

Napaskiak Activity Report

Community Overview

Lead RUBA Staff: Marita Hansen, 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.

Taken June 6, 2002



RUBA Activity This Quarter

RUBA staff have been working with the city and tribal IRA government on the issue of who is to operate the flush tank and haul system. The tribal IRA government currently operates the system but wants the city to take back the full operation of the system. They are willing to wait till the city gets additional permanent, full time staff in the office. Both full time staff are currently on medical leave and are out of the community. In the meantime, the city has hired temporary staff. Bethel Regional Office staff provided a copy of Napaskiak's memorandum of agreement as a sample for their review. The two entities are determined to get the agreement into place.

This quarter a RUBA Agreement was signed by the city. Bethel staff traveled to the community and completed an assessment of the city's operations. An additional assessment of the flush tank and haul system is in the process of being completed by the IRA administrator. Since staff are on leave it has been a slow process. However, the administrator is very willing to cooperate and will help identify all needs on the assessment.

Training for the current staff has not been provided since they are not committed to their jobs. Until the city gets committed employees, no training will be provided. The current temporary employee is getting on-the-job training from the temporary administrator/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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses. |

Finances Comments: The utility budget for FY03 is in draft form. A first reading was presented to the council. Without the carryover ending cash balance from the previous year, the city shows a deficit of \$25,000. RUBA staff recommended the administrator point this out to the council and have them review each department budget and determine where reductions should take place to reduce the deficit. The council plans to have a public hearing/meeting sometime in late June on the budget.

The Flush Tank and Haul System (FTHS) is not receiving user fees sufficient to cover operating costs so the council subsidizes the operation from other revenue. The user fees cover the FTHS bookkeepers payroll. Detailed information on the customer accounts and payroll has yet to be received by RUBA staff in the Bethel office. The information has been requested from the IRA administrator.

Accounting Systems

Essential Indicators

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted a collection policy and actively follows it. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility bills customers on a regular basis. |
| <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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. |

Accounting Comments: There were outstanding checks carried over from the previous year on both accounts. RUBA staff recommended they research these checks and put a stop payment on them if they were lost. This will make a difference in their Ekonomik check register and on the bank balances.

The city has a model financial record keeping manual from our department in their office. This was presented to the staff last summer when on-the-job training was provided. The chart of account was also presented; however, the city has not yet implemented this into their financial system. When full time staff is hired or Deanna Paul returns to work, this will be one of the tasks to get completed along with all other indicators marked "no."

The Flush Tank and Haul System administered through the IRA has their financial system done by hand. The IRA has a QuickBooks program but it has not yet been installed. The staff is not computer literate according to the administrator.

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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If there are any past tax liabilities, a repayment agreement has been signed and repayments are current. |

Tax Problems Comments: The city has a repayment plan for past tax liabilities. The last confirmation of their remaining balance showed them owing over \$4,000. The repayment plan is \$2,000 a month. As long as they continue to send this amount and stay current they should be paid in full by August 2002. The IRA has not received any IRS or DOL notices for late of repayment of taxes since 1997. This is when June Ayagalria, IRA Administrator, started working for the IRA organization. Tax deposits and filing have been kept current.

Personnel System

Essential Indicators

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

Personnel System Comments: The city does not have a workers comp policy in effect. After discussing this with the clerk, RUBA staff suggested the utility make this a high priority. The city did have a personnel policy. Since the city office moved and there was staff turnover, the policy cannot be located. The IRA has personnel policies and they are available to the employees. It is used frequently.

Organizational Management

Essential Indicators

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

Organizational Management Comments: The council is active and is determined to get all necessary tasks accomplished and see the Village Safe Water grant carried out to complete the utility system. The city staff has not been stable the past couple of years which sets back the operation. Hiring qualified staff from the community is difficult. There hasn't been very much participation by the residents in city government and this poses a problem in finding adequate or qualified employees. The council meets regularly to address the priorities of the city. Since this is the summer subsistence season, getting a quorum is not as easy. Whenever a meeting is to be scheduled, it is done around the subsistence fish openings.

The IRA Council meets regularly and as needed for joint meetings with the city. The last meeting which was the week of June 24th, the council(s) decided they would have the bookkeeping for the Flush Tank and Haul System moved to the washeteria conference room. The IRA Council will administer payroll for the flush tank haul staff until the city gets full time staff that can take over this task.

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.

Operation of Utility Comments: The utility plans to have its operators attend any training that may be provided this Fall. According to YKHC/OEH, this community is not on the list of having certified operators.

The City Council and IRA Council have agreed to have the Flush Tank and Haul System transferred back to the city. Currently the bookkeeping along with other staff have been relocated from the IRA office to the washeteria conference room. The IRA has had a cramped office and this helps make room for them. Eventually, the whole operation will be transferred once the city gets full time and trained staff to administer the system.

RUBA Activities For The Coming Quarter

The goal for the coming quarter is to monitor:

- ✓ Completion of FY 2003 budget and Certified Financial Statement (CFS). Request copies for Bethel Regional Office files
- ✓ Follow up on workers compensation insurance. The city needs to get this coverage ASAP.
- ✓ Complete assessment of Flush Tank and Haul System with IRA administrator.
- ✓ Request copies of all employees job descriptions.
- ✓ Follow up on community assessment recommendations.
- ✓ Request monthly financial reports be sent to Bethel office.
- ✓ Request federal tax liability status.
- ✓ Recommend the implementation of a chart of accounts.
- ✓ Follow up on research of outstanding checks on the bank accounts.