

This calendar was created by the Remote Maintenance Worker, Capacity Development,
and Operator Certification Programs
with assistance from the Drinking Water, Wastewater, and Rural Utility Business Advisor Programs

2024 *Monthly* Calendar



Technical Assistance Programs

Ambler



JANUARY 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|---|---|--|--|--|---|
| | 1 New Year's Day | 2 Submit your December preventative maintenance records to your assigned RMW *WPO duty* | 3 Take coliform sample w/distribution residual *WPO duty* | 4 Submit the December Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 5 | 6 |
| 7 | 8 Pay December payroll & child support liabilities *Clerk/Bookkeeper duty* | 9 | 10 Submit the December operator report to DEC Drinking Water *WPO duty* | 11 | 12 | 13 |
| 14 | 15 Martin Luther King Jr. Day | 16 Check fuel levels and day tank in WTP *WPO duty* | 17 Have you tested the backup generator? *WPO duty* | 18 Have you reconciled the December bank statement? *Clerk/Bookkeeper duty* | 19 Have you backwashed the filter? *WPO duty* | 20 |
| 21 | 22 Monitor/maintain lift station *WPO duty* | 23 | 24 PWSs serving <3,300 people & with 2-25 service connections: Submit Lead Service Inventory draft. *Responsible Official duty* | 25 Submit the December meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 26 Submit the Wastewater Permit Annual Report (if required) to DEC Wastewater *Responsible Official duty* | 27 |
| 28 | 29 IRS forms deadline for w-2, w-3, 1099 misc to be mailed *Clerk/Bookkeeper duty* | 30 How many gallons of water did you treat this month? _____ *WPO duty* | 31 | Want to be notified of RUBA training opportunities? Sign up for email notifications from RUBA. | |  |

NOTES:

FEBRUARY

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 25 | 26 | 27 | 28 | 29 | | |

Arctic Village



FEBRUARY 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|--|--|--|---|-----------|
| <p style="text-align: center; background-color: #4a69bd; color: white; padding: 5px;">Need free QuickBooks assistance? Call the RUBA sponsored QuickBooks Helpline 907-440-0242 Monday, Tuesday, and Thursday 10:00a-3:00p</p> | | | | | | |
| | | | | 1 | 2 Pay January payroll & child support liabilities <i>*Clerk/Bookkeeper duty*</i> | 3 |
| 4 | 5 Submit the January Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system <i>*Responsible Official duty*</i> | 6 Take coliform sample w/distribution residual <i>*WPO duty*</i> | 7 Have you reconciled the January bank statement? <i>*Clerk/Bookkeeper duty*</i> | 8 Submit your January preventative maintenance records to your assigned RMW <i>*WPO duty*</i> | 9 Submit the January operator report to DEC Drinking Water <i>*WPO duty*</i> | 10 |
| 11 | 12 Check fuel levels and day tank in WTP <i>*WPO duty*</i> | 13 Have you backwashed the filter? <i>*WPO duty*</i> | 14 Have you tested the backup generator? <i>*WPO duty*</i> Valentine's Day | 15 Elizabeth Peratrovich Day | 16 Monitor/maintain lift station <i>*WPO duty*</i> | 17 |
| 18 | 19 President's Day | 20 | 21 Submit the January meeting minutes and financial reports to RUBA staff <i>*Clerk/Bookkeeper duty*</i> | 22 Submit the Wastewater Permit Annual Report (if required) to DEC Wastewater <i>*Responsible Official duty*</i> | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 How many gallons of water did you treat this month? <i>*WPO duty*</i> | | |

NOTES:

