## 2018 Best Practices Score

**Marshall**  
March 1, 2018

### Category O&M Scoring Criteria Possible Score

#### Operator Certification
- Utility has more than one operator certified to the level of the water system 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 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 1
- Primary Operator: Michael Duny  
  Certification Level: WT 1
- Backup Operator: Thomas Fitka  
  Certification Level: Operator holds no current certification

#### Technical 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
- 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
- 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

#### 4 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 5

#### 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
- 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

#### 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
- 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

#### Financial Revenue
- Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account 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

#### 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
- 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
- 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