	Category	O&M Scoring Criteria	Possible	Score	Explanation of Score	How to Improve Score	Contact
Technical	**Operator Certification**	Utility has more than one operator certified to the level of the water system	10	0	System Classification: Primary Operator: Certification Level: Backup Operator: Certification Level: The City is not operating the water system.	To receive points in this category, the City will need to take on operations and maintenance of the water system.	ADEC Operator Certification Program 465-1139
		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				
	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.	Jacob Soolook NSHC RMW 443-3403
		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	The utility had 33 Drinking Water Monitoring and Reporting violations in 2017.	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.	Clarissa Bearden ADEC Drinking Water Program 451-2137
		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				
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	Jazzlyn Garnie and others attended financial training on 3/6/2017.	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	Dec - May meeting minutes and water reports provided.	To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.	
		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	Dec - May expense and revenue reports submitted, does not compare to budget and year to date. Reports inconsistently presented to council. Budget amendments not submitted.	Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.	Lena Mathlaw DCRA RUBA Program 443-5457
		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	5	No monthly financial reports from third party operator/BSSD.	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.	
		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	The City has a current policy.	Full points can be awarded after the community demonstrates that a Worker's Compensation Policy has been in place for two full years.	
		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	City owes federal taxes and needs to file reports for several quarters in 2015, 2017 and 2018. No repayment agreement is in place.	To receive additional points in this category, the city 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.	
		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 | 7 | TOTAL SCORE | 42 | | |