

**Best Practices Score  
Metlakatla  
FALL 2019**

Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	<b>Operator Certification</b>	Utility has more than one operator certified to the level of the water system	10	0	System Classification: Water Treatment 2 Primary Operator: <i>No record of a primary operator</i> Certification Level: <i>N/A</i> Backup Operator: <i>No record of a backup operator</i> Certification Level: <i>N/A</i>  No record of an operator or backup operator.	Primary and backup operators need to be identified and 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				
	<b>Preventive Maintenance Plan</b>	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.	Steve Evavold ADEC RMW 269-7609
		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				
	<b>Compliance</b>	Utility had no Monitoring and Reporting violations during the past year	10	10	The utility had 0 Drinking Water Monitoring and Reporting violations in 2018. The community does not operate a public water system.	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.	ADEC Drinking Water Program
		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	<b>Utility Management Training</b>	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	0	No one associated with the utility has attended a RUBA training in the past five years.	RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.	
	<b>Meetings of the Governing Body</b>	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	The utility has not provided RUBA staff with meeting minutes or other supporting documents for many years.	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	<b>Budget</b>	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 utility has not provided RUBA staff with a copy of the budget and no monthly financial reports have been provided either.	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.	Iura Leahu DCRA RUBA Program 465-4814
		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				
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	0	RUBA staff has not received monthly financial reports to be able to review revenues and expenses.	Provide RUBA with the utility's fee schedule, collection policy and monthly financial reports. RUBA can assist in developing these if none exist.	
		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				
	<b>Worker's Compensation Insurance</b>	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					
<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	5	Verified June and July 2019	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	6	TOTAL SCORE	35		