

# Eek Activity Report

## Community Overview

Lead RUBA Staff: Marita Hanson, Bethel Office  
 2003 Population: 290  
 Region: Lower Kuskokwim  
 Local Governments: 2<sup>nd</sup> Class City, Traditional Council



The City of Eek, Public Works Department, operates the washeteria, water treatment plant, and provides honey-bucket services to the community. The City Council is the policy making body for the utility services. Water is derived from the Eek River; is filtered, treated, and stored in a holding tank at the water treatment plant/washeteria. A new water treatment plant is complete and is in use.

## RUBA Activity This Reporting Period

The City of Eek and the Alaska Native Tribal Health Consortium are about 95% done formulating and developing the Sanitation Master Plan. The container haul system continues to be 100% subsidized through gaming operations. Fritz Petluska is the Acting administrator/clerk and has attended a CCR training through YKHC/OEH last month. Both CCR's for 2003 and 2004 have been submitted. AML/JIA visited this community last year and reviewed the City code of ordinances. Recommendations provided to sections of the code are being reviewed and revised by the community.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                       |                                                                                                               |
|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>All revenue and expenses for the utility are listed in the utility budget.</b>                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted a balanced realistic budget.</b>                                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Monthly financial reports are prepared and submitted to the policy making body.</b>                        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b> |

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#### Sustainable Indicators

- |                                     |                          |                                                                                                                                             |
|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <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 container haul system continues to be subsidized (100%) through gaming operations annually, therefore collection policies do not apply. The operational expenses and Renewal and Replacement costs are also subsidized through gaming operations. The city has put a coin operated water point at the washeteria. They are currently charging \$.25 per 5 gallons.

**Accounting Systems**

**Essential Indicators**

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility bills customers on a regular basis.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 reconciliation's 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 community still does not bill for services, so several of the criteria are not applicable. The community pays invoices upon receipt and provides monthly financial statements using Excel. The community, still, would like to computerize their accounting system.

**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 community is current with their tax liabilities. RUBA asked for a tax release authorization and the administrator agreed to provide one. The administrator would like to sign up for the electronic depositing system.

**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 organization continues to meet all indicators. The coverage they have is with AML/JIA till June 30, 2005.

**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 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 policy making body is proactive in making decisions for the utility services. They are currently planning to upgrade their water sewer system utilizing the sanitation planning process with their Principle Engineer.

**Operation of Utility**

**Essential Indicators**

Yes	No	NA	
<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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has completed and distributed its <u>Community 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 water treatment plan continues to be operational. The new facility has O&M manuals that indicate when to check the facility. The community has submitted CCR's for 2003 and 2004. The administrator attended a CCR training session with YKHC/OEH and completed those.

**RUBA Activities For The Coming Quarter**

Send a Tax release authorization Form to the community and follow up with submittal to IRS.  
Request a copy of the FY05 budget.