

Best Practices Score  
Marshall  
FALL 2019

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	0	System Classification: Water Treatment 1 Primary Operator: <i>Terence Fitka</i> Certification Level: <i>Operator holds no current certification</i> Backup Operator: <i>Thomas Fitka</i> Certification Level: <i>Operator holds no current certification</i>  Thomas Fitka, Clarence Fitka, and Terence Fitka hold no certifications.	Thomas Fitka, Clarence Fitka, and Terence Fitka both need to take and pass the WT1 exam. Please see 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.	Shane McIntyre YKHC RMW 543-6427
		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 15 Drinking Water Monitoring and Reporting violations in 2018.	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	Cheryl Peteroff attended QuickBooks training on 2/22/2019.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Ben Anderson-Agimuk DCRA RUBA Program 543-3841
	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	5	Meeting minutes were provided for December 2018 through May 2019 and contained operator reports for February 2019 through May 2019.	To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.	
		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	An adopted balanced FY19 budget has not been provided to the RUBA program.	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.	
		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	Financial report document provided shows revenues surpassing expenses. No Repair and Replacement account is shown.	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	RUBA has verified that the utility has had a current Worker's Compensation Policy in place for all employees for at least two years.	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	0	Noncompliant with IRS according to taxpayer advocate 7/9/2019 report.	To receive additional points in this category, the utility must either become current on all outstanding 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		45	