

# 2017 Best Practices Score

## Hooper Bay

August 22, 2017

| 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       | 5           |    |
|               |                                                                                                                                                                                                                                      | 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 2<br>Primary Operator: <i>Patrick Condello</i> Certification Level: <i>WT 2</i><br>Backup Operator: <i>Aloysius Olson</i> Certification Level: <i>Operator holds no current certification</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       | 15          |    |
|               |                                                                                                                                                                                                                                      | 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       | 0           |    |
|               |                                                                                                                                                                                                                                      | 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        |             |    |
|               | 8 Monitoring and Reporting Violations in 2016                                                                                                                                                                                        |                                                                                                                                                                                                              |          |             |    |
| 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        | 5           |    |
|               | Attendee: <i>Roy Joseph Bell</i><br>Course: <i>Elected Officials</i> Date: <i>12/2/2016</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        | 2           |    |
|               |                                                                                                                                                                                                                                      | 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       | 10          |    |
|               |                                                                                                                                                                                                                                      | 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       | 15          |    |
|               |                                                                                                                                                                                                                                      | 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        | 2           |    |
|               |                                                                                                                                                                                                                                      | 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                                                                                                                                                                                                | 9        | TOTAL SCORE | 54 |