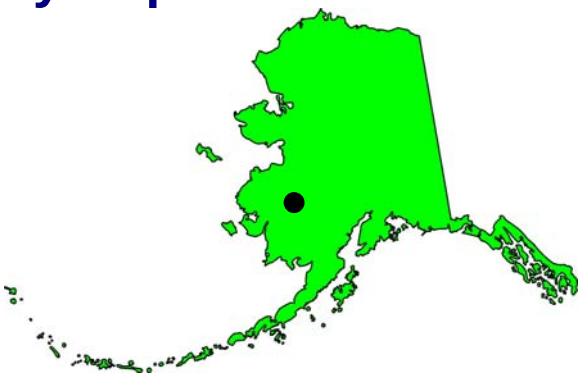
Chuathbaluk Activity Report



Community Overview

Lead RUBA Staff: Jimmy Smith, Anchorage Office

2003 Population: 98

Region: Yukon-Kuskokwim Delta

Local Governments: 2nd Class City

Water is pumped from a 105-foot well into a storage tank, then treated and hauled from this point by residents. A washeteria is available. The school has its own watering point, and some homes have individual wells, but none have complete plumbing. Honeybuckets and privies are used by most residents for waste disposal; a few homes have septic tanks. The school and clinic have a septic tank/leachfield system, as do several homes. The septic systems are failing due to clay and silt. A water and sewer Master Plan has been completed. Repairs to the pump house, water treatment, washeteria, school sewage lagoon and other components have been funded. Refuse is collected weekly. The Middle Kuskokwim Electric Co-op provides power from Chuathbaluk to Stony River. Electricity is provided by Middle Kuskokwim Electric Cooperative.

RUBA Activity This Reporting Period

City Manager for the City of Chuathbaluk resigned effective 9/2/2005. Sophie Zakar, City Mayor called and I recommended the City Council have a meeting and appoint an Acting City Manager until the City can hire a new City Manager. I also recommended she spend more time in the office to make sure City business is done in an orderly manner. She said most everyone is out subsistence moose hunting and hopes to get a quorum for a meeting. An acting City Manager was hired.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
☒	☐	All revenue and expenses for the utility are listed in the utility budget.
☒	☐	The utility has adopted a balanced realistic budget.
☒	☐	Monthly financial reports are prepared and submitted to the policy making body.
☐	☒	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.

Sustainable Indicators

☐	☒	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
☒	☐	YTD revenues are at a level equal to or above those budgeted.
☒	☐	YTD expenditures are at a level equal to or below those budgeted.
☒	☐	A monthly manager's report is prepared.
☒	☐	Budget amendments are completed and adopted as necessary.

Finances Comments:

The city did receive their pull bingo/pull tab license from the Department of Revenue. The city hopes to generate a small revenue source for the community. The city manager and council members have implemented a fee for water purchase from the watering point. The fee is $1.00 for five gallons of treated water from the watering point. The community members have been getting their water from the local school and using other water sources within the community.

Accounting Systems

Essential Indicators

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

Sustainable Indicators

☒	☐	A chart of accounts is used that identifies categories in a reasonable, usable manner.
☒	☐	Monthly bank reconciliation's have been completed for all utility accounts.
☒	☐	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 city manager has been using their quickbooks software program to keep track of all their expenses for the community. The city is keeping track of all their incoming cash using the NEBS cash receipt system. The NEBS cash receipt system has been a very useful tool for the staff to keep track of all their incoming funds. The city staff reconciles their bank accounts using the quickbooks program software each month.

Tax Problems

Essential Indicators

Yes	No	
☒	☐	The utility has a system to accurately calculate, track, and report payroll tax liabilities.
☒	☐	The utility is current on filing tax reports.
☒	☐	The utility is current on making tax deposits.
☒	☐	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments:

The city provides their quarterly reports to the IRS and DOL to the RUBA staff and Summit Consulting staff.

Personnel System

Essential Indicators

Yes	No	
☒	☐	The utility has a posted workers compensation insurance policy in effect**.**

Sustainable Indicators

☒	☐	The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
☒	☐	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 city manager has made arrangements with AML to have insurance coverage for FY 06.

Organizational Management

Essential Indicators

Yes	No	
☒	☐	The entity that owns the utility is known and the entity that will operate the utility is set.
☒	☐	The policy making body is active in policy making of the utility.
☒	☐	The policy making body enforces utility policy.
☐	☒	The utility has an adequately trained manager.
☐	☒	The utility has an adequately trained bookkeeper.
☒	☐	The utility has an adequately trained operator(s).
☐	☒	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 Meetings Act" for all meetings.

Organizational Management Comments:

The city manager is not sure if the water sewer ordinance has been adopted by the council members. The indications is that it has been adopted but the documentation of the water sewer ordinance has not been signed by the city council member and attested by the city clerk. The city clerk/bookkeeper has been provided a two month vacation (unpaid) leave approved by the city council. In the meantime the city council and staff have hired a temporary city clerk/bookkeeper for the summer. Two of the city council members have resigned from the city.

Operation of Utility

Essential Indicators

Yes	No	
☒	☐	The utility operator(s) are actively working towards necessary certification.
☐	☒	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 long term operator has been rehired to work for the city. The commitment and expertise from the operator has helped the city in locating the water break in the community this spring. Most of the sewer customers are starting to pay for their sewer bills to the city. The residential customers are charged $17.50 for sewer and the elders rate is $11.25.

RUBA Activities For The Coming Quarter:

RUBA staff will continue to provide assistance over the phone and fax. The manager continues to implement RUBA recommendations for the community.