

# Mekoryuk Activity Report

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## General Information:

A community assessment was done by Paul Chimiugak, RUBA staff in the Bethel office, on this community right after an administrator turnover. The assessment identified just a few areas that needed attention and resolution. These were IRS tax debts, budget revision and completion, collection of past due bills on cable and Flush Tank & Haul System bills. The city had already been working with IRS to resolve their tax issues. Since the turnover of the administrator, a review of these records was completed and a payment plan set up where the city is applying \$2,000 a month to resolve their back taxes starting in February 2000. As for the budget, Scott Ruby, RUBA staff in Anchorage, and the previous administrator, Jobe, developed a draft last year for the council to review and amend. The draft appeared to be untouched. The administrator and Marita Hanson, LGS staff in the Bethel office, contacted Scott and Jobe for information on whether this was the latest budget and also an update of what was requested by them for the council's review. From the information gathered, this gave the new administrator, Dale Smith Sr., direction on what needed to be done. Paul explained the budget procedure and process and recommended he revise this budget with current figures and present to the council at their next meeting. The council has reviewed, made their amendment and completed their budget. The past due cable and Flush Tank & Haul System billing and collection system is being implemented by the administrator. Already customers, who have reached or gone over their limit, have been disconnected. The current administrator is a very determined and action oriented man. The assessment gave him the direction he needed to deal with all issues and duties. His direct actions on past due applications, forms and requests from other State or Federal agencies, and on local issues has paid off. All in all, the city is operating and functioning properly.

## Observations and Recommendations:

**Finances** — A budget revision was developed by Mr. Dale Smith and processed through the council. A new budget now exists for Mekoryuk. Monthly financial reports have been requested by RUBA staff in the Bethel office. A reminder is needed each month in order to get this request.

**Accounting Systems** — The accounting is done through Quickbooks Pro and it was updated back in May of 1999. The Bookkeeper is satisfied with the new procedure in the computer and she does all her accounting on it. The accounting is a one person operation where she does the Washeteria, Flush Tank & Haul System billing, the Cable billing, and other accounts. The computer has made it a simple operation for her.

**Tax Problems** — The IRS and the City of Mekoryuk have agreed on a payment plan of \$2,000 a month toward their back taxes. This was started in February 2000 and two payments

have been made per the Bookkeeper. According to the City Bookkeeper, all other tax payments are current.

Personnel System — A personnel policy does not exist for this organization. A recommendation was presented to the administrator to use the sample sent by our office and then LGS/RUBA staff would work with the council to have one suited to their organization developed.

Organizational Management — Mr. Dale Smith Sr. is working toward a better organizational management structure. He is bringing all necessary and pertinent information to the council’s attention. He is making sure the council is advised and follows through with their support of issues related to the city. The future of this organization may be working under an Memorandum of Agreement (MOA) with the tribal government. Both city and tribal councils are working to plan for this to take place and seem to be in agreement to make this happen. They have asked Jim Sanders from the Anchorage office to assist them in this process. The next meeting is scheduled to take place April 27<sup>th</sup> in Mekoryuk.

Leadership/Governance — The council is getting more involved since the current administrator has been hired. They are kept abreast of all issues involving the city’s operation.

Operation of Utility — This is currently in stable operation. A grant from the Capital Matching Grant Program has been awarded to the city for the washeteria upgrade. Mr. Smith has requested a report from the utility operator and Village Safe Water (VSW) on what repairs and upgrade is needed before activating the funds. At the present time, the city is holding \$4,619 out of the \$25,000 capital matching grant. A contractor with J&R White Services will be working on the upgrade. The materials have been ordered and the actual upgrade begins when the materials arrive.

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

<b>Category</b>	<b>1</b>	<b>4</b>	<b>7</b>
Finances		<b>X</b>	
Accounting Systems			<b>X</b>
Tax Problems		<b>X</b>	
Personnel System	<b>X</b>		
Organizational Management			<b>X</b>
Leadership/Governance			<b>X</b>
Operation of Utility		<b>X</b>	