MARCH

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Kivalina



MARCH 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|--|--|-----------------------------------|
| | | | | | 1 Pay February payroll & child support liabilities *Clerk/Bookkeeper duty* | 2 |
| 3 | 4 Take coliform sample w/distribution residual *WPO duty* | 5 | 6 Submit the February operator report to DEC Drinking Water *WPO duty* | 7 Submit the February Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 8 Submit your February preventative maintenance records to your assigned RMW *WPO duty* | 9 |
| 10 Daylight Saving Don't forget to set your clocks 1 hour ahead | 11 Have you reconciled the February bank statement? *Clerk/Bookkeeper duty* | 12 Check fuel levels and day tank in WTP *WPO duty* | 13 Have you backwashed the filter? *WPO duty* | 14 Have you tested the backup generator? *WPO duty* | 15 Request monitoring summary if you have not received one from DEC Drinking Water *WPO duty* | 16 |
| 17 | 18 | 19 Clean & calibrate SCD & turbidimeter *WPO duty* | 20 | 21 Monitor/maintain lift station *WPO duty* | 22 | 23 |
| 24 | 25 Seward's Day | 26 Submit the February meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 27 Begin quarterly grant, IRS, and Dept. of Labor reports *Clerk/Bookkeeper duty* | 28 | 29 How many gallons of water did you treat this month? *WPO duty* | 30 Easter 31 |

NOTES:

APRIL

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Deering



APRIL 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|---|--|--|--|--|-----------|
| | 1 Pay March payroll & child support liabilities <i>*Clerk/Bookkeeper duty*</i> | 2 Take coliform sample w/distribution residual <i>*WPO duty*</i> | 3 | 4 Submit your March preventative maintenance records to your assigned RMW <i>*WPO duty*</i> | 5 Submit the March Discharge Monitoring Report (if required) to DEC electronically through the NetDMR system <i>*Responsible Official duty*</i> | 6 |
| 7 | 8 Have you reconciled the March bank statement? <i>*Clerk/Bookkeeper duty*</i> | 9 Start compiling data for annual CCR-request monitoring schedule from DEC Drinking Water <i>*WPO duty*</i> | 10 Submit the March operator report to DEC Drinking Water <i>*WPO duty*</i> | 11 Start working on the FY25 Budget if you are on a State fiscal year! <i>*Clerk/Bookkeeper duty*</i> | 12 Check fuel levels and day tank in WTP <i>*WPO duty*</i> | 13 |
| 14 | 15 Monitor/maintain lift station <i>*WPO duty*</i> | 16 Have you tested the backup generator? <i>*WPO duty*</i> | 17 | 18 Have you backwashed the filter? <i>*WPO duty*</i> | 19 | 20 |
| 21 | 22 | 23 Submit the March meeting minutes and financial reports to RUBA staff <i>*Clerk/Bookkeeper duty*</i> | 24 PWSs serving <3,300 people & with >25 service connections AND PWSs serving 3,300-10,000 people: Submit Lead Service Inventory draft. <i>*Responsible Official duty*</i> | 25 Have you flushed your distribution system/hydrants? <i>*WPO duty*</i> | 26 | 27 |
| 28 | 29 | 30 How many gallons of water did you treat this month? _____ <i>*WPO duty*</i> | | | | |

2nd quarter of calendar fiscal year 2024 begins
3rd quarter of federal fiscal year 2024 begins
4th quarter of state fiscal year 2024 begins

NOTES:

| MAY | | | | | | |
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Saxman



MAY 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|---|--|--|---|---|-----------|
| Find your community's assigned LGS/RUBA staff on DCRA's website or contact the Resource Desk: resourcedesk@alaska.gov | | | 1 Take coliform sample w/distribution residual *WPO duty* Request data dump for CCR from DEC Drinking Water *WPO duty* | 2 Pay April payroll & child support liabilities *Clerk/Bookkeeper duty* | 3 | 4 |
| 5 | 6 Submit the April Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 7 Submit your April preventative maintenance records to your assigned RMW *WPO duty* | 8 Have you reconciled the April bank statement? *Clerk/Bookkeeper duty* | 9 Submit the April operator report to DEC Drinking Water *WPO duty* | 10 Have you submitted your Community Assistance Program application? Applications are due by June 1, 2024 *Responsible Official duty* | 11 |
| 12 Mother's Day | 13 Check fuel levels and day tank in WTP *WPO duty* | 14 Have you backwashed the filter? *WPO duty* | 15 | 16 Monitor/maintain lift station *WPO duty* | 17 Order fuel for summer *Clerk/Bookkeeper duty* | 18 |
| 19 | 20 Draft of FY25 Budget should be supplied to the Council if you operate on a State FY *Clerk/Bookkeeper duty* | 21 Flush system hydrants *WPO duty* | 22 | 23 Submit the April meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 24 | 25 |
| 26 | 27 Memorial Day | 28 Check chemical supplies/spare parts & re-order if needed *WPO duty* | 29 | 30 | 31 How many gallons of water did you treat this month? _____ *WPO duty* | |

