

## Brevig Mission Activity Report

### Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2003 Population: 314

Region: Bering Straits

Local Governments: 2<sup>nd</sup> Class City



Brevig Mission completed construction of a 4-phase, \$8.5 million piped water and sewer system and new landfill in November 2002. There are 56 residential customers paying \$120 per month, 9 commercial customers paying \$180 per month and Bering Strait School District paying \$4,416.67 per month. The City also operates the trash haul system and sewage lagoon. The fee for trash haul is included in the residential water/sewer utility fee. Water is supplied from Shelmon Creek and is treated and stored in a 100,000-gallon tank at the washeteria. The tank is filled monthly. Water is piped into the school from the washeteria. The City Council is the policy making body for the utility.

### RUBA Activity This Reporting Period

The Brevig Mission City Council has been seriously considering canceling its general liability and workers' compensation due to financial shortage. If the council cancels its insurance, it will be able to purchase fuel oil for the city's infrastructures, including fuel for water and sewer plants. Nome RUBA staff encouraged the mayor and council to voice their support for the Temporary Fuel Relief Program sponsored by the Governor. A sample resolution was drafted at the mayor's request. If this program is funded, the city will be able to purchase the fuel with it and pay for insurance and workers' compensation instead of canceling it. The city needs a total of at least 20,000 gallons of fuel a year.

**Capacity Indicators**

**Finances**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All revenue and expenses for the utility are listed in the utility budget.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly financial reports are prepared and submitted to the policy making body.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD revenues are at a level equal to or above those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monthly manager’s report is prepared.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget amendments are completed and adopted as necessary.

**Finances Comments:**

The financial shortage continues to make it difficult for the city to provide good services. The w/s utility department is in fairly good shape. The administrator asked what she should do with the w/s utility customers that have moved out of town. Nome RUBA staff suggested that she continue billing them to their last known address and that the city should consider taking them to small claims court. The city's \$27,000 debt incurred when the administrator was forced to resign last fall is just about paid off. The city still owes less than \$3,500, but is expected to have it all paid off shortly. Last quarter, the city was barely eking by with paying payroll and bills, but with persistence and encouragement from Nome RUBA staff, we have been able to make progress.

**Accounting Systems**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts payable system is in place.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The payroll system correctly calculates payroll and keeps records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A cash receipt system is in place that records incoming money and what it was for.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Utility has a cash disbursement system that records how money was spent.

**Sustainable Indicators**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	A chart of accounts is used that identifies categories in a reasonable, usable manner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly bank reconciliations have been completed for all utility accounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

**Accounting System Comments:**

We are still trying to see if the administrator and bookkeeper can take some kind of a refresher course with Quickbooks Pro. This may not be possible for a while as the city is facing financial shortages now. The bookkeeper is taking at least a month off to recuperate from a surgery. The administrator is filling in for her. We don't expect any serious problems to arise from this.

**Tax Problems**

**Essential Indicators**

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility has a system to accurately calculate, track, and report payroll tax liabilities.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on filing tax reports.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on making tax deposits.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.</b>

**Tax Problems Comments:**

The city does not have any tax issues this quarter. All tax reports and liabilities are submitted on time.

**Personnel System**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>The utility has a posted workers compensation insurance policy in effect.</b>

**Sustainable Indicators**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has an adequate written hiring process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

**Personnel System Comments:**

The bookkeeper will be out for a couple of weeks or more to recuperate from a surgery.

**Organizational Management**

**Essential Indicators**

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The policy making body is active in policy making of the utility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The policy making body enforces utility policy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has an adequately trained manager.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has an adequately trained bookkeeper.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has an adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

**Sustainable Indicators**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted an organizational chart that reflects the current structure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body meets as required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility complies with the open meeting act for all meetings.

**Organizational Management Comments:**

The mayor, Brian Crockett, lost to another candidate running for the same council seat, but was able to retain the lost council seat when the winner declared that he would not be accepting the council seat. The council declared Mr. Crockett the winner since he was the only other candidate that got more than 40% votes for the seat.

**Operation of Utility**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility operator(s) are actively working towards necessary certification.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

**Sustainable Indicators**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

**Operation of Utility Comments:**

The utility continues to perform well, while other departments suffer financially. The utility is either breaking even or making money.

**RUBA Activities for the Coming Quarter:**

The city council has asked Nome RUBA staff to provide basic training for the administration staff in the next quarter.

