

Best Practices Score Unalakleet Spring 2024									
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>Craig Ivanoff</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Leslie Pitka</i> Certification Level: <i>Small Treated</i> Craig Ivanoff and Leslie Pitka hold certification but not at the correct level. Joshua Dewey and Tairin Ivanoff hold no certifications.	Craig Ivanoff and Leslie Pitka have the required CEUs to renew in 2024. Craig Ivanoff, Leslie Pitka, Joshua Dewey, and Tairin Ivanoff need to take and pass the WT 1 exam. Please see the 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.	Shyler Johnson NSHC RMW 625-1231
		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	0	The utility had 25 Drinking Water Monitoring and Reporting violations in 2023.	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.	Jenny Roberts ADEC Drinking Water Program 451-2137
		Utility had up to five Monitoring and Reporting violations during the past year			5				
Utility had more than five Monitoring and Reporting violations 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	Marie Katchatag attended QuickBooks for Rural Utilities training on 9/29/2023.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Lena Mathlaw DCRA RUBA Program 443-5457
	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	Minutes were provided for the following months during this reporting period: June, July, August, September, October, and November 2023. The water operator report was consistently included in the meeting minutes.	To maintain full points, the governing body must continue to meet according to local ordinance/bylaw 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 utility owner has adopted an overall realistic and balanced budget, but accurate monthly financial reports have not been documented in the meeting minutes.	Provide RUBA with accurate monthly financial reports that are submitted to the council and documented in meeting minutes.	
		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	0	Documentation was not provided to RUBA during this reporting period.	Provide RUBA with accurate monthly financial reports that shows the utility is collecting sufficient revenue to cover operating expenses. Contact your assigned LGS for advice and assistance.	
		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	Continuous coverage for the utility owner was confirmed by the insurance provider on 12/31/2023.	Full points have been awarded. The utility owner must maintain an active workers' 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	Utility owner is not current with state tax reporting and/or payment requirements.	To receive points, the utility must either become current on all outstanding tax liabilities and filings, or enter into a repayment agreement for outstanding liabilities 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		0			TOTAL SCORE	43			