

**Best Practices Score  
Fort Yukon  
Fall 2021**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	<b>Operator Certification</b>	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. Craig Fleener, Jr. holds no certifications.	Eric Tremblay needs 3.0 CEUs by 12/31/23 to renew in 2023. Tristan Tremblay needs 3.0 CEUs by 12/31/22 to renew in 2022. Tristan also needs to take and pass the WT2 exam. Craig Fleener, Jr. needs 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				
	<b>Preventive Maintenance Plan</b>	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				
	<b>Compliance</b>	Utility had no Monitoring and Reporting violations during the past year	10	5	The utility had 1 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.	Mike Sharp ADEC Drinking Water Program 451-2178
		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	<b>Utility Management Training</b>	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	Kara'Lissa Tremblay attended Financial Management for Rural Utilities training on 1/25/2021.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Andy Durny DCRA RUBA Program 451-2756
	<b>Meetings of the Governing Body</b>	The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator	5	5	Minutes were provided for the following months during this reporting period: December 2020 and January through May 2021. The utility operator report was consistently included in the meeting minutes.	To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.	
		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	<b>Budget</b>	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	An adopted FY21 budget was provided, along with financial reports for four out of six meetings, but only three of the financial reports were provided in the format required for Best Practices points.	Provide RUBA with monthly budget vs actual utility financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports in a budget vs actual format.	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				
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	5	Utility financial reports indicate the utility is collecting revenue and has a reserve fund, but reports are not in a format that verifies utility collects sufficient revenue to cover its operating 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.	
		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				
	<b>Worker's Compensation Insurance</b>	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 7/8/2021	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					
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	0	City is compliant with ESC; owes federal tax for 12/31/2020 and does not have a signed payment agreement yet. (City is compliant through 9/30/2020)	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.		
	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	<b>TOTAL SCORE</b>	57		