### O&M Scoring Criteria

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<th>Category</th>
<th>Description</th>
<th>Possible Score</th>
<th>Score</th>
<th>Explanation of Score</th>
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<th>Contact</th>
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</thead>
</table>
| **Operator Certification**    | System Classification: Water Treatment 2                                    | 10             |       | 10                   | System Classification: Water Treatment 2 Primary Operator: Howard Beasley Certification Level: WT 2  
Back Up Operator: James Honea Certification Level: WT 2  
Howard Beasley and James Honea hold certifications at the correct level. | Howard Beasley needs 3.0 CEUs before 12/31/21 to renew his certificate. James Honea needs 3.0 CEUs before 12/31/21 to renew his certificate. Please see the enclosed flyer with more information about certification. | ADEC Operator Certification Program 465-1139 |
| **Technical**                 | Utilities have more than one operator certified to the level of the water system | 5              |       |                      | System Classification: Water Treatment 2 Primary Operator: Howard Beasley Certification Level: WT 2  
Back Up Operator: James Honea Certification Level: WT 2  
Howard Beasley and James Honea hold certifications at the correct level. | 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. | Lee Meckel  
TCC RMW  
452-8251 ext. 3265 |
| **Preventive Maintenance Plan** | Utilities have 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. | 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. | Teslyn Visscher  
ADEC Drinking Water Program 451-3038 |
| **Compliance**                | The utility has a written PM plan; performance of PM and record keeping are not consistent | 0              | 0     |                      | The utility had 0 Drinking Water Monitoring and Reporting violations in 2018. Excellent job - keep up the good work! | 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. | Lisa Huntington  
Attended QuickBooks training on 4/19/2019. |
| **Utility Management Training** | The utility owner's governing body has completed a DCRA approved Utility Management course or other utility management training course within the last five years | 5              | 5     |                      | Lisa Huntington attended QuickBooks training on 4/19/2019. | To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year. | Jeffrey Congdon  
DCRA RUBA  
Program 451-2716 |
| **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     |                      | City Manager incorporates all utility reports into manager’s report, in a very thorough manner. | To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes. | Lisa Huntington  
Attended QuickBooks training on 4/19/2019. |
| **Budget**                    | The utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are submitted to the governing body | 5              | 15    |                      | Financial statements from meetings show each utility budgeted as a separate entity. Amendments are made as necessary. | Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification. | Lisa Huntington  
Attended QuickBooks training on 4/19/2019. |
| **Revenue**                   | The utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account | 0              | 0     |                      | Monthly financial statements do not clearly show contributions to a Repair and Replacement fund. | To receive additional points, the utility must establish a utility repair and replacement account and make regular contributions to be prepared for future needs. | Jeffrey Congdon  
DCRA RUBA  
Program 451-2716 |
| **Worker’s Compensation Insurance** | The 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     |                      | RUBA has verified that the utility has had a current Worker’s Compensation Policy in place for all employees for at least two years. | Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points. | Jeffrey Congdon  
DCRA RUBA  
Program 451-2716 |
| **Payroll Liability Compliance** | The utility has no past due tax liabilities and is current with all tax obligations | 0              | 0     |                      | Verified July 2019 | Full points have been awarded. Continue to submit timely reports and payments to maintain these points. | Jeffrey Congdon  
DCRA RUBA  
Program 451-2716 |

### Total Score

<table>
<thead>
<tr>
<th>CIP O&amp;M Score</th>
<th>SDS O&amp;M Score</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>14</td>
<td>85</td>
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</table>

**FALL 2019**

**Best Practices Score**

- **Galena**
  - **SDS O&M Score**: 14
  - **TOTAL SCORE**: 85

**How to Improve Score**

- **Financial**: Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.
- **Technical**: Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.
- **Compliance**: Full points have been awarded. Continue to submit timely reports and payments to maintain these points.

**Contact**

- **Jeffrey Congdon**: DCRA RUBA Program 451-2716
- **Lisa Huntington**: Attended QuickBooks training on 4/19/2019.
- **Howard Beasley**: Needs 3.0 CEUs before 12/31/19 to renew his certificate.
- **ADEC Operator Certification Program**: 465-1139
- **Lee Meckel**: TCC RMW 452-8251 ext. 3265
- **Teslyn Visscher**: ADEC Drinking Water Program 451-3038
- **Regional Drinking Water Program (RUBA)**: 8251 ext. 3265
- **Drinking Water Program**: 452-8251 ext. 3265
- **DCRA RUBA Program**: 451-2716

**Notes**

- **Galena**
  - **SDS O&M Score**: 14
  - **TOTAL SCORE**: 85

**How to Improve Score**

- **Financial**: Full points have been awarded. Continue to provide monthly financial reports to RUBA for verification.
- **Technical**: Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.
- **Compliance**: Full points have been awarded. Continue to submit timely reports and payments to maintain these points.