

Best Practices Score
Gambell
SPRING 2019

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>Kenneth Koozaata</i> Certification Level: <i>Operator holds no correct certification</i> Backup Operator: <i>Tayler Apangalook</i> Certification Level: <i>Small Treated</i> Taylor Apangalook holds certification, but not at the correct level. Kenneth Koozaata, Gary Kaningok and Reubin Tungiyen hold no certifications.	Tayler Apangalook has the required CEUs to renew his Small Treated certificate in 2020. Kenneth Koozaata, Gary Kaningok, Reubin Tungiyen, and Taylor Apangalook all need to take and pass the WT1 exam. Please see the enclosed flier 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.	Arthur Amaktoolik NSHC RMW 443-3273
		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 19 Drinking Water Monitoring and Reporting violations in 2018.	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.	Dawnh Bodyfelt ADEC Drinking Water Program 451-2170
		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	0	No one associated with the utility has attended a RUBA training in the past five years.	RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.	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	0	Meeting minutes have not been provided to the RUBA program.	The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.	
		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	No monthly financial reports or budget amendments provided.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.	
		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	5	No monthly financial reports for the last six months submitted. No repair and replacement account in budget.	To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and subsidy to cover the utility's expenses.	
		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	0	The city does not currently have workers' compensation insurance.	The utility must obtain worker's compensation insurance to receive additional 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 not granted ESC tax clearance. City to file 941s for 2017 and 3rd Q 2018. Utility tax information not yet received.	To receive additional points in this category, the city 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		0	SDS O&M Score	5	TOTAL SCORE		33	