Operator Certification

- Utility has more than one operator certified to the level of the water system: 10
- 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
- Preventive Maintenance Plan: 5
  - 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
  - Prevention and record keeping are not consistent: 5
- Utility has no Monitoring and Reporting violations during the past year: 10
- Utility has had a Monitoring and Reporting violation during the past year: 0
- Utility has had five or more Monitoring and Reporting violations during the past year: 0
- Budget: 15
  - Either the Utility or the Utility owner has adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body: 0
  - Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 0
  - Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 10
- Revenue: 20
  - Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account: 0
  - Utility is collecting revenue sufficient to cover expenses: 0
  - 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: 15
  - Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place: 5
  - 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: 2
  - 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: 0
  - Utility owes back taxes, but has not signed a payment agreement: 0
  - Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0

Best Practices Score

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<thead>
<tr>
<th>Contact</th>
<th>Chignik</th>
<th>Fall 2021</th>
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<tbody>
<tr>
<td>ADEC Operator Certification Program 465-1139</td>
<td>Herb Brown has the required CEUs to renew now and needs to apply for WT 2 certification when he has accrued enough experience. A backup operator needs to be identified and pass the WT 1 exam. Please see the enclosed flyer with more information about certification.</td>
<td>Kenny Parker BBAHC RMW 842-9624</td>
</tr>
<tr>
<td>Leah Vansandt ADEC Drinking Water Program 269-7653</td>
<td>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.</td>
<td>Melody Nibeck DCRA RUBA Program 842-5135</td>
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**How to Improve Score**

To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.


To receive additional points, provide RUBA with meeting minutes that demonstrate that the operator is providing a report to the council.

Minutes were provided for the following months during this reporting period: January, February, March, April, May and June 2021. The utility operator report was not consistently documented in the meeting minutes.

The utility budget submitted by the owner is not balanced.

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.

How to Improve Score

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<td>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.</td>
<td>Melody Nibeck DCRA RUBA Program 842-5135</td>
</tr>
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<td>To receive additional points, the utility needs to provide an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</td>
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