Best Practices Score
Tuntutuliak
SPRING 2020

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 1 Primary Operator: *Thomas Friendly* Certification Level: *Small Treated* Backup Operator: *Charlie Lupie* Certification Level: *Operator holds no current certification* Thomas Friendly holds certification but not at the correct level. Charlie Lupie and John White hold no certifications.	Thomas Friendly has the required CEUs to renew his certificate in 2020. Thomas Friendly, John White, and Charlie Lupie need to take and pass the WT 1 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.	Shane McIntyre YKHC RMW 543-6427
		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 13 Drinking Water Monitoring and Reporting violations in 2019.	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.	Leslie Morrison 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	Andrea Joseph attended Clerks training on 9/6/2016.	To maintain the full points in this category, 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	2	Meeting minutes were provided for August, September, October and November, but did not include water operator reports.	To receive additional points, provide RUBA with meeting minutes that demonstrate that the operator is providing a report to the council.	
		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	0	A budget was not provided. A multi-month financial report was provided, but financial reports were only mentioned in November and October minutes.	Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.	Ben Anderson-Agimuk DCRA RUBA Program 543-3841
		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	Accurate financial reports indicate expenditures are exceeding revenues, and the utility relies on a large CAP fund subsidy.	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	2	Current policy verified 1/16/2020.	Full points can be awarded after the community demonstrates that a Worker's Compensation Policy has been in place for two full years.	
		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	5	Current on all payroll tax liabilities.	Full points have been awarded. Continue to submit timely reports and payments to maintain these points.	
		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	6	TOTAL SCORE	37