



January

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Call the F	eed free QuickBooks assist RUBA sponsored QuickBoo Ionday, Tuesday, and Thu	ance? oks Helpline	1 New Year's Day	Submit your December preventative maintenance records to your assigned RMW *WPO duty*	3 Submit the December Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	4
	6 Take coliform sample w/distribution residual *WPO duty*	7 Pay December payroll & child support liabilities *Clerk/Bookkeeper duty*	Submit the December operator report to DEC Drinking Water *WPO duty*	9	10	11
2	13 Check fuel levels and day tank in WTP *WPO duty*	14	15 Have you tested the backup generator? *WPO duty*	16 Have you reconciled the December bank statement? *Clerk/Bookkeeper duty*	Have you backwashed the filter? *WPO duty*	18
9	Martin Luther King Jr. Day	21 Monitor/maintain lift station *WPO duty*	22	23 Submit the December meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	24	25
6	27	28 IRS forms deadline for w-2, w-3, 1099 misc to be mailed *Clerk/Bookkeeper duty*	29	30	How many gallons of water did you treat this month? *WPOduty*	
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FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		oppor	ied of RUBA training rtunities? otifications from RUBA.			1
2	3 Pay January payroll & child support liabilities *Clerk/Bookkeeper duty* Take coliform sample w/distribution residual *WPO duty*	4 Submit the January Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	5 Submit the January operator report to DEC Drinking Water *WPO duty*	Have you reconciled the January bank statement? *Clerk/Bookkeeper duty*	7 Submit your January preventative maintenance records to your assigned RMW *WPO duty*	8
9	10	11 Have you backwashed the filter? *WPO duty*	Have you tested the backup generator? *WPO duty*	Monitor/maintain lift station *WPO duty*	14 Valentine's Day	15
16 Elizabeth Peratrovich Day	17 President's Day	18	Submit the January meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	20	21	22
23	24	25	26	27	28 How many gallons of water did you treat this month? *WPO duty*	
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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2	3 Pay February payroll & child support liabilities *Clerk/Bookkeeper duty*	4 Take coliform sample w/distribution residual *WPO duty*	operator report to DEC Drinking Water	6 Submit the February Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	7 Submit your February preventative maintenance records to your assigned RMW *WPO duty*	8
Daylight Saving Don't' forget to set your clocks 1 hour ahead		11 Check fuel levels and day tank in WTP *WPO duty*	Have you backwashed the filter? *WPO duty*	Have you tested the backup generator? *WPO duty*	14 Request monitoring summary if you have not received one from DEC Drinking Water *WPO duty*	15
16	17	18 Clean & calibrate SCD & turbidimeter *WPO duty*	19	20 Monitor/maintain lift station *WPO duty*	21	22
30		Submit the February meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	26 Begin quarterly grant, IRS, and Dept. of Labor reports *Clerk/Bookkeeper duty*	27	28	How many gallons of water did you treat this month? *WPO duty*
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	25 SATURDAY
30110711	MONDAI	Pay March payroll & child support liabilities *Clerk/Bookkeeper duty* Take coliform sample w/distribution residual *WPO duty*	Submit the March operator report to DEC Drinking Water *WPO duty*	3 Submit your March preventative maintenance	4 Submit the March Discharge Monitoring Report (if required) to DEC electronically through the NetDMR system *Responsible Official duty*	5
5	Have you reconciled the March bank statement? *Clerk/Bookkeeper duty*	8 Start compiling data for annual CCR-request monitoring schedule from DEC Drinking Water *WPO duty*	9	Start working on the FY26 Budget if you are on a State fiscal year! *Clerk/Bookkeeper duty*	11 Check fuel levels and day tank in WTP *WPO duty*	12
13	Monitor/maintain lift station *WPO duty*	Have you tested the backup generator? *WPO duty*	16	Have you backwashed the filter? *WPO duty*	18	19
20	21	22 Submit the March meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	23	24 Have you flushed your distribution system/hydrants? *WPO duty*	25	26
Easter						
27	28	29	How many gallons of water did you treat this month? *WPO duty*	3 rd qu	varter of calendar fiscal s arter of federal fiscal ye arter of state fiscal year	ear 2025 begins

