<table>
<thead>
<tr>
<th>Category</th>
<th>O&amp;M Scoring Criteria</th>
<th>Possible</th>
<th>Score</th>
<th>Explanation of Score</th>
<th>How to Improve Score</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>Utility has more than one operator certified to the level of the water system</td>
<td>10</td>
<td>10</td>
<td>System Classification:</td>
<td>ADEC Operator Certification Program 465-1139</td>
<td>Gustavus</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>7</td>
<td>7</td>
<td>Primary Operator:</td>
<td></td>
<td>John Johnson</td>
</tr>
<tr>
<td></td>
<td>Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator</td>
<td>5</td>
<td>5</td>
<td>Backup Operator:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
<td>3</td>
<td>Certification Level:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
<td>Utility has a written PM plan, PM is performed on schedule, records of completion are submitted on a quarterly basis and have been verified</td>
<td>25</td>
<td>25</td>
<td>The community has no utility that requires maintenance.</td>
<td></td>
<td>Jamie Bjorkman</td>
</tr>
<tr>
<td></td>
<td>Utility has a written PM plan; performance of PM and record keeping are not consistent</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no PM plan or performs no PM</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>10</td>
<td>10</td>
<td>The utility had 0 Drinking Water Monitoring and Reporting violations in 2018. The community does not operator a public water system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility had up to five Monitoring and Reporting violation during the past year</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility had more than five Monitoring and Reporting violation during the last year</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Utility Management Training</strong></td>
<td>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</td>
<td>5</td>
<td>5</td>
<td>Pehee Vanselow attended Financial training on 11/8/17.</td>
<td>To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
<td></td>
</tr>
<tr>
<td><strong>Meetings of the Governing Body</strong></td>
<td>The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator</td>
<td>5</td>
<td>5</td>
<td>The City of Gustavus meets regularly in accordance with state statute. Meeting minutes indicate that the city utilities are considered regularly.</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The utility owner's governing body does not meet</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>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</td>
<td>15</td>
<td>15</td>
<td>The City of Gustavus has adopted a balanced and realistic budget. Monthly finance reports provide a month-to-month, year-to-date, expenses and revenue as a reflection of the budget. Budget amendments are adopted as necessary.</td>
<td>Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.</td>
<td>Kelly Chapman DCRA RUBA Program 465-4813</td>
</tr>
<tr>
<td></td>
<td>Either the Utility or the Utility owner has adopted and implemented a budget, the other has not</td>
<td>13</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>10</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account</td>
<td>20</td>
<td>20</td>
<td>The City of Gustavus requires users to pay immediately upon use of their recycling center. The City of Gustavus does not garner enough user fees to pay for operations, management, repair and replacement, and capital funds.</td>
<td>To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility is collecting revenue sufficient to cover expenses</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has a fee schedule and a collection policy that is followed</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no fee structure or collection policy</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Worker’s Compensation Insurance</strong></td>
<td>Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place</td>
<td>5</td>
<td>5</td>
<td>RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years.</td>
<td>Full points have been awarded. Maintain active Worker’s Compensation Policy to continue receiving these points.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has a current worker’s compensation policy in place for all employees</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility has no worker’s compensation policy</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payroll Liability Compliance</strong></td>
<td>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</td>
<td>5</td>
<td>5</td>
<td>The utility is current on all tax liabilities.</td>
<td>Full points have been awarded. Continue to submit timely reports and payments to maintain these points.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility owes back taxes, but has not signed a repayment agreement for back taxes owed</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CIP O&M Score** 35  **SDS O&M Score** 15  **TOTAL SCORE** 95