NOTES:

JUNE

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Kipnuk

JUNE 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-------------------------------|---|--|---|---|--|--|
| | June 30th is the last day of SFY 24 Is your SFY25 Budget approved? | | | | | 1 |
| 2 | 3 Take coliform sample w/distribution residual <i>*WPO duty*</i> | 4 Submit your May preventative maintenance records to your assigned RMW <i>*WPO duty*</i> | 5 Pay May payroll & child support liabilities <i>*Clerk duty/Bookkeeper duty*</i> | 6 | 7 Submit the May Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system <i>*Responsible Official duty*</i> | 8 |
| 9 | 10 Submit the May operator report to DEC Drinking Water <i>*WPO duty*</i> | 11 Have you reconciled the May bank statement? <i>*Clerk/Bookkeeper duty*</i> | 12 Visually inspect source water reservoir or intake gallery and clean intake screen <i>*WPO duty*</i> | 13 Have you backwashed the filter? <i>*WPO duty*</i> | 14 Have you tested the backup generator? <i>*WPO duty*</i> | 15 |
| 16 Father's Day | 17 Check fuel levels and day tank in WTP <i>*WPO duty*</i> | 18 | 19 Monitor/maintain lift station <i>*WPO duty*</i> | 20 | 21 Clean & calibrate SCD & turbidimeter <i>*WPO duty*</i> | 22 |
| 23 | 24 Submit the May meeting minutes and financial reports to RUBA staff <i>*Clerk/Bookkeeper duty*</i> | 25 Begin quarterly grant, IRS, and Dept. of Labor reports <i>*Clerk/Bookkeeper duty*</i> | 26 | 27 | 28 Deadline to provide information to RUBA and RMW staff for Operations & Maintenance Best Practices CCR Report Due <i>*WPO duty*</i> | 29  How many gallons of water did you treat this month? _____ <i>*WPO duty*</i> 30 |

NOTES:

JULY

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| 28 | 29 | 30 | 31 | | | |



Kake



JULY 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|---|---|--|---|---|-----------|
| | 1 Take coliform sample w/distribution residual <i>*WPO duty*</i> | 2 Submit your June preventative maintenance records to your assigned RMW <i>*WPO duty*</i> | 3 Pay June payroll & child support liabilities <i>*Clerk/Bookkeeper duty*</i> | 4 Independence Day | 5 Submit the June Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system <i>*Responsible Official duty*</i> | 6 |
| 7 | 8 Order fuel for the winter <i>*Clerk/Bookkeeper duty*</i> | 9 Start working on the FY25 Budget if you are on a Federal fiscal year! <i>*Clerk/Bookkeeper duty*</i> | 10 Submit the June operator report to DEC Drinking Water <i>*WPO duty*</i> | 11 Operator certificate expiring in 2024? Check your mail for a renewal notice. <i>*WPO duty*</i> | 12 Have you tested the backup generator? <i>*WPO duty*</i> | 13 |
| 14 | 15 Have you backwashed the filter? <i>*WPO duty*</i> | 16 | 17 Check fuel levels and day tank in WTP <i>*WPO duty*</i> | 18 Have you reconciled the June bank statement? <i>*Clerk/Bookkeeper duty*</i> | 19 Monitor/maintain lift station <i>*WPO duty*</i> | 20 |
| 21 | 22 | 23 Visually inspect the interior of water storage tank. Schedule cleaning and maintenance as needed. <i>*WPO duty*</i> | 24 PWSs serving >10,000 people: Submit Lead Service Inventory draft. <i>*Responsible Official duty*</i> | 25 | 26 Submit the June meeting minutes and financial reports to RUBA staff <i>*Clerk/Bookkeeper duty*</i> | 27 |
| 28 | 29 | 30 | 31 How many gallons of water did you treat this month? _____ <i>*WPO duty*</i> | 1st quarter of state fiscal year 2025 begins 3rd quarter of calendar fiscal year 2024 begins 4th quarter of federal fiscal year 2024 begins | | |

