. | 5              | 5     | Policy verified on 6/29/2020. | Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points. | Jamie Bjorkman
  - ADEC Drinking Water Program
  - 262-3423 |
| **Payroll Liability Compliance**      | Utility has no past due tax liabilities and is current with all tax obligations. 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. Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed. | 0              |       | IRS reported no returns filed for 3/31/20. | 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. | Jamie Bjorkman
  - ADEC Drinking Water Program
  - 262-3423 |

**TOTAL SCORE**

<table>
<thead>
<tr>
<th>CIP O&amp;M Score</th>
<th>SDS O&amp;M Score</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>70</td>
</tr>
</tbody>
</table>