

Best Practices Score
Akiak
FALL 2018

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>Nelson Owen</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Calvin Charles</i> Certification Level: <i>Small Treated</i> Nelson Owen and Calvin Charles hold certifications but not at the correct level.	Calvin Charles has the required CEUs and needs to renew his Small Treated certificate now. Nelson Owen needs 3.0 between 1/1/19 and 12/31/21 to renew his WT1 certificate in 2021. Calvin Charles needs to take and pass the WT1 exam and Nelson Owen needs to take and pass the WT2 exam. Please see the enclosed flier 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.	Bob White YKHC RMW 543-6428	
		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	10	The utility had 0 Drinking Water Monitoring and Reporting violations in 2017. Excellent job - keep up the good work!	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.	Chris Secary ADEC Drinking Water Program 269-7518	
		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	Sheila Carl attended elected officials training on 11/4/2016.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Ben Balivet DCRA RUBA Program 269-4547	
	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	Meeting minutes have not been provided to the RUBA program.	The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.		
		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 tribe has adopted a water and sewer utility budget but monthly financial reports were only available for January and February of 2018; further, it is unclear whether these financial documents were ever signed by the tribal president and clerk.	Provide RUBA with financial reports each month that include the signature of the tribal president and clerk.		
		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	Water and sewer monthly financial reports were only available for January and February of 2018. It is unclear if the tribe is following its collection policy due to the lack of monthly financial reports.	Provide RUBA with monthly financial reports.		
		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	0	The tribe does not currently have worker's compensation insurance (it ended on April 7, 2018 according to Liberty Mutual).	The utility must obtain worker's compensation insurance to receive additional 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	0	The tribe owes the IRS for a December of 2017 payment; in addition, the tribe has had numerous delinquent returns from between 2007 - 2018.	To receive additional points in this category, the tribe must either become current on all outstanding reports and 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	7	TOTAL SCORE		43		