### Operator Certification
- **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

### 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
- **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

### Compliance
- **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:** 0
- **The utility owner's governing body meets consistently with the local ordinance/bylaw requirements:** 2
- **The utility owner's governing body does not meet:** 0

### Utility Management Training
- **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:** 0
- **Either the Utility or the Utility owner has adopted and implemented a budget, the other has not:** 15
- **Either the Utility or the Utility owner has adopted a budget, but it is not being implemented:** 13
- **Utility owner and the Utility have not adopted a budget:** 10

### Budget
- **Utility owner and the Utility have adopted a realistic budget and budget amendments are adopted as needed; Accurate monthly budget reports are prepared and submitted to the governing body:** 15
- **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 schedule or collection policy:** 0

### Revenue
- **Utility has a current worker's compensation policy in place for all employees:** 2
- **Utility has a worker's compensation policy:** 5
- **Utility has no worker's compensation policy:** 0

### Worker's Compensation Insurance
- **Utility has no past due tax liabilities and is current with all tax obligations:** 5
- **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
- **Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed:** 0

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

### CIP O&M Score
- **Spring 2022 Score:** 0
- **Possible Score:** 15
- **Total Score:** 50

### Explanation of Score
- **System Classification:** Small Treated Primary Operator: Lisa Holsinger Certification Level: WT 1 Backup Operator: Matthew Holsinger Certification Level: WT P
- **Utility has a current worker's compensation policy in place for all employees:** Full points have been awarded.
- **Maintenance Plan:** 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.
- **Compliance:** The utility had 5 Drinking Water Monitoring and Reporting violations in 2021.
- **Utility Management:** Documentation was not provided to RUBA during this reporting period.
- **Budget:** The budget submitted by the utility owner is not balanced.
- **Revenue:** Documentation was not provided to RUBA during this reporting period.
- **Worker’s Compensation Insurance:** Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 12/22/21.
- **Payroll Liability Compliance:** Utility has no past due tax liabilities and is current with all tax obligations.

### How to Improve Score
- **Contact:** Lisa Holsinger needs 3.0 CEUs by 12/31/2024 to renew in 2024. Matthew Holsinger needs 3.0 CEUs by 12/31/2024 to renew in 2024. Ben Blanchett needs to take and pass the Small Treated exam. Please see the enclosed flyer with more information about certification.
- **Utility Management:** The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advise and assistance.
- **Budget:** The budget submitted by the utility owner is not balanced. The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advise and assistance.
- **Revenue:** Provide RUBA with accurate monthly financial reports that show the utility is collecting sufficient revenue to cover operating expenses. Contact your RUBA specialist for assistance.
- **Worker’s Compensation Insurance:** Full points have been awarded. The utility owner must maintain an active worker’s compensation policy to continue receiving these points.
- **Payroll Liability Compliance:** Full points have been awarded. Continue to submit timely reports and payments to maintain these points.

### Contact Information
- **ADEC Operator Certification Program:** 465-1139
- **Theo Graber ADEC RMW 269-7571
- **Leah VanSandt ADEC Drinking Water Program 269-7653
- **Lydia Mielke DCRA RUBA Program 269-4549

### DCRA RUBA
- **Certification Level:** Lisa Holsinger needs 3.0 CEUs by 12/31/2024 to renew in 2024. Matthew Holsinger needs 3.0 CEUs by 12/31/2024 to renew in 2024. Ben Blanchett needs to take and pass the Small Treated exam. Please see the enclosed flyer with more information about certification.
- **Operative Certification:** 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.
- **Compliance:** The utility owner needs to adopt a balanced and realistic budget. Contact your RUBA specialist for advise and assistance.

### Best Practices Score
- **Adak Spring 2022**