

Fall 2023

Category		O&M Scoring Criteria		Possible	Score	Explanation of Score	How to Improve Score	Contact	
Technical	Operator Certification	Utility has more than one operator certified to the level of the water system		10	10	System Classification: Water Treatment 1 Primary Operator: <i>Darrell Vent Sr.</i> Certification Level: <i>WT 2</i> Backup Operator: <i>Conrad Vent</i> Certification Level: <i>WT 1</i> Darrell Vent and Conrad Vent hold certifications at the correct level. Dereck Star and Frederick Ned hold no certifications.	Darrell Vent needs 3.0 CEUs by 12/31/2024 to renew in 2024. Conrad Vent needs 3.0 CEUs by 12/31/23 to renew in 2023. Derek Starr and Frederick Ned need to take and pass the WT 1 exam. Please see enclosed flyer with more information about certification.	ADEC Operator Certification Program 465-1139	
		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	15	The utility is not performing the required maintenance or isn't keeping records of maintenance.	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.	Lee Meckel TCC RMW 452-8251 ext. 3265	
		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					
	Compliance	Utility had no Monitoring and Reporting violations during the past year		10	5	The utility had 5 Drinking Water Monitoring and Reporting violations in 2022.	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.	Mike Sharp ADEC Drinking Water Program 451-2178	
		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							
Managerial	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		5	5	Shandara Swatling attended Financial Management for Rural Utilities training on 2/28/2023.	To maintain the full points in this category, consider sending someone to one of the free RUBA trainings each year.	Maisie Thomas DCRA RUBA Program 451-2756	
	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	2	Minutes were provided for the following months during this reporting period: December 2022, January, February, March, and May 2023. The water operator report was not consistently included in the meeting minutes.	To receive additional points, provide RUBA with meeting minutes that demonstrate the utility operator is providing a report to the council. Contact your assigned LGS for assistance.		
		The utility owner's governing body meets routinely consistent with the local ordinance/bylaw requirements		2					
		The utility owner's governing body does not meet		0					
Financial	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	15	The owner-managed utility has adopted an overall balanced and realistic budget; accurate monthly financial reports have been submitted and documented in the meeting minutes.	Full points have been awarded! Continue to provide monthly financial reports to RUBA for verification.	Maisie Thomas DCRA RUBA Program 451-2756	
		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					
		Utility owner and the Utility have not adopted a budget		0					
	Revenue	Utility is collecting revenue sufficient to cover the Utility's operating expenses and to contribute to a repair and replacement account		20	5	Financial reports show the utility is not collecting sufficient revenue to cover expenses; a fee schedule or collection policy is on file with RUBA.	To receive additional points, the utility needs to provide monthly financial reports to RUBA and demonstrate sufficient revenue and subsidy to cover the utility's expenses. Contact your assigned LGS for advice and assistance.		
		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					
	Worker's Compensation Insurance	Utility has had a worker's compensation policy for all employees for the past two years and has a current policy in place		5	5	Continuous coverage for the utility owner was confirmed by a Department of Labor and Workforce Development database query on 06/30/23.	Full points have been awarded! The utility owner must maintain an active worker's compensation policy to continue receiving these points.		
		Utility has a current worker's compensation policy in place for all employees		2					
		Utility has no worker's compensation policy		0					
	Payroll Liability Compliance	Utility has no past due tax liabilities and is current with all tax obligations		5	5	Utility owner has no past due tax liabilities and is current with all tax obligations.	Full points have been awarded. Continue to submit timely reports and payments to maintain these 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					
Utility is not current with its tax obligations and/or does not have a signed repayment agreement for back taxes owed		0							
CIP O&M Score		7			TOTAL SCORE	67			