

Goodnews Bay Activity Report

Athena Logan, RUBA, Anchorage Office

General Information:

In July, staff in Bethel received a call from the City clerk requesting assistance and information toward the city budget and CFS. The City administrator has been terminated while the city clerk was on her leave. The forms for the CFS were partially completed. The city clerk requested assistance from Ken Berlin who has been working with this government, however, he was on leave till August 1st. Bethel staff provided instructions over the phone with Ms. Chingliak and went through the instruction manuals of the budget and CFS. She still wanted Ken to travel to the community as soon as he gets back to assist her with the forms.

In July, RUBA staff visited Goodnews bay and worked on the following items with the Utility Manager:

- ◆ Drafted a note to the customers and printed it on the current monthly bills
- ◆ Completed the reconciliation of the bank account
- ◆ Reviewed the Billing System for accuracy
- ◆ Reviewed the invoices for the City, TVC, and School
- ◆ Reviewed the Fuel Used to Date tracking sheet
- ◆ Payroll – reviewed the process for coding payroll tax deposit checks in Quicken
- ◆ Completed all the Quarterly Tax Reports
- ◆ Reviewed the Process to Track Leave and entered all employees leave to date.
- ◆ Drafted an Amended Budget for the current year.

In August, Bethel staff again worked with the City Clerk and put together a budget detail worksheet for the Administrative and Finance department. Trained her on what she needed to do on the other departments. Gaming department was done last May. This is the second time staff had to go to Goodnews Bay to train the Clerk on how to work on the budget. FY 01 budget is not done yet. Eleanor knows what she needs to do to get the budget done, but she has not done the work.

In late August , Bethel staff traveled to Goodnews Bay to work more on the FY2001 budget. Staff worked with the City Clerk, Eleanor Chinglak, City Clerk . He had trained the Clerk and the Administrator on budgets this last May 00, but nothing has been worked on since that time. The Administrator had resigned her position and the Clerk said she could not do it because she had so many things to do and she was getting mixed up.

They worked together until she left at 4:30 pm and the Bethel staff stayed on putting together the figures for the Administration and Finance, since that is the most difficult. He went over my figures with Eleanor and showed her how he figured them. He instructed her to do the same for the remaining departments.

In August, RUBA staff received a call from the Utility Manager. The Manager was basically just checking in. No major problems.

In September, Bethel staff was contacted by the City Clerk again about the budget. She had not worked on the FY 01 budget since the last trip on 8/23 and she wanted the Bethel staff to come and finish the budget for her. She was told that she needs to complete the budget, because staff have other commitments in other villages. Bethel staff is planning another trip to Goodnews Bay on 10/16/00.

In September, the Goodnews Bay Utility Manager called to request assistance with his Quicken accounting program. The Anchorage RUBA staff explained how to fix the problem.

Observations and Recommendations:

Finances — The washeteria revenues are not enough to cover the expenses with the current operating system and rate structure. The City and the Tribal governments are still having trouble keeping up with the agreed upon contributions to the Utility. This of course makes it very difficult for the Utility to pay their expenses on time. 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. He received a raise because he is now certified.

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 operating the water plant and washeteria equipment. The office equipment is operating properly and staff have been trained how to use it.

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	

