

Brevig Mission Activity Report

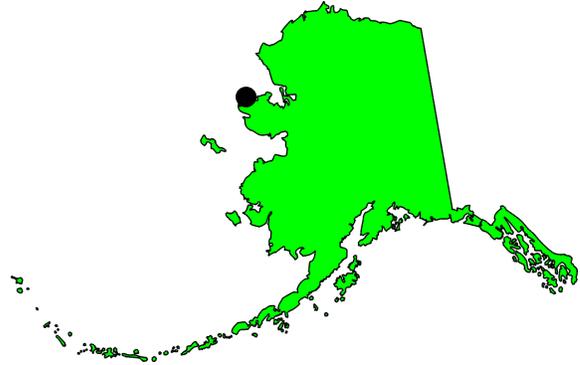
Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2002 Population: 307

Region: Bering Straits

Local Governments: Second Class City



Brevig Mission has just completed construction of a 4-phase, \$8.5 million piped water and sewer system and new landfill. This project was completed in November 2002. There are 56 residential customers at \$120 at month, 9 commercial customers at \$180 and Bering Strait School District at \$4,416.67 a month. The City also operates the trash haul system and sewage lagoon. The fee for trash haul is included in the residential w/s 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 final field Quickbooks Pro training was successfully completed Sept. 8-11. An accountant from Mikunda, Cottrell, Inc. and Nome RUBA traveled to the community and provided the training.

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.
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<input checked="" type="checkbox"/>	<input 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 city administrator was still feeling uncomfortable in fully implementing the Quickbooks Pro. She was afraid to let go of the manually prepared check register and the monthly financial statements. She still wanted to continue using them. The accountant and Nome RUBA hope that once she starts feeling comfortable, she will realize that she does not need to waste her time doing both the manual and QBP at the same time. We had to really work hard to convince her that she should fully implement the software program.

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: The administrator and bookkeeper asked a lot of questions about the set-up of the customer billings. They were most interested in this part of the software program.

Tax Problems

Essential Indicators

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

Tax Problems Comments: The city does not have any tax problems this quarter.

Personnel System

Essential Indicators

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

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.
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- The utility has adequate written job descriptions for all positions.
- The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
- The utility has an adequate written hiring process.
- The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
- The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
- The utility provides training opportunities to staff as needed and available.

Personnel System Comments: The administrator was suspended for a week after she went on two week-long AWOLs. The mayor said she had asked to take leave for two days but did not come back for at least a week. The mayor asked RUBA how he should deal with this issue. It was suggested to him to be fair to all city employees and take appropriate action.

Organizational Management

Essential Indicators

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <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 checked="" type="checkbox"/> | <input 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

- The utility has adopted an organizational chart that reflects the current structure.
- The policy making body meets as required.
- The utility complies with the open meeting act for all meetings.

Organizational Management Comments: The city council is very active with the affairs of the w/s utility. The personnel policies that were passed recently are referred to when needed and the mayor calls Nome RUBA or the city’s lawyer for interpretation.

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

- 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.
- ? The utility has a safety manual and holds safety meetings.
- Utility facilities have not suffered any major problems/outages due to management issues

- that are still unresolved.
- The utility is operating at the level of service that was proposed.
- ? The operator provides status reports to the manager on a routine basis.
- ? The utility has completed and distributed its Consumer Confidence Report (CCR).
- The utility is not on the Significant Non-Compliance (SNC) list.
- ? The utility maintains an inventory control list.
- ? The utility maintains a critical spare parts list.

Operation of Utility Comments: The administrator has managed to keep the collection rate at slightly above 90%. She is not afraid to turn off the service if payments are not made. She also keeps in contact with the customers who get behind with their bills.

RUBA Activities For The Coming Quarter:

ANTHC, CE2 and the city will be performing a hand-over ceremony of the w/s utility system sometime in October. The project has been completed and the city is fully operating the system now. Rep. Foster and Senator Olson’s offices have been informed of this plan. Nome RUBA may attend. We will need to find out the exact date when this will happen. We may need to make another trip in the near future to review and observe the use of Quickbooks Pro by the city. To date, the administrator is suspended and we have not been able to get the monthly financial statements from them.