

Goodnews Bay Activity Report

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General Information:

In October, the Utility manager called with computer questions and financial information. He was having trouble reviewing some files. Restarting the machine solved the problem. RUBA staff reminded him to back up the data files on a regular basis. The Manager also reported that the City had paid their contributions to the utility up-to-date and that the Village Council would be making their current payment that day. Revenues from both the Washeteria and the Hauling system were good for the month of October. He will send the last monthly report of revenues and expenditures to the RUBA staff. All the Quarterly reports were completed and everything else was operating as scheduled.

In November, the Utility manager called concerning correspondence with the School. The Utility Manager requested assistance in drafting a letter to the school. The letter was to explain that the Utility Board discussed the school's proposal (to pay less for sewer services than the Board originally approved) and decided that the original amount would stand. The letter was drafted and reviewed. The Manager will be sending it out tomorrow. The school has not paid anything for its service so far and the principle was hoping to pay a lower cost than what the Board had set.

In December, the Utility manager called requesting assistance with the computer. He needed to know how to back up files on a ZIP disk. RUBA staff explained the process and also requested some current financial reports on the utility.

The financial reports were received and reviewed. All seems to be going well except that the fuel bill has not been paid for some time. The Utility is accruing interest charges. RUBA staff have repeatedly suggested that a payment be made every month in order to start paying down this balance.

In December the RUBA staff and the Utility Manager also talked about the Budget for 2001. He is drafting the budget and will introduce to the Board at the next meeting

Observations and Recommendations:

Finances — The washeteria revenues are not enough to cover the expenses with the current operating system and rate structure. The City is continuing to have financial problems. The City staff continue to receive much needed technical assistance with budgeting and accounting processes from the Bethel office staff. The collection rate for the honey-bucket bin haul system is increasing. The manager sends bills regularly and also includes notes explaining why it is so important to pay their bill

Accounting Systems — All the necessary accounting systems are in place and the Utility Manager has been trained to use them. RUBA staff will continue to monitor the system to see if any changes need to be made or if further training is needed.

Tax Problems — There are no tax problems. The Utility Manager knows how to deposit the payroll taxes and can file the required quarterly reports with the Internal Revenue Service and the Alaska Department of Labor.

Personnel System — The new Operator has had on-site training and has gone to training sessions in Bethel. He has passed his OIT test.

Organizational Management — There is one person who is responsible for overseeing the day-to-day management of the utility. There are Rules and Regulations for the Utility in place and Personnel Policies and procedures have been adopted.

Leadership/Governance — The Utility Board is a recognized non-profit corporation. Its' Articles of Incorporation have been reviewed and approved by the Department of Commerce. The Board has approved the Bylaws. The Board continues to hold meetings monthly. Both the City and Traditional Village governments recognize it as the local organization that will manage and operate the system. The City and Utility Board have signed a management agreement to formalize the understanding that the Utility Board will operate and manage the City's property. The Utility Board has reviewed and approved the rules and regulations governing the operations, maintenance and management of the utility.

Operation of Utility — The new operations staff has received training on operating the water plant and washeteria equipment. The office equipment is operating properly and staff have been trained how to use it. The operator has his OIT certification.

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	