<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>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Certification</strong></td>
<td>Utility has more than one operator certified to the level of the water system</td>
<td>10</td>
<td>10</td>
<td>System Classification: Water Treatment 1 Primary Operator: Sam Kenoyer Certification Level: WT 2 Backup Operator: Hugh Kennen Certification Level: WT 2</td>
<td>Sam Kenoyer needs 3.0 CEUs by 12/31/21 to renew in 2021. Hugh Kennen needs 3.0 CEUs by 12/31/22 renew in 2022. Please see enclosed flyer with more information about certification.</td>
<td>ADEC Operator Certification Program 465-1139</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>7</td>
<td>5</td>
<td>Primary Operator: Sam Kenoyer Certification Level: WT 2 Backup Operator: Hugh Kennen Certification Level: WT 2</td>
<td>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.</td>
<td>Theo Graber ADEC RMW 269-7571</td>
</tr>
<tr>
<td></td>
<td>Primary operator is certified to the level of the water system and the backup operator holds no certification or there is no backup operator</td>
<td>5</td>
<td>3</td>
<td>Primary Operator: Sam Kenoyer Certification Level: WT 2 Backup Operator: Hugh Kennen Certification Level: WT 2</td>
<td>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.</td>
<td>Theo Graber ADEC RMW 269-7571</td>
</tr>
<tr>
<td></td>
<td>Utility has no certified operators</td>
<td>3</td>
<td>1</td>
<td>Primary Operator: Sam Kenoyer Certification Level: WT 2 Backup Operator: Hugh Kennen Certification Level: WT 2</td>
<td>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.</td>
<td>Theo Graber ADEC RMW 269-7571</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>25</td>
<td>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.</td>
<td>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.</td>
<td>Theo Graber ADEC RMW 269-7571</td>
</tr>
<tr>
<td></td>
<td>Utility has a written PM plan; performance of PM and record keeping are not consistent</td>
<td>25</td>
<td>0</td>
<td>The operator had 2 Drinking Water Monitoring and Reporting violations in 2021.</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>
<td>Doug Zellmer ADEC Drinking Water Program 269-7647</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>5</td>
<td>The utility had no Monitoring and Reporting violations during the past year</td>
<td>Sherry Harmes attended Financial Management for Rural Utilities training on 12/9/2019.</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></td>
<td>Utility had up to five Monitoring and Reporting violations during the past year</td>
<td>5</td>
<td>5</td>
<td>Sherry Harmes attended Financial Management for Rural Utilities training on 12/9/2019.</td>
<td>Sherry Harmes attended Financial Management for Rural Utilities training on 12/9/2019.</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></td>
<td>Utility had more than five Monitoring and Reporting violation during the last year</td>
<td>0</td>
<td>0</td>
<td>Sherry Harmes attended Financial Management for Rural Utilities training on 12/9/2019.</td>
<td>Sherry Harmes attended Financial Management for Rural Utilities training on 12/9/2019.</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>Utility Management Training</strong></td>
<td>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</td>
<td>5</td>
<td>5</td>
<td>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.</td>
<td>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.</td>
<td>Sherry Harmes ADEC Manager 269-7571</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 and receives a current report from the operator</td>
<td>5</td>
<td>5</td>
<td>Minutes were provided for the following months during this reporting period: January, March, April, May 2021. The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>Minutes were provided for the following months during this reporting period: January, March, April, May 2021. The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>Doug Zellmer ADEC Drinking Water Program 269-7647</td>
</tr>
<tr>
<td></td>
<td>The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>2</td>
<td>2</td>
<td>Minutes were provided for the following months during this reporting period: January, March, April, May 2021. The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>Minutes were provided for the following months during this reporting period: January, March, April, May 2021. The utility owner’s governing body meets routinely consistent with the local ordinance/bylaw requirements</td>
<td>Doug Zellmer ADEC Drinking Water Program 269-7647</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>The budget submitted by the utility owner is not balanced.</td>
<td>The budget submitted by the utility owner is not balanced.</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>13</td>
<td>13</td>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>Either the Utility or the Utility owner has adopted a budget, but it is not being implemented</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>10</td>
<td>10</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Utility owner and the Utility have not adopted a budget</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</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>5</td>
<td>Utility financial reports indicate the utility owner is operating the utility at a loss, with insufficient revenues to cover expenses.</td>
<td>Utility financial reports indicate the utility owner is operating the utility at a loss, with insufficient revenues to cover expenses.</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
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<tr>
<td></td>
<td>Utility is collecting revenue sufficient to cover expenses</td>
<td>15</td>
<td>15</td>
<td>Utility is collecting revenue sufficient to cover expenses</td>
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<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility has a fee schedule and a collection policy that is followed</td>
<td>5</td>
<td>5</td>
<td>Utility has a fee schedule and a collection policy that is followed</td>
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<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility has no fee structure or collection policy</td>
<td>0</td>
<td>0</td>
<td>Utility has no fee structure or collection policy</td>
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<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td><strong>Worker’s Compensation Insurance</strong></td>
<td>Utility has had a worker’s compensation policy for all employees for the past two years and has a current policy in place</td>
<td>5</td>
<td>5</td>
<td>Policy verified on 7/7/2021</td>
<td>Policy verified on 7/7/2021</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility has a current worker’s compensation policy in place for all employees</td>
<td>2</td>
<td>2</td>
<td>Policy verified on 7/7/2021</td>
<td>Policy verified on 7/7/2021</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility has no worker’s compensation policy</td>
<td>0</td>
<td>0</td>
<td>Utility has no worker’s compensation policy</td>
<td>Utility has no worker’s compensation policy</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</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>Utility has no past due tax liabilities and is current with all tax obligations</td>
<td>Utility has no past due tax liabilities and is current with all tax obligations</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>2</td>
<td>2</td>
<td>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</td>
<td>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</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
</tr>
<tr>
<td></td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>0</td>
<td>0</td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed</td>
<td>Lydia Mielke DCRA RUBA Program 269-4547</td>
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**O&M Score** 0 **SDS O&M Score** 10 **TOTAL SCORE** 60