

Kake Activity Report

Community Overview

Lead RUBA Staff: Gina Shirey, Juneau Office

2001 Population: 710

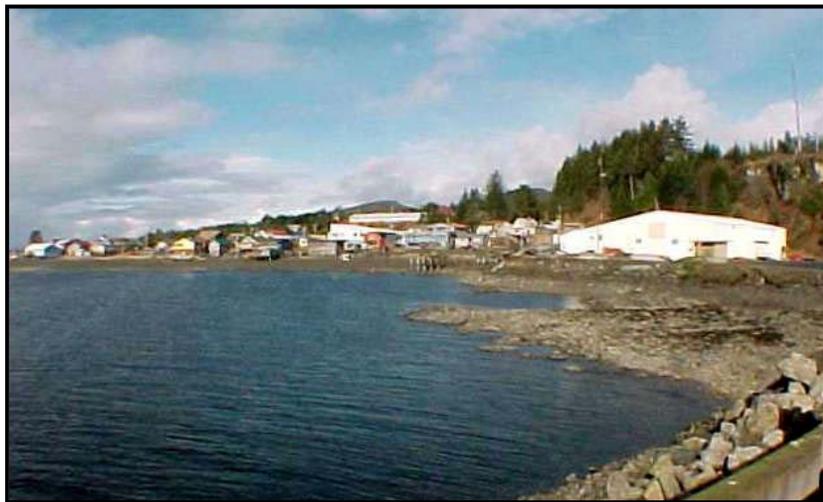
Region: Southeast

Local Governments: First Class City



The City of Kake operates a piped water system. The City Council is the policy making body for the utility.

Water is pumped from a dam at Gunnuck Creek, is treated, stored in a tank, and piped throughout Kake. In July 2000, the dam failed and a make-shift system of pumps



supply City water. The City also operates a piped sewer system and a primary treatment plant. Almost all households are fully plumbed. A new dam at Alpine Lake is under development.

General Information

The Juneau Office has been in frequent contact with the City over its financial situation. On February 26, 2002, a letter was sent to the City with recommendations for things they could do immediately in four important areas: receivables, payables, operations, and internal control. Briefly, the recommendations included sending non-paying customers to collections, contacting vendors and working out a payment schedule, cutting non-essential city services, and implementing internal control policies. At a meeting with the Mayor on March 21, he reported that they laid off one police officer.

Observations and Recommendations

Finances — The City is in a serious financial situation. They haven't adopted a balanced, realistic budget for FY02. They have over \$400,000 in outstanding debt. Revenues are not adequate to pay monthly bills. No monthly financial or monthly manager's reports

are prepared. They haven't had an audit for the last two fiscal years. (An auditing firm is currently preparing these for the City.)

Accounting Systems — The City switched to QuickBooks. The Bookkeeper is currently entering account information into the program. The bank statements are reconciled through February 2002. The City doesn't have a purchasing system.

Tax Problems — As far as the Bookkeeper knows, the City has paid its debt to the IRS and Dept. of Labor. However, she reports that she still receives letters from the IRS requesting more money for past due payroll taxes. We talked about her contacting the IRS for a full accounting of their account with them. The City's having a hard time meeting payroll. They held off on the payroll for the first part of March until they had some money. They haven't been able to meet the end of March's payroll yet.

Personnel System — The City doesn't have a personnel policy, a written personnel evaluation process, a written hiring process, or an organizational chart.

Organizational Management — The policy making body often skips its regular meetings but often meets in emergency meetings. Some emergency meetings have less than 24 hour notice. The policy making body doesn't appear to be active in making policy for the utility since they don't have a FY02 budget and they don't have any utility policies. The Bookkeeper appears to be competent.

Operation of Utility — The current operator's certificate has lapsed. He will be attending a training session April 15, 2002, to get re-certified. The Utility is still suffering from the effects of their dam failure a couple of years ago. A pipe to Alpine Lake (an alternate water source) is close to being completed. Recently the City experienced a mudslide in Gunnuck Creek, which threatened their dam and water supply. The City has to pay cash up front in order to receive more chemicals to treat the water. As of the beginning of April, they had no money to pay for more chemicals.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

The Juneau Office anticipates traveling to Kake April 3-4, 2002, to collect additional data to develop a more formal financial recovery plan.

Kaltag Activity Report

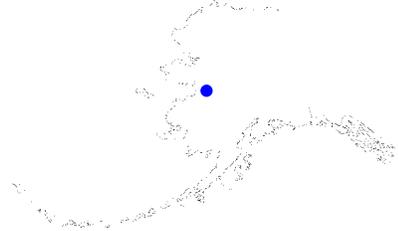
Community Overview

Lead RUBA Staff: Irene Catalone, Fairbanks Office

2001 Population: 230

Region: Interior

Local Governments: Second Class City



The City of Kaltag operates the piped water and sewer system. The City Council is the policy making body for the utility.

Piped water and sewer has existed since 1982 in Kaltag. Water is derived from a well and is treated. The majority of households are fully plumbed. A new 13-unit HUD subdivision was recently connected to the system, and an extension to 6th Avenue is under construction. A new washeteria was completed in January 1998. The City has requested funds to complete a Master Plan, and to relocate the landfill, construct an access road, and acquire a refuse vehicle and containers. The current landfill is not permitted.



General Information

Kaltag is having a plan put together by PDC, Inc. The plan is at the 90% completed level. RUBA staff has not received a copy of it. Things don't look very promising for any work being completed on what residents would like because of the cost ratio. Kaltag has not heard anything further about their pilot program funded by the Denali Commission since they agreed to it.

Observations and Recommendations

Finances — The Council has adopted a budget for FY02. Monthly financial reports are being prepared and presented to the Council. They currently have no cash flow problems. The bank accounts are being reconciled monthly.

Accounting System — QuickBooks has been installed. However, the City Clerk continues to use the manual system. They do have a youth worker who is using the QuickBooks program to write checks.

Tax Problems — They are current with payroll tax reports and payments.

Personnel System — The Administrator is receiving help from a youth position provided through TCC who is helping with inputting information to QuickBooks. They currently have three applicants for the Office Aid position that has been vacant for over 6 months.

Organizational Management — The community is aware that the City owns and operates the utility services. The Council meets as required and on short notice as needed. The Council meets and discusses many issues including utility services and sets policy for the utility. They do not have an Organizational Chart.

Operation of Utility — The primary operator is back from leave. They are currently advertising for an alternate to take the position full-time. They currently have two alternates who are not interested in working the position full-time. The school water agreement has not been signed yet. There is a new superintendent for the Yukon-Koyukuk School District who appears to be responsive to local needs.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

Continue to assist the City Clerk in developing an Organizational Chart.

Kiana Activity Report

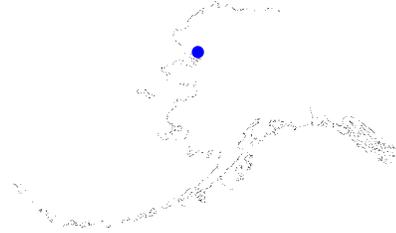
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 388

Region: Northwest Arctic

Local Governments: Second Class City



The City of Kiana operates the piped water & sewer system and maintains a central watering point where residents come to haul water to their residences. The City also maintains honeybucket pits and a sewage lagoon. The City Council is the policy making body for the utility.

A 200,000-gallon steel tank is intermittently filled from two wells near the Kobuk River. Water is chlorinated prior to distribution through buried water mains. Piped water and sewer are provided to 75 homes, the clinic, school and community hall. Kiana maintains a 6-inch buried gravity sewer system, which drains to a lift station and is pumped through a buried force main to the sewage treatment lagoon northeast of the village. A few households haul water and use honeybuckets or septic tanks. The landfill is located west of the sewage disposal lagoon. The site needs to be relocated. A water and sewer Master Plan is being conducted for needed infrastructure improvements.



General Information

In January, Margaret Hansen, the Kotzebue LGS, provided on-site training and assistance on year end tax reporting and QuickBooks Pro errors..

In February, the Kotzebue LGS provided phone and fax assistance to the new Administrator on her budget.

In March, the Kotzebue LGS provided phone and fax assistance on open meeting requirements. We set a tentative date in April to have a Council training session.

Observations and Recommendations

Finances — The City is doing fairly well following their budget. They do not have problems at this time.

Accounting Systems — They seem to have handled all the problems areas using QuickBooks. No problems at this time.

Tax Problems — They are making deposits timely and are on time with their reporting.

Personnel System — The City still needs to revise their personnel policies and receive training on the use of them.

Organizational Management — Although they are currently fully staffed, they will need to revise their organizational chart.

Operation of Utility — They still do not have their main operator certified but the alternate has received his level one certification.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

Margaret will travel to the community to provide on-site training to the Council and staff on Council roles and responsibilities including the open meetings act.

Kobuk Activity Report

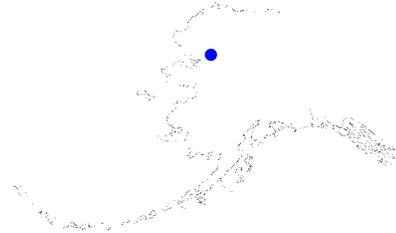
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 109

Region: Northwest Arctic

Local Governments: Second Class City



Sanitation utilities in Kobuk are operated and managed by the City. The City Council is the policy making body for the utility.

Major improvements are under construction to provide a piped water and sewer system, including household plumbing. A 30-foot well provides water, which is treated and currently hauled by residents from the washeteria. Honeybuckets and privies are currently used by most residences, but plumbing is under construction. The washeteria has its own septic tank. Waste is disposed of at Dall Creek. A new landfill was recently completed. Kobuk Valley Electric Co-op purchases power from AVEC over the Kobuk-Shungnak intertie.



General Information

In January, Margaret Hansen, Kotzebue RUBA/LGS, provided on-site training and assistance to the Administrator and Utility Manager on year end tax reporting and their budget amendment.

In February, the Kotzebue RUBA provided telephone and fax assistance to the Administrator on their washeteria renovation application to the Denali Commission. We coordinated with ANTHC Engineer.

In March, Margaret assisted the Administrator over the phone on a formula problem with her monthly financial report.

Observations and Recommendations

Finances — They are current with all monthly reporting.

Accounting Systems — They are using the manual system very well. This Administrator just recently got connected to the internet so during the next trip we will install QuickBooks Pro.

Tax Problems — No tax problems.

Personnel System — City staff are reviewing the changes they would like to see made in the personnel policies so they can provide them to the Council. The Council has reviewed the draft.

Organizational Management — They seem to be doing very well, everyone working together with new Mayor. They are looking forward to the personnel training next quarter.

Operation of Utility — The only person who passed all tests is the Utility Manager. We will continue to work towards certification of operators.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

This next quarter the Kotzebue LGS plans to assist and train the new Administrator and Utility Manager using their next fiscal year budget draft.

