### Energy Efficiency
- **Utility has one or more operators certified at some level in water treatment or distribution:**
  - Possible: 3
  - Score: 3
  - Explanation: The utility is not performing the required maintenance or isn’t keeping records of maintenance.
  - Improvement: 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.

### Management
- **Utility owner’s governing body does not meet:**
  - Possible: 0
  - Score: 0
  - Explanation: The utility had 81 Drinking Water Monitoring and Reporting violations in 2019.
  - Improvement: 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.

### Meetings of the Governing Body
- **The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements:**
  - Possible: 5
  - Score: 5
  - Explanation: Meeting minutes were provided for June through November 2019. Water operator’s reports were mentioned in July, August, September and October minutes.
  - Improvement: To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.

### 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:**
  - Possible: 25
  - Score: 15
  - Explanation: Full points have been awarded.
  - Improvement: To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.

### Operator Certification
- **Utility has one or more operators certified at the level of the water system and the backup operator holds some level of certification in water treatment or distribution:**
  - Possible: 10
  - Score: 3
  - Explanation: System Classification: Water Treatment 2
  - Improvement: Cyprian Augline’s Small Treated certificate expires on 12/3/21, will need 1.0 CEU to renew in 2021. Cyprian Augline and August need to take and pass the WT 1 exam. Please see the enclosed flier with more information about certification.

### Payroll Liability Compliance
- **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: 5
  - Score: 0
  - Explanation: Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed.
  - Improvement: Full points have been awarded. Continue to submit timely reports and payments to maintain these points.

### Financial
- **Utility owner and the Utility have not adopted a budget:**
  - Possible: 0
  - Score: 0
  - Explanation: City’s FY20 budget adopted on October 22, 2019 is not balanced. Expenses surpass revenues by $14,000. No monthly financial reports submitted for this period.
  - Improvement: Provide RUBA with an adopted, balanced and realistic budget.

### Revenue
- **Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account:**
  - Possible: 20
  - Score: 0
  - Explanation: Neither financials or a collection policy were not provided, therefore no score could be given.
  - Improvement: Provide RUBA with the utility’s fee schedule and collection policy.

### Worker’s Compensation Insurance
- **Utility has not had a worker’s compensation policy for all employees for the past two years and has a current policy in place:**
  - Possible: 5
  - Score: 2
  - Improvement: Full points can be awarded after the community demonstrates that a Worker’s Compensation Policy has been in place for two full years.

### Technical
- **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: 5
  - Score: 5
  - Explanation: Cyprian Augline holds a certification but not at the correct level. Dan Augline hold no certifications.
  - Improvement: 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.

### O&M Scoring Criteria

<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>Utility has one or more operators certified at the level of the water system and the backup operator holds some level of certification in water treatment or distribution</td>
<td>10</td>
<td>3</td>
<td>System Classification: Water Treatment 2</td>
<td>Cyprian Augline’s Small Treated certificate expires on 12/3/21, will need 1.0 CEU to renew in 2021. Cyprian Augline and August need to take and pass the WT 1 exam. Please see the enclosed flier with more information about certification.</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>15</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>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>Utility had no Monitoring and Reporting violations during the past year</td>
<td>10</td>
<td>0</td>
<td>The utility had 81 Drinking Water Monitoring and Reporting violations in 2019.</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>
</tr>
<tr>
<td><strong>Utility Management Training</strong></td>
<td>The utility owner has a position of responsibility for management of the utility that a Worker’s Compensation Policy has been in place for two full years.</td>
<td>5</td>
<td>5</td>
<td>Regina Harry attended Clerks training on 9/27/2019.</td>
<td>To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.</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</td>
<td>5</td>
<td>5</td>
<td>Meeting minutes were provided for June through November 2019. Water operator’s reports were mentioned in July, August, September and October minutes.</td>
<td>To maintain full points, the governing body must continue to meet according to ordinance and provide RUBA with meeting minutes.</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>0</td>
<td>City’s FY20 budget adopted on October 22, 2019 is not balanced. Expenses surpass revenues by $14,000. No monthly financial reports submitted for this period.</td>
<td>Provide RUBA with an adopted, balanced and realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.</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>0</td>
<td>Neither financials or a collection policy were not provided, therefore no score could be given.</td>
<td>Provide RUBA with the utility’s fee schedule and collection policy.</td>
</tr>
<tr>
<td><strong>Worker’s Compensation Insurance</strong></td>
<td>Utility has a current worker’s compensation policy in place for all employees</td>
<td>5</td>
<td>2</td>
<td>Current policy verified 1/9/2020.</td>
<td>Full points can be awarded after the community demonstrates that a Worker’s Compensation Policy has been in place for two full years.</td>
</tr>
<tr>
<td><strong>Payroll Liability Compliance</strong></td>
<td>Utility has no past due tax liabilities and is current with all tax obligations</td>
<td>5</td>
<td>5</td>
<td>Current on all payroll tax liabilities.</td>
<td>Full points have been awarded. Continue to submit timely reports and payments to maintain these points.</td>
</tr>
<tr>
<td><strong>CIP O&amp;M Score</strong></td>
<td><strong>SDS O&amp;M Score</strong></td>
<td>6</td>
<td></td>
<td><strong>TOTAL SCORE</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>