### Financial Payroll Liability

- **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 points
  - Utility has a current worker's compensation policy in place for all employees: 2 points
  - Utility has no worker's compensation policy: 0 points

- **Payroll Liability Compliance**:
  - Utility owes back taxes, but has a signed payment agreement, and is up-to-date with all other tax obligations: 2 points
  - Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0 points

- **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: 10 points
  - Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 5 points
  - Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 0 points

- **Revenue**:
  - Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account: 20 points
  - Utility has a fee schedule and a collection policy that is followed: 5 points
  - Utility has no fee structure or collection policy: 0 points

- **Technical**:
  - **Preventive Maintenance Plan**:
    - Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis: 25 points
    - Utility has a written PM plan; performance of PM and record keeping are not consistent: 15 points
    - Utility has no PM plan or performs no PM: 0 points
  - **Compliance**:
    - Utility had no Monitoring and Reporting violations during the past year: 10 points
    - Utility had up to five Monitoring and Reporting violations during the past year: 5 points
    - Utility had more than five Monitoring and Reporting violations during the last year: 0 points

- **Operational Management**:
  - **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 points
    - The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements: 2 points
    - The utility owner's governing body does not meet: 0 points

- **Best Practices Score**
  - **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 points
  - **O&M Scoring Criteria**
    - **Operator Certification**:
      - 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: 8 points
      - 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 points
      - Utility has one or more operators certified at some level in water treatment or distribution: 3 points
  - **Certification**:
    - Utility has no certified operators: 0 points
  - **Utility**:
    - Utility has a current worker's compensation policy in place for all employees: 5 points
    - Utility has more than five Monitoring and Reporting violation during the past year: 0 points
    - Utility has up to five Monitoring and Reporting violation during the past year: 5 points
    - Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place: 5 points
    - Utility has no worker's compensation policy: 0 points

- **Explanation of Score**
  - Utility is not current with its tax obligations and/or does not have a signed repayment agreement, is up-to-date with all other tax obligations: 5 points
  - Utility has not yet had a worker's compensation policy: 0 points

- **How to Improve Score**
  - 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. 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.
  - To receive 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. 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.

- **Contact**
  - ADEC Operator Certification Program 465-1139
  - Bruce Werba YKHC RMW 545-5063
  - Leslie Morrison ADEC Drinking Water Program 269-7518
  - Ben Anderson-Agimuk DCRA RUBA Program 543-3841

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### Best Practices Score

**Anvik**

**SPRING 2020**

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>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</td>
<td>8</td>
<td>5</td>
<td>System Classification: Small Treated Primary Operator: Clifford Jerue Certification Level: Small Treated Backup Operator: William Nicholi Certification Level: Operator holds no current certification</td>
<td>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. 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.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
<td>Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis</td>
<td>25</td>
<td>15</td>
<td>The utility is not performing the required maintenance or isn’t keeping records of maintenance.</td>
<td>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. 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.</td>
<td>Bruce Werba YKHC RMW 545-5063</td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>10</td>
<td>0</td>
<td>The utility had 8 Drinking Water Monitoring and Reporting violations in 2019.</td>
<td>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. 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.</td>
<td>Leslie Morrison ADEC Drinking Water Program 269-7518</td>
</tr>
<tr>
<td><strong>Utility Management Training</strong></td>
<td>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</td>
<td>5</td>
<td>5</td>
<td>Christine Elswick attended Clerks training on 2/23/2015.</td>
<td>To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
<td>Ben Anderson-Agimuk DCRA RUBA Program 543-3841</td>
</tr>
<tr>
<td><strong>Meetings of the Governing Body</strong></td>
<td>The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator</td>
<td>5</td>
<td>0</td>
<td>No meeting minutes for the months of June through November 2019 were submitted.</td>
<td>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.</td>
<td>Ben Anderson-Agimuk DCRA RUBA Program 543-3841</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>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</td>
<td>15</td>
<td>10</td>
<td>The city budget was obtained from the Alaska DCRA financial documents repository, but there were no meeting minutes or monthly financial reports to verify the city has been implementing it.</td>
<td>Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</td>
<td>Ben Anderson-Agimuk DCRA RUBA Program 543-3841</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account</td>
<td>20</td>
<td>0</td>
<td>No financial documents for the months of June through November 2019 were submitted to confirm revenues.</td>
<td>Provide RUBA with monthly financial reports.</td>
<td>Ben Anderson-Agimuk DCRA RUBA Program 543-3841</td>
</tr>
<tr>
<td><strong>Worker’s Compensation Insurance</strong></td>
<td>Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place</td>
<td>5</td>
<td>5</td>
<td>Current policy verified 1/17/2020.</td>
<td>Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.</td>
<td>Ben Anderson-Agimuk DCRA RUBA Program 543-3841</td>
</tr>
<tr>
<td></td>
<td>Utility has a current worker’s compensation policy in place for all employees</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Utility has no worker’s compensation policy</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td><strong>Payroll Liability Compliance</strong></td>
<td>Utility has no past due tax liabilities and is current with all tax obligations</td>
<td>5</td>
<td>5</td>
<td>Current on all payroll tax liabilities.</td>
<td>Full points have been awarded. Continue to submit timely reports and payments to maintain these points.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>0</td>
<td></td>
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<tr>
<td><strong>CIP O&amp;M Score</strong></td>
<td>0</td>
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<td><strong>SDS O&amp;M Score</strong></td>
<td>7</td>
<td></td>
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<tr>
<td><strong>TOTAL SCORE</strong></td>
<td>45</td>
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</tbody>
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