Kongiganak Activity Report

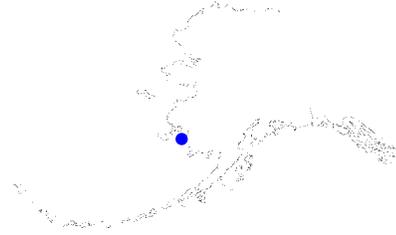
Community Overview

Lead RUBA Staff: Marita Hanson, LGS Bethel Office

2001 Population: 359

Region: Lower Kuskokwim

Local Governments: Village Council



The Village Council operates the central watering point and provides a water truck haul service. There is also a honeybucket haul service and a sewage lagoon. The Village Council is the policy making body for the utility.

Treated surface water is hauled from the washeteria. Some residents use rain catchment during the summer and ice melt in the winter. Honeybuckets are hauled by the village from disposal bunkers to a pre-treatment plant at the sewage lagoon. Homes are not plumbed. Funds have been requested to construct circulating water and vacuum sewer utilidor system, and plumbing for 45 homes. Phase I infrastructure improvements are under development, such as a new water source and water treatment improvements. The school wants an additional water storage tank. A new washeteria is needed.

General Information

The administrative side of the Kongiganak Traditional Council continues to operate without any problems. There has been no change in the administrative structure or in the Council composition. Phase III of the sanitation project will be to make improvements on the sewage lagoon and will start this coming Fall. A new consolidated tank farm started this winter and is currently an on-going project. The Traditional Council has received their funds from VSW, about \$300,000, to complete the new washeteria and treatment plant building.

Observations and Recommendations

Finances — No change. Continue to be in good standing. Financial reports have been received.

Accounting Systems — Stays the same – Computerized and operational.

Tax Problems — Taxes are kept current.

Personnel System — The Bethel DCBD office finally received a copy of Kongiganak Traditional Council's personnel policies. This policy has been recently revised.

Organizational Management — No change – Structure is still strong. Council composition stayed the same and is still very active.

Operation of Utility — One operator had attended the OIT training provided by YKHC and has passed.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System		X	
Organizational Management		X	
Operation of Utility		X	

Anticipated Activities

- Follow up to see if Council received additional funding to complete the washeteria and treatment plant building.
- Travel to Kongiganak to gather information on the washeteria expenses and develop rate analysis.

Koyuk Activity Report

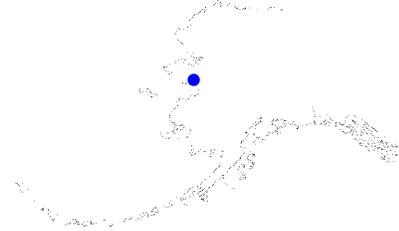
Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2001 Population: 297

Region: Bering Straits

Local Governments: Second Class City



The City of Koyuk operates the water and sewer system and maintains a central watering point for residents to haul their own water. There are honeybucket pits but no sewage lagoon. The City Council is the policy making body for the utility.

A piped water and sewer system was recently completed for the west side of town, serving 51 households. The east loop system is under construction. The school has requested funding to connect to the new sewer system, since its septic effluent is posing a health hazard. DEC has approved the landfill for use, although it is not permitted. Funds have been requested to construct a new water plant and small washeteria.

General Information

Leroy Seppilu, RUBA staff in the Nome office, made a trip to assess the water & sewer utility and work with the City Clerk in revising the code of ordinances. The water & sewer Utility Clerk had just returned from an extended maternity leave. She had been gone for about 3 months. All this time, the water & sewer utility bills had not been sent because the City Clerk was overwhelmed with her work. The Council tried to hire extra help to alleviate the problem but the extra help didn't work out.

The water and sewer pipe system froze up this winter when it got cold. But the water & sewer utility plant operator knew what to do and with overtime work and extra help, the City was able to get the system back to running.

Observations and Recommendations

Finances — The utility was behind about 3 months with water & sewer utility bills while the Utility Clerk was on maternity leave. She is back at work and is working hard on catching up. She was just about caught up with entering checks issued when RUBA staff visited. She uses most of the programs in the QuickBooks Pro except for billing.

Accounting Systems — The Utility Clerk is just about caught up with billing and entering checks into QuickBooks Pro. We ended up having to update the payroll using floppies sent by Intuit.

Tax Problems — The City has no tax problems.

Personnel System — It’s good to have the Utility Clerk back from her extended maternity leave. She is very efficient and hard worker. I am looking forward to providing training for her with the billing (invoicing) part of QuickBooks Pro.

Organizational Management — We will be updating the code of ordinance and the water & sewer utility ordinance fairly soon. The Council has decided to let me and the City Clerk start working on this.

Operation of Utility — The old water & sewer utility plant operator resigned and the Council re-hired the well-qualified water & sewer utility operator and not too soon! The water & sewer utility system froze up but was quickly fixed up by the new utility operator with emergency help.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System		X	
Organizational Management	X		
Operation of Utility		X	

Anticipated Activity

Leroy and the City Clerk will be revising the code and utility ordinance sometime in the next quarter. I anticipate making at least two trips for this purpose.

Koyukuk Activity Report

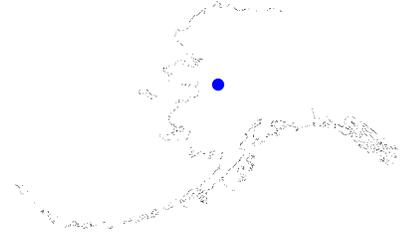
Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 101

Region: Interior

Local Governments: Second Class City



The City of Koyukuk operates the central watering point at the washeteria and residents haul their own water. The City also maintains honeybucket pits and the sewage lagoon. The City Council is the policy making body for the utility.

Residents haul treated well water from the washeteria and use honeybuckets or pit privies. Households are not plumbed. The school and washeteria use City water, with sewage disposal into a lagoon. A Master Plan is underway, and preliminary work has begun to upgrade the community to a flush/haul system. A new landfill and access road are under development.



General Information

The flush-haul demonstration project connected five homes and the clinic. For the most part people seem to like the system. There are problems with respect to electrical wiring at the fuel depot that make it unsafe. They are waiting for AEA to address this.

Koyukuk has a cap-match grant and they are planning to build some warm storage and fencing for their equipment. This should help with maintaining the equipment in usable repair as well as curtail vandalism. They have hired someone to begin work on scoping this out so construction can take place this summer.

Observations and Recommendations

Finances — They have succeeded in reconciling their safewater books, which is a major feat. They are still using a combination of ledgers and QuickBooks. They are starting on their budget for the new fiscal year.

Accounting Systems — The City uses the QuickBooks Program along with a manual system. They have a chart of accounts; accounts payable; accounts receivable; payroll system; cash receipt and cash disbursement system. They utilize a purchase order approval system. The monthly bank reconciliations are up to date.

Tax Problems — The City has received letters from the IRS regarding taxes, which they believe they are up to date with. The IRS has been contacted to see where the problems are.

Personnel System — The Personnel Policy is adopted. Job descriptions are in place. They now have an organization chart. They are still working on the personnel file folders.

Organizational Management — They are making regular progress on organizational management. The Council is committed to staff meetings. The City Administrator attended the “Introduction to Utility Management” class in Fairbanks in February 2002.

Operation of Utility — Both the operator and the alternate attended the OIT class. They do not have an Inventory Control nor do they have a Critical Spare Parts List. The operator now submits reports to the City Administrator on a regular basis.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes	X		
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

Anticipated Activity

- ◆ Assist the City Administrator in getting Financial Reports to the Council on a monthly basis.
- ◆ Work with the TCC/RMW to complete an Inventory Control List and Critical Spare Parts List.
- ◆ The City Administrator is on the list for QuickBooks training and for Utility Management Training.
- ◆ Get to the bottom of the IRS problem.

Kwethluk Activity Report

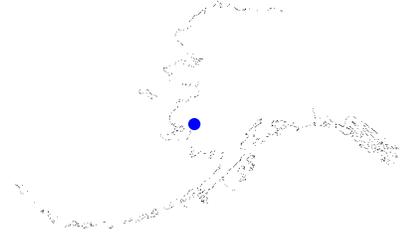
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 713

Region: Lower Kuskokwim

Local Governments: Second Class City



The City of Kwethluk operates the central watering point where residents can come and haul their own water. The City also maintains multiple watering points in the City. They also provide a honeybucket haul service to the sewage lagoon. The City Council is the policy making body for the utility.

The washeteria and water treatment plant was recently rehabilitated. The school and teachers' housing have individual systems. Honeybuckets are hauled to a sewage lagoon. Very few homes have running water or plumbing for showers, but many residents have steambaths. Planning and engineering of a piped water and sewer system is underway.



General Information

Contributions to the Kwethluk Utilities Commission (KUC) by the City and the Tribe are still not frequent. As a result the sanitation services is still in financial jeopardy. The KUC is struggling financially due to uncommitted contributions and a low collection rate because customers not paying for services. The KUC still hosts quarterly fiddle dances to raise funds for operation and maintenance. The utility organization instituted a water user rate and a modest user rate, but that is still not enough to cover the wastewater treatment expenses. This will continue to be a problem until the residential customers start paying for sanitation services.

The City recently held a joint meeting with the Tribe and KUC in order to pursue the possible takeover by the City of the operation and maintenance of the water sewer system for the community. This would alleviate the problem of uncommitted funds from the local

organizations and the low collection rate. The City will be able to subsidize the operation and maintenance costs from gaming operations.

Observations and Recommendations

Finances — The Kwethluk Utilities Commission (KUC) still holds quarterly fiddle dances to raise funds for operation and maintenance of the utility services. The two local government's monthly contribution are still not frequent. Therefore, maintaining the utility services is in financial jeopardy. The user fees still are not sufficient to cover the operation and maintenance of the sanitation services due to a low customer collection rate. To alleviate this situation, the City is planning to take over the operation and maintenance of the water sewer system.

Accounting Systems— The KUC is separate and is using a manual accounting system. They do not have a fully functioning system. The City should be able to integrate the accounting data into their own accounting system.

Tax Problems — The KUC got behind on their 941's. Apparently, they were completed and filed with IRS without payment.

Personnel System — The City is beginning to realize that utility services can do better than it is now if the City takes over management.

Organizational Management — The KUC is fairly well organized despite the low operating funds, but needs to understand the administration and management requirements to conduct business. Despite the financial discrepancies, the utility board continues actively trying to pursue a piped sewer system. The City adopted the utility rate ordinance for the sanitation services. This has yet to become a reality but the City's rates would partially meet the financial needs of the services. Even with the new rates, the KUC needs residential customers to pay their bills in order to make the system successful.

Operation of Utility — The utility now has a certified water operator. The utility continues to struggle due to financial problems.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

- Monitor the City and provide any necessary assistance during the takeover.

