

Best Practices Score  
Napaskiak  
Fall 2022

| 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 1<br>Primary Operator: <i>Nelson Egoak</i><br>Certification Level: <i>Small Treated</i><br>Backup Operator: <i>Kenneth Larson</i><br>Certification Level: <i>Operator holds no current certification</i><br><br>Nelson Egoak holds a certification but not at the correct level. Kenneth Larson holds no certification. | Nelson Egoak needs 1.0 CEU by 12/31/22 to renew in this year. Nelson Egoak and Kenneth Larson need to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification.                          | ADEC Operator Certification Program<br>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<br>YKHC RMW<br>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       | 0           | The utility had 22 Drinking Water Monitoring and Reporting violations in 2022.                                                                                                                                                                                                                                                                                 | 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.                        | Doug Zellmer<br>ADEC Drinking Water Program<br>269-3068 |
|                                                                                                                       |                                 | 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           | Jackelyn Stevens attended Clerks Management for Rural Utilities training on 9/27/2019.                                                                                                                                                                                                                                                                         | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.                                                                                                                  | Eli Jacobson<br>DCRA RUBA Program<br>543-3475           |
|                                                                                                                       | 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           | Documentation was not provided to RUBA during this reporting period.                                                                                                                                                                                                                                                                                           | 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 LGS for advice and assistance.                             |                                                         |
|                                                                                                                       |                                 | 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 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        | 0           | A Department of Labor and Workforce Development database query on 07/07/22 indicated the utility owner does not have coverage.                                                                                                                                                                                                                                 | The utility owner must obtain workers' compensation consistent with state and federal laws. Contact your LGS for advice and assistance.                                                                                              |                                                         |
|                                                                                                                       |                                 | 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           | Authorization to request federal tax information was not provided to RUBA during this reporting period.                                                                                                                                                                                                                                                        | Please provide RUBA with a completed authorization form to confirm compliance with tax liabilities.                                                                                                                                  |                                                         |
|                                                                                                                       |                                 | 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 |          | TOTAL SCORE |                                                                                                                                                                                                                                                                                                                                                                | 23                                                                                                                                                                                                                                   |                                                         |