# 2018 Best Practices Score

**Anchor Point**

*March 1, 2018*

## Operator Certification

| Utility has more than one operator certified to the level of the water system | Technical Score | 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 | Technical Score | 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 | Technical Score | 5 |
| Utility has one or more operators certified at some level in water treatment or distribution | Technical Score | 3 |
| Utility has no certified operators | Technical Score | 0 |

### System Classification: Water Treatment 1

**Primary Operator:** Dorothy Flint  
**Certification Level:** WT 1

**Backup Operator:** Wayne Flint  
**Certification Level:** WT 1

## 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 | Score | 25 |
- Utility has a written PM plan; performance of PM and record keeping are not consistent | Score | 15 |
- Utility has no PM plan or performs no PM | Score | 0 |

## Compliance

- Utility had no Monitoring and Reporting violations during the past year | Score | 10 |
- Utility had up to five Monitoring and Reporting violations during the past year | Score | 5 |
- Utility had more than five Monitoring and Reporting violations during the last year | Score | 0 |

## 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 | Score | 5 |
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements | Score | 5 |
- The utility owner’s governing body does not meet | Score | 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 | Score | 15 |
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | Score | 13 |
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | Score | 10 |
- Utility owner and the Utility have not adopted a budget | Score | 0 |

## Revenue

- Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account | Score | 20 |
- Utility is collecting revenue sufficient to cover expenses | Score | 15 |
- Utility has a fee schedule and a collection policy that is followed | Score | 5 |
- Utility has no fee structure or collection policy | Score | 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 | Score | 5 |
- Utility has a current worker’s compensation policy in place for all employees | Score | 2 |
- Utility has no worker’s compensation policy | Score | 0 |

## Payroll Liability Compliance

- Utility has no past due tax liabilities and is current with all tax obligations | Score | 5 |
- 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 | Score | 2 |
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed | Score | 0 |

### 3 Monitoring and Reporting Violations in 2017

- 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 | Score | 5 |

### Utility Management Training Attendee: Jeanette Dorothy Flint  
**Course:** Financial Management  
**Date:** 12/5/2016

## Managerial

- The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator | Score | 5 |
- The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements | Score | 2 |
- The utility owner's governing body does not meet | Score | 0 |

## Financial

- 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 | Score | 15 |
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | Score | 13 |
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | Score | 10 |
- Utility owner and the Utility have not adopted a budget | Score | 0 |

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- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed | Score | 0 |

### CIP O&M Score 35

### SDS O&M Score 15

### TOTAL SCORE 95