Marshall Activity Report

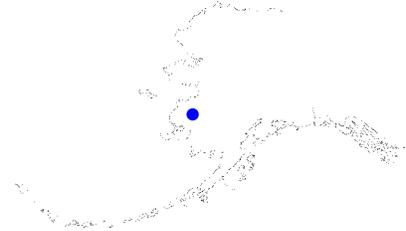
Community Overview

Lead RUBA Staff: Jimmy Smith, Anchorage Office

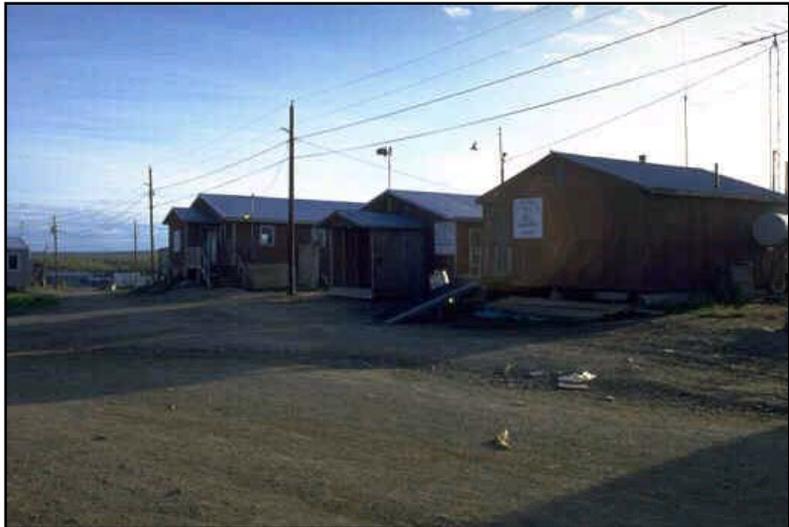
2001 Population: 349

Region: Yukon Delta

Local Governments: Second Class City



Water is derived from five wells. Two wells were completed in 1991. Approximately 70% of the City (60 homes) are served by a piped circulating water and sewer system and have full plumbing. The remainder haul water and use honeybuckets. Funds have been requested to expand to the remaining unserved 19 homes and the fish processing plant, and to replace the older portion of the system installed in the late 1970s. A new landfill and access road were completed in 1997, and the City has begun a refuse collection service.



City Hall and Post Office
(1994)

General Information

The City of Marshall became a RUBA community after signing a RUBA Assistance Agreement on January 25, 2002.

Observations and Recommendations

Finances — The Council and staff follow the approved budget. They use this as a guide for major items that need to be purchased. Also the Council gets a monthly report of the City's finances.

Accounting Systems — The staff uses the manual accounting system. They have use of a Quicken program but staff needs to be trained using the software.

Tax Problems — The Bookkeeper files the required reports on a timely basis to the appropriate agencies.

Personnel System — The City currently has a personnel policy in place, but this needs to be reviewed.

Organizational Management — The staff understand their roles, but most of the responsibilities fall under the Mayor. An organizational chart needs to be put into place for the staff and Council members to understand and use.

Operation of Utility — The staff bills the customers on a regular monthly basis's. They have trained operators in place for the Utility.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility		X	

Anticipated Activity

Based on the assessment the City staff needs more training in the use of the computers and the programs. The Water Sewer Ordinance needs to be reviewed, including the Personal Policy.

Mekoryuk Activity Report

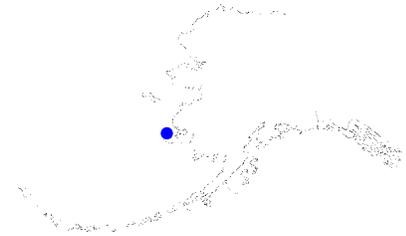
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2000 Census Population: 210

Region: Lower Kuskokwim

Local Governments: Second Class City



The City of Mekoryuk operates the central watering point for residents to haul their own water. The City also operates a honey bucket haul service to the sewage lagoon. The City Council is the policy making body for the utility.

Water is derived from a well, is treated and stored in a tank. A new flush/haul system currently serves about 90% of homes. Funds have been provided to complete the remaining homes, which use honey buckets. The school has its own well, and needs a new water treatment system. The washeteria has piped disposal to a new sewage lagoon.



Water Tank

General Information

The Bethel office is working with the City to draft a business plan for the sanitation services. This is being done to meet the funding requirement in a VSW grant.

The washeteria is operating at a level it was intended. The back-up generator needs to be repaired in case of emergency. The flush tank and haul system (FTHS) is operating with one four wheeler. They have an Argo vehicle that the Administrator had intended to be the all-season haul vehicle. They also have two snow machines which are in good working order.

Observations and Recommendations

Finances — The last financial report by the Administrator to the City Council, covered the time period June 1, 2001, to January 31, 2002. This report showed that 55% of the revenues for the City are local and the 45% are outside sources. This covered 96% of the expenditures with a 4% shortfall. The 4% represents a little over \$13,000.

From the financial reports and conversations with staff, there appears to be no cross check of how they are spending and receiving money to what has been budgeted. Despite these drawbacks, they continue to operate and keep current on bills.

Accounting Systems — The Bookkeeper is keeping up the accounting system. However, the financial reports being produced need to be improved. Currently, they are just showing year-to-date figures. Over the past several years, Bethel office staff have provided training several times along with Excel spreadsheets and memorized reports in QuickBooks that would compare monthly and year-to-date figures to budgeted amounts. The City for a month or two will complete the forms, but then reverts to the old format.

Tax Problems — The City has overpaid taxes on their IRS and DOL quarterly reports. They are current with their payroll taxes.

Personnel System — The City has one on-call Temporary Office Assistant, who works when the Administrator and/or the Bookkeeper are out of town. She is responsible for answering telephone calls and if the Administrator is in the office she will cut checks if told to, such as on payroll days when the Clerk/Bookkeeper is not available. The Administrator said that he is considering on hiring her if the current Clerk/Bookkeeper leaves the village for good.

The City still needs to revise it Personnel Policies. This has been the case for several years. In the past, lack of a good personnel policy has caused problems.

Organizational — The Council has voted out their Mayor, citing that he violated his oath of office. The Council also reduced the Administrator's working hours to five per day. The Administrator is not satisfied with the decision to cut his hours.

Operation of Utility — The washeteria has not experienced any failures to date. The Administrator has asked the operator/supervisor to repair the back-up generator for the washeteria and if he can't make the repairs to call the YKHC/RMW's for assistance. The washeteria is operating at the level it's supposed to run and the watering point is in full use by the community.

Flush tank and haul system (FTHS) operations: One four-wheel vehicle has engine problems and it will be sent in for repairs. The estimated cost for the repair might be around two thousand dollars. The FTHS has one Argo vehicle and two snow machines.

The Administrator has requested the supervisor present an inventory control list for both the FTHS and washeteria to him for office reports and records. The spare parts inventory is non-existent. The parts are either store bought or ordered when needed.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

Anticipated Activities

- Work with City Staff, VSW, and the Contract Engineer to develop a business plan for the utility. The utility has several services coming online without direct revenue streams.
- Continue to work with the staff on preparing adequate monthly financial reports.
- Begin working with the staff to prepare a FY03 Budget.

Napakiak Activity Report

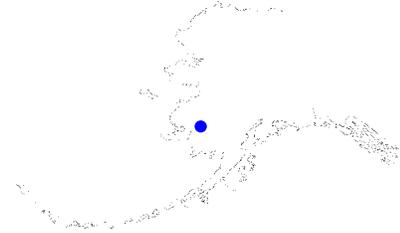
Community Overview

Lead RUBA Staff: Marita Hansen, Bethel Office

2001 Population: 353

Region: Lower Kuskokwim

Local Governments: Second Class City, Tribal Council



The Tribal Council operates the Flush Tank and Haul System (FTHS). 56 residents are using the FTHS, including sinks and low flush toilets. Water is derived from a well and is treated. The school has its own well, but needs a water treatment system. The flush haul system is being expanded to all unserved homes, and the washeteria, which is owned by the city, has been remodeled and the city office is located there.

General Information

The City continues to operate the washeteria and the Tribal Council operates the Flush Tank and Haul System. An official agreement between the two entities had never been found except for meeting minutes identifying the Tribal Council as authorized to operate the flush tank and haul system. A recommendation from the Bethel office to the Mayor was to have a joint meeting about this and develop an agreement between the two entities. The Bethel office had provided the City with a copy of the RUBA Agreement and resolution. The City has not returned the forms even if the Mayor has stated that they wanted RUBA involved with the City.

Observations and Recommendations

Finances — The City Administrator/Bookkeeper has been working to get everything caught up on the overall operation of the City.

Accounting Systems — The accounting system is being modified and updated on a daily basis. The Administrator/Bookkeeper is attempting to get all accounts up to date and is making sure all bank reconciliation are caught up.

Tax Problems — The latest report from the IRS Revenue Officer is that the City is on a repayment plan of a \$2,000 a month. Currently they are almost caught up with their back taxes. Mr. Moss, IRS Revenue Officer, has been keeping in contact with the Administrator/Bookkeeper.

Personnel System — There is no personnel system in place. Currently there are only two administrative staff members working in the office; the Administrator/Bookkeeper and

the Bingo Director. the Administrator/Bookkeeper has been training the Bingo Director on the bingo account and reporting.

Organizational Management — Deanna Paul, Administrator/Bookkeeper, and Nellie McMillian, Bingo Director, are the administrative staff working at the city. As of the last week of March, Ms. Paul has not been in the office due to a sick child who is in the Alaska Native Medical Center in Anchorage.

The Administrator and Bingo Director attended the year end tax workshop sponsored by DCBD Bethel Regional Office staff at Bethel on January 22-24, 2002.

Leadership/Governance — The Council has their regular meetings as well as joint meeting when necessary.

Operation of Washeteria — The Bethel office has not received any monthly financial reports to date. However, the washeteria is still in operation and being monitored by the administrative staff.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activities:

- Conduct a complete assessment of the City and its operation.
- Provide training in administrative and financial management to staff once they are hired.
- Review or develop an ordinance for the operation and maintenance of the washeteria.
- Assist in developing a chart of accounts.
- Re-contact the tribal entity to see if they require our services.

Napaskiak Activity Report

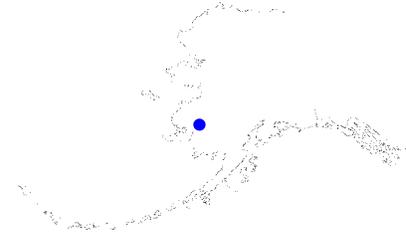
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 390

Region: Lower Kuskokwim

Local Governments: Second Class City, Village Council



The Village Council in Napaskiak maintains a central watering point for the residents to haul water to their residences and operates multiple other watering points. The Village Council also operates the honeybucket haul service to the sewage lagoon and provides for honeybucket pits. The Village Council operates the utility under a Memorandum of Agreement with the City and is the policy making body for the utility.

