

**Best Practices Score  
Koliganek  
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       | 5           | System Classification: Small Untreated<br>Primary Operator: <i>Alexie Ishnook</i><br>Certification Level: <i>Small Treated</i><br>Backup Operator: <i>Charlie Nelson</i><br>Certification Level: <i>Operator holds no current certification</i><br>Alexie Ishnook holds the correct level of certification. Charlie Nelson and Jack McCarr hold no certifications. | Alexie Ishnook needs 1.0 CEUs by 12/31/22 to renew his certificate in 2022. Charlie Nelson and Jack McCarr need to take and pass the Small Untreated exam. Please see enclosed flier with more information about certification. | ADEC Operator Certification Program<br>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.                                | Kenny Parker<br>BBAHC RMW<br>842-9624                    |  |
|   |                                 | 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 3 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.                   | Leah Vansandt<br>ADEC Drinking Water Program<br>269-7653 |  |
|   |                                 | 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           | Brianna Nelson attended QuickBooks training on 5/13/2019.  | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.   | Melody Nibeck<br>DCRA RUBA Program<br>842-5135           |  |
|   | 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           | The utility owner's governing body meets, but does not always receive a report from the operator.  | 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           | The utility owner did not provide a budget to the RUBA program.  | 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.  |  |  |
|   |                                 | 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           | The utility is not collecting sufficient revenue to cover operating expenses.  | Provide RUBA with the utility's fee schedule and collection policy. RUBA can assist in developing these if none exist.  |  |  |
|   |                                 | 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 12/31/2019.  | 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        | 0           | The utility was deemed compliant by the Internal Revenue Service. Tax clearance was not granted by the State of Alaska.  | 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 |  | 34  |  |  |