

Mekoryuk Activity Report

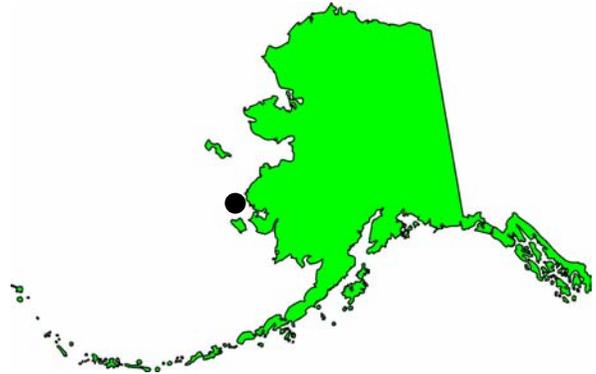
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 394

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.



December 2002

RUBA Activity This Quarter

CRW Engineering is helping City of Mekoryuk complete a business plan. VSW engineer has reminded the current administration that the deadline for meeting the special grant conditions is rapidly nearing. The RUBA staff is assisting the administration in correcting their financial management deficiencies.

The Administrator and Bookkeeper resigned from their positions in mid-February. The Vice-Mayor acted as the Interim Administrator while recruitment for a replacement took place. The Council member resigned his council position was hired as the full-time Administrator. Soon after they hired a Clerk/Bookkeeper.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All revenue and expenses for the utility are listed in the utility budget.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly financial reports are prepared and submitted to the policy making body.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.

Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD revenues are at a level equal to or above those budgeted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monthly manager's report is prepared.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget amendments are completed and adopted as necessary.

Finances Comments: The City had not adopted a realistic budget for FY03. An amended/corrected budget was something the previous administrator had attempted to get passed, but the had not been successful. Monthly financial statements have been requested, but not received. With the complete turnover in administrative staff, the accounting system has been put into disarray. Without an accurate budget and financial statements, it is very hard to accurately gauge the financial status of the community.

Accounting Systems

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts payable system is in place.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The payroll system correctly calculates payroll and keeps records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A cash receipt system is in place that records incoming money and what it was for.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Utility has a cash disbursement system that records how money was spent.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	A chart of accounts is used that identifies categories in a reasonable, usable manner.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly bank reconciliations have been completed for all utility accounts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

Accounting Systems Comments: Despite the staff turnover, the billing for the FTH system has continued. This is due to the billing system being incorporated into the service provision/work order system, rather than integrated into the computerized accounting system. The new clerk/bookkeeper is not using the computer for major transactions, she is using it for payroll accounting instead. She has reverted to using the manual system (Ekonomik Check registers) to record her transactions.

Tax Problems

Essential Indicators

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has a system to accurately calculate, track, and report payroll tax liabilities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The utility is current on filing tax reports.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on making tax deposits.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments: The problem with past payroll taxes (2001) were due to some of the employees not having their taxes compiled onto a year-end W-4 forms. Some of the employees need corrected 2001 W-4's re-issued to them. The problem stems from employees working in different departments and not having any employee pay records to record them into. This problem may not happen again since the employees now have pay records in their files.

Personnel System

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a posted workers compensation insurance policy in effect.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has an adequate written hiring process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

Personnel System Comments: The City has a current workers compensation insurance policy but it has not been posted up in the office. They also need to write up a job description for the utility operator. They need to adopt an evaluation process for new hires.

Organizational Management

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy making body is active in policy making of the utility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body enforces utility policy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained manager.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained bookkeeper.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted an organizational chart that reflects the current structure.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy making body meets as required.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility complies with the open meetings act for all meetings.

Organizational Management Comments: During the second month of this quarter there was turnover in both the Administrator and the Clerk/Bookkeeper positions. A full-time permanent Administrator and a Clerk/Bookkeeper have been hired.

The Administrator is learning the position as he goes along. He sounds like a very capable person since he had been a Council member prior to being hired as the Administrator. The Clerk/Bookkeeper position was filled with three people in a two month period of time. The second one left because she had to respond to the wartime activity and did not know it how long she would be gone. The recently hired Clerk/Bookkeeper also had been an employee of the city in the late 70's and early 80's as a City Clerk. Both of these positions have been rated as not adequate, because they are still learning their jobs, not because they are not capable of doing the job.

Operation of Utility

Essential Indicators

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

Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely "spot checks" the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

Operation of Utility Comments: A Critical Spare Parts List and Inventory List needs to be done for both the Washeteria and FTTHS. The washeteria has some spare parts in the building for emergencies. They order or buy parts locally for the haul vehicles when needed. The Administrator is communicating with the Utility Operator on getting O&M reports of the washeteria, there are no reports of from the FTTHS Haul Operators due to turnovers in that department.

RUBA Activities for the Coming Quarter

Part of the recent VSW grant conditions are to complete a Business Plan (to be worked on by contractor), and to complete a RUBA assessment, develop recommendations and present them to the council. The City will need to address any of the essential capacity indicators that are found not to be met. Most of this work will occur in the next quarter.