## 2018 Best Practices Score

**Saint Mary's**  
March 1, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible</th>
<th>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>
<td></td>
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<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></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></td>
<td>5</td>
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<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Technical</strong></td>
<td>System Classification: Water Treatment 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary Operator: Andrew Journey Certification Level: WT 3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Backup Operator: Clint Nashoanak Certification Level: Small Treated</td>
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<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
<td>Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified</td>
<td></td>
<td>25</td>
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<tr>
<td></td>
<td>Utility has a written PM plan; performance of PM and record keeping are not consistent</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Utility has no PM plan or performs no PM</td>
<td></td>
<td>0</td>
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<tr>
<td><strong>Compliance</strong></td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td></td>
<td>10</td>
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<tr>
<td></td>
<td>Utility had up to five Monitoring and Reporting violation during the past year</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Utility had more than five Monitoring and Reporting violation during the last year</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### System Classification: Water Treatment 2

**Primary Operator:** Andrew Journey  
**Certification Level:** WT 3

**Backup Operator:** Clint Nashoanak  
**Certification Level:** Small Treated

### 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  
- **Attendee:** Walter A. Johnson  
- **Course:** Elected Officials  
- **Date:** 11/30/2017

### 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  
- The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements  
- The utility owner's governing body does not meet

### 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  
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not  
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented  
- Utility owner and the Utility have not adopted a budget

### Revenue

- Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account  
- Utility is collecting revenue sufficient to cover expenses  
- Utility has a fee schedule and a collection policy that is followed  
- Utility has no fee structure or collection policy

### 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  
- Utility has a current worker's compensation policy in place for all employees  
- Utility has no worker's compensation policy

### Payroll Liability Compliance

- Utility has no past due tax liabilities and is current with all tax obligations  
- 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  
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed

### CIP O&M Score 22  
### SDS O&M Score 13  
### TOTAL SCORE 82