### Technical

**Category:** Operator Certification  
**Criteria:** Utility has more than one operator certified to the level of the water system  
**Possible Score:** 10  
**Score:** 0  
**Explanation of Score:** System Classification: Small Treated Original Operator: Robert Larson Certification Level: Operator holds no current certification  
**How to Improve Score:** Robert Larson needs to take and pass the Small Treated exam. A backup operator needs to be identified and take and pass the Small Treated exam. Please see the enclosed flier for more information about certification.  
**Contact:** ADEC Operator Certification Program 465-1139  
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**Criteria:** 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  
**Possible Score:** 7  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator  
**Possible Score:** 5  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility has one or more operators certified at some level in water treatment or distribution  
**Possible Score:** 3  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility has no certified operators  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

### Preventive Maintenance Plan

**Category:** Preventive Maintenance Plan  
**Criteria:** Utility has a written PM plan; PM is performed on schedule, records of completion are submitted on a quarterly basis and have been verified  
**Possible Score:** 25  
**Score:** 15  
**Explanation of Score:** The utility is not performing the required maintenance or isn’t keeping records of maintenance.  
**How to Improve Score:** 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.  
**Contact:** Arthur Amaktoolik NSHC RMW 443-3273  
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**Criteria:** Utility has a written PM plan; performance of PM and record keeping are not consistent  
**Possible Score:** 15  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility has no PM plan or performs no PM  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility had no Monitoring and Reporting violations during the past year  
**Possible Score:** 10  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility had up to five Monitoring and Reporting violation during the past year  
**Possible Score:** 5  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility had more than five Monitoring and Reporting violation during the last year  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

### Compliance

**Category:** Utility Management Training  
**Criteria:** 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  
**Possible Score:** 5  
**Score:** 0  
**Explanation of Score:** No one associated with the utility has attended a RUBA training in the past five years.  
**How to Improve Score:** RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.  
**Contact:**  
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**Criteria:** The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator  
**Possible Score:** 5  
**Score:** 2  
**Explanation of Score:**  
**How to Improve Score:** To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.  
**Contact:**  
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**Criteria:** The utility owner’s governing body does not meet  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

### Financial

**Category:** Budget  
**Criteria:** 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  
**Possible Score:** 15  
**Score:** 15  
**Explanation of Score:** A realistic budget was adopted and monthly budget reports that have been approved by the council are provided to RUBA.  
**How to Improve Score:** Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.  
**Contact:** Tim Stewart DCRA RUBA Program 443-5459  
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**Criteria:** Either the Utility or the Utility owner has adopted a budget, but it is not being implemented  
**Possible Score:** 10  
**Score:** 10  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Either the Utility or the Utility owner has not adopted a budget  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

**Category:** Revenue  
**Criteria:** Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account  
**Possible Score:** 20  
**Score:** 15  
**Explanation of Score:** The city does receive enough revenue to cover its expenses but does not contribute to an repair and replacement account.  
**How to Improve Score:** To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.  
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**Criteria:** Utility is collecting revenue sufficient to cover expenses  
**Possible Score:** 15  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility has a fee schedule and a collection policy that is followed  
**Possible Score:** 5  
**Score:** 5  
**Explanation of Score:** RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years.  
**How to Improve Score:** Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.  
**Contact:**  
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**Criteria:** Utility has no fee structure or collection policy  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

### Worker’s Compensation Insurance

**Category:** Worker’s Compensation Insurance  
**Criteria:** Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place  
**Possible Score:** 5  
**Score:** 5  
**Explanation of Score:** RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years.  
**How to Improve Score:** Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.  
**Contact:**  
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**Criteria:** Utility has a current worker’s compensation policy in place for all employees  
**Possible Score:** 2  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility has no worker’s compensation policy  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

### Payroll Liability Compliance

**Category:** Payroll Liability Compliance  
**Criteria:** Utility has no past due tax liabilities and is current with all tax obligations  
**Possible Score:** 5  
**Score:** 5  
**Explanation of Score:** No tax liabilities.  
**How to Improve Score:** Full points have been awarded. Continue to submit timely reports and payments to maintain these points.  
**Contact:**  
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**Criteria:** 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  
**Possible Score:** 2  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  
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**Criteria:** Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed  
**Possible Score:** 0  
**Score:** 0  
**Explanation of Score:**  
**How to Improve Score:**  
**Contact:**  

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**Utility Score: 0  
SDS O&M Score: 10  
Total Score: 60**