

# 2018 Best Practices Score

## Saint Michael

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	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: Small Treated Primary Operator: <i>Norbert Otten</i> Certification Level: <i>WT 1</i> Backup Operator: <i>Alex Tom</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			
	32 Monitoring and Reporting Violations in 2017					
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>Richard Elachik</i> Course: <i>Personnel Management</i> Date: <i>1/9/2017</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	5		
		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	57