

Napakiak Activity Report

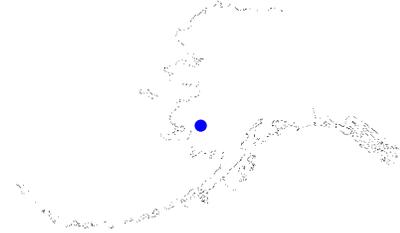
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 353

Region: Lower Kuskokwim

Local Governments: Second Class City, Tribal Council



The Tribal Council operates the Flush Tank and Haul System (FTHS). 56 residents are using the FTHS, including sinks and low flush toilets. Water is derived from a well and is treated. The school has its own well, but needs a water treatment system. The flush haul system is being expanded to all unserved homes, and the washeteria, which is owned by the city, has been remodeled and the city office is located there.

General Information

The City continues to operate the washeteria and the Tribal Council operates the flush tank/haul system. The Tribal Council informed the Bethel office that they did not need RUBA assistance. The City Mayor has informed the Bethel LGS that several years ago when the City was in a financial low, they met with the Tribal Council in a joint meeting to transfer the administering of the utility operations. An agreement took place at that time. The Bethel LGS has requested a copy of the agreement between the City and Tribal Council on the operation of the utility for review. The Bethel office will conduct research of ownership of this utility. If the utility assets are still under the City and if no official agreement document was created to suit this transfer, Bethel LGS will assist in drafting an agreement for the entities to review and finalize.

Currently the Bethel regional office is working with the City. A RUBA Assistance Agreement and Resolution for the washeteria has been provided to the City Council. Once the Council decides to sign this agreement, an assessment, assistance and training will be provided to the City and staff.

Observations and Recommendations

Finances — The City is slowly getting their records caught up now that help has arrived. The Ekonomik check registers and bank reconciliation are reconciled up to date. The City still shows low in finances. Once the records are fully organized, the washeteria finances of revenue and expenditure will need to be reviewed to develop a picture of how well it is operating.

Accounting Systems — The accounting system is all manual and is currently being organized. The Administrator is back and with the help of Molly, temp bookkeeper, the records are being organized. The City is not using any chart of accounts. A sample was given to the staff but has not yet been implemented. Bethel LGS has provided a review of the model financial record keeping system for small communities to help get them organized.

Tax Problems — The City still has an out standing IRS debt. However, since the bookkeeper/administrator is back, the missing quarters have been filed and Mr. Moss, IRS officer has provided the City with an installment agreement of \$2,000 a month till the back taxes have been paid up. In the meantime, the City has to keep current with their filing and tax deposits.

Personnel System — There is still no personnel system in place. There are two administrative staff persons in the office this quarter. Deanna Paul, Administrator, has finally returned from her maternity leave and Nellie Mcmillin, Bingo Director/Clerk, who was hired in October, but had to take leave due to family emergency is also back.

Organizational Management — The City Council is the policy making body. The City owns and operates the washeteria. Policies have yet to be reviewed for this sanitation utility. The City does not have an organizational chart and needs to have one in place. The City Administrator is providing on the job training in bookkeeping to the bingo director/clerk. A review of their ordinances needs to be done and one developed for the washeteria.

Operation of Washeteria — The washeteria operation is monitored daily by the City Administrator and Clerk since they are located in the same building. The City also employees two people, one as a maintenance man/janitor and the other as a water operator, who is not certified but is a trained and qualified water treatment plant operator, since he has been on this job for almost 28 years. The City also has one OIT certified back up operator for the well. The operator reports to the Council at their meetings on the status of their systems. He also relies on the YKHC/RMW whenever emergencies arise for repairs, such as pumps, which the City pays for. He has chemicals for water treatment stocked and also tries to have extra pumps on hand for emergencies. Water sampling is done monthly. The City plans to post a job opening for a washeteria attendant next quarter.

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 Activities:

- Conduct a complete assessment of the City and its operation.
- Provide training in administrative and financial management to staff once hired.
- Review or develop an ordinance for the operation and maintenance of the washeteria.
- Assist in developing a chart of accounts.
- Re-contact the tribal entity to see if they require our services.