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SUNDAY	Y MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
	Find your community's assig website or contact the Resource			1 Submit the April Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	Pay April payroll & child support liabilities *Clerk/Bookkeeper duty* Request data dump for CCR from DEC Drinking Water *WPO duty*	3 R						
4	Take coliform sample w/distribution residual *WPO duty*	Submit your April preventative maintenance records to your assigned RMW *WPO duty*	Have you reconciled the April bank statement? *Clerk/Bookkeeper duty*	Submit the April operator report to DEC Drinking Water *WPO duty*	9 Have you submitted your Community Assistance Program application? Applications are due by June 1, 2025 *Responsible Official duty*	10						
11 Mother's Da	Check fuel levels and day tank in WTP *WPO duty*	Have you backwashed the filter? *WPO duty*	14 Order fuel for summer *Clerk/Bookkeeper duty*	Monitor/maintain lift station *WPO duty*	16	17						
	y											
18	Draft of FY26 Budget should be supplied to the Council if you operate on a State FY *Clerk/Bookkeeper duty*	Flush system hydrants *WPO duty*	21	Submit the April meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	23	24						
25	26	27 Check chemical supplies/spare parts & re- order if needed *WPO duty*	28	29	30	31 How many gallons of water did you treat this month? *WPO duty*						
	Memorial Day											
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SUNDAY	MONDAY	NE TUESDAY	WEDNESDAY	THURSDAY	20 FRIDAY	SATURDAY
1	Take coliform sample w/distribution residual *WPO duty*	Submit your May preventative maintenance records to your assigned RMW *WPO duty*	4 Pay May payroll & child support liabilities *Clerk duty/Bookkeeper duty*	5 Submit the May Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	6	7
8	Submit the May operator report to DEC Drinking Water *WPO duty*	Have you reconciled the May bank statement? *Clerk/Bookkeeper duty*	11 Visually inspect source water reservoir or intake gallery and clean intake screen *WPO duty*	Have you backwashed the filter? *WPO duty*	Have you tested the backup generator? *WPO duty*	14
Father's Day	Check fuel levels and day tank in WTP *WPO duty*	Inform your RUBA staff if you would like an optional Operations & Maintenance Best Practices mid-year score. *Clerk/Bookkeeperduty*	18 Monitor/maintain lift station *WPO duty*	Juneteenth Day	20 Clean & calibrate SCD & turbidimeter *WPO duty*	21
22	Submit the May meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	24	25 Begin quarterly grant, IRS, and Dept. of Labor reports *Clerk/Bookkeeper duty*	26	27 CCR Report Due *WPO duty*	28
29	How many gallons of water did you treat this month? *WPO duty*			e 30 th is the last day of S our SFY26 Budget appro	_	

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	H		20	25		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Submit your June preventative maintenance records to your assigned RMW *WPO duty*	Submit the June operator report to DEC Drinking Water *WPO duty*	4 Independence Day	5
6	Order fuel for the winter *Clerk/Bookkeeper duty* Take coliform sample w/distribution residual	Discharge Monitoring	9 Start working on the FY26 Budget if you are on a Federal fiscal year! *Clerk/Bookkeeper duty*	10	Operator certificate expiring in 2025? Check your mail for a renewal notice. *WPO duty*	12
13	Have you tested the backup		16 Check fuel levels and day tank in WTP *WPO duty*	17 Have you reconciled the June bank statement? *Clerk/Bookkeeper duty*	18 Monitor/maintain lift station *WPO duty*	19
20	Cities: Schedule your annual audit or complete your CFS if no audit is required.	Visually inspect the interior of water storage tank. Schedule cleaning and maintenance as needed. *WPO duty*	23	24 Submit the June meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*	25	26
27	28	29	30	W S doty	1 st quarter of state fisca 3 rd quarter of calendar f 4 th quarter of federal fis	fiscal year 2025 begins

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water did you

_*WPO duty*

treat this month?

TUESDAY MONDAY **SUNDAY WEDNESDAY SATURDAY THURSDAY FRIDAY** 1 Pay July payroll & child support liabilities Check in with your assigned RUBA staff for *Clerk/Bookkeeper duty* information on fall RUBA training courses 5 Submit the July 6 Take coliform sample Discharge Monitoring Have you reconciled the Submit your July Start preparing for Report (if required) to DEC July bank statement? preventative maintenance w/distribution residual elections. Wastewater electronically *Clerk/Bookkeeper duty* Review your local *WPO duty* records to your assigned Submit the July operator through the NetDMR **RMW** ordinance/bylaws. report to DEC Drinking system *Clerk/Bookkeeper duty* *WPO duty* Water *WPO duty* *Responsible Official duty* 11 12 13 15 16 10 14 Submit annual drinking Remember to check fuel Monitor/maintain lift water samples & check with levels and the day tank station DEC Drinking Water to see if *WPO duty* *WPO duty* anything else is required *WPO duty* 18 17 19 20 21 22 23 Have you tested the backup Check chemical Have you backwashed the supplies/spare parts & generator? filter? *WPO duty* re-order if needed *WPO duty* *WPO duty* 28 26 25 27 29 30 24 Submit the July meeting minutes and financial many gallons of reports to RUBA staff

