### Financial Managerial Payroll Liability

#### Operator Certification
- Utility has more than one operator certified to the level of the system: 10 points
- Primary operator is certified to the level of the system and the backup operator holds some level of certification in water treatment or distribution: 7 points
- Primary operator is certified to the level of the system and the backup operator holds no certification or there is no backup operator: 5 points
- Utility has one or more operators certified at some level in water treatment or distribution: 3 points
- Utility has no certified operators: 0 points

#### 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: 25 points
- Utility has a written PM plan; performance of PM and record keeping are not consistent: 15 points
- Utility has no PM plan or performs no PM: 0 points

#### 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 5 years: 5 points
- The utility has no training: 0 points

#### 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 points
- The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements: 2 points
- The utility owner’s governing body does not meet: 0 points

#### 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: 15 points
- Either the Utility or the Utility owner has adopted and implemented a budget, the other has not: 13 points
- Utility owner and the Utility have not adopted a budget: 0 points

#### Revenue
- Utility is collecting revenue sufficient to cover the Utility’s operating expenses and to contribute to a repair and replacement account: 20 points
- Utility is collecting revenue sufficient to cover expenses: 15 points
- Utility has a fee schedule and a collection policy that is followed: 5 points
- Utility has no fee structure or collection policy: 0 points

#### Worker’s Compensation Insurance
- Utility has had a worker’s compensation policy for all employees for the past two years: 5 points
- Utility has a current worker’s compensation policy in place for all employees: 2 points
- Utility has no worker’s compensation policy: 0 points

#### Payroll Liability Compliance
- Utility has no past due tax liabilities and is current with all tax obligations: 5 points
- 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: 2 points
- Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed: 0 points

### How to Improve Score
- Anthony Charles needs to take and pass the WT 1 exam. A backup operator needs to be identified and take and pass the WT 1 exam. Please see enclosed flyer with more information about certification.
- 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.
- To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.
- Provide RUBA with monthly financial reports and meeting minutes that demonstrate the council is consistently reviewing accurate monthly financial reports.
- 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.
- To keep track of payment and ensure timely payments to maintain these points.
- The utility needs to provide a collection policy and monthly financial reports in cash basis to demonstrate sufficient revenue and/or subsidy to cover the utility’s expenses.
- Full points have been awarded. Maintain active Worker’s Compensation policy to continue receiving these points.
- Full points have been awarded. Continue to submit timely reports and payments to maintain these points.

### Total Score

<table>
<thead>
<tr>
<th>CIP O&amp;M Score</th>
<th>SDS O&amp;M Score</th>
<th>TOTAL SCORE</th>
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<tbody>
<tr>
<td>0</td>
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<td>58</td>
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### Contact
- ADEC Operator Certification Program: 465-1139
- Tanner Cole: ADEC RMW 269-7609
- Jamie Bjorkman: ADEC Drinking Water Program 262-3423
- Iura Leahu: DCRA RUBA Program 465-4814