NOTES:

AUGUST

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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Circle



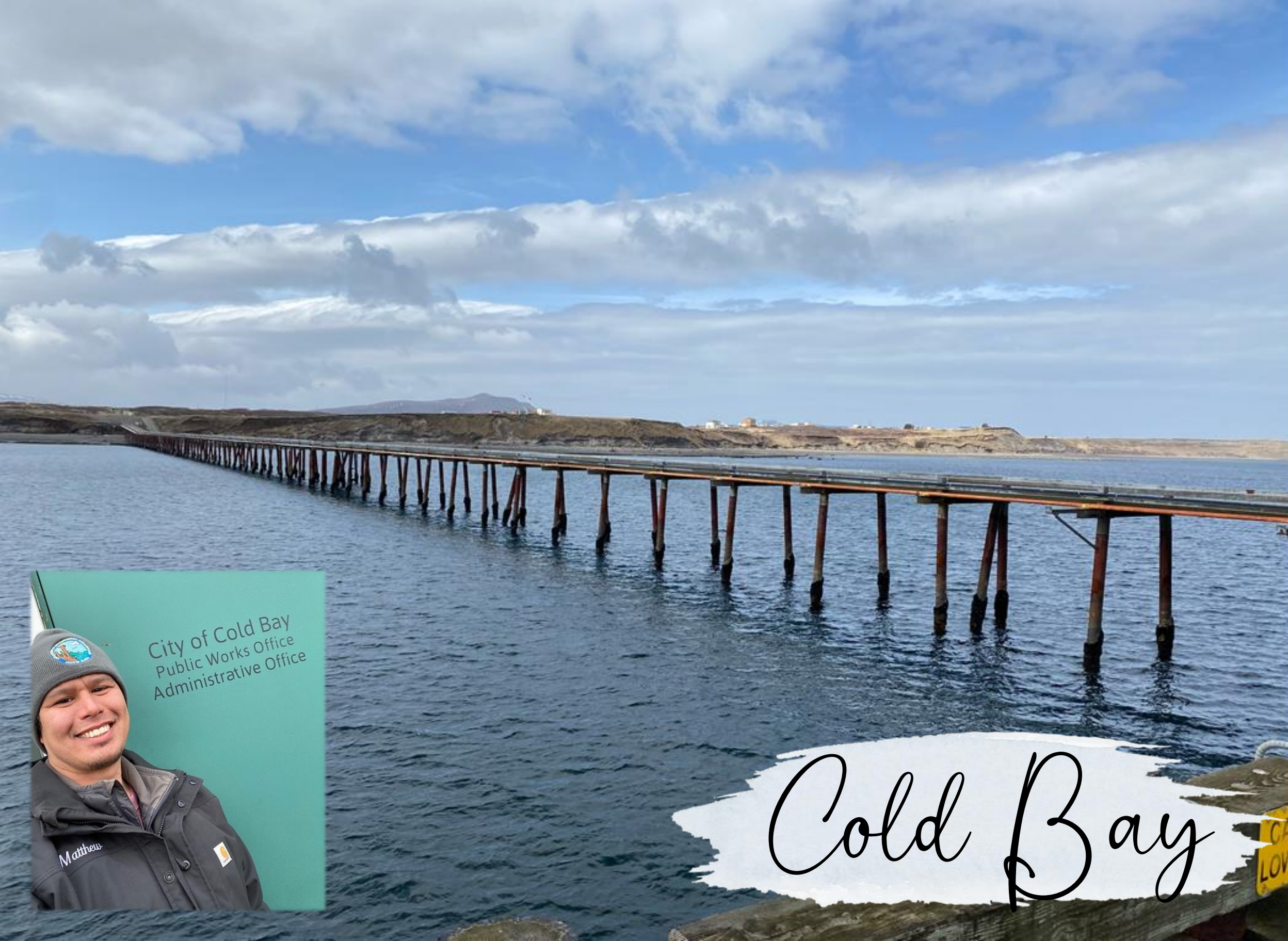
AUGUST 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|--|--|---|--|---|-----------|
| | | | | 1 Submit the July Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 2 Pay July payroll & child support liabilities *Clerk/Bookkeeper duty* | 3 |
| 4 | 5 Take coliform sample w/distribution residual *WPO duty* | 6 Start preparing for elections. Review your local ordinance/bylaws. *Clerk/Bookkeeper duty* | 7 Submit your July preventative maintenance records to your assigned RMW *WPO duty* | 8 Have you reconciled the July bank statement? *Clerk/Bookkeeper duty* | 9 Submit the July operator report to DEC Drinking Water *WPO duty* | 10 |
| 11 | 12 Remember to check fuel levels and the day tank *WPO duty* | 13 Submit annual drinking water samples & check with DEC Drinking Water to see if anything else is required *WPO duty* | 14 Monitor/maintain lift station *WPO duty* | 15 | 16 Have you tested the backup generator? *WPO duty* | 17 |
| 18 | 19 | 20 Check chemical supplies/spare parts & re-order if needed *WPO duty* | 21 | 22 Have you backwashed the filter? *WPO duty* | 23 | 24 |
| 25 | 26 Submit the July meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 27 | 28 | 29 | 30 How many gallons of water did you treat this month? <hr/> *WPO duty* | 31 |