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Clerk/Bookkeeper duty



SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day	2 Pay August payroll & child support liabilities *Clerk/Bookkeeper duty*	Submit your August preventative maintenance records to your assigned RMW *WPO duty*	Have you reconciled the August bank statement? *Clerk/Bookkeeper duty*	5 Submit the August Discharge Monitoring Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	6
7	8	9	10	11	12	13
	Take coliform sample w/distribution residual *WPO duty*	Submit the August operator report to DEC Drinking Water *WPO duty*	CCR certification page due to DEC Drinking Water by September 30 *WPO duty*	Check fuel levels and day tank in WTP *WPO duty*	Monitor/maintain lift station *WPO duty	
L 4	15	16	17	18	19	20
-7	Have you tested the backup generator? *WPO duty*	Confirm fuel delivery for winter	Have you backwashed the filter? *WPO duty*	Clean & calibrate SCD & turbidimeter *WPO duty*		
	WPO duty	*Clerk/Bookkeeper duty*	*WPO duty*	*WPO duty*		
21	22	23	24	25	26	27
		Begin quarterly grant, IRS, and Dept. of Labor reports *Clerk/Bookkeeper duty*	•	Submit the August meeting minutes and financial reports to RUBA staff *Clerk/Bookkeeper duty*		
28	29	30 How many gallons of water did you treat this month?				
		WPO duty				
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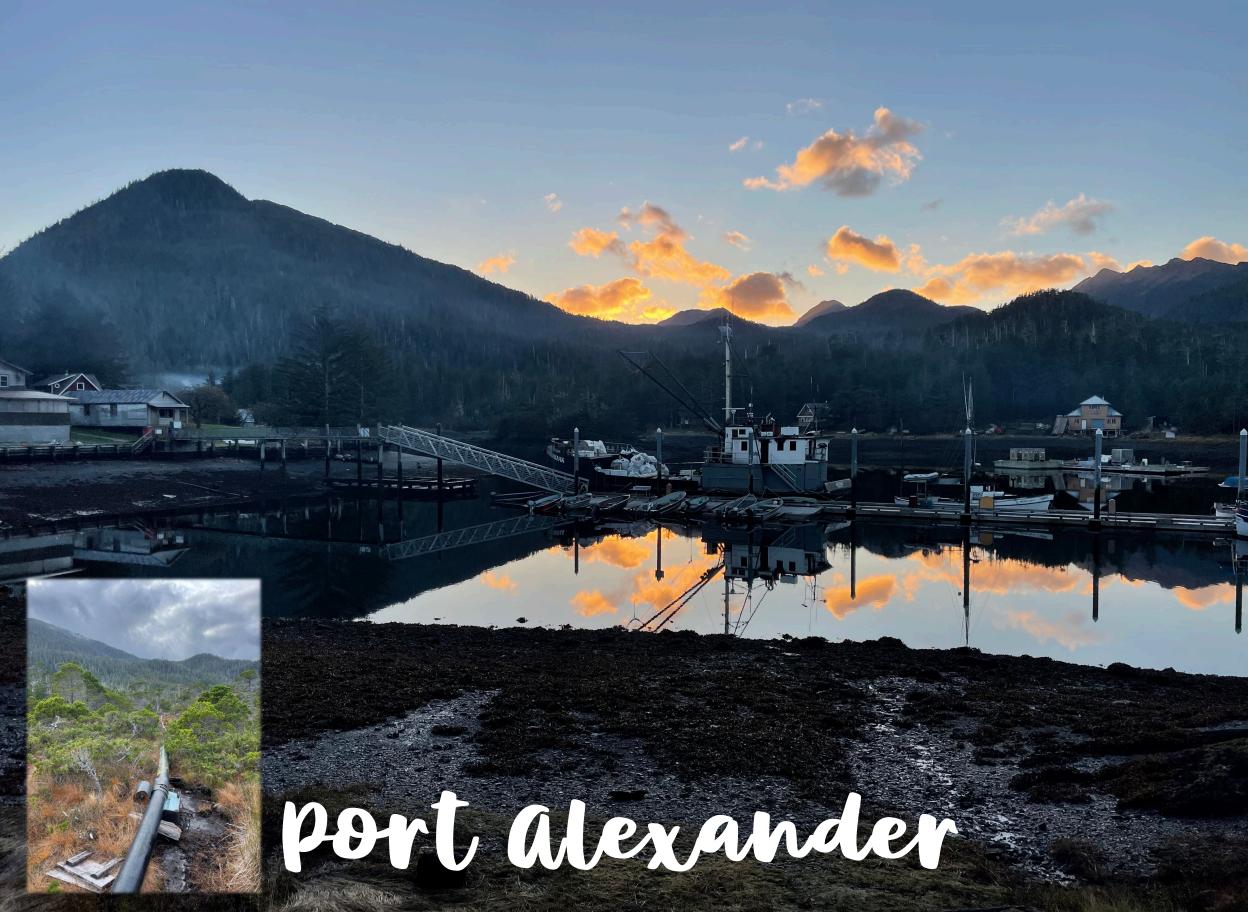
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OCTOBER

