

## 2018 Best Practices Score

**False Pass**

March 1, 2018

| Category  | O&M Scoring Criteria  | Possible   | Score         |    |    |             |  |    |
|---|---|--|---------------|----|----|-------------|--|----|
| <b>Technical</b>  | <b>Operator Certification</b>   | Utility has more than one operator certified to the level of the water system  | 10            | 7  |    |             |  |    |
|   |   | 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             |    |    |             |  |    |
|   | System Classification: Water Treatment 2<br>Primary Operator: <i>Wesley Shales</i> Certification Level: <i>WT 2</i><br>Backup Operator: <i>Stephen Kennedy</i> Certification Level: <i>WD P</i> |  |               |    |    |             |  |    |
|   | <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 |    |             |  |    |
|   |   | 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            | 5  |    |             |  |    |
| 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  |               |    |    |             |  |    |
| <i>2 Monitoring and Reporting Violations in 2017</i>  |   |  |               |    |    |             |  |    |
| <b>Managerial</b>   | <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             | 5  |    |             |  |    |
|   | Attendee: <i>Chris Emrich</i><br>Course: <i>Utility Clerks</i> Date: <i>9/6/2016</i>  |  |               |    |    |             |  |    |
|   | <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             | 5  |    |             |  |    |
| 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  |               |    |    |             |  |    |
| <b>Financial</b>  | <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            | 15 |    |             |  |    |
|   |   | 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            | 20 |    |             |  |    |
|   |   | 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  |    |             |  |    |
|   |   | 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             |    |    |             |  |    |
|   | 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   |   | 22   | SDS O&M Score |    | 13 | TOTAL SCORE |  | 82 |