

Chefornak Activity Report

Paul Chimiugak, RUBA LGS – Bethel office

Marita Hanson, LGS – Bethel office

General Information:

Chefornak has a Water and Sewer Board established as an independent organization separate from the City of Chefornak and the Traditional Council. The Board was set up by the consulting engineering firm working on the water and sewer project because of the expressed intent of dissolving the city once the water and sewer facility was built. The RUBA staff has only recently begun to work with the Water and Sewer Board. The first step was to get a resolution from the Board requesting assistance. This quarter a resolution was received from the Board requesting RUBA assistance in helping with management and finance of the utility. The next step will be to conduct an assessment of the management and financial practices of the Board and to identify a potential work plan to address these issues. The work plan will be presented to the Board and a RUBA agreement may be signed if the Board agrees that the work plan reflects the items that they want addressed.

The Water and Sewer Board has funding from ANTHC for \$1.4 million to build a water treatment plant and for sewage improvement, also \$2+ million for pipes and sewage pipes. They will probably need an additional \$4 to 5 million to complete the project according to Mike Wolski, DEC Engineer.

The pipe system will be above ground because of ground conditions. The water treatment plant will be located on the East Side of the village or next to the city office building. There also is a boardwalk project ongoing funded by Department of Transportation and Village Safe Water and will probably be completed with the same.

The RUBA staff has also worked with the City of Chefornak to the extent necessary to ensure that they are a healthy organization able to help support the Water and Sewer Board. Both the Traditional Council and the City have previously agreed to assist the Board through monthly payments of \$600. To date, that has not been accomplished.

RUBA staff this summer helped Rosalie Mathew, temporary city administrator, answer some questions she had about the FY99 Certified Financial Statement and FY00 City Budget required to receive State Revenue Sharing. In August Paul Chimiugak asked the Mayor to find out if his office employees have typed up their Chart of Accounts and if not to direct one of them to complete the COA. They also discussed ways that they could purchase a computer for the office. Paul also assisted temporary City Administrator in preparing and setting up their Monthly Financial Report using the information from their manual bookkeeping system format.

Observations and Recommendations:

Finances —Due to budget cuts, the office has reduced its employee's hours.

Accounting Systems —The city needs assistance in setting up their chart of accounts and establishing proper accounting procedures.

Tax Problems —The city has been keeping their payroll reports current.

Personnel System — The only office employees are the mayor and the substitute administrator. The regular administrator is on maternity leave and the mayor said that she is available for any assistance that they may require.

Organizational Management — There has been no change in this status since last quarter, they still have the standby bookkeeper available.

Leadership/Governance — Marita Hansen, LGS, assisted the City in election preparations. The City administrator called requesting assistance when the count down came and no candidates came forward. Candidacy notices were developed in power point to help entice the community to get involved and run for the council. These were sent to the City where after a few days of posting them, candidates came to the City to fill out candidacy forms. Elections were held first Tuesday of October and a full new council has been elected

Operation of Utility — Chefnak Water and Sewer Utilities: An assessment will be made on this entity in November 2000.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

Category	1	4	7
Finances		X	
Accounting Systems		X	
Tax Problems		X	
Personnel System	X		
Organizational Management		X	
Leadership/Governance		X	
Operation of Utility			X