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.

- **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.
  - **Score:** 5
  - **Explanation:** No one associated with the utility has attended a RUBA training in the past five years.
  - **How to Improve Score:** RUBA provides free training several times per year. Someone who works with the utility should take one of the courses as soon as possible.

The utility owner's governance body meets routinely with the local ordinance/bylaw requirements and receives a current report from the operator.

- **Meetings of the Governing Body**
  - The utility owner's governance body meets routinely with the local ordinance/bylaw requirements and receives a current report from the operator.
  - **Score:** 5
  - **Explanation:** No meeting minutes provided.
  - **How to Improve Score:** The governing body needs to meet according to local ordinance and submit minutes to RUBA. The meeting minutes should document that a report was made by the operator to the governing board.

Utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; accurate monthly financial reports are prepared and submitted to the governing body.

- **Budget**
  - Utility owner and the Utility have each adopted a realistic budget and budget amendments are adopted as needed; accurate monthly financial reports are prepared and submitted to the governing body.
  - **Score:** 15
  - **Explanation:** An FY20 balanced budget on file adopted July 8, 2019.
  - **How to Improve Score:** Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.

Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account.

- **Revenue**
  - Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account.
  - **Score:** 20
  - **Explanation:** Financials not provided, revenue could not be determined.
  - **How to Improve Score:** To receive additional points, the utility needs to provide monthly financial reports in cash basis to RUBA staff and demonstrate sufficient revenue and/or subsidy to cover the utility's expenses.

Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified.

- **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.
  - **Score:** 25
  - **Explanation:** The utility had 8 Drinking Water Monitoring and Reporting violations in 2019.
  - **How to Improve Score:** 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.

Utility has one more operators certified at some level in water treatment or distribution.

- **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.
  - **Score:** 7
  - **Explanation:** System Classification: Small Treated Primary Operator: Clifford Jerue Certification Level: Small Treated Backup Operator: No record of a backup operator Certification Level: N/A
  - **How to Improve Score:** Clifford Jerue has the required CEUs to renew his Small Treated certificate in 2021. A backup operator needs to be identified and take and pass the Small Treated exam. Please see the enclosed flyer with more information about certification.

Utility has had more than five Monitoring and Reporting violation during the past year.

- **Compliance**
  - Utility has had more than five Monitoring and Reporting violation during the past year.
  - **Score:** 0
  - **Explanation:** No record of a backup operator certification. There is no backup operator identified.
  - **How to Improve Score:** 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.

Utility has a written PM plan; performance of PM and record keeping are not consistent.

- **Technical**
  - Utility has a written PM plan; performance of PM and record keeping are not consistent.
  - **Score:** 15
  - **Explanation:** The utility is not performing the required maintenance or isn’t keeping records of maintenance.
  - **How to Improve Score:** 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.

Utility has been in operation for more than two years and has a current policy in place.

- **CIP & O&M Score**
  - Utility has been in operation for more than two years and has a current policy in place.
  - **Score:** 5
  - **Explanation:** Policy confirmed on 7/14/2020.
  - **How to Improve Score:** Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.

Utility has a written & implemented a policy for a current worker’s compensation policy.

- **Worker’s Compensation Insurance**
  - Utility has a written & implemented a policy for a current worker’s compensation policy.
  - **Score:** 5
  - **Explanation:** Policy verified on 7/14/2020.
  - **How to Improve Score:** Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.

Utility has no past due tax liabilities and is current with all tax obligations.

- **Payroll Liability Compliance**
  - Utility has no past due tax liabilities and is current with all tax obligations.
  - **Score:** 5
  - **Explanation:** No 941 report filed for the 1st Quarter of 2020.
  - **How to Improve Score:** To receive additional points in this category, the utility must either become current on all outstanding tax liabilities, or must enter into a repayment agreement for outstanding tax liability, and remain current on payments.

Utility has no certified operators.

- **Technical**
  - Utility has no certified operators.
  - **Score:** 0
  - **Explanation:** Clifford Jerue holds the correct level of certification. There is no backup operator identified.
  - **How to Improve Score:** 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.