### O&M Scoring Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible 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>
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<tr>
<td>Utility has more than one operator certified to the level of the water system</td>
<td>10</td>
<td>System Classification: Water Treatment 2</td>
<td>Daniel Fredrickson needs: 3.0 CEUs by 12/31/2021 to renew his WT1 certificate and needs to take and pass the WT2 exam. Erik Larson needs to take and pass the WT1 exam. Please see the enclosed file with more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<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>Primary Operator: Daniel Fredrickson Certification Level: WT 1</td>
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<tr>
<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>Backup Operator: Erik Larson Certification Level: Operator holds no current certification</td>
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<tr>
<td>Utility has one or more operators certified at some level in water treatment or distribution</td>
<td>3</td>
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<tr>
<td>Utility has no certified operators</td>
<td>0</td>
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<tr>
<td><strong>Preventive Maintenance Plan</strong></td>
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<tr>
<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>The utility is not performing the required maintenance or isn’t keeping records of maintenance.</td>
<td>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.</td>
<td></td>
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<tr>
<td>Utility has a written PM plan; performance of PM and record keeping are not consistent</td>
<td>15</td>
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<tr>
<td>Utility has no PM plan or performs no PM</td>
<td>0</td>
<td></td>
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<tr>
<td><strong>Compliance</strong></td>
<td></td>
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<tr>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>10</td>
<td>The utility had 26 Drinking Water Monitoring and Reporting violations in 2018.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Utility had up to five Monitoring and Reporting violations during the past year</td>
<td>5</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Utility had more than five Monitoring and Reporting violation during the last year</td>
<td>0</td>
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<tr>
<td><strong>Utility Management Training</strong></td>
<td>5</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>To maintain full points in this category, consider sending someone to one of the free RUBA trainings each year.</td>
<td></td>
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<tr>
<td><strong>Meetings of the Governing Body</strong></td>
<td>5</td>
<td>The utility’s owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements and receives a current report from the operator</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</td>
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</tr>
<tr>
<td>The utility’s owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>5</td>
<td>The utility supplied copies of meeting minutes as required and the minutes include water department reports for a majority of the reporting period.</td>
<td>Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</td>
<td></td>
</tr>
<tr>
<td>The utility’s owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>2</td>
<td></td>
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<tr>
<td>The utility’s owner’s governing body does not meet</td>
<td>0</td>
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<tr>
<td><strong>Budget</strong></td>
<td>15</td>
<td>The council adopted a budget that was not balanced and realistic. Subsequently, the council amended the budget to balance it and account for expenses and revenues. However, RUBA staff didn’t receive monthly financial reports for a majority of the last 6 months.</td>
<td>Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</td>
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<tr>
<td>Either the Utility or the Utility owner has adopted and implemented a budget, the other has not</td>
<td>13</td>
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<tr>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>10</td>
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<tr>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>0</td>
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<tr>
<td><strong>Revenue</strong></td>
<td>20</td>
<td>With subsidies authorized by the governing body, the utility collects sufficient revenue to cover operating expenses. However, the subsidy is not identified in the budget. Monthly financial reports have not been provided for a majority of the last 6 months.</td>
<td>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.</td>
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<tr>
<td>Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account</td>
<td>15</td>
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<tr>
<td>Utility is collecting revenue sufficient to cover expenses</td>
<td>5</td>
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<tr>
<td>Utility has a fee schedule and a collection policy that is followed</td>
<td>5</td>
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<tr>
<td>Utility has no fee structure or collection policy</td>
<td>0</td>
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<tr>
<td><strong>Worker’s Compensation Insurance</strong></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>
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<tr>
<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>
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<tr>
<td>Utility has a current worker’s compensation policy in place for all employees</td>
<td>2</td>
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</tr>
<tr>
<td>Utility has no worker’s compensation policy</td>
<td>0</td>
<td></td>
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<tr>
<td><strong>Payroll Liability Compliance</strong></td>
<td>5</td>
<td>Verified July 2019</td>
<td>Full points have been awarded. Continue to submit timely reports and payments to maintain these points.</td>
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<tr>
<td>Utility has no past due tax liabilities and is current with all tax obligations</td>
<td>5</td>
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<tr>
<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>2</td>
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<tr>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>0</td>
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</tbody>
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**CIP O&M Score:** 0  **SDS O&M Score:** 8  **TOTAL SCORE:** 53