Residents haul treated water from one of two watering points. They occasionally experience water shortages. Some homes have tanks with running water for the kitchen, but very few have complete plumbing.

Honeybuckets are disposed of by residents in bunkers at various locations. Sewage is then pumped from the bunkers and transported to the sewage lagoon. The school has its own well, but needs a new water treatment system. After a successful flush haul demonstration project, an additional fifteen units are currently under construction. These are slated to get done by April 2002.



General Information

The flush haul demonstration project is operating very well since its inception. A rate analysis was completed with the six units and future additions considered. With the additional units in construction, the Tribe will be ready to institute any new user rates for sanitation services. The community received an additional fifteen (15) units last summer and they should be installed by April 2002. The Tribe has adopted the utility rate analysis, with additional units in consideration. This will not be implemented until the project is complete. The Utility Master Plan was reviewed and is the model plan for implementation of the capital

projects for the community. The Tribe is currently working with the City to renewing the Memorandum of Agreement.

The City recently hired a new City Clerk and Assistant, both do not have any accounting experience. The newly hired staff were trained on payroll & payroll taxes and how to complete year end tax requirements. Both need training on quarterly tax reporting requirements.

Observations and Recommendations

Finances — A rate study was completed for the community. The rate study looked at what will need to be charged as the additional units are added. The rate study suggested a rate of \$35 per month. This was felt to be too high and the Council recommended a user rate of \$20/month with the rest being made up from local subsidy. RUBA staff worked with the Administrator to look at the availability of local subsidies. The Tribal organization looked at this information and instituted a user fee of \$25 per month for the residential customers. This rate applies for both flush tank and haul system (FTHS) customers and bunker haul users. Currently the collection rate is 95% for both user groups

The Council also looked at revised user fees for the additional flush haul units installed, but will not implement the new rates until the planned units are installed. Gaming operations is used to provide the local subsidy for the utility. It is expected that as more units are built, the utility will become self-sufficient.

Accounting Systems — The Utility uses Cougar Mountain accounting software. They have no problems inputting data into the system. They do need additional training in payroll records and reporting.

Tax Problems — There are current with their tax liabilities.

Personnel System — The assistant Tribal Council Administrator was delegated to coordinating the new flush tank and haul system. The City hired two new staff that need training on how to administer and manage a non-profit organization. The Tribal organization was notified and is willing to provide any necessary training for the two City employees.

Organizational Management — The Tribal Council is very well organized. They do need to finalize the MOA with the City that transfers management authority of the sanitation system to the Tribal Council. While the Tribe's management of the utility is not an issue, the Tribe would also like to take over most, if not all, the operations of the City. This is still being negotiated.

Operation of Utility — The community is constructing additional fifteen units, slated to be done by April 2002.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility		X	

Anticipated Activity

- Train the new City Clerk on Quarterly Tax Liabilities

Nightmute Activity Report

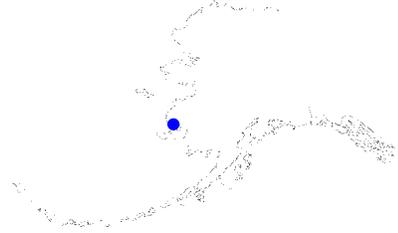
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 208

Region: Lower Kuskokwim

Local Governments: Second Class City



The school in Nightmute provides a central watering point for residents to haul their own water. The City of Nightmute provides a honeybucket haul service and the City Council is the policy making body for the utility.

A flush/haul system was recently completed for 21 homes, and additional units are being added in 1999 and 2000. Water delivery and waste tank pumping services are available. Unserved residents haul water and honeybuckets. The community has a new watering point at the school. School wastes discharge to the City sewage lagoon. A washeteria is not available. The Nightmute Power Plant was acquired by AVEC in March 1998.

The school in Nightmute provides a central watering point for residents to haul their own water. The City of Nightmute provides a honeybucket haul service and the City Council is the policy making body for the utility.

A flush/haul system was recently completed for 21 homes, and additional units are being added in 1999 and 2000. Water delivery and waste tank pumping services are available. Unserved residents haul water and honeybuckets. The community has a new watering point at the school. School wastes discharge to the City sewage lagoon. A washeteria is not available. The Nightmute Power Plant was acquired by AVEC in March 1998.

General Information

The Bookkeeper for the City of Nightmute quit her position as of the end of March, due to health reasons. She and the Administrator complimented each other well. Now that she's no longer working for the City, the financial management section is hurting. However, the Utility is operational and is still providing efficient service to the customers.

When the Administrator and the President of the Village Council came to town, they were asked about when they wanted to set a meeting to discuss the City dissolution process. They said that they did not really want to dissolve the City but wanted the public informed about the process.

Observations and Recommendations

Finances — The Bethel office has not received any financial reports from the City since the Bookkeeper quit. A position opening notice has been posted in the community.

Accounting Systems — The accounting system is suffering because the Bookkeeper quit and the City can't find a competent replacement. However, the Administrator has been doing the payroll and payroll deductions.

Tax Problems — The City office has been keeping current with their taxes despite the lack of a full time Bookkeeper. The Administrator is having the bingo bookkeeper do the quarterly reports. Cross training amongst the office employees is helpful, but they do need to hire a full time, permanent Bookkeeper.

Personnel System — The Administrator said the three-month probationary period before being elevated to the higher pay scale is a problem for some people. The starting pay is 65% to 70% of the regular pay. A prospect had applied for the position of the bookkeeper but declined after hearing of the probationary period pay scale.

Organizational Management — The Council and especially the Mayor helps in hiring procedures by informing the applicants of what is expected in the positions.

Operation of Utility — The Administrator has been ordering extra pumps for customer flush tank units. He then resells them to the customers that need them at the cost of the purchase and freight cost.

Billing and collection problems with one of the commercial customers developed over a misunderstanding of where the bills should be sent. The Administrator had been sending the bills directly to the teachers and the teachers in turn gave them to the Principal of the school. This caused non-payment of the bills and the City Administrator in turn refused service to the teachers until the bills had been paid. Next quarter the bills will be sent directly to the school district here in Bethel and hopefully this will clear things up for the Nightmute Utility office billing and collections.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility		X	

Anticipated Activities

- Ensure that the utility is operating for the benefit of the City and community and that they hire a qualified water operator.
- Ensure that the loan agreement with the corporation is fully implemented and in place and not jeopardizing

Nondalton Activity Report

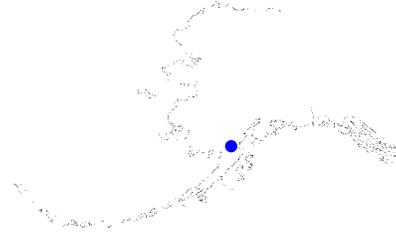
Community Overview

Lead RUBA Staff: Roxanne Auge, Anchorage Office

2001 Population: 221

Region: Cook Inlet

Local Governments: Second Class City



The City of Nondalton operates the piped water and sewer system and provides a central watering point for residents to haul their own water. The City Council is the policy making body for the utility.

An infiltration gallery at Six Mile Lake supplies the community with treated water. There are 88,000 gallons of storage capacity. 70 residences are connected to the piped water and sewer system and are plumbed. Funds have been requested to extend the system to 11 newly-constructed homes, and to make system improvements -- demand has doubled over the past 12 years. Refuse collection is not provided.

A new 60-acre landfill and incinerator are planned, following construction of the Iliamna-Nondalton road and bridge in 2003. The INN Electric Cooperative owns a diesel plant in Newhalen and 50 miles of distribution line to connect Iliamna, Newhalen and Nondalton. The Tazimina Hydroelectric Project has recently been completed, and powers the three communities.



General Information

The situation in Nondalton has not improved. Management in the City appears to continue to be dysfunctional.

In early January, Roxanne Auge, DCED staff, called the City to find out how their December 27, 2001, special election went. Roxanne spoke with the maintenance man who was repairing a broken water pipe and left a message for the Clerk to call.

On January 7, Roxanne received a call from the City Clerk wanting information on how to prepare the ballot for the run-off election. The Clerk had 3 people listed. Roxanne explained that only two could run and since there was a tie between the two second-highest vote getters, they would have to toss a coin or draw straws to see who would be on the ballot in the run-off election. According to the Clerk, the Mayor had told her to prepare the ballot and post notice

it with 3 names - the election was to be held January 8. The City Clerk was told to inform the Council.

In early March, a copy of a letter notifying the City that they were not eligible to participate in the FY03 State Revenue Sharing was faxed to a Council member. The City wasn't eligible because they hadn't submitted an application

In late March, DCED became aware that electric service to the City was about to be disconnected because the City had not paid its bill for a substantial period. It is likely that this will occur, as the City does not have any cash on hand, and many, many creditors.

Observations and Recommendations

Finances — There has been little contact with the City during the quarter. The IRS issues have not been resolved. It appears that the Council still does not receive monthly financial reports.

Accounting Systems — The City uses a NEBS cash receipts system but has apparently not been using the Excel reports set up by RUBA staff.

Payroll Taxes — Previous IRS reports indicated the City owed \$78,103 to the IRS plus an undetermined amount for the 2nd, 3rd, and 4th quarters of 2000 and the 1st quarter of 2001. It is not clear if this figure includes penalties and interest and attempts to contact the IRS to confirm this have not been successful. The City was audited by the State Department of Labor (DOL) in the 4th quarter of 2001 and according to DOL staff, they owed about \$4,000 in ESC payments including penalties and interest of between \$600-\$800. It does not appear that any action has been taken to work on repayment of these debts.

Personnel System — The Mayor is a paid position, responsible for administering City business and supervising and directing the work of City staff. Because of problems with accountability and applying personnel rules to an elected official, RUBA staff had previously recommended to the Council that they amend their ordinance to change this practice. RUBA staff had previously provided a sample ordinance to accomplish this but, as far as Roxanne knows, it was not introduced or adopted.

Organizational Management — The City needs to consistently use parliamentary procedure at all meetings to help direct the flow of discussion and ensure clarity regarding decisions. There continues to be communication problems between the Mayor and some of the Council and there does not appear to be any significant change this quarter in how the City does business.

Operation of Utility — No news has been heard regarding the status of the notice of violation of Alaska drinking water regulations and threat of legal action from DEC for failure to have the water sampled and tested. Likewise, no news on the Notice and Order to Respond from EPA regarding a proceeding to assess an administrative penalty under the Federal Clean Water Act.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

- Until the City takes steps to correct some of it's numerous deficiencies, and show that it is interested in affecting change, RUBA activity will be halted.

