

**Best Practices Score
Fort Yukon
Fall 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	7	System Classification: Water Treatment 2 Primary Operator: <i>Eric Tremblay</i> Certification Level: <i>WT 3</i> Backup Operator: <i>Tristan Tremblay</i> Certification Level: <i>WT 1</i> Eric Tremblay holds certification at the correct level. Tristan Tremblay holds certification but not at the correct level.	Eric Tremblay has the required CEUs to renew now. Tristan Tremblay needs 3.0 CEUs by 12/31/22 to renew his WT 1 certificate. Tristan also needs to take and pass the WT2 exam. Please see the enclosed flyer 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.	Bryan Roesing TCC RMW 452-8251 ext. 3266	
		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.	Teslyn Visscher ADEC Drinking Water Program 451-3038	
		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	Andrew Firmin attended Elected Officials Management for Rural Utilities training on 4/02/2018.	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	Governing body meets routinely but insufficient documentation as of 6/30/2020 to be able to award full points for this criterion.	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	10	The City has adopted a budget, but there is insufficient documentation as of 6/30/2020 to confirm the budget is being implemented, and expenditures for the water/sewer utility are not clearly identified.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.	Andy Durny DCRA RUBA Program 451-2756	
		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	Financial reports have not been provided to RUBA staff for this period. The city follows an active collection policy.	To receive additional points, the utility needs to provide monthly financial reports in cash basis to RUBA staff to demonstrate sufficient revenue and/or 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	Policy verified on 6/30/2020	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	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	9	TOTAL SCORE		59		