**Best Practices Score**

**Hooper Bay**

**SPRING 2020**

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| **Technical**                         | **Operator Certification**                                                            |          |       | System Classification: Water Treatment 2  
Primary Operator: Patrick Condello  
Certification Level: WT 2  
Backup Operator: Alyssia Gump  
Certification Level: Operator holds no current certification | To receive the full points in this category, the operator must  
have a Preventative Maintenance plan that they follow and the  
completed plan must be submitted to your assigned RMW each  
quarter.  
Patrick Condello needs 0.80 more CEU by 12/31/20 to renew  
his certificate. Alyssia Gump needs to take and pass the WT 1  
exam. Please see enclosed flier with more information about  
certification. | ADEC Operator Certification Program 465-1139 |
| **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    | The utility is not performing the required maintenance or isn’t keeping records of maintenance. | To receive the full points in this category, the operator must  
have a Preventative Maintenance plan that they follow and the  
completed plan must be submitted to your assigned RMW each  
quarter.  
The Drinking Water Program provides you with an Annual  
Monitoring Summary with all of the required samples for your  
water system. All samples and reports must be collected and  
submitted in a timely manner. | Allan Paulan  
YKHC RMW 438-2024 |
| **Compliance**                        | **Utility has a written PM plan; performance of PM and record keeping are not consistent** | 15       | 0     | The utility had 11 Drinking Water Monitoring and Reporting violations in 2019. | To maintain full points, the governing body must continue to  
meet according to ordinance and provide RUBA with meeting  
minutes. | Leslie Morrison  
ADEC Drinking Water Program 269-7518 |
| **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     | Sandra Tall-Lake attended Financial training on 12/13/2019. | To maintain the full points in this category, consider sending  
someone to one of the free RUBA trainings each year. |                           |
| **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        | 5     | June through November 2019 minutes provided. June, September, October and November 2019 minutes included water operator reports. | To maintain full points, the governing body must continue to  
meet according to ordinance and provide RUBA with meeting  
minutes. |                           |
| **Budget**                            | **The 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    | Sea Lion Energy Services financials not found mentioned in meeting minutes and city financials found in only two sets of meeting minutes from June-November 2019. City has a budget but it isn’t balanced. | Provide RUBA with monthly financial reports and meeting  
minutes that demonstrate the council is reviewing the monthly  
financial reports. | Fred Broereman  
DCRA RUBA Program 543-3475 |
| **Revenue**                           | **Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account** | 20       | 0     | The utility has a collection policy but due to large shortfall in Sea Lion Energy Services revenues compared to its expenses it appears that the collection policy is not being implemented. | To receive additional points, the utility needs to provide  
monthly financial reports to RUBA and demonstrate sufficient  
revenue and subsidy to cover the utility's expenses. |                           |
| **Financial**                         | **Utility has a fee schedule and a collection policy that is followed**                | 15       | 5     | Both SLWS and the City have current policies. | Full points have been awarded. Maintain active Worker’s  
Compensation policy to continue receiving these points. |                           |
| **Worker’s Compensation Insurance**   | **Utility has a current worker’s compensation policy in place for all employees**      | 2        | 2     | **Utility has no worker’s compensation policy** | To receive additional points in this category, the utility must  
either become current on all outstanding tax liabilities, or must  
enter into a repayment agreement for outstanding tax liability,  
and remain current on payments. |                           |
| **Payroll Liability Compliance**      | **Utility has no past due tax liabilities and is current with all tax obligations**    | 5        | 0     | Balances on multiple IRS 730 form filings and 941 taxes for 9/30/2019 | To receive additional points in this category, the utility must  
either become current on all outstanding tax liabilities, or must  
enter into a repayment agreement for outstanding tax liability,  
and remain current on payments. |                           |
| **CIP O&M Score**                     | **SDS O&M Score**                                                                    | 7        | 7     | **TOTAL SCORE** | 45 |                           |