

**Best Practices Score
Kotzebue
Spring 2024**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact
Operator Certification	Utility has more than one operator certified to the level of the water system	10				
	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	7	System Classification: Water Treatment 3 Primary Operator: Matthew Lazarus Certification Level: WRT 4 Backup Operator: Olaf Walker Certification Level: WRT 2	Matthew Lazarus needs 3.0 CEUs by 12/31/26 to renew in 2026. Olaf Walker needs 3.0 CEUs by 12/31/24 to renew in 2024. Olaf passed the WRT 3 exam but needs 7.5 CEUs to be eligible for certification. Russell Ferguson needs an additional 2.0 CEUs by 12/31/24 to renew in 2024. Russell has passed the WRT 3 exam but needs 4.5 additional CEUs to be eligible for certification. Alan Allen has the required CEUs to renew in 2024, and needs to take and pass the WRT 2 exam. Travis Schumann passed the WRT P exam and needs to apply for certification, and take and pass the WRT 2 exam. Please see the enclosed flyer with more information about certification.	ADEC Operator Certification Program 455-1139
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	25	The operator is performing important maintenance on a regular basis and keeping records. Each month, the operator is submitting maintenance records to the assigned RMW.	Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly records to the assigned RMW.	MHC RMW
	Utility has a written PM plan; performance of PM and record keeping are not consistent	15				
Compliance	Utility had no Monitoring and Reporting violations during the past year	10				
	Utility had up to five Monitoring and Reporting violations during the past year	5	10	The utility had 0 Drinking Water Monitoring and Reporting violations in 2023. Excellent job - keep up the good work!		Mike Sharp ADEC Drinking Water Program 451-2178
Utility Management Training	A person who holds a position of responsibility for management of the utility has completed a DCA approved Utility Management course or other utility management training course within the last five years	5	5	Donna McConnell attended Financial Management for Rural Utilities training on 2/6/2023.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	
	The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator	5				
Meetings of the Governing Body	The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements	2	5	Minutes were provided for the following months during this reporting period: June, July, August, September, October, and November 2023. The water operator report was consistently included in the meeting minutes.	To maintain full points, the governing body must continue to meet according to local ordinance/bylaw and provide RUBA with meeting minutes.	
	The utility owner's governing body does not meet	0				
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 overall budget submitted to RUBA was not balanced.	The utility owner needs to adopt a balanced and realistic budget. Contact your assigned LGS for advice and assistance.	Rebecca Rehn DCA RUBA Program 269-4501
	Either the Utility or the Utility owner has adopted and implemented a budget, the other has not	13				
Revenue	Utility owner has adopted a budget, but it is not being implemented	10				
	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	20	Financial reports show utility revenue is sufficient to cover expenses and a dedicated repair and replacement account is adequately funded.	Full points have been awarded. Keep up the great work.	
Worker's Compensation Insurance	Utility has a fee schedule and a collection policy that is followed	15				
	Utility has no fee structure or collection policy	5	5	Continuous coverage for the utility owner was confirmed by the insurance provider on 12/31/2023.	Full points have been awarded. The utility owner must maintain an active workers' compensation policy to continue receiving these points.	
Payroll Liability Compliance	Utility has no past due tax liabilities and is current with all tax obligations	5	5	Utility has no past due tax liabilities and is current with all 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				
CIP O&M Score	Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed	0				
	22		82	TOTAL SCORE		