### Category: Operator Certification

**O&M Scoring Criteria**
- Utility has more than one operator certified to the level of the water system: 10
- 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: 7
- Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator: 5
- Utility has one or more operators certified at some level in water treatment or distribution: 3
- Utility has no certified operators: 0

**Score**: 7

**Explanation of Score**: System Classification: Water Treatment 1

**How to Improve Score**: Paul Walton needs 3.0 CEUs by 12/31/22 to renew in 2022.
- Floyd Mills needs 1.0 CEU by 12/31/23 to renew in 2023 and needs to take and pass the WT 1 exam. Please see the enclosed flyer with more information about certification.

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

### Category: Preventive Maintenance Plan

**O&M Scoring Criteria**
- Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified: 25
- Utility has a written PM plan; performance of PM and record keeping are not consistent: 15
- Utility has no PM plan or performs no PM: 0
- Utility had no Monitoring and Reporting violations during the past year: 10
- Utility had up to five Monitoring and Reporting violation during the past year: 5
- Utility had more than five Monitoring and Reporting violation during the last year: 0

**Score**: 25

**Explanation of Score**: The operator is performing important maintenance on a regular basis and keeping records. Each month, the operator is submitting maintenance records to the assigned RMW.

**How to Improve Score**: Full points have been awarded in this category. Continue to perform maintenance according to the PM plan and send monthly records to the assigned RMW.

**Contact**: Bruce Nelson MHC RMW 442-7042

### Category: Compliance

**O&M Scoring Criteria**
- 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: 5
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements: 5
- The utility owner’s governing body does not meet: 0

**Score**: 0

**Explanation of Score**: 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.

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

### Category: Utility Management Training

**O&M Scoring Criteria**
- The 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: 15
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 13
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 10

**Score**: 0

**Explanation of Score**: No budget provided

**How to Improve Score**: Provide RUBA with an adopted, realistic budget. Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is reviewing the monthly financial reports.

**Contact**: Fred Smith DCRA RUBA Program 442-3696

### Category: Meetings of the Governing Body

**O&M Scoring Criteria**
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements: 5
- The utility owner’s governing body does not meet: 0

**Score**: 0

**Explanation of Score**: 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.

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

### Category: Budget

**O&M Scoring Criteria**
- 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: 15
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 13
- Either the Utility or the Utility owner has adopted a budget, but it is not being implemented: 10

**Score**: 0

**Explanation of Score**: No budget provided

**How to Improve Score**: To receive additional points, the utility needs to provide a collection policy and monthly financial reports in cash basis to RUBA staff that demonstrate sufficient revenue and/or subsidy to cover the utility’s expenses.

**Contact**: Fred Smith DCRA RUBA Program 442-3696

### Category: Financial

**O&M Scoring Criteria**
- Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account: 20
- Utility is collecting revenue sufficient to cover expenses: 15
- Utility has a fee schedule and a collection policy that is followed: 5
- Utility has no fee structure or collection policy: 0

**Score**: 0

**Explanation of Score**: No monthly financial reports were provided.

**How to Improve Score**: To receive additional points, the utility needs to provide a collection policy and monthly financial reports in cash basis to RUBA staff that demonstrate sufficient revenue and/or subsidy to cover the utility’s expenses.

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

### Category: Worker’s Compensation Insurance

**O&M Scoring Criteria**
- Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place: 5
- Utility has a current worker’s compensation policy in place for all employees: 2
- Utility has no worker’s compensation policy: 0

**Score**: 0

**Explanation of Score**: Lack of policy verified on 12/31/2020

**How to Improve Score**: The utility must obtain worker’s compensation insurance to receive additional points.

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

### Category: Payroll Liability Compliance

**O&M Scoring Criteria**
- Utility owes past taxes back, but has a signed payment agreement, is current on that agreement, and is up-to-date with all other tax obligations: 2
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0

**Score**: 0

**Explanation of Score**: No current 8821, unemployment insurance contributions compliant

**How to Improve Score**: Provide RUBA with a completed authorization form so they may confirm compliance with tax liabilities.

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

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**CIP O&M Score**: 0
**SDS O&M Score**: 6
**TOTAL SCORE**: 37