**Best Practices Score**

**Kipnuk**

**Utility** has more than one operator certified to the level of the water system and the backup operator holds some level of certification in water treatment or distribution.

**Primary Operator** is certified to the level of the water system and the backup operator holds no certification or there is no backup operator.

**Utility** has one or more operators certified at some level in water treatment or distribution.

**Operator Certification**

**Phillip Anaver** had the required CEUs to renew in 2020 and should renew now. **Phillip Anaver** and **Tyrone Aliralria** need to take and pass the WT 1 exam. Please see enclosed flyer with more information about certification.

**Utility** has a written PM plan; performance of PM and record keeping are not consistent.

**Preventive Maintenance Plan**

**The utility** had 4 Drinking Water Monitoring and Reporting violations in 2021. 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.

**Compliance**

**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.

**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.

The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements.

The utility owner’s governing body does not meet.

**Budget**

The 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.

Either the Utility or the Utility owner has adopted and implemented a budget, the other has not.

Either the Utility or the Utility owner has adopted a budget, but it is not being implemented.

**Revenue**

Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account.

Utility is collecting revenue sufficient to cover expenses.

Utility has a fee schedule and a collection policy that is followed.

Utility has no fee structure or collection policy.

**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.

Utility has a current worker’s compensation policy in place for all employees.

Utility has no worker’s compensation policy.

**Payroll Liability Compliance**

Utility has no past due tax liabilities and is current with all tax obligations.

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.

Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed.

**Utility** is collecting revenue sufficient to cover the utility's operating expenses and to contribute to a repair and replacement account.

Utility is collecting revenue sufficient to cover expenses.

Utility has a fee schedule and a collection policy that is followed.

Utility has no fee structure or collection policy.

Utility owner and the Utility have both adopted an adopted FY20 budget.

The tribe has not provided a copy of its meeting minutes for June 2020 through November 2020. Therefore, tribal meetings cannot be verified.

The utility owner and the Utility have not adopted a budget.

**How to Improve Score**

System Classification: Water Treatment 2
Primary Operator: Phillip Anaver
Certification Level: Small Treated
Backup Operator: Tyrone Aliralria
Certification Level: Operator holds no current certification
Phillip Anaver holds certification but not at the correct level. Tyrone Aliralria holds no certification.

Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly records to the assigned RMW.

The tribe has not provided a copy of its meeting minutes for June 2020 through November 2020. Therefore, revenue cannot be determined. The tribe has not provided a copy of its collection policy.

To receive additional points, the utility needs to provide a collection policy and monthly financial reports in cash basis to RUBA staff that demonstrate sufficient revenue and/or subsidy to cover the utility’s expenses.

Policy verified on 1/6/2021
Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.

No signed 8821, Unemployment insurance contributions Compliant
Provide RUBA with a completed authorization form so they may confirm compliance with tax liabilities.

**Contact**

ADEC Operator Certification Program
465-1139

Shane McIntyre
YKHC RMW
543-6427

Leslie Morrison
ADEC Drinking Water Program
269-7518

Mike White
DCRA RUBA Program
543-3475

**TOTAL SCORE**

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