

# Deering Activity Report

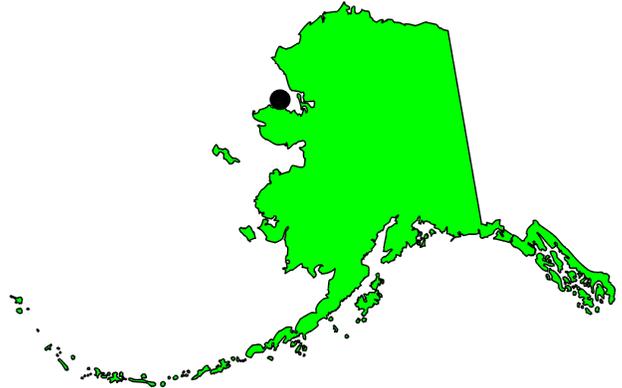
## Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2002 Population: 129

Region: Northwest Arctic

Local Governments: Second Class City



The City of Deering operates the piped water & sewer system, central watering point and water delivery haul system. The City Council is the policy making body for the utility.

Water is derived from the Inmachuk River; is treated and pumped to a 400,000-gallon insulated storage tank. Water is delivered to home tanks or hauled from the watering point. Major improvements are under construction for a water haul and vacuum sewer system. A new washeteria and water treatment plant are nearing completion. Archaeological remains were discovered while excavating for the new system. The City would like to purchase an incinerator with waste heat recovery to reduce the volume of refuse.

## RUBA Activity This Quarter

RUBA staff received a call from the Mayor who reported that the clerk went on extended leave so staff provided fax and phone training and assistance on their FY 04 budget and non code ordinance. He was going to contact the clerk to find a copy of their June 02 monthly financial report in the computer to certify it. He is currently using temporary hire to keep the office open and collecting fees.

The clerk came back to work end of August. I urged her to find the June 02 report and get the council to review it and pass a resolution to certify it. I faxed her a sample copy of the resolution.

## Capacity Indicators

### Finances

#### Essential Indicators

- | 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. |

#### Sustainable Indicators

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <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 type="checkbox"/>            | <input checked="" 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 has had two temporary clerks this summer and still has not hired an administrator. The Mayor traveled every month for his NANA board meetings so they could not set a date for me to travel to provide council training. Hopefully after the election we will be able to confirm a date.

## Accounting Systems

#### Essential Indicators

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | The utility meets all essential indicators. |
|-------------------------------------|---|

#### Sustainable Indicators

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | The utility meets all sustainable indicators. |
|-------------------------------------|---|

**Accounting Comments:** The clerk is back to work and completed the necessary monthly report.

## 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:** No tax problems.

## 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:** No problems.

## Organizational Management

### Essential Indicators

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

### Sustainable Indicators

<input type="checkbox"/>	<input checked="" 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 meetings act for all meetings.

**Organizational Management Comments:** Still need to have the council review options for administrator.

## 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 checked="" type="checkbox"/>	<input 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>Consumer Confidence Report (CCR)</u> .
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance (SNC)</u> list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility maintains an inventory control list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility maintains a critical spare parts list.

**Operation of Utility Comments:** The new Remote Maintenance Worker for Maniilaq Association has travel to Deering to work with the Utility Operator and provide more on site training.

## RUBA Activities For The Coming Quarter

The Kotzebue RUBA staff is still trying to schedule travel to Deering this next quarter to provide on site training and assistance to the council on utility roles and responsibilities, review their current organizational structure and approve a new organizational chart. Margaret will also review their current rate charged, and get them to look at being able to save funds in an account for repair and replacement.

RUBA staff will also provide them with their options to hire an administrator or have a strong Mayor form of government since they have not been successful for the last year and a half.