

**Best Practices Score
Unalakleet
Spring 2026**

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>Leslie Pitka</i> Certification Level: <i>ST</i> Backup Operator: <i>Craig Ivanoff</i> Certification Level: <i>ST</i> Utility has one or more operators certified at some level in water treatment or distribution, but not to the level of the system.	The operator(s) need to take and pass the certification exam at the level required for the water system. Contact the Operator Certification Program for certification requirements, application procedures, or program resources.	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 month, 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.	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	5	The utility had 2 Drinking Water Monitoring and Reporting violations in 2025.	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	Jerilyn Alakayak attended Personnel Management for Rural Utilities training on 1/27/2025.	To maintain the full points, consider sending someone to one of the free RUBA trainings each year.	
	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 9 out of 12 months during this reporting period. 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 not enough accurate monthly financial reports have been documented in the meeting minutes.	Provide RUBA with accurate monthly financial reports that are submitted to the council and documented in the meeting minutes.	Sonya Pevan DCRA RUBA Program 269-8159
		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 a Department of Labor and Workforce Development database query on 12/31/25.	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	58		