Northway Activity Report

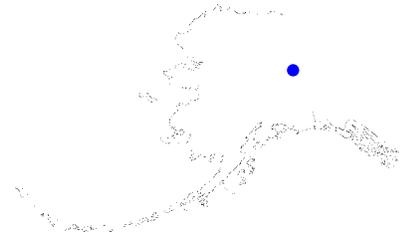
Community Overview

Lead RUBA Staff: Greg Gould, Fairbanks Office

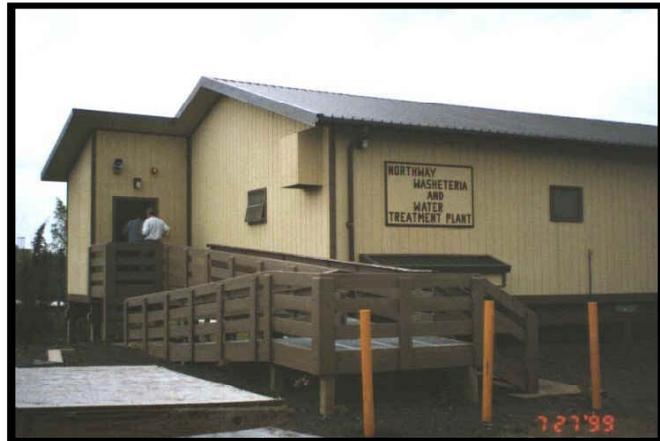
2000 Census Population: 274 (Northway, Northway Village, Northway Junction)

Region: Interior

Local Governments: Village Council



There is a central watering point for the residents to haul their own water. The Northway Village Council operates the washeteria. Over half of households are not plumbed. Due to high groundwater and deep permafrost, individual water wells and septic systems often freeze. A flush/haul system is currently under construction for 100 area homes. The Northway Village Council operates the local washeteria. The landfill is not permitted.



General Information

There hasn't been any RUBA activity in Northway again this quarter. The new Tribal Administrator is continuing her efforts to organize the office and straighten out the bookkeeping system. The Tribe has an alternate driver for the water haul system to relieve the single operator / manager.

Observations and Recommendations

Finances — The Tribal Council has not made an effort to correct the problems outlined in the last audit; they have not paid the auditing company and have made no steps in getting another audit for FY01.

Accounting Systems — The village has used QuickBooks before but it is unknown if they are still using the program for their accounting.

Tax Problems — Unknown at this time.

Personnel System — It is unknown whether or not the new Tribal Administrator has followed any personnel policies. A new Tribal Council member attended and participated in the Personnel Utility Management workshop held in September 2001. They do not have an Organizational Chart.

Organizational Management — The Tribal members know they own and operate the utility system. They meet as required but do not follow the guidelines established in their constitution and by-laws. They have established policies and guidelines for the operation of the utility system.

Operation of Utility — The Utility continues to operate due to the excellent operator who is Operator in Training (OIT) certified. There is now a driver for the water haul system. They do not have an Inventory Control List or a Critical Spare Parts List. The preventative maintenance plan was completed but before it was approved they requested it be split into two plans, one for water and one for sewer. The TCC RMW's are currently in the process of developing those two plans. They did not complete a Consumer Confidence Report this year.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

No activity is planned until they comply with their RUBA Agreement. The Tribal Administrator did **not** attend the Introduction to Utility Management course in February. RUBA staff has taken a few phone calls from concerned community members about hiring practices within the village.

Nunapitchuk Activity Report

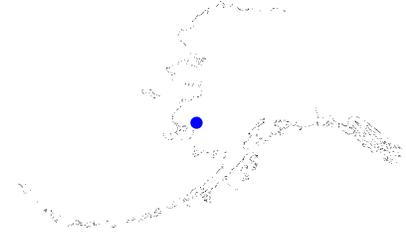
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 466

Region: Lower Kuskokwim

Local Governments: Second Class City, Village Council



The City of Nunapitchuk and the Village Council jointly operate the central watering point and provide a water truck delivery service. The City operates the washeteria and provides a honeybucket haul service.

Well water is treated and supplied from a central tap year round. Fifteen additional flush/haul units are currently under construction and are slated to complete by February 2002. Remaining households not in the flush haul system, haul their own water and honeybuckets. Sewage containers are located throughout the City, and are emptied into one of two new sewage lagoons (one on each side of the River). The City provides piped water to the school. Teacher's housing, located in the old school, has an independent water and sewer system that needs improvements.



General Information

Boardwalk construction throughout the community with access to homes is still ongoing. The primary purpose of the boardwalks are to provide water/sewer haul vehicles access to every house for utility services. Currently, there are 29 flush haul units in operation and 15 units are currently under construction. Originally, 42 flush haul units were slated for construction, but only 15 units are being constructed. They started carpentry on 25 units, but have concentrated on the 15 units. The Lower Kuskokwim School District (LKSD) and Nunapitchuk are still considering whether to close the BIA compound well and water treatment plant and connect it via the school. The water plant renovation has been completed. The community is still planning to construct a second water plant in another part of the main community, after a feasibility study is completed. The new lagoon construction is complete, but before the old lagoon can be closed, it needs more fill. The new utility service rates are in effect.

Another grant is available for 40 more units in the future. This will give an opportunity to those residents on the container haul system to transfer to the new flush tank and haul system units.

Observations and Recommendations

Finances — Finances are still stable this quarter, but they do not cover the true cost of providing services. The City developed a budget using the new additional units.

Accounting Systems — The accounting system is primarily managed through Excel spreadsheets. The organization purchased QuickBooks Pro financial software and is now planning to convert the accounting system to it.

Tax Problems — They continue to be current with their tax liabilities.

Personnel System — The City hired a Utility Bookkeeper for the sanitation services. The City has a new Mayor and is proactive on all aspects of the administration of the organization.

Organizational Management — The City Council still needs to decide whether they want to hire a City Manager and/or a Utility Manager. It has been recommended to the Council that a full time City Administrator, and/or a Utility Manager be hired. With the current sanitation services, container haul and flush haul, they need a utility manager who would monitor and coordinate the water sewer services. The governing body is proactive in all aspects of the city planning process.

Operation of Utility — The community is planning to construct a second water treatment plant in the part of the community that is on the other side of the river. A new rate analysis will be required after the additional fifteen units are installed.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

- Provide the necessary training to the new Utility Bookkeeper.

Port Alexander Activity Report

Community Overview

Lead RUBA Staff: Gina Shirey, Juneau Office

2001 Population: 81

Region: Southeast

Local Governments: Second Class City



The City of Port Alexander operates a piped water system. The City Council is the policy making body for the utility.

Water is derived from Dirty Dick Dam and is treated, stored in a tank and piped to 51 households. A new water filtration system is needed. One home uses a rain catchment system. Homes use individual septic tanks, haul honeybuckets, or use outhouses for sewage disposal. There is no central electrical generation or refuse disposal service. Aluminum is shipped to Sitka for recycling. Funds have been requested to electrify the community. A number of homes in Port Alexander are used only seasonally.

The City is concerned that they came up short on money complete their water plant upgrade. They were unable to complete the new contact chamber and chlorination system. The old chlorination system is out of compliance with EPA.



General Information

The City requested that the Juneau Office update the rate study that was done several years ago. A copy of the previous study was located and the Juneau Office hopes to begin updating those figures this Spring.

Observations and Recommendations

Finances — They appear to be in good shape. A realistic budget was adopted and monthly financial and manager’s reports are prepared.

Accounting Systems — The City ordered a copy of QuickBooks 2002 with tax disk updates. They talked to Intuit in late March and the program was being shipped out to them.

Tax Problems — There appears to be no tax problems.

Personnel System — There appears to be no personnel problems. The City has a personnel policy and all positions have a job description.

Organizational Management — There appears to be no organizational management problems. The policy making body meets as required and is active in making utility policy.

Operation of Utility — There appears to be no problem with the operation of the utility.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System		X	
Organizational Management		X	
Operation of Utility		X	

Anticipated Activity

The Juneau Office anticipates updating a previous rate study with more current figures.

Scammon Bay Activity Report

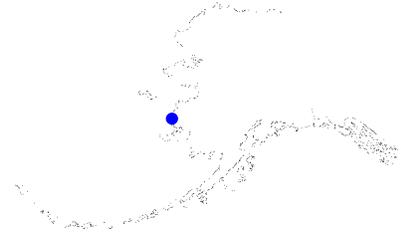
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 465

Region: Lower Yukon

Local Governments: Second Class City, Tribal Council



The City operates the piped water and sewer system. Water is derived from an infiltration gallery located on a small stream south of the City, is treated and stored in a 100,000-gal. tank. The City Council is the policy making body for the utility.

Nearly all homes and the school are connected to the piped water and sewer system and are plumbed. Only a few residents use honeybuckets, typically due to frozen pipe damage. There is no washeteria. A new landfill and access road were recently completed, but funds are needed for equipment. AVEC and the City are interested in developing a small hydroelectric plant.



Community Hall (1994)

General Information

The City's piped water and sewer system is still a problem. There are a couple of breaks in the line and these won't be resolved until the ground thaws and they can dig out the problem pipes and work on them. The water treatment plant's boiler renovations are still ongoing, the boiler project foreman is in another village, so the boiler renovation is on hold until he comes back.

Observations and Recommendations

Finances — The City needs to have better financial report format, where the budget for the fiscal year is shown. The utility is still operating at a loss and is being subsidized through the general fund. The revenue sometimes covers about 40% of the utility payroll.

Accounting Systems — The Manager is thinking about having the Bookkeeper also produce manual cash disbursement journals in tandem with the computer accounting. They do have manual cash receipts journal in place.

Tax Problems — They are current with their tax reports.

Personnel System — The Clerk will be released from her duties on April 4th, due to expiration of contract funding. The Manager will request more finding so they can hire her back. She had been doing clerical duties delegated by the Manager.

Organizational Management — The City Council, who are also the policy making board, meet at least once a month. All City positions are filled with qualified staff, except for the substitute water operator, and the Manager said they are planning to send him to training to get OIT certified.

Operation of Utility — The water treatment plant boiler and the broken pipes continue to be a problem for the utility. The boiler renovation hasn't been completed yet and the broken lines can only be addressed when the weather warms up and the ground thaws enough to start digging out the problem areas.

At least half of the homes have functioning waterlines and the other half have frozen waterlines. The Manager said that the public meeting to educate the customers about paying their water and sewer bills hasn't helped the least bit in increasing the collection rate.

There have been no status reports to the manager or the city council by the water operator, but the manager said that he has the forms for him to fill out the reports.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems		X	
Payroll Taxes		X	
Personnel System		X	
Organizational Management	X		
Operation of Utility	X		

Anticipated Activities

- Work with the Bookkeeper on creating a monthly financial report format.

Shishmaref Activity Report

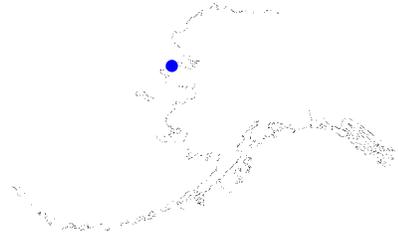
Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2001 Population: 562

Region: Bering Straits

Local Governments: Second Class City



The City of Shishmaref operates a central watering point, a water truck delivery service, multiple watering points and the washeteria. They also provide a honeybucket haul service. The City Council is the policy making board for the utility.

