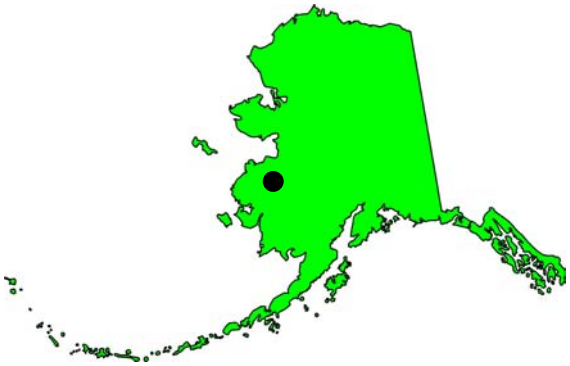
Nunapitchuk Activity Report

Community Overview



Lead RUBA Staff: Johnny Evan, Bethel Office

2002 Population: 512

Region: Lower Kuskokwim

Local Governments: Second Class City, IRA Tribal Council

The City of Nunapitchuk operates the washeteria, water treatment plant, garbage collection, landfill/lagoon, and the flush haul system for the community. The utility services provide water deliveries and septic haul-out to residential customers connected to the flush haul system. Those not connected to the flush haul, utilize the container haul system.

Sewage containers are emptied into one of two sewage lagoons (one on each side of the River). The City provides piped water to the school. Teacher's housing, located in the old school, has an independent water and sewer system that still needs improvements. Preliminary plans are underway for a second water treatment plant for the other half of the community located on the other side of the river, and another plan for filling old sewage bunkers and lagoons.

RUBA Activity This Reporting Period

The construction of the flush haul units are complete, the airport road construction is in process, and the in-town boardwalk with driveways are complete. The contracting agency, CRW, is developing the utility service's business plan.

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: the draft business plan addresses the financial loss incurred by the flush haul service, and it is subsidized through other funds.

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 reconciliations have 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 System Comments: The organization utilizes the manual accounting system. They have on hand QuickBooks Pro accounting software, which they intend to implement in the future. The community still would like technical assistance in putting the financial software to work.

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: The organization is current with their tax liabilities.

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: A utility coordinator was appointed, and will oversee the operation and maintenance of the water sewer services.

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 policy making body is very proactive in the operation and maintenance of the utility services.

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: With the new utility coordinator, the deficiencies should now be addressed this coming quarter.

RUBA Activities For The Coming Quarter

Review and submit recommendations for the utility service business plan.