

2018 Best Practices Score

Portage Creek

March 1, 2018

| Category | O&M Scoring Criteria | Possible | Score | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|----|
| Technical | Operator Certification | Utility has more than one operator certified to the level of the water system | 10 | 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: No certified operator required Primary Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> Backup Operator: <i>No certified operator required</i> Certification Level: <i>N/A</i> | | | | |
| | 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 | 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 | 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 | | | |
| <i>0 Monitoring and Reporting Violations in 2017</i> | | | | | |
| Managerial | 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 | 0 | |
| | Attendee: <i>N/A</i> Course: <i>N/A</i> Date: <i>N/A</i> | | | | |
| | 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 | 0 | |
| 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 | | | |
| Financial | 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 | 0 | |
| | | 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 | 0 | |
| | | 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 | 0 | |
| | | 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 | 0 | |
| 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 | 7 | TOTAL SCORE | 45 |