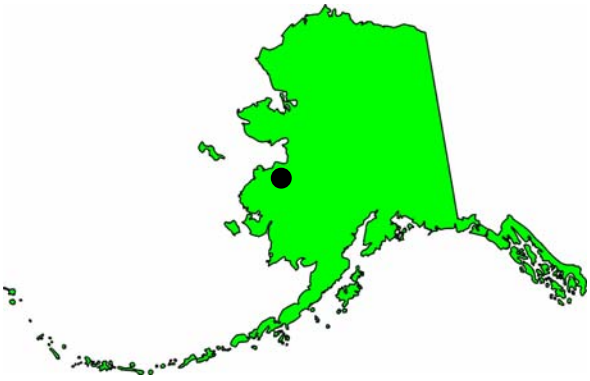
Mountain Village Activity Report



Community Overview

Lead RUBA Staff: Ken Berlin, Bethel Office

2003 Population: 750

Region: Lower Yukon

Local Governments: 2nd Class City, Tribal Council

The City Council operates and maintains the Piped Water and Sewer system to 165 households and commercial users. This system was built in the 1970s. It has four wells from which it gets its water supply. Water is distributed by two loops, a lower and upper loop. Two main pumps, middle and upper pump houses circulate water. Water is stored in two 100,000 gallon storage tanks. The wastewater system is a Rotating Biological Contractor (RBC) but currently not functional. Wastewater is being drained into the Yukon River.

RUBA Activity This Reporting Period

Joyce called RUBA to report the council has accepted a resignation of one city council member. The City is advertising now for another member to be appointed. The water and sewer project is on hold due to no preventative maintenance plan and critical spare parts list. Joyce requested assistance from RMW but no progress yet. RUBA recommended written request for assistance to YKHC RMW. Joyce invited me to attend City meeting on 3/30. Lisa Kibbee, Mikunda Cottrell will be doing final report on city bookkeeping improvements. Also she is going to set up Utility Board meeting for earlier in the day. I also received a fax from City of Mountain Village of a one page preventive maintenance plan. I will review this with Joyce next week when I attend the meeting. Joyce called, council members want something in writing to confirm federal withholding requirement on city council meeting stipends. I faxed her information from our Logon website. Joyce called concerning personnel issues with bingo and water and sewer operators. Recommended following personnel policies and keeping written records. Also City council meeting with Doug Poage, VSW who is doing a report on the water and sewer project. Invited to attend. Several days later Doug Poage, VSW called about the same personnel issues as mentioned above. Told him I already talked with Joyce about these issues and gave her advice. Joyce called to report the Utility appointed Matt Joe and Arlene Landlord from Tribal to sit on the Utility Board. RUBA staff traveled to village to attend special City Council meeting on final report from Mikunda Cottrell contract to improve bookkeeping system. Also attended Utility Board meeting. Got copies of current monthly financial reports. This was Ms. Kibbee's final trip to village under this contract. Written report should be out shortly. Acting City Manager is dealing with personnel issues, Manager to Mayor form of government election set for May 10, Freeze ups due to cold weather on three units, one portion of sewer line was plugged and crew working on, safety meetings to start on 4/4 for all staff, I recommended a report of Utility meeting minutes be sent to all entities, and accounts receivable needs to be cleaned out and figured out what to do about old bills.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
☒	☐	**All revenue and expenses for the utility are listed in the utility budget.**
☒	☐	**The utility has adopted a balanced realistic budget.**
☒	☐	**Monthly financial reports are prepared and submitted to the policy making body.**
☒	☐	**The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.**

Sustainable Indicators

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

Finances Comments:

City Acting Manager and Finance Director prepare and manage the City of Mountain Village's financial information.

Accounting Systems

Essential Indicators

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

Sustainable Indicators

☒	☐	A chart of accounts is used that identifies categories in a reasonable, usable manner.
☒	☐	Monthly bank reconciliation has been completed for all utility accounts.
☒	☐	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:

The City does follow its collection policy as evidenced by a collection rate of 92%. The utility customers are billed on a monthly basis. Mikunda Cottrell Accounting and Consulting completed its contract to install new computer hardware and software and provide training.

Tax Problems

Essential Indicators

Yes	No	NA	
☒	☐		**The utility has a system to accurately calculate, track, and report payroll tax liabilities.**
☒	☐		**The utility is current on filing tax reports.**
☒	☐		**The utility is current on making tax deposits.**
☐	☐	☒	**If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.**

Tax Problems Comments:

None

Personnel System

Essential Indicators

Yes	No	
☒	☐	**The utility has a posted workers compensation insurance policy in effect.**

Sustainable Indicators

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

Personnel System Comments:

The City is currently insured by the Alaska Municipal League/ Joint Insurance Association, Inc.

Organizational Management

Essential Indicators

Yes	No	
☒	☐	**The entity that owns the utility is known and the entity that will operate the utility is set.**
☒	☐	**The policy making body is active in policy making of the utility.**
☒	☐	**The policy making body enforces utility policy.**
☒	☐	**The utility has an adequately trained manager.**
☒	☐	**The utility has an adequately trained bookkeeper.**
☒	☐	**The utility has an adequately trained operator(s).**
☒	☐	**The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.**

Sustainable Indicators

☒	☐	The utility has adopted an organizational chart that reflects the current structure.
☒	☐	The policy making body meets as required.
☒	☐	The utility complies with the open meeting act for all meetings.

Organizational Management Comments:

The City of Mountain Village owns and operates the piped water and sewer system. The City Council is the policy making body for the utility. The Utility Board members recently appointed will act as overseers and make recommendations to the City Council. The FY05 budget was passed before the start of FY05. The City Mayor/Acting Manager started working for the City in 2002. She worked in the City office in prior years and has experience. The utility has adequately trained operators. The main operator is certified for water treatment, water distribution, Level 1 and Certificates of completion for Introduction to Small Water Systems and Electrical Controls course. They have two back-up operators; one is OIT certified in water distribution and a certificate to Introduction to Small Water Systems. The other backup has a certificate to Introduction to Small Water Systems and Water Treatment Plant Maintenance Training. The City has adopted a water utility ordinance that gives it the authority to operate, and it covers most of the aspects needed in a utility ordinance. Along with a collection policy, the ordinance includes policies on service area, level of service, customer agreements, the utility's responsibilities, the customers' responsibilities, billing procedures, shut-off procedures, and penalties for violating provisions of the ordinance. This ordinance was passed in 1989 and is being updated.

Operation of Utility

Essential Indicators

Yes	No	
☒	☐	**The utility operator(s) are actively working towards necessary certification.**
☒	☐	**The utility has a preventative maintenance plan developed for the existing sanitation facilities.**

Sustainable Indicators

☒	☐	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.
☐	☒	The utility has a safety manual and holds safety meetings.
☒	☐	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
☒	☐	The utility is operating at the level of service that was proposed.
☒	☐	The operator provides status reports to the manager on a routine basis.
☒	☐	The utility has completed and distributed its Community Confidence Report (CCR).
☒	☐	The utility is not on the Significant Non-Compliance (SNC) list.
☐	☒	The utility maintains an inventory control list.
☐	☒	The utility maintains a critical spare parts list.

Operation of Utility Comments:

The operators have achieved the necessary certification to operate the current utility. The City Mayor stated the inventory control list and critical spare parts list is being worked on. Safety meetings will begin 4/4/05 for all staff.

RUBA Activities For The Coming Quarter

Update Utility Ordinance and strengthen collection policy. Assist City administration on repeal of Manager form of government issue. Follow up on Mikunda Cottrell contract work. Set tighter procedures for Gaming cash handling personnel.