**Best Practices Score**
**Emmonak**
**Spring 2021**

| 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: *Jamie Agwiak* Certification Level: *Small Treated* Backup Operator: *Emmanuel Mike* Certification Level: *Operator holds no current certification*  Jamie Agwiak holds certification but not at the correct level. Emmanuel Mike and Fred Hootch hold no certifications. | Jamie Agwiak has the required CEUs to renew now. Jamie Agwiak, Emmanuel Mike, and Fred Hootch need 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. | Billy Westlock YKHC RMW 949-1236 |
| | | 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 24 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. | Leslie Morrison 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 | Lilly Westlock attended Elected Officials Management for Rural Utilities training on 12/11/2020. | RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible. | |
| | **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 were not submitted for the JUN-NOV 2020 scoring period. | 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 | 0 | The FY21 city budget adopted DEC 31, 2020, however it 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. | Fred Broerman DCRA RUBA Program 543-3475 |
| | | 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 | 15 | The combination of city's final FY20 and FY21 JUL-NOV monthly financial reports show revenues surpassing expenses. Documentation of a Repair and Replacement account and contributions made during this scoring period were not provided. | To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs. | |
| | | 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 | Policy verified on 1/13/2021 | 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 | | | | |
| | **Payroll Liability Compliance** | Utility has no past due tax liabilities and is current with all tax obligations | 5 | 5 | Current on all payroll tax liabilities. | 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 | SDS O&M Score | 8 | TOTAL SCORE | 48 | | |
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