2 nd quarter o 4 th quarter o	of federal fiscal year 202 of state fiscal year 2026 of calendar fiscal year 20	e6 begins begins	Pay September payroll & child support liabilities *Clerk/Bookkeeper duty*	Submit your September preventative maintenance	3 Do you have your winter fuel and supplies?	4
				records to your assigned RMW *WPO duty*	*WPO duty*	
T	w/distribution residual	Start working on the FY26 Budget if you are on a	8 Submit the September operator report to DEC Drinking Water *WPO duty*	9 Check fuel levels and day tank in WTP *WPO duty*	Have you reconciled the September bank statement? *Clerk/Bookkeeper duty*	11
2 :		14 Have you tested the backup generator? *WPO duty*	15	16 Have you backwashed the filter? *WPO duty*	17 Alaska Day	18
9 2	Monitor/maintain lift	21 Have you flushed your distribution	22	23 Submit the September meeting minutes and	(Observed)	Alaska Day 25
		system/hydrants? *WPO duty*		financial reports to RUBA staff *Clerk/Bookkeeper duty*		
r	27 Check chemical supplies & re-order if needed *WPO duty*	28	29	30	How many gallons of water did you treat this month? *WPO duty* Halloween	

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SUN	VEMB MON	TUE	WED	THU	FRI	SAT
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	Operators: D	of 2025?				
2	10	4 Submit the October Discharge Monitoring	J	6 Submit your October	7	8
Daylight Saving Don't forget to set your clocks back 1 hour	support liabilities *Clerk/Bookkeeper duty* Take coliform sample	Report (if required) to DEC Wastewater electronically through the NetDMR system *Responsible Official duty*	operator report to DEC Drinking Water *WPO duty*	Submit your October preventative maintenance records to your assigned RMW *WPO duty*		
9	10 Calibrate lab instruments *WPO duty*	11	Have you tested the backup generator?	Have you backwashed the filter? *WPO duty*	14	15
1	,	Veteran's Day	1			
16	Monitor/maintain lift	18 Have you reconciled the October bank statement? *Clerk/Bookkeeper duty*	Check fuel levels and day tank in WTP *WPO duty*	20	21	22
23	Submit the October meeting minutes and	25	26	27	28	29 How many gallons of wated did you treat this month?
30	financial reports to RUBA staff *Clerk/Bookkeeper duty*			Thanksgiving		*WPO duty*

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SUNDAY **TUESDAY WEDNESDAY SATURDAY THURSDAY FRIDAY 3** Submit the November 5 Submit your November Discharge Monitoring Take coliform sample Pay November payroll & Check with DEC Drinking w/distribution residual child support liabilities Report (if required) to DEC Water program to ensure all preventative maintenance Wastewater electronically *WPO duty* records to your assigned required samples have been *Clerk/Bookkeeper duty* through the NetDMR RMW completed system *WPO duty* *WPO duty* *Responsible Official duty* 9 10 11 12 13 Have you reconciled the Submit the November Monitor/maintain lift Have you backwashed the November bank statement? filter? operator report to DEC station **Drinking Water** *Clerk/Bookkeeper duty* *WPO duty* *WPO duty* *WPO duty* 18 16 17 19 14 15 20 Check fuel levels and day Clean & calibrate SCD & Have you tested the backup tank in WTP generator? turbidimeter *WPO duty* *WPO duty* *WPO duty* 26 23 24 25 27 21 22 Submit the November Begin quarterly grant, IRS & Dept. of Labor reports meeting minutes and financial reports to RUBA *Clerk/Bookkeeper duty* staff *Clerk/Bookkeeper duty* Christmas Day 28 29 30 31 Deadline to provide Check chemical information to RUBA How many gallons supplies/spare parts & of water did you and RMW staff for re-order if needed **Operations &** treat this month? *WPO duty*

