

Nightmute Activity Report

Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 208

Region: Lower Kuskokwim

Local Governments: Second Class City



The school in Nightmute provides a central watering point for residents to haul their own water. The City of Nightmute provides a honeybucket haul service and the City Council is the policy making body for the utility.

A flush/haul system was recently completed for 21 homes, and additional units are being added in 1999 and 2000. Water delivery and waste tank pumping services are available. Unserved residents haul water and honeybuckets. The community has a new watering point at the school. School wastes discharge to the City sewage lagoon. A washeteria is not available. The Nightmute Power Plant was acquired by AVEC in March 1998.

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RUBA Activity This Quarter

RUBA staff is still assisting the current administrator in getting their administration and financial situation to a manageable operational level. There has been a big turnover this last quarter; the bookkeeper has resigned and so has the administrator. The mayor is a teacher and she has gone on a summer vacation and the council has cut the office hours to four hours a day for subsistence activities. A new administrator and bookkeeper have been hired. The city was given assistance in creating a promissory note for them to give a loan to the local corporation.

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 checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses. |
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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 type="checkbox"/> | <input checked="" 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 current administrator is getting the paperwork for the budget put together. He has been getting the FY 2001 certified financial statement and the FY 2003 budget ready for the council to approve at their next meeting.

Accounting Systems

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Accounting Comments: The administrator is reorganizing the financial situation since the bookkeeper quit. However, the former bookkeeper and administrator have been assisting the current administrator in catching up with accounting. They have not completely let the office deteriorate to a unmanageable level. They have updated the current administrator on the financial and administrative situation. A bookkeeper was hired to keep the books up to date.

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 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 current administrator has been finding out what needs to be done in the office. They appear to be current with all their taxes..

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 personnel system is functioning with adequate efficiency in that all information on the employee is provided on the employment application and W-2's after hire. The files will have to be updated on other employees.

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 a adequately trained manager.**
 - The utility has a adequately trained bookkeeper.**
 - The utility has a adequately trained operator(s).**
 - The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.**
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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 meetings act for all meetings.

Organizational Management Comments: The current administrator has worked for the city prior to the last administrator, so he is familiar with what needs to be done in the office. The bookkeeper is learning on the job and the former bookkeeper has been helping him in getting experience on how she had been keeping the accounting system.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report (CCR)</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance (SNC)</u> 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 current administrator is thinking about having the utility have its own manager, bookkeeper and utility board. The last administration did the administration of the utility along with the city in order to save funds for the utility. The administration will revisit his decision after making the budget for the utility.

RUBA Activities For The Coming Quarter

- ✓ The goal for the coming quarter is to assist the current administrator and bookkeeper in learning their duties and responsibilities so that utility operation does not falter or deteriorate and is operational at a level of operation it has been operating.
- ✓ Monitor the monthly pay back of the loan to the local corporation.
- ✓ Keep requesting monthly financial reports be sent to the Bethel office.
- ✓ Provide more training to bookkeeper after assessment of his capabilities.