

**Best Practices Score
Nunapitchuk
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>Molly Berlin</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Vincent Wassillie</i> Certification Level: <i>Small Treated</i> Molly Berlin, Vincent Wassillie, and Jerry Wassillie hold certifications but not at the correct level. | Molly Berlin needs 1.0 CEU by 12/31/2021 to be eligible to renew her certificate. Vincent Wassillie needs 1.0 CEU by 12/31/2020 to be eligible to renew his certificate. Jerry Wassillie has the CEUs he needs to renew his certificate in 2020. Molly Berlin, Vincent Wassillie, and Jerry Wassillie 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 | 25 | The operator is performing important maintenance on a regular basis and keeping records. Each quarter, the operator is submitting maintenance records to the assigned RMW. | Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly records to the assigned RMW. | Bob White YKHC RMW 543-6428 |
| | | 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 2 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. | Chris Secary ADEC Drinking Water Program 269-7518 |
| | | 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 | Juliana Wassillie attended Personnel training on 3/18/2016. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. | Eli Jacobson DCRA RUBA Program 543-3475 |
| | 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 city provided meeting minutes from June 2018, July 2018, August 2018, September 2018, and October 2018. The meeting minutes record reports from the utility operator. | 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 | Monthly financial reports are not properly documented in meeting minutes June through October. | Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports. | Eli Jacobson DCRA RUBA Program 543-3475 |
| | | 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 | The monthly financial reports for July through October show that expenses are exceeding revenue. Also, subsidies are not explicitly shown in the utility revenues. | 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 | 5 | RUBA has verified that the utility has had a current Worker's Compensation Policy in place for all employees for at least two years. | 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 | On December 7, 2018 the IRS deemed Nunapitchuk not compliant of federal taxes. On 12/28/18 the state deemed Nunapitchuk compliant on ESC | To receive additional points in this category, the utility must either become current on all outstanding tax liabilities and report filings. | | |
| | 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 | | |