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Maintenance Best

Practices.

WPO duty

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How They Can Help

Drinking Water Program

- Answer contaminant monitoring and sampling procedure questions.
- Respond to complaints of contaminated or damaged public drinking water wells and watersheds.
- Provide monitoring, compliance, and enforcement information on public drinking water systems.
- Approve new public water systems and modifications to existing ones.

Note – always contact your Drinking Water contact person BEFORE making any modifications to your water system.

Domestic Wastewater Program

- Issue permits to discharge treated domestic wastewater and provide information on the appropriate permit for your facility.
- Provide technical assistance on permit-related treatment options.
- Provide technical assistance to operators to optimize wastewater treatment at your facility.

Capacity Development

• Assist water and wastewater utilities in acquiring the skills and knowledge to operate safely and protect the public health.

Operator Certification Program

- Provide information about system classifications, operator certification standards, renewals, and continuing education units.
- Notify operators about opportunities for training and certification exams and assist with resources to improve test scores.

Remote Maintenance Worker (RMW) Program

- Provide over-the-shoulder training and technical assistance to local water and sewer operators in rural communities through a circuit rider program.
- Provide immediate response to emergency situations that threaten or impact community water and wastewater facilities.
- Provide regional classroom training for area utility operators.
- Maintain an inventory of emergency repair equipment to lend to communities.

Rural Utility Business Advisor (RUBA) Program

- Provide managerial and financial training and assist your community with business planning for your utility.
- Provide an assessment identifying strengths and weaknesses of your utility.
- Develop a proposed work plan and work with your community to implement the plan.
- Provide technical assistance on managerial and financial management.
- Provide regional-based utility management courses.
- Develop new management tools to assist your utility.



Alaska Department of Environmental Conservation

www.dec.alaska.gov

Drinking Water Program

(907) 269-7656 Anchorage (907) 451-2108 Fairbanks (907) 262-5210 Soldotna Website: https://dec.alaska.gov/eh/dw/

Domestic Wastewater Program

(907) 269-7681 Anchorage

Technical Assistance Programs Manager

Website: http://dec.alaska.gov/water/wastewater/domestic/

Tammy Helms (907) 269-7613

Capacity Development

(907) 451-2106 Technical Assistance Programs Manager: Fatima Ochante Website:

http://dec.alaska.gov/water/technical-assistance-and-financing/capacity-development/

Operator Certification Program

(907) 465-1139 Juneau

(907) 465-5145 Program Manager: Dan DeSloover Website: https://dec.alaska.gov/water/operator-certification/

Remote Maintenance Worker Program

(907) 269-7605 RMW Program Coordinator: John Johnson

(907)276-2700 ext. 286 Aleutian Pribilof Region (907) 543-6423 Bethel Region

(907) 842-3396 Bristol Bay Region

(907) 452-8251 Fairbanks Region

(907) 442-7352 Kotzebue Region

(907) 443-3294 Nome Region

Website: http://dec.alaska.gov/water/remote-maintenance/

Department of Commerce, Community, and Economic Development

www.commerce.alaska.gov

Rural Utilities Business Advisor (RUBA) Program

(907) 269-4549 Anchorage Website:

https://www.commerce.alaska.gov/web/dcra/RuralUtilityBusinessAdvisorProgramRUBA.aspx

Photo Credit

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Nicholas Sanders

February Kiana

Russell Cameron Bruce Nelson

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May **Chignik Lake**

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July **Atka**

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September Nome

Trisha Sullivan **Brandi Adams**

October Karluk

Spencer Singleton

November **Port Alexander**

Tanner Cote

December Huslia

Tanner Cote Lee Meckel

Cover: Ketchikan/Kotzebue/Nome Brandi Adams