

**Best Practices Score
Stevens Village
Spring 2025**

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	5	System Classification: Small Treated Primary Operator: <i>Henry Smoke</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Justin Hjelm</i> Certification Level: <i>Operator holds no certification</i>	Henry Smoke's certification lapsed at the end of 2024, needs to take and pass ST exam. Justin Hjelm needs to take and pass the ST 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.	Duane Burnham 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				
	Compliance	Utility had no Monitoring and Reporting violations during the past year	10	0	The utility had 13 Drinking Water Monitoring and Reporting violations in 2024.	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 violations during the past year	5				
Utility had more than five Monitoring and Reporting violations 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	Justin Hjelm attended Introduction to Operations and Maintenance Best Practices training on 10/7/2024.	To maintain the full points, consider sending someone to one of the free RUBA trainings each year.	Catherine Brooks DCRA RUBA Program 451-2746
	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	0	The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your assigned LGS for assistance.	The governing body needs to meet according to local ordinance/bylaw and submit meeting minutes to RUBA. The minutes should document that a report to the council was made by the operator. Contact your assigned LGS for assistance.	
		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	0	Documentation was not provided to RUBA during this reporting period.	Provide RUBA with an adopted, realistic, and balanced budget; monthly financial reports that are submitted to the council and documented in meeting minutes. Contact your assigned LGS for advice and assistance.	Catherine Brooks DCRA RUBA Program 451-2746
		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	0	Documentation was not provided to RUBA during this reporting period.	Provide RUBA with accurate monthly financial reports that shows the utility is collecting sufficient revenue to cover operating expenses. Contact your assigned LGS for advice and assistance.	
		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	Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 12/31/24.	Full points have been awarded. The utility owner must maintain an active workers' 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	Utility owner has no past due State of Alaska payroll tax liabilities and is current with all ESC tax obligations.	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	0			TOTAL SCORE	35		