

EEK Activity Report

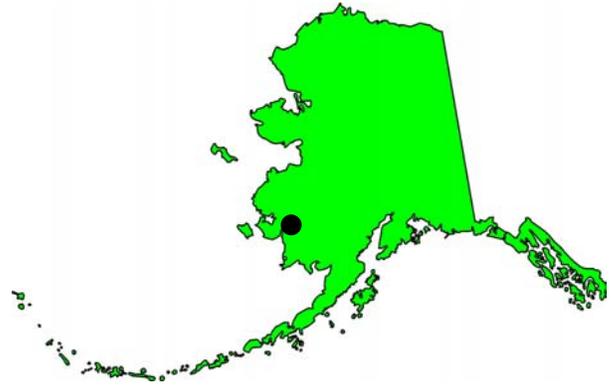
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 280

Region: Lower Kuskokwim

Local Governments: Second Class City,
Traditional Council



The City of Eek, Public Works Department, operates the main watering point and provides honey bucket bins and the sewage lagoon to the community. The City Council is the policy making body for the utility.

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, with new water tanks is under construction and was slated to compete Fall 2001, but due to the material mis-sent to several villages, it will take longer than anticipated. The City of Eek, with Village Safe Water, is formulating and developing the Sanitation Master Plan.

RUBA Activity This Quarter

Travel to the community was not requested. The community operates the container haul system free of charge to the residential customers. The community will provide a copy of the sanitation master plan once it is drafted.

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 type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> | YTD revenues are at a level equal to or above those budgeted. |
| <input type="checkbox"/> | <input checked="" 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. |

Budget amendments are completed and adopted as necessary.

Finances Comments: The utility services (container haul system) is subsidized 100% through gaming operations and operates seasonally from April through November.

Accounting Systems

Essential Indicators

Yes No

- NA The utility has adopted a collection policy and actively follows it.
- NA The utility bills customers on a regular basis.
- NA An accounts receivable system is in place which track customers and reports past due accounts and amounts.
- NA 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

The utility meets all sustainable indicators.

Accounting Comments: The community does not bill its residential customer's as the utility service is 100% subsidized through gaming operations. T herefore, the accounts receivables have never been set up. Accounts payables are paid upon receipt from vendors.

Tax Problems

Essential Indicators

Yes No NA

- 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 community is current with their tax liabilities.

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 Personnel Policy is being updated and has yet to be reviewed for accuracy. The community recently hired an alternate water operator and was sent to receive training on small waste/water operator certification.

Organizational Management

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Organizational Management Comments: The policy making body as well as the community, need to start considering implementing user rates if they are to acquire a new water sewer system in the future. Gaming operations, alone, cannot pay the operation & maintenance costs for an advanced system.

(Continued on next page.)

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 type="checkbox"/>	<input checked="" 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>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 washeteria and the water treatment plant are the two existing facilities in the community and there should be a preventative maintenance plan in place to keep it operational.

RUBA Activities For The Coming Quarter

Follow-up on the sanitation master plan and develop a working plan that would meet the identified tasks. Have the community consider implementing a user rate for the current water sewer system.