

Koyuk Activity Report

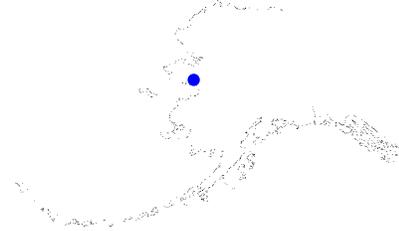
Community Overview

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.