

**Best Practices Score
Lower Kalskag
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	10	System Classification: Small Treated Primary Operator: <i>Moses Levi</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Paul Evan</i> Certification Level: <i>Small Treated</i> Moses Levi, Paul Evan, and Ludwig White hold certifications at the correct level. Zackar Littlefish holds no certification.	Moses Levi and Paul Evan have the required CEUs and should renew now. Ludwig White has the required CEUs to renew his certificate in 2021. Zackar Littlefish needs to take and pass the Small Treated exam. Please see 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.	Bruce Werba YKHC RMW 545-5063
		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	10	The utility had 0 Drinking Water Monitoring and Reporting violations in 2019. Excellent job - keep up the good work!	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	Renee Nook attended Elected Officials Management for Rural Utilities training on 12/2/2016.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Eli Jacobson DCRA RUBA Program 543-3475
	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 city provided meeting minutes for December 2019 through April 2020. However, water operator reports were only recorded in January.	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 a balanced FY20 budget, However, monthly financial reports are not recorded in the meeting minutes, therefore it could not be determined that the budget is being implemented.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.	Eli Jacobson DCRA RUBA Program 543-3475
		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	20	ARUC May 2020 financials indicates the utility revenue meets expenditures and there is an R&R account.	Full points have been awarded. Keep up the great work.	
		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 6/23/2020	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	22	SDS O&M Score	13	TOTAL SCORE	82		