

Goodnews Bay Activity Report

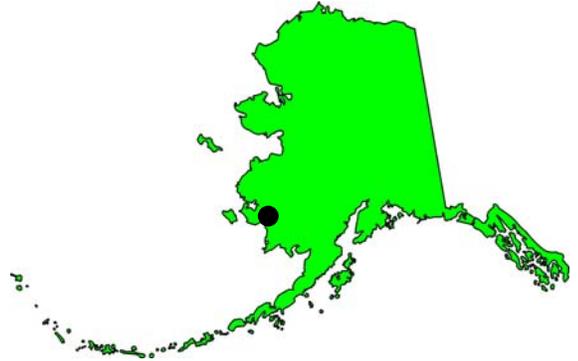
Community Overview

Lead RUBA Staff: Ralph Andrew, Dillingham Office

2003 Population: 230

Region: Dillingham

Local Governments: 2nd Class City



The City of Goodnews Bay contracts with the Goodnews Bay Water and Sewer Utility to operate a washeteria and a central watering point, provide for honeybucket haul, and has a sewage lagoon. The Goodnews Bay Water and Sewer Utility Board, a non-profit corporation, is the policy making body for the utility. Currently, treated well water is hauled from the watering point at the washeteria/clinic facility. Most homes are currently not plumbed. A piped water and gravity sewer system with plumbing for 70 + homes is under construction; homes are expected to be plumbed including installation of fixtures.

RUBA Activity This Quarter

RUBA provided technical assistance to the utility manager with matters including payroll tax, debt repayment recommendations, 2005 budget drafting, and utility fee collections. The utility is facing growing short term debt and has not seen improvements in honeybucket haul fee collections. Washeteria revenues remain steady; new washers, dryers, and an extractor are to be installed this spring. RUBA traveled to Goodnews Bay on January 11-14 and March 24-25, 2005 to provide assistance to the utility manager, city staff, and to meet with tribal staff. Most recently, RUBA staff provided support and recommendations to utility board representatives including its president, the city mayor, and the tribal council president. The utility board plans to meet April 7, 2005 for its quarterly meeting; RUBA will make agenda recommendations but will not attend due to a scheduling conflict with a regional conference. The water/sewer project, led by ANTHC, is said to have a new completion date of 2008 - a two year delay during which time a dam may be constructed near the surface water site. The tribe still expects to assume management of the utility, however a date and transition plan have not been agreed to. ANTHC is presently reviewing proposals for the development of the business plan, a special grant condition requirement that remains incomplete. During the quarter RUBA also assisted city staff with payroll tax inquiries, personnel policy recommendations, and bingo gaming management recommendations. Financial challenges at the city and tribe have resulted in lower than anticipated utility subsidies.

Capacity Indicators

Finances

Essential Indicators

- | Yes | No | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All revenue and expenses for the utility are listed in the utility budget. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted a balanced realistic budget. |
| <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> | A monthly manager’s report is prepared. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Budget amendments are completed and adopted as necessary. |

Finances Comments:

The Village and the City continue to support the utility board financially although the subsidy amounts have fallen short of the amounts outlined in the MOA's with the entity's (\$1,500 per month per entity). The utility's efforts to collect past due accounts has been sporadic; receivables due from customers have grown in excess of \$25,000. The monthly fee for haul service is \$20 per month. The school's monthly rate is approximately \$180 per month. Washeteria revenues appear stable. Payroll and other expenses including electricity, insurance, and water lab testing are putting great pressure on the utility; some expenses have gone unpaid as the utility manager awaits subsidy payments from the city and tribe.

Accounting Systems

Essential Indicators

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted a collection policy and actively follows it. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility bills customers on a regular basis. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | An accounts receivable system is in place which track customers and reports past due accounts and amounts. |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" 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 reconciliations have been completed for all utility accounts. |
| <input type="checkbox"/> | <input checked="" 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 Systems Comments:

Utility manager continues accounting by hand using an Ekonomik Register, Payroll Book and spreadsheets. The manager did not send monthly utility bills consistently during the quarter but is making renewed efforts to print and send bills using a printer donated by the tribe. The utility also acquired donated computers from the LKSD school but apparently without compatible software.

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 checked="" type="checkbox"/>	<input type="checkbox"/>		If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments:

Utility appears to be up to date on quarterly reports and payment of tax liability. Prior debt on payroll taxes was to be resolved by November 2004 according to the utility manager. Due to low collection rates (average monthly collection appears to be about 15%), the utility did not pay staff timely at least once during the quarter. However, tax liabilities were reportedly paid timely.

Personnel System

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a posted workers compensation insurance policy in effect.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 current personnel policy appears adequate however, job descriptions are to be reviewed. RUBA will make recommendations.

Organizational Management

Essential Indicators

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

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 utility manager has chosen to remain in the position until late 2005 after indicating desire to resign in recent years. However, the manager has declined training opportunities. The tribal administrator, city mayor, and city bookkeeper expressed interest in upcoming RUBA utility management training and will help encourage participation by the utility manager. The city bookkeeper, a member of the utility board, successfully completed a RUBA Organizational Management training event held in King Salmon in March 2005.

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

Operation of Utility Comments:

Honeybucket haul staff are exploring personal protective equipment options and expect to receive Tyvek suits from the Bristol Bay Area Health Corporation (BBAHC) RMW program. BBAHC and RUBA plan to provide assistance in the development of a honeybucket haul preventative maintenance plan.

RUBA Activities For The Coming Quarter

RUBA continues to provide support and assistance to the utility manager, city staff, and on a more frequent basis, tribal staff. It is expected that the tribe will assume management of the water/sewer utility. RUBA will continue to monitor RUBA Assessment indicators and provide technical assistance.