NOTES:

SEPTEMBER

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| 29 | 30 | | | | | |



Cold Bay

CA
LOW

SEPTEMBER 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|--|--|--|----------|
| 1 | 2 Labor Day | 3 Pay August payroll & child support liabilities *Clerk/Bookkeeper duty* Take coliform sample w/distribution residual *WPO duty* | 4 | 5 Have you reconciled the August bank statement? *Clerk/Bookkeeper duty* | 6 Submit the August Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 7 |
| 8 | 9 Submit your August preventative maintenance records to your assigned RMW *WPO duty* | 10 Submit the August operator report to DEC Drinking Water *WPO duty* | 11 CCR certification page due to DEC Drinking Water by September 30 *WPO duty* | 12 Check fuel levels and day tank in WTP *WPO duty* | 13 Monitor/maintain lift station *WPO duty | 14 |
| 15 | 16 Have you tested the backup generator? *WPO duty* | 17 Confirm fuel delivery for winter *Clerk/Bookkeeper duty* | 18 Have you backwashed the filter? *WPO duty* | 19 Clean & calibrate SCD & turbidimeter *WPO duty* | 20 | 21 |
| 22 | 23 Begin quarterly grant, IRS, and Dept. of Labor reports *Clerk/Bookkeeper duty* | 24 | 25 Submit the August meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 26 | 27 | 28 |
| 29 | 30 How many gallons of water did you treat this month? _____ *WPO duty* | | | | | |

Check in with your assigned RUBA staff for information on fall RUBA training courses

NOTES:

