

# Hooper Bay Activity Report

## Community Overview

Lead RUBA Staff: Marita Hansen, Bethel Office

2002 Census Population: 1,075

Region: Yukon-Kuskokwim Delta

Local Governments: Second Class City



The City of Hooper Bay operates multiple watering points, operates a honeybucket haul service and sewage lagoon. The City Council is the policy making body for the utility.

Residents currently haul treated water from the washeteria or other watering points. Three new wells were drilled in 1997, 3 miles northeast of town. The school uses its own water system. Honeybuckets are dumped at collection points, then hauled by a 4-wheeler and trailer. Access roads and construction pads are completed. The landfill was expanded in 1997, and includes a new sewage lagoon; the combined site is nearly 20 acres in size. The new water/sewer project construction was underway and the shell of the building itself was completed. Project continues as long as the community meets the grant condition showing capability of financially supporting this project through a sanitation tariff.

## RUBA Activity This Reporting Period

This quarter, the water sewer project continued with work on the water tank, however due to the winter weather, this has been halted till late spring or summer. Work has now diverted to the interior of the Water/Sewer facility.

RUBA staff attended a public meeting in October 2003 regarding the special grant condition and increase percentage of 50% to 75% by February 2004. Senator Olsen was a special guest speaker at this meeting. He informed the public about the State budget cuts and project funds being effected by a 10% local match requirement. He informed the public the importance of communities meeting the necessary steps in order to show sustainability for projects to proceed. He encouraged the residents that if they want this project to proceed, they need to pay the sanitation collection bill and show that this community can sustain the project. He went further to say that State projects could be halted if requirements aren't met.

The sanitation collection has maintained 50%. Bethel office was informed that currently the collection had reached 70%. Bethel office has not yet received the written report showing these percentages. The acting city administrator was called and a report requested.

## Capacity Indicators

### Finances

#### Essential Indicators

- | 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. |

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#### 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | Budget amendments are completed and adopted as necessary.   |

**Finances Comments:** A report for the month of December has not yet been received. Currently the City is having computer difficulty. Jeanie Smith, bookkeeper, was on annual leave for two weeks during the holidays and during her absence the computer problem started. The bookkeeper has informed Bethel staff that she would get this report in once the computer problem is resolved. A full payroll every month has not yet stabilized, however, in December a full payroll to all employees was provided. Public safety is now trying to maintain the monthly budgeted amount.

The City has seen an increase in revenues this past quarter. These are usually the best months when an increase in revenues is received. As for the vendor delinquency from previous quarters, the City has cleared majority of this list. This has been a huge load off of the administrator’s mind.

## Accounting Systems

#### Essential Indicators

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has adopted a collection policy and actively follows it.                                       |
| <input checked="" type="checkbox"/> | <input 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.                               |

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#### 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 reconciliations 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:** Currently the City is having computer difficulty. The bookkeeper has informed me that she isn't able to provide a monthly financial report for December until the problem is resolved. The acting administrator informed me that all the important financial information is being saved on zip disks just in case.

### 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:** All essentials are met. The electronic system is still non-existent.

### 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 type="checkbox"/>            | <input checked="" 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 bookkeeper II position is currently vacant. The City received a voluntary resignation from Michael Joseph. He will be able to help the City when the need arises. The City Administrator is currently out of the office on sick leave. He broke his ankle and had to have surgery. He is contacted at home when needed.

The City has not yet notified the Bethel office on the revision of the personnel policy. Bethel staff will contact the administrator in January 2004 to see whether this is being worked on.

### 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has an adequately trained manager.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has an adequately trained bookkeeper.  |

- The utility has an adequately trained operator(s).**
- The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.**

**Sustainable Indicators**

- The utility has adopted an organizational chart that reflects the current structure.
- The policy making body meets as required.
- The utility complies with the open meeting act for all meetings.

**Organizational Management Comments:** The October election results were as follows:  
 Gabe Seton – Mayor, Kenneth Smith – Vice, David Green – Sec./Treasurer, Joseph Bell – Member, Scott Ballard – Member, Lorraine Tomaganak-Moses – Member, Paul Nukusuk – Member.

**Operation of Utility**

**Essential Indicators**

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility operator(s) are actively working towards necessary certification.</b>                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has a preventative maintenance plan developed for the existing sanitation facilities.</b> |

**Sustainable Indicators**

- 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.
- The utility has a safety manual and holds safety meetings.
- Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
- The utility is operating at the level of service that was proposed.
- The operator provides status reports to the manager on a routine basis.
- The utility has completed and distributed its Community Confidence Report (CCR).
- The utility is not on the Significant Non-Compliance (SNC) list.
- The utility maintains an inventory control list.
- The utility maintains a critical spare parts list.

**Operation of Utility Comments:** The washeteria is operational. There were a couple days that this operation was closed due to a frozen sewer line. This has since been resolved. Around the end of December the clinic water line froze and is currently being worked on. The acting administrator informed me that 2 new dryers were purchased and received. He is hoping they will be up and running by January once the work to the clinic water line is completed.

The City plans to raise the cost to Big dryers - \$.50 @ 10 min. Smaller dryer - \$.50 @ 15 min.

A meeting is scheduled for January 12<sup>th</sup> with Roger Burleigh -VSW, Paul Weisner -CE<sub>2</sub> Engineers, and the utility board to meet on the business plan. Mr. Burleigh is hoping by next week that Rapheal Murran, City administrator would be able to attend.

### **RUBA Activities For The Coming Quarter**

Continue to follow up on the progress of the 1<sup>st</sup> National Bank of Anchorage business link system.

Review the personnel policy once the October elections have taken place and the council has a chance to review this.

Follow up on the business plan process.

