

## 2017 Best Practices Score

### Port Alexander

August 22, 2017

Category		O&M Scoring Criteria	Possible	Score		
	<b>Operator Certification</b>	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			
<b>Technical</b>	System Classification: Small Treated Primary Operator: <i>Shanna Smith</i> Certification Level: <i>Small Treated</i> Backup Operator: <i>Sarah Patrick</i> Certification Level: <i>Small Treated</i>					
	<b>Preventive Maintenance Plan</b>	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			
	<b>Compliance</b>	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			
<i>7 Monitoring and Reporting Violations in 2016</i>						
<b>Managerial</b>	<b>Utility Management Training</b>	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>Molly Kimzey</i> Course: <i>Elected Officials</i> Date: <i>11/4/2016</i>					
	<b>Meetings of the Governing Body</b>	The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator	5	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				
<b>Financial</b>	<b>Budget</b>	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	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			
	<b>Revenue</b>	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account	20	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			
	<b>Worker's Compensation Insurance</b>	Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place	5	5		
		Utility has a current worker's compensation policy in place for all employees	2			
		Utility has no worker's compensation policy	0			
	<b>Payroll Liability Compliance</b>	Utility has no past due tax liabilities and is current with all tax obligations	5	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		20	SDS O&M Score	13	TOTAL SCORE	80