

**Best Practices Score
Alakanuk
Fall 2021**

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	3	System Classification: Water Treatment 2 Primary Operator: <i>Cyprian Augline</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Jason Joe</i> Certification Level: <i>Operator holds no current certification</i>	Cyprian Augline needs 1.0 CEU by 12/31/21 to renew his certification. Cyprian Augline and Jason Joe need to take and pass the WT 1 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.	Billy Westlock YKHC RMW 949-1236
		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	0	The utility had 88 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.	Kalah Statz ADEC Drinking Water Program 269-7647
		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	Kendra James attended QuickBooks training on 2/22/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Fred Broerman 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	Minutes were provided for the following months during this reporting period: December 2020, January, March, April, and May 2021. The utility operator report was not consistently included in the meeting minutes.	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 water and sewer utility's budget is not balanced. The city's overall FY21 budget is balanced, but there are no earmarked subsidies to the water and sewer utility. Budget numbers in the monthly financial report don't reflect those in the FY21 budget.	Provide RUBA with an adopted, realistic utility budget. Additionally provide RUBA staff with monthly financial reports and meeting minutes that demonstrate the council is reviewing accurate monthly financial reports.	Fred Broerman 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	5	Heating fuel and electricity costs are not being accurately tracked in the utility's financials that were provided. Impossible to determine if revenues are surpassing expenses.	To receive additional points, the utility needs to provide monthly financial reports in cash basis to RUBA staff that demonstrate sufficient revenue and/or subsidy to cover the utility's expenses.	Fred Broerman DCRA RUBA Program 543-3475
		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 6/29/2021	Full points have been awarded. Maintain active Worker's Compensation policy to continue receiving these points.	Fred Broerman DCRA RUBA Program 543-3475
		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	Balance due on 4th qtr. 2020 941 payroll taxes.	To receive additional points in this category, the utility 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.	Fred Broerman DCRA RUBA Program 543-3475
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	7	TOTAL SCORE	45		