## 2018 Best Practices Score

### March 1, 2018

**Kake**

### Category: O&M Scoring Criteria | Possible | Score
---|---|---
**Operator Certification**
- Utility has more than one operator certified to the level of the water system | 10 | 0
- 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 | 3
- 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 | 0
- Utility has one or more operators certified at some level in water treatment or distribution | 3 | 0
- Utility has no certified operators | 0 | 0

### Technical

- System Classification: Water Treatment 2
- Primary Operator: Clifton Howard Certification Level: WT 1
- Backup Operator: Matthew Ashenfelter Certification Level: Operator holds no current certification

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

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

### 8 Monitoring and Reporting Violations in 2017

**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

**Attendee:** Tessa Cavanaugh  
**Course:** Financial Management  
**Date:** 1/15/2016

### Managerial

- 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 | 2
  - The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements | 2 | 0
  - The utility owner's governing body does not meet | 0 | 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 | 10
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not | 13 | 0
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented | 10 | 0
- Utility owner and the Utility have not adopted a budget | 0 | 0

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

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

### CIP O&M Score | 0 | SDS O&M Score | 10 | TOTAL SCORE | 60