### Financial Managerial Payroll Liability

**Category:**
- **Operator Certification**
  - 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.
  - Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator.
  - Utility has one or more operators certified at some level in water treatment or distribution.
  - Utility has no certified operators.

**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.
- Utility has a written PM plan; performance of PM and record keeping are not consistent.
- Utility has no PM plan or performs no PM.

**Compliance**
- Utility had Monitoring and Reporting violations during the past year.
- Utility had up to five Monitoring and Reporting violations during the past year.
- Utility had more than five Monitoring and Reporting violations during the last year.

**Utility Management Training**
- 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.

**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.
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements.
- The utility owner’s governing body does not meet.

**Budget**
- 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.
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not.
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented.
- Utility owner and the Utility have not adopted a budget.

**Revenue**
- Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account.
- Utility is collecting revenue sufficient to cover expenses.
- Utility has a fee schedule and a collection policy that is followed.
- Utility has no fee structure or collection policy.

**Worker’s Compensation Insurance**
- Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place.
- Utility has a current worker’s compensation policy in place for all employees.
- Utility has no worker’s compensation policy.

**Payroll Liability Compliance**
- Utility has no past due tax liabilities and is current with all tax obligations.
- 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.
- Utility is current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed.

**SDS O&M Score**

### Contact

- **Operator Certification Program**
  - Jeffrey Gottschalk has the CEUs required to renew his certificate now. Jeremy Snyder has the required CEUs to renew his WD 1 and ST certificates in 2021 and needs to take and pass the WD 1 exam. Elino Bantatua needs to take and pass the WT 1 exam. Please see the enclosed flier with more information about certification.

- **ADEC Operator Certification Program**
  - ADEC Operator Certification Program 465-1139

- **MHC RMW**
  - Chris Cox MHC RMW 442-7352

- **ADEC Drinking Water Program**
  - Teslyn Visscher ADEC Drinking Water Program 451-3038

### ARUC Financials for September and November 2019

- **ARUC Financials for September 2019**
  - Snyder holds certification but not at the correct level. Elino Bantatua needs to take and pass the WT 1 exam. Elino Bantatua holds no certification.

- **ARUC Financials for November 2019**
  - Jeffrey Gottschalk has the CEUs required to renew his certificate now. Jeremy Snyder has the required CEUs to renew his WD 1 and ST certificates in 2021 and needs to take and pass the WD 1 exam. Elino Bantatua needs to take and pass the WT 1 exam. Please see the enclosed flier with more information about certification.


- **ARUC Financials for September 2019**
  - Elino Bantatua needs to take and pass the WT 1 exam. Elino Bantatua holds no certification.

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