Water is derived from a surface source, is treated and stored in a new tank. Shishmaref is undergoing major improvements, with the construction of a flush/haul system and household plumbing. 19 HUD homes have been completed, and 71 homes remain. The new system provides water delivery, but the unserved homes continue to haul water. The City hauls Honeybuckets and the new flush tanks. The school, clinic, Friendship Center, City Hall and fire hall are connected to a sewage lagoon. A new landfill is planned for the City; an access road is under construction.



General Information

The Mayor told the City Clerk that the City could not afford to keep laying off employees and that the washeteria hours needed to be brought back to the original hours. The washeteria attendants work hours were brought back up to 12 hours a day (6 hours a day for each attendant). The tax liabilities had been brought down to about \$14,000 for the quarter ending 12/31/01 from the usual \$18,000-20,000. The Jan-Feb-March 2002 quarter's tax liabilities have jumped back up to the old level.

Observations and Recommendations

Finances — RUBA staff had advised the City to use the \$68,000 from the State Revenue Sharing Program to pay off part of the debts owed to creditors. RUBA staff worked with the City to pass the resolutions and completed the FY02 budget (in January 2001). About 5 months ago, RUBA staff compiled a list of debts owed and came up with about \$160,000 owed to vendors. The City was able to pay off about \$22,000 owed to a fuel delivery company. The list was shown to the City Council so that they could take action. Currently the Council is not making any effort to pay off the debts.

Accounting Systems — The City Clerk hired a CPA to partially train her with QuickBooks Pro 99. She is now using parts of the software program (mainly the bank accounts).

Tax Problems — The City is not depositing payroll taxes as recommended by RUBA staff. RUBA staff had recommended that the Clerk make a tax deposit right after payroll so that tax liabilities could be controlled. This has not been done.

Personnel System — The City Clerk needs to improve her attitude toward her fellow workers and the public. She has gotten into trouble a couple of times and almost to the point of quitting. She is also having to constantly fight some community members trying to make her quit since she is considered an "outsider." She can do well if she changes her attitude. The Utility Clerk resigned abruptly without giving a reason in late March. It may be due to conflicts with the City Clerk.

Organizational Management — The Utility Clerk resigned and the Council is now advertising for another hire. She was doing well and the customers seemed to like her friendly attitude.

Operation of Utility — The Utility does not have inventory lists or good preventative maintenance plans.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

RUBA staff does not expect to make any further trips to the community until recommendations by RUBA to the Council are taken seriously.

Shungnak Activity Report

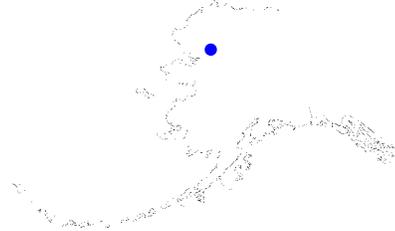
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 256

Region: Northwest Arctic

Local Governments: Second Class City



The City of Shungnak operates the piped water and sewer system. The City Council is the policy making board for the utility.

The water infiltration gallery was destroyed by ice several years ago, and needs replacement. A reservoir is intermittently filled from the Kobuk River — a portable pump fills a 200,000-gallon steel storage tank through 1,110' of buried arctic pipe. Groundwater wells have proven unsuccessful. Piped water and sewer are provided to 53 homes (those at the top of the bluff,) the clinic, school and community building. Shungnak has a 6-inch buried gravity sewage main, which drains into a small diked lake one-half mile northwest of the City. The main, lift station and manholes need replacement. The effluent is chlorinated before discharge. A new landfill has recently been completed.



General Information

In January, Margaret Hansen, Kotzebue office staff, provided telephone and fax assistance to the Administrator on a letter to the IRA to try and collect for past office and fuel truck rent.

In February, Margaret reviewed the Administrator's financial report and discussed the need to increase their water/sewer rates. The Administrator said she would present the recommendation to the Council.

In March, Margaret provided phone and fax assistance on personnel policies disciplinary action for the water/sewer operator.

Observations and Recommendations

Finances — The City has paid off their IRS debt but will have a very tight budget this year. Margaret reminded them that they need to follow through with the second increase in water/sewer rates established in January 2002.

Accounting Systems — The City is doing very well with all the journals, reconciling and filing.

Tax Problems — No tax problems.

Personnel System — During the next trip, Margaret and the Administrator will be able to concentrate on updating the City's policies now that they have paid off their IRS debt.

Organizational Management — During the personnel policy review and training we will update their organizational chart. Everyone knows and understands the current organizational structure.

Operation of Utility — They have a fully certified water/plant operator with two alternates being trained currently. However, they are still working on compliance issues.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

Anticipated Activity

Margaret once again was not able to travel to Shungnak this quarter but definitely will sometime during the next quarter (April - May - June 2002) to meet with the Council on alternate operator training issues, compliance issues and water/sewer replacement costs account.

Stebbins Activity Report

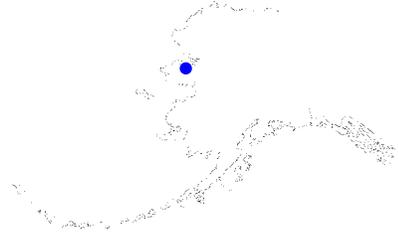
Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2001 Population: 547

Region: Bering Straits

Local Governments: Second Class City



The City of Stebbins operates the washeteria and a central watering point where residents can come and haul their own water. The City also provides a honeybucket haul service. The City Council is the policy making board for the utility.

Major improvements are under construction to enable a piped water and vacuum sewer system, with household plumbing. Residents currently haul water and deposit honeybuckets in bunkers. Water is derived during the summer from Big Clear Creek, is treated and stored in a 1,000,000-gallon steel water tank. In the summer there are several watering points in the village, distributed from the tank via plastic pipelines. A reservoir at Clear Lake and a new water storage tank are under construction to alleviate winter water shortages. DEC has approved the landfill for use, although it is not permitted. Refuse is collected by the City from central bins.

General Information

The washeteria, including the clinic and apartment, burned down and are considered a total loss for the City. The washeteria was a major money-making enterprise for the City. The City, with the assistance of the Norton Sound Health Corporation's Office of Environmental Health, applied for a Denali Commission grant to build another washeteria. The competitive grant reviews will be made sometime in April and if awarded, the washeteria will be built in the summer of 2002.

The City of Stebbins was selected to have two City officials trained with QuickBooks Pro. The initial training will be in Anchorage in April and follow up trips and on-site training will be made by Mikunda & Cottrell, Inc.

Observations and Recommendations

Finances — The washeteria loss has resulted in a significant financial loss to the City. This enterprise was well-used by the community. A temporary washeteria was opened in the school and some customers have been going to St. Michael to do their laundry.

Accounting Systems — The City Administrator and City Clerk are looking forward to the initial QuickBooks Pro training in Anchorage in April.

Tax Problems — The City is keeping current with paying its taxes.

Personnel System — The City Clerk has more experience with computers than the City Administrator. I'm hoping that both of them will fully learn to use QuickBooks Pro to the city's advantage.

Organizational Management — The washeteria enterprise was being managed well and made a substantial financial contribution to the City. It is hoped that when a new washeteria is built the good management practices will start up again.

Operation of Utility — The temporary washeteria is barely eking by. The residents demands are not being met by the temporary washeteria and some customers are going to St. Michael to do their laundry. This is a big revenue loss to the City.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System		X	
Organizational Management		X	
Operation of Utility		X	

Anticipated Activity

The City Administrator and Clerk will be going to Anchorage to attend QuickBooks Pro training in April. A follow-up set-up and training will be made on April 15-19. After that, two more on-site training will be made by Mikunday & Cottrell.

Tanana (Too'gha) Activity Report

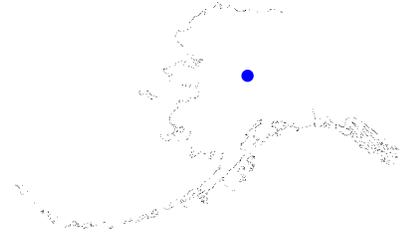
Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 308

Region: Interior

Local Governments: First Class City



Water and sewer utilities are operated by Too'gha, Inc., a non-profit. Water is derived from three wells near the Yukon River, and four watering points are available. In 1970, 55 individual wells were drilled, but due to permafrost and poor water quality, the project essentially failed. Nearly all residents now haul their own water from the washeteria and use privies and honeybuckets. In 1976, a piped water and sewer system was constructed to serve the school, teacher's quarters, clinic, senior center, and IRA Council building. Funds have been provided to overhaul portions of the City's piped systems. A new washeteria and water treatment plant were recently completed. Construction has begun to replace the failing pipes in 40 homes downtown. The landfill uses an incinerator, and provides recycling services.



General Information

The grant they were expecting to get did not occur. However, Too'gha opened their new facility on February 20th. Eileen assisted in getting new office equipment ordered by getting price quotes and necessary equipment information. Then submitted the information to VSW prior to the open house. As with all new buildings they are experiencing problems and addressing them as they develop.

Observations and Recommendations

Finances — With the opening of the new washeteria, board members are aware that more people are using the facility. However no one has seen any financial reports.

Accounting Systems — No reports have been received since May. Too'gha uses the Quick Books program for record keeping. They have a chart of accounts; accounts

receivable/payable; payroll system; cash receipts and disbursements system; do monthly bank reconciliations; and use a purchase order system.

Tax Problems — All tax reports and payments have been filed and are on schedule.

Personnel System — Too’gha has two operators; one works very few hours and the other is putting in a lot of hours working out the kinks in the new system. The Utility Manager is hardly ever at work due to illness. Too’gha has an adopted personnel policy; written job descriptions, written hiring policy; and maintains personnel files on all employees. They do not have a written Organizational Chart nor do they have a personnel evaluation process.

Organizational Management — The community of Tanana knows that Too’gha owns the community utility system. The Board meets on a monthly basis and complies with the Open Meetings Act. The Board is very active in policy making, setting rates, passing budgets timely, adopting policies, implementing plans and considers other matters brought before them. They operate with qualified staff and ensure that they get staff the training they need.

Operation of Utility — With the opening of the new facility they are working out the kinks. Both operators are certified. The operator provides status reports to the Manager on a routine basis. They do not have an inventory control list nor do they have a critical spare parts list.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

Anticipated Activity

- ◆ Work with TCC/OEH in getting the Inventory Control and Spare Parts lists compiled.
- ◆ Work with the Board in getting reports done and work with the Manager or someone in the office to do the companies business.

