

## 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

### RUBA Activity This Quarter

RUBA staff is keeping in contact with the city. The accounting system could deteriorate with the clerk/bookkeeper and the temporary office assistant on maternity leave. There is a need for a competent bookkeeper. The administrator has been encouraged to post a position opening for a temporary clerk/bookkeeper.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                                  |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All revenue and expenses for the utility are listed in the utility budget.                             |
| <input 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | YTD revenues are at a level equal to or above those budgeted.   |
| <input checked="" type="checkbox"/> | <input 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 utility budget is still being revised to reduce the deficit, however, the budget may have to be passed by the council as is and amended in the future. This will be done in order to receive the much needed state funds to keep the city in operation.

### Accounting Systems

#### Essential Indicators

The utility meets all essential indicators.

#### Sustainable Indicators

The utility meets all sustainable indicators.

**Accounting Comments:** There might be a need for a competent bookkeeper starting in August when the temporary office assistant goes on maternity leave effective July 31<sup>st</sup>.

### 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 quarterly reports to IRS and DOL have not been completed to date since the clerk/bookkeeper went on leave, however the Bethel office is assisting the temporary office assistant in completing the reports. The assistant has been making the tax deposits for the current payrolls.

**Personnel System**

**Essential Indicators**

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

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**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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has an adequate written hiring process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
<input 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 staff is still working reduced hours to save money and the administrator has expressed his displeasure at having his hours reduced. The council has not approved any hourly increases and won't until they have a balanced budget. The bookkeeper will be on maternity leave starting on the first part of July, she will probably go back to work sometime in September. The temporary office assistant is going to work until she also goes on maternity leave July 31. The administrator will post a position opening for the Clerk/Bookkeeper

**Organizational Management**

**Essential Indicators**

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

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**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:** The council does not address the revenue problem that is continually brought up by the administrator. They have reduced the office hours for the administrator and clerk/bookkeeper in order to get through the 2002 fiscal year. The mayor was working on the budget with the clerk/bookkeeper, however the administrator returned from his subsistence leave and said he has to further reduce the deficit. He will present his completed budget to the council when done.

## 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.

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### 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:** The flush tank haul system is still functioning as intended. The administrator said that at this time with the subsistence and commercial activities going on it is hard to keep haul operators.

## RUBA Activities For The Coming Quarter

- ✓ The goal for the coming quarter is to make sure that the accounting system is kept functional.
- ✓ RUBA staff will make sure that their FY03 budget balances, especially the washeteria and the flush tank and haul system.