## 2018 Best Practices Score

### Pedro Bay

March 1, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>Utility has more than one operator certified to the level of the water system</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>0</td>
</tr>
</tbody>
</table>

**Technical**

**System Classification:** No certified operator required

**Primary Operator:** No certified operator required

**Certification Level:** N/A

**Backup Operator:** No certified operator required

**Certification Level:** N/A

| **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 |

### 0 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 |

**Attendee:** N/A  
**Course:** N/A  
**Date:** N/A

**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 |

**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** | 9 |

**TOTAL SCORE** | 55 |