OCTOBER

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |



Yakutat



OCTOBER 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|--|--|--|---|-----------|
| | | 1 Take coliform sample w/distribution residual *WPO duty* Pay September payroll & child support liabilities *Clerk/Bookkeeper duty* | 2 Submit your September preventative maintenance records to your assigned RMW *WPO duty* | 3 | 4 | 5 |
| 1 st quarter of federal fiscal year 2025 begins 2 nd quarter of state fiscal year 2025 begins 4 th quarter of calendar fiscal year 2024 begins | | | | | | |
| 6 | 7 Do you have your winter fuel and supplies? *WPO duty* | 8 | 9 Start working on the FY25 Budget if you are on a Calendar fiscal year! *Clerk/Bookkeeper duty* | 10 Submit the September operator report to DEC Drinking Water *WPO duty* | 11 Check fuel levels and day tank in WTP *WPO duty* | 12 |
| 13 | 14 Have you reconciled the September bank statement? *Clerk/Bookkeeper duty* Indigenous People's Day | 15 Have you tested the backup generator? *WPO duty* | 16 Submit final Lead Service Inventory and Lead Service Line Replacement Plans (for PWS with lead, GRR or unknown service lines). *Responsible Official duty* | 17 Have you backwashed the filter? *WPO duty* | 18 Alaska Day | 19 |
| 20 | 21 Monitor/maintain lift station *WPO duty* | 22 | 23 Have you flushed your distribution system/hydrants? *WPO duty* | 24 Submit the September meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 25 Check chemical supplies & re-order if needed *WPO duty* | 26 |
| 27 | 28 | 29 | 30 | 31 How many gallons of water did you treat this month? _____ *WPO duty* Halloween | | |

NOTES:

NOVEMBER

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |



PC kenny

New Stuyahok

NOVEMBER 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|--|---|--|-----------|
| Operators: Do you have any certificates expiring at the end of 2024? Check your mail for a renewal notice. | | | | | 1 Pay October payroll & child support liabilities *Clerk/Bookkeeper duty* | 2 |
| 3 Daylight Saving Don't forget to set your clocks back 1 hour | 4 Submit the October Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty* | 5 Take coliform sample w/distribution residual *WPO duty* | 6 Submit your October preventative maintenance records to your assigned RMW *WPO duty* | 7 Calibrate lab instruments *WPO duty* | 8 Submit the October operator report to DEC Drinking Water *WPO duty* | 9 |
| 10 | 11 Veteran's Day | 12 | 13 Have you tested the backup generator? *WPO duty* | 14 | 15 Have you backwashed the filter? *WPO duty* | 16 |
| 17 | 18 Monitor/maintain lift station *WPO duty* | 19 Have you reconciled the October bank statement? *Clerk/Bookkeeper duty* | 20 | 21 Check fuel levels and day tank in WTP *WPO duty* | 22 | 23 |
| 24 | 25 Submit the October meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty* | 26 | 27 | 28 Thanksgiving | 29 How many gallons of water did you treat this month? *WPO duty* | 30 |

NOTES:

DECEMBER

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |



Buckland

DECEMBER 2024

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|--|---|---|--|---|-----------|
| 1 | 2 Submit your November preventative maintenance records to your assigned RMW <i>*WPO duty*</i> | 3 Pay November payroll & child support liabilities <i>*Clerk/Bookkeeper duty*</i> Take coliform sample w/distribution residual <i>*WPO duty*</i> | 4 Submit the November Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system <i>*Responsible Official duty*</i> | 5 Check with DEC Drinking Water program to ensure all required samples have been completed <i>*WPO duty*</i> | 6 | 7 |
| 8 | 9 | 10 Submit the November operator report to DEC Drinking Water <i>*WPO duty*</i> | 11 Monitor/maintain lift station <i>*WPO duty*</i> | 12 Have you backwashed the filter? <i>*WPO duty*</i> | 13 Have you reconciled the November bank statement? <i>*Clerk/Bookkeeper duty*</i> | 14 |
| 15 | 16 Check fuel levels and day tank in WTP <i>*WPO duty*</i> | 17 | 18 Have you tested the backup generator? <i>*WPO duty*</i> | 19 | 20 Clean & calibrate SCD & turbidimeter <i>*WPO duty*</i> | 21 |
| 22 | 23 Submit the November meeting minutes and financial reports to RUBA staff <i>*Clerk/Bookkeeper duty*</i> | 24 | 25 Christmas Day | 26 Begin quarterly grant, IRS & Dept. of Labor reports <i>*Clerk/Bookkeeper duty*</i> | 27 Check chemical supplies/spare parts & re-order if needed <i>*WPO duty*</i> | 28 |
| 29 | 30 | 31 Deadline to provide information to RUBA and RMW staff for Operations & Maintenance Best Practices. | How many gallons of water did you treat this month? _____ <i>*WPO duty*</i> | | | |

NOTES:

JANUARY 2025

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

How they can help

Drinking Water Program

- Answer contaminant monitoring and sampling procedure questions.
- Respond to complaints of contaminated or damaged public drinking water wells and watersheds.
- Provide monitoring, compliance, and enforcement information on public drinking water systems.
- Approve new public water systems and modifications to existing ones.