Tuluksak Activity Report

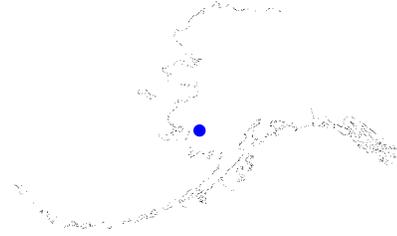
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 428

Region: Lower Kuskokwim

Local Governments: Village Council



The Village Council operates the washeteria and the central watering point. The Village Council is the policy making board for the utility.

Only one watering point, with storage capacity of less than 7,000 gallons, serves the entire community, washeteria, clinic, and school. Residents haul honey-buckets to fifteen bins located sparingly throughout the community. A feasibility study was completed to implement a piped water and sewer system in the future. A larger water storage tank, water system improvements are the community's priority.

General Information

The accounting system is still computerized through Mind Your Own Business (MYOB) financial software. The Council is not using the software for doing payroll and payroll taxes. The Tribal organization, with new Council members, met with IRS to negotiate their 1993 to 1996 past tax liabilities. They had previously submitted an offer, but did not use the correct forms. It will most likely take the IRS several months to process the offer.

With the reduction of the container haul system rate, the collection rate improved considerably. The Tribal organization is still negotiating with Yupiit School District for the possible take-over of the well/washeteria operation and maintenance.

Observations and Recommendations

Finances — Despite RUBA staff's recommendations to increase user rates, the user fees are still the same and are still not covering the expenses incurred by the sanitation services, but the collection rate has improved considerably. The difference is subsidized through gaming operations.

Accounting Systems — The accounting system, now run by the Tribe, is computerized. The financial software is capable of producing monthly financial reports, separated according to job units, and record payroll records/journals. With this capability, the Tribe will soon do their own accounting activities.

Tax Problems — They are current with their tax liabilities and are still negotiating with IRS on the past tax liabilities. The Tribe, with new Council members, met with the IRS to

initially get the negotiation in process. The Tribe submitted the required revised forms, so now, it is up to IRS to make a decision as to the situation.

Personnel System — The Tribal Organization hired a finance clerk who is currently being trained on the accounting functions.

Organizational Management — The capital projects are now underway in accordance with their five year infrastructure plan. The Council met with the Moravian Parsonage and is still waiting for them to transfer the land to the Tribal Council. The Tribal organization is still looking into whether taking over the water treatment plant operations is a good idea.

Operation of Utility — The user fee of \$30 was reduced to \$20, but this raised the collection rate to 75 percent. The Tribal organization is still looking into whether they should initiate a water rate at the watering point.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems		X	
Payroll Taxes	X		
Personnel System		X	
Organizational Management		X	
Operation of Utility	X		

Anticipated Activity

Monitor the negotiation with IRS on their past tax liabilities.

Tuntutuliak Activity Report

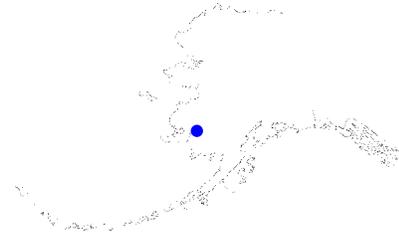
Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2001 Population: 370

Region: Lower Kuskokwim

Local Governments: Traditional Council



Tuntutuliak Community Services Association (Utility Organization) operates the washeteria, flush haul system, landfill/lagoon site, garbage collection service, and the central watering point.

A flush/haul system was completed for 31 homes in 1997, including bathroom plumbing. Construction continues for the remaining 30 homes, who currently use honeybuckets. The Tuntutuliak Community Service Association (TCSA), a non-profit arm of the Village Council, operates the utilities. A new landfill, sewage lagoon, and a 4-mile sanitation boardwalk were recently completed. The school has its own well and sewage lagoon; design of a new water treatment system and lagoon is underway.

General Information

The Utility Bookkeeper took an eight week maternity leave, leaving the Utility Clerk to do the accounting for the utility. Once the Utility Bookkeeper came back, the Utility Clerk took her maternity leave in March and April 2002. Both water plant operators, primary and alternate, are now OIT/Water Distribution certified. As a result they got an FY02 funding award from VSW, amounting to 1.4 million dollars, with the construction projected for FY03. Fourteen additional remaining flush haul units will be installed to complete the system.

CE2 Engineering, a consultant firm, conducted a feasibility study to determine if the school should be connected to the community's flush tank and haul system. The firm recommended the school construct a 1,200 gallon septic tank that would be emptied four times for a single service charge. The idea is realistic, but with the amount and size of equipment on hand, they would need new equipment to meet the schools disposal requirement.

Each service unit (water treatment plant – washeteria – flush haul system – garbage services – electrical generators) all have the required operators and are operating as expected. Recently, an alternate water operator was sent to the OIT/Water Distribution training in Bethel and passed the required certification tests. Garbage service recently raised the user fee, from \$0.50 a bag to \$10 per month, to hopefully meet the operation and maintenance expenses. Each service unit has completed a rate analysis for residential user fees. The rate analysis can be referred to when the service unit is not paying for itself.

Observations and Recommendations

Finances — The finances are still stable through user fees. They have a reserve account for any unexpected emergency.

Accounting Systems — The accounting is managed manually and information is still being inserted as data on an Excel spreadsheet. The organization fell slightly behind in producing monthly financial reports. The organization is working with Precision Power in computerizing their accounting system to QuickBooks Pro.

Tax Problems — They are current with their tax liabilities.

Personnel System — Precision Power will provide the technical assistance in computing the Power Cost Equalization (PCE) rate for the customers. The utility organization hired an alternate water operator, and he was sent to the OIT/Water Distribution training.

Organizational Management — The organization is very well organized in accordance with standard operating procedures.

Operation of Utility — The sanitation services are well organized and are meeting the sanitation requirements of the community. The organization has a preventative maintenance schedule and is still sending the required water samples on time to the regional health organization.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems	X		
Payroll Taxes	X		
Personnel System		X	
Organizational Management		X	
Operation of Utility		X	

Anticipated Activity

Monitor Precision Power when they install QuickBooks Pro.

Tununak Activity Report

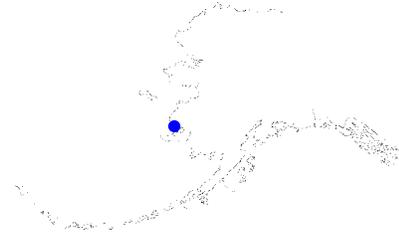
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 325

Region: Yukon-Kuskokwim Delta

Local Governments: Traditional Council & IRA Council



The Village Council operates the washeteria, central watering point for residents to haul their own water, and multiple watering points. They also provide a honeybucket haul service. The Village Council is the policy making board for the utility.

Water is derived from Muskox Creek. A flush/haul system began construction in 1992. Only five homes are currently served, and 30 additional units are in construction. 40 additional household units will need to be installed. Most residents currently haul water and honeybuckets, and rely on the washeteria for laundry and bathing. 5% of households use individual septic systems. The landfill needs to be upgraded.

General Information

The Village Council administration is keeping current with their payroll taxes. An assistant Bookkeeper was hired the first week of February 2002. He is delegated to work with the Bookkeeper and is learning on the job. He has not worked on or been taught the Utility bookkeeping system. Overall the utility continues to function to provide services to the community. The Administrator will resign in April 2002. He has done all he can do to bring the Utility out of debt and solve tax problems associated with the back taxes.

Observations and Recommendations

Finances — No budget or monthly financial reports have ever been received from this organization. The Administrator said that he still has the monthly financial report format given to them by the Bethel office but is not using it.

Accounting Systems — The financial record keeping system is still functional.

Tax Problems — There has been no change concerning their back tax problem. However, they are keeping current with their present taxes. The Council is delaying signing the IRS Offer in Compromise for the back taxes and while they are delaying the interest and penalties are accumulating.

Personnel System— The Council hired the current Bookkeeper and assistant Bookkeeper without the Administrator's knowledge. The Administrator is not satisfied with the

Bookkeeper's or the Assistant's performance. They come to work when they please. The Administrator said that he will resign the third week of April. Personnel Policies still have not been reviewed and signed by the Council, thus there is lack of communication between the Council and the Administrator as to the hiring process. The job descriptions need to be reviewed so that the employees know what is expected of them.

Organizational Management — A new position has been created in the administrative office and that is the position of an Assistant Bookkeeper. It is not known what the extent of his knowledge of financial management is. However, the Assistant Bookkeeper has indicated that he needs to polish up on his bookkeeping skills. Some training may be needed to get him up-to-date with the current bookkeeping system.

Operation of Utility — The flush tank and haul system operations are a growing concern to some people in the community. There have been some complaints about the odor coming from the tanks whenever there is a pickup and evacuation of the sewage. The concern is that the odor might affect the fish on the drying racks and the clothes drying on the clothes lines.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes	X		
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activities

- Travel to Tununak to assist the Administrator with the monthly financial reports and set up a budget.
- Follow up with IRS on back tax problem.

Upper Kalskag Activity Report

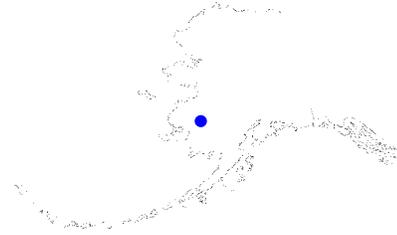
Community Overview

Lead RUBA Staff: Jimmy Smith, Anchorage Office

2001 Population: 230

Region: Lower Kuskokwim

Local Governments: Second Class City



The City of Upper Kalskag operates the piped sewer system. The City Council is the policy making board for the utility.

As of November 1997, nearly all homes, the school and the store have individual wells with potable water and indoor plumbing. A new piped gravity sewage system with lift stations, force main and lagoon now serves over 60 households and facilities. The school has requested funds for a new septic tank and leachfield, or connection to the community sewer system. The landfill is located between Upper and Lower Kalskag.



General Information

Jimmy Smith made a trip to the community on January 16, 2002, to review the office procedures with the Mayor, Betty Turner, and the City Clerk, Margaret Alexie. Margaret and Jimmy went over the individual payroll journals she had put together. Jimmy reviewed them to make sure the deductions were done correctly. She had done an excellent job with the preparation of the individual payroll journals.

Jimmy then reviewed the Excel payroll spread sheet in the computer to make sure the formulas were okay. He found some errors in the formulas and made the corrections for her. Margaret told Jimmy the City payroll was in the City Computer and the utility payroll was in the utility computer. Jimmy told her it would be better to have all the payroll done on one computer instead of going back and forth. Both Betty and Margaret agreed to have all the payroll information in one computer, the utility computer.

Jimmy worked with Betty Turner, Mayor, on how to submit the city’s certified financial statement for 2001 to Juneau. She had assisted with the preparation the prior year and needed a refresher on how to do the report. Jimmy showed her how to do this using example following the budget and her expense reports

Observations and Recommendations

Finances — Financial reports have yet to be submitted to RUBA staff for review. City staff insist they are operating in the black and following the adopted budget for FY02.

