**Best Practices Score**
**Ruby**
**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 | 0 | System Classification: Water Treatment 1 Primary Operator: *Wayne Captain* Certification Level: *Operator holds no current certification* Backup Operator: *No record of a backup operator* Certification Level: *N/A*  Wayne Captain holds no certification. No backup operator identified. | Wayne Captain needs to take and pass the WT 1 exam. A backup operator needs to be identified and 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 | | | | |
| | **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 19 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. | Gretchen Keim ADEC Drinking Water Program 451-2231 |
| | | 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 | Audrey Madros attended Operations Management for Rural Utilities training on 4/11/2024. | To maintain the full points, consider sending someone to one of the free RUBA trainings each year. | |
| | **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 | To receive additional points, 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 for a majority of the scoring period. Contact your assigned LGS for assistance. | To receive additional points, 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 for a majority of the scoring period. 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 | 15 | The owner-managed utility has adopted an overall balanced and realistic budget; accurate monthly financial reports have been submitted and documented in the meeting minutes. | Full points have been awarded. Continue to provide RUBA accurate monthly financial reports that are submitted to the council and documented in the meeting minutes. | Maisie Thomas 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 | | | | |
| | **Revenue** | Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account | 20 | 5 | Financial reports show the utility is not collecting sufficient revenue to cover expenses; a fee schedule or collection policy is on file with RUBA. | The utility needs to provide accurate monthly financial reports to RUBA and demonstrate sufficient revenue to cover the utility's 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 the insurance provider 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 | 52 | | | |