Note – always contact your Drinking Water contact person BEFORE making any modifications to your water system.

Domestic Wastewater Program

- Issue permits to discharge treated domestic wastewater and provide information on the appropriate permit for your facility.
- Provide technical assistance on permit-related treatment options.
- Provide technical assistance to operators to optimize wastewater treatment at your facility.

Capacity Development

- Assist water and wastewater utilities in acquiring the skills and knowledge to operate safely and protect the public health.

Operator Certification Program

- Provide information about system classifications, operator certification standards, renewals, and continuing education units.
- Notify operators about opportunities for training and certification exams and assist with resources to improve test scores.

Remote Maintenance Worker (RMW) Program

- Provide over-the-shoulder training and technical assistance to local water and sewer operators in rural communities through a circuit rider program.
- Provide immediate response to emergency situations that threaten or impact community water and wastewater facilities.
- Provide regional classroom training for area utility operators.
- Maintain an inventory of emergency repair equipment to lend to communities.

Rural Utility Business Advisor (RUBA) Program

- Provide managerial and financial training and assist your community with business planning for your utility.
- Provide an assessment identifying strengths and weaknesses of your utility.
- Develop a proposed work plan and work with your community to implement the plan.
- Provide technical assistance on managerial and financial management.
- Provide regional-based utility management courses.
- Develop new management tools to assist your utility.

Contacts

Alaska Department of Environmental Conservation

www.dec.alaska.gov

Drinking Water Program

(907) 269-7656 Anchorage

(907) 451-2108 Fairbanks

(907) 262-5210 Soldotna

Website: <https://dec.alaska.gov/eh/dw/>

Operator Certification Program

(907) 465-1139 Juneau

(907) 465-5140 Program Manager: Martin Suzuki

Website: <https://dec.alaska.gov/water/operator-certification/>

Capacity Development

(907) 269-7613 Technical Assistance Programs Manager: Tammy Helms

Website:

<http://dec.alaska.gov/water/technical-assistance-and-financing/capacity-development/>

Remote Maintenance Worker Program

(907) 269-7613 Program Manager: Tammy Helms

(907) 269-7605 RMW Program Coordinator: John Johnson

(907) 842-3396 Bristol Bay Region

(907) 442-7352 Kotzebue Region

(907) 443-3294 Nome Region

(907) 452-8251 Fairbanks Region

(907) 543-6423 Bethel Region

Website: <http://dec.alaska.gov/water/remote-maintenance/>

Domestic Wastewater Program

(907) 269-7681 Anchorage

Website: <http://dec.alaska.gov/water/wastewater/domestic/>

Facilities Program Manager

Carrie Bohan

(907) 465-5143

Department of Commerce, Community, and Economic Development

www.commerce.alaska.gov

Rural Utilities Business Advisor (RUBA) Program

(907) 269-4549 Anchorage

Website:

<https://www.commerce.alaska.gov/web/dcra/RuralUtilityBusinessAdvisorProgramRUBA.aspx>

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January
Ambler

Bruce Nelson

February
Arctic Village

Lee Meckel

March
Kivalina

Bruce Nelson

April
Deering

Bruce Nelson

May
Saxman

Tanner Cote
Theo Graber

June
Kipnuk

Zach Gianotti
Willie Kamuck

July
Kake

Zach Gianotti
Matthew Russell

August
Circle

Noah Tsigonis
Lee Meckel

September
Cold Bay

Matthew Russell

October
Yakutat

Tanner Cote

November
New Stuyahok

Tanner Cote
Kenny Parker

December
Buckland

Bruce Nelson

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