Accounting Systems — City staff is using a manual system to keep track of the revenue and expenditures for the City and utility. Training needs to be done with the staff on how to use the QuickBooks program.

Tax Problems — It appears that the City has no tax problems. This may need to be reviewed with the IRS agent to ensure all taxes, if any have been paid

Personnel System — City staff need to follow up with AML/JIA to ensure that their policy has been reviewed.

Organizational Management — The City Clerk attended a Utility Management Organizational training session and may establish a organizational chart for the City Council to review and adopt.

Operation of Utility — City staff have been sending monthly billing to the customers, but are starting to have some problems with a few of the customers not willing to pay their monthly bill. Staff is looking into ways of collecting the funds owed to the utility for service.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems	X		
Payroll Taxes		X	
Personnel System		X	
Organizational Management	X		
Operation of Utility		X	

Anticipated Activity

- ✓ Train the Clerk and Mayor how to use the QuickBooks program.
- ✓ Make sure the quarterly tax reports are done property.
- ✓ Work with AML/JIA to establish a personal policy for the City.
- ✓ Work with City staff and Council members to set up a organizational chart.

Non-RUBA Communities

Alakanuk

Jimmy Smith, LGS, Anchorage Regional Office

Jimmy made a trip to Alakanuk on January 8, 2002 to introduce himself to the staff and do a RUBA Assessment. Jimmy went to the City office & met Gwen Emel, City Administrator, Audrey Alstrom, City Clerk, & Natalia Ayunerak, City Bookkeeper. Ms. Emel & Jimmy tried to do the RUBA Assessment but with so many distraction in the City office we did not get this completed. Raymond Oney, Mayor, invited Jimmy to attend the City Council meeting at 3:00PM. Jimmy attended the Council meeting & informed the Council members he would be providing them assistance with the City's water & sewer department. Since the employees were newly hired the Council members were concerned the City staff needed training. Jimmy told the Council members to have the staff identify what type of training they would need & we would look to see if we could provide some of the training. Jimmy recommended to the Council members they send their new City Clerk to the Clerks Training in Juneau in February, which they did. During the rest of the quarter, Jimmy provided assistance via the phone and fax on payroll, monthly financial reports, IRS reports, ordinance questions and other general government topics.

Allakaket

Irene Catalone, LGS, Northern Regional Office

On a recent trip it was noted that there are areas that need to be worked on by City staff and the Council. These include updating and codification of ordinances. They need to bring the grants reporting system up to date. They are not utilizing QuickBooks as they should be and training would have to be conducted with the City Clerk for this to happen. The Administrator received training but is not using the program. I did review the monthly financial reports, which are done by hand, and they were being done adequately for expenditures but not for income. They have done some bank reconciliations. They are up to date on utility billing. The City posted a notice that delinquent customers would be referred to a collection agency which helped with revenues for a while. However, they have a number of customers with outstanding bills. They are still requesting an internal audit. I did an assessment as completely as I could given the absence of the City Administrator. The RUBA Agreement signature page will be sent to Anchorage.

Atmautluak

Ken Berlin, LGS, Bethel Regional Office

Atmautluak is one of the communities that dissolved their City government in favor of having a Tribal government. The community rarely contacts the Bethel Office for assistance. I called them concerning the final determination letter from our Department for not filing their SRS application, I talked with a Kate Chaussee, Acting Administrator. Eric Lehan, Engineering Consultant for CH2M Hill, called to update me on the water and sewer master plan. He is mailing the plan to me and I told him about my travel plan to the village at end of

this April, once my travel schedule is approved. He wanted information on the administrative and fiscal capabilities presently within the Tribal office. Anticipated Activities: Community assessment.

Arctic Village

Irene Catalone, LGS, Northern Regional Office

One trip was taken to Arctic Village for the purpose of completing a RUBA Assessment. The tribe runs the utilities (washeteria and electricity). Billings are being completed for the electricity however, they are not on PCE. They requested help in getting back on. Most of their staff work on a volunteer basis but they were planning on taking their shares out of the Venetie joint consortium so they could have steady staff. They are on the DEC list for Surface Water Treatment Rule. Anticipated Activity: Assist tribe with PCE and training.

Chuathbaluk

Jimmy Smith, LGS, Anchorage Regional Office

The City council hired a new City Manager and has been getting her feet wet with the functions of what has been going on within the City. The City did not have proper election last year so they had to have special election and now have some new council members.

RUBA Staff has been providing assistance with their computer problems. The city staff needs to be trained in how to use the computers and the computer programs.

The City Administrator attended a Utility Management Training on Organizational in Aniak in March. The Administrator developed a action plan that will be put together to:

1. Organizational Chart
2. Re-do job description
3. Retention schedule (how long to keep records)
4. Public relations
5. Re-visit the Personnel Policy

Golovin

Leroy Seppilu, LGS, Nome Regional Office

A trip was made to the community to discuss Conflict-of-Interest (COI) laws with the Mayor and City Council. However, when RUBA staff arrived, the Mayor had gone to another community on a business trip. So RUBA staff went on to Koyuk to work with the City Clerk and Utility Clerk on the water & sewer utility issues.

The present Mayor has, for one reason or another, avoided contact with RUBA staff. A trip last fall had to be postponed under similar circumstances. I don't anticipate any serious work with them unless attitudes are changed. For now, RUBA will assist the City by telephone.

Gulkana

Greg Gould, LGS, Northern Regional Office

The Tribal Administrator and the operator attended the “Introduction to Utility Management” class held in Fairbanks in February 2002. An assessment was done on March 22, 2002. The Tribal Administrator is scheduled to attend the QuickBooks training in Anchorage. He serves as the back-up operator.

Kwethluk

Ken Berlin, LGS, Bethel Regional Office

Mayor Epchook called and wanted procedures on how to get a bank loan using their SRS entitlements. I told him to work with the City’s bank and Bill Rolfzen, LGS, in charge of revenue sharing. The City is having trouble collecting sales tax revenue from the local Native Corporation store. Corporation has not paid in two months and Mayor has talked and written to the Manager without success. I recommend the Mayor send a letter to the Corporation Board with deadline for response and payment of sales tax revenue collected. After that I recommend working with an attorney or a collection agency.

Larsen Bay

Elizabeth Manfred, LGS/RUBA, Anchorage Office

In mid-December the City Clerk requested on-site Utility Clerk training be provided by RUBA staff. Scott Ruby and I presented a three-day workshop with heavy emphasis on billings and collections in Larsen Bay. Four City Council members and three City staff members participated. At the conclusion of the class, the Mayor requested assistance in drafting a utility ordinance with a collection policy. A return trip is planned to be present for the public hearing for the ordinance. The City Clerk requested help in codification issues, which will be addressed during the return visit.

Lower Kalskag

Jimmy Smith, LGS, Anchorage Regional Office

The City has been unwilling to have the Memorandum of Agreement (MOA) signed and submitted to the Tribal Council for review. The City Council members have been very inactive and unwilling to provide RUBA staff some information on trying to help with the city’s FY02 Budget and FY00 Certified Financial Statements to be submitted to Juneau.

Napaskiak

Ken Berlin, LGS, Bethel Regional Office

The City has recently hired a City Clerk, which is the 4th new City Clerk since January 2001. She wanted to know how the numbering system works for resolutions passed by the Council. She also called several other times concerning administrative and payroll issues, mainly related to year-end reporting.

Nulato

Irene Catalone, LGS, Northern Regional Office

The new operator attended the Level I class. The budget has not been input and computer generated monthly financial reports are not being done. They are being done by Excel. The treasurer provides an oral report to the Council every month. The billings are up to date for the water and sewer. No CCR is done. They have not heard anything more about their pilot program for help with utilities funded by the Denali Commission.

Port Heiden

Roxanne Auge, LGS, Anchorage Regional Office

The City Council submitted a formal request to enter into a RUBA agreement for assistance. RUBA staff had scheduled travel for February 5 to complete an assessment and discuss a work plan with the Council. The trip was cancelled due to weather. Attempts to reschedule the trip have proven fruitless.

Rampart

Greg Gould LGS, Northern Regional Office

Projects in Rampart have started to see some movement again after stalling last quarter. The planned lagoon upgrade did not happen last quarter due to a problem securing the heavy equipment needed for the project. Montgomery Watson Harza scheduled a trip for Rampart the last week of March but RUBA was unable to attend due to the last minute nature of the meeting and scheduling conflicts. Montgomery Watson will provide RUBA with copies of the financial statements they receive from the community.



Red Devil

Jimmy Smith, LGS, Anchorage Regional Office

The Red Devils People & Community, Inc. Board signed a grant offer by Village Safewater for a Sanitation Master Plan for Red Devil. The Board met and selected Gilfilian Engineering & Environmental Testing Inc. (Simon Mason & Anne Walker). RUBA staff will work with the contractor to assist them in developing a draft business plan for future facilities.

Shaktoolik

Leroy Seppilu, LGS, Nome Regional Office

There were no activities by RUBA/LGS staff during this quarter. The community meets the minimum requirements in all categories except finances. There are no anticipated activities in the future for this community.

Sleetmute

Jimmy Smith, LGS, Anchorage Regional Office

A building containing the washeteria, Tribal offices and police jail burned down in December 2001. The community and Tribal staff are concerned about how they will be cleaning up the burned site with no funding to pay for the laborers or purchase the heavy equipment. The Tribal President is concerned the burned site may have some contaminants (diesel oil) at the site. The Tribal President said the Tribal Council does not have any funding to clean up the site. The community would like to have an agency come to the community and give them instructions on how to clean up the burned site.

There is lots of frustration with agencies that were willing to provide assistance right after the fire and were calling the community, but now the community has to call to find out what the status is in providing or requesting some assistance.

Tanacross

Greg Gould, LGS, Northern Regional Office

There has been no RUBA activity in Tanacross this quarter. The new water treatment plant is still not 100% complete but it is in operation. There is still not an approved preventive maintenance plan for the water or sewer operation.



Tetlin

Greg Gould, LGS/RUBA, Northern Region Office

RUBA staff made one trip to Tetlin this quarter. RUBA updated the utility assessment and discussed future RUBA activities in the village. They received an ICDBG grant, which had a special grant condition requiring a RUBA assessment and RUBA compliance in order to receive the grant funds. The signed grant agreement and RUBA trip report was given to the village president and tribal administrator but there has been no invitation from the village for any RUBA assistance. The washeteria froze up and the village was without washers, dryers and showers for several weeks in January. The lines were cleared but they continue to have problems with the large washing machine and the coin slides on the rest of the machines. The TCC RMW's are working on resolving both problems.

Wales

Leroy Seppilu, LGS, Nome Regional Office

An assessment trip was made to the community during this quarter. The new City Clerk and Bookkeeper will be provided extensive training. RUBA staff is drafting a workplan for the City and will include QuickBooks training as an introduction. The City Clerk has absolutely no experience with computers and clerking. This should be a challenge.

