### Best Practices Score

**Operator Certification**

- Utility has more than one operator certified to the level of the water system
- 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
- Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator
- Utility has one or more operators certified at some level in water treatment or distribution
- Utility has no certified operators

**Technical**

- 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
  - Utility has a written PM plan; performance of PM and record keeping are not consistent
  - Utility has no PM plan or performs no PM
  - Utility had no Monitoring and Reporting violations during the past year
  - Utility had up to five Monitoring and Reporting violation during the past year
  - Utility had more than five Monitoring and Reporting violation during the last year

**Compliance**

- Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified
- The utility is not performing the required maintenance or isn’t keeping records of maintenance.
- The utility has 19 Drinking Water Monitoring and Reporting violations in 2021.
- The tribe has no Preventative Maintenance plan that they follow and the completed plan must be submitted to your assigned RMW each quarter.
- The tribe has current coverage, but not the last two full years
- The tribe has not provided a copy of its adopted ordinance/bylaw requirements.

**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

**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.
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements.
- The utility owner’s governing body does not meet
  - The tribe provided a copy of its meeting minutes for January 2021 through May 2021. The utility operator report was included in four of those meeting minutes.
  - The tribe has not provided a copy of its adopted FY21 budget.
  - The tribe has current workers’ compensation coverage, but not the last two full years

**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
- The tribe has not provided a copy of its adopted FY21 budget.
- The tribe has current workers’ compensation coverage, but not the last two full years

**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
- Utility is making reports for January through May 2021 do not compare expenses and revenue against budgeted amounts.

**Worker’s Compensation Insurance**

- Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified
- Utility has a written PM plan; performance of PM and record keeping are not consistent
- Utility has no PM plan or performs no PM
- Utility had no Monitoring and Reporting violations during the past year
- Utility had up to five Monitoring and Reporting violation during the past year
- Utility had more than five Monitoring and Reporting violation during the last year

**Payroll Liability Compliance**

- Utility has no past due tax liabilities and is current with all tax obligations
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed

**How to Improve Score**

- To receive 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.
- The tribe has not provided a copy of its adopted ordinance/bylaw requirements.
- The tribe has current coverage, but not the last two full years
- 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**

- ADEC Operator Certification Program 465-1139
- Bob White YXHC RMW 543-6428
- Doug Zellmer ADEC Drinking Water Program 269-3068
- Eli Jacobson DCRA RUBA Program 543-3475

### CIP O&M Score

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>25</td>
<td>15</td>
<td>The utility is not performing the required maintenance or isn’t keeping records of maintenance.</td>
<td>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.</td>
<td>Bob White YXHC RMW 543-6428</td>
</tr>
<tr>
<td>Compliance</td>
<td>10</td>
<td>0</td>
<td>The utility had 19 Drinking Water Monitoring and Reporting violations in 2021.</td>
<td>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.</td>
<td>Doug Zellmer ADEC Drinking Water Program 269-3068</td>
</tr>
<tr>
<td>Utility Management Training</td>
<td>5</td>
<td>5</td>
<td>Jackelyn Stevens attended Clerks Management for Rural Utilities training on 9/27/2019.</td>
<td>To maintain full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
<td>Eli Jacobson DCRA RUBA Program 543-3475</td>
</tr>
<tr>
<td>Meetings of the Governing Body</td>
<td>5</td>
<td>5</td>
<td>The tribe provided a copy of its meeting minutes for January 2021 through May 2021. The utility operator report was included in four of those meeting minutes.</td>
<td>Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</td>
<td>Eli Jacobson DCRA RUBA Program 543-3475</td>
</tr>
<tr>
<td>Budget</td>
<td>15</td>
<td>0</td>
<td>The tribe has not provided a copy of its adopted FY21 budget.</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td>Eli Jacobson DCRA RUBA Program 543-3475</td>
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<tr>
<td>Financial</td>
<td>20</td>
<td>0</td>
<td>The watering point is free with no limit on use. The monthly financial reports provided for January through May 2021 do not compare expenses and revenue against budgeted amounts.</td>
<td>To receive additional points, the utility needs to provide a collection policy and monthly financial reports in cash basis to RUBA staff that demonstrate sufficient revenue and/or subsidy to cover the utility’s expenses.</td>
<td>Eli Jacobson DCRA RUBA Program 543-3475</td>
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</tbody>
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### Total Score

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<tr>
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