

**Best Practices Score
Klukwan
Fall 2020**

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 Primary Operator: <i>Johnnie Gamble</i> Certification Level: <i>WD P</i> Backup Operator: <i>Patricia Warren</i> Certification Level: <i>WT P</i> Johnnie Gamble and Patricia Warren hold certification but not at the correct level. Brian Willard holds no certification.	Johnnie Gamble's WT 2 certification expired 12/31/19 without the required CEUs and needs to take and pass the WT 2 exam. Johnnie Gamble needs 1.4 CEUs before 12/31/21 to renew his WD P certificate. Patricia Warren needs 3.0 CEUs before 12/31/21 to renew her WT P certificate and needs to take and pass the WT 2 exam. Brian Willard needs to take and pass the WT 1 exam. Please see 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.	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				
	Compliance	Utility had no Monitoring and Reporting violations during the past year	10	5	The utility had 1 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.	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	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	Beverly Klanott attended Elected Officials Management for Rural Utilities training on 12/5/2018.	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
	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	The Chilkat Indian Village, as the governing body of the utility, meets monthly. Meeting minutes were provided to RUBA staff and the minutes include water operator's reports on utility operations and the minutes reference monthly financial reports.	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	10	The Chilkat Indian Village utility adopted a balanced budget but the report format doesn't allow to determine if it is realistic. The monthly reports use a format that does not compare budgeted to year-to-date amounts.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate 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				
	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 expenses, but from the submitted reports it is not clear if money is set aside for R&R. The current format of the reports does not compare budgeted to year-to-date amounts.	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	Policy verified on 6/30/2020	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	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.		
	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	3	SDS O&M Score	10	TOTAL SCORE	63		