

Platinum Activity Report

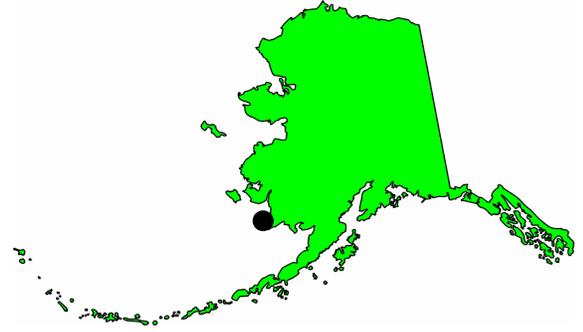
Community Overview

Lead RUBA Staff: Ralph Andrew, Dillingham Office

2003 Population: 39

Region: Dillingham

Local Governments: 2nd Class City



Nine private homes reportedly have individual water wells, septic systems and plumbing. During the summer, untreated water is hauled from approximately twenty watering points. During winter, residents dig holes in the ice to draw water. Homes without water and sewer service utilize honey buckets which are disposed of in seepage pits or the slough. A washeteria was constructed but is not in use. A DEC/VSW Water and Sewer and Solid Waste Feasibility Study was funded in FY 2003 to assess water, sewer and solid waste needs including a water storage tank, new water treatment plant, connections & plumbing, sludge disposal site, and landfill. A Village Safe Water project to renovate the water/sewer system is moving forward and construction will start as early as summer 2007. The City operates the electric utility and landfill. Community fuel storage capacity is as follows: Arviq Inc. (67,100 gals.); City Power Plant (5,600); Lower Kuskokwim Schools (7,000).

RUBA Activity This Reporting Period

The Platinum village council staff made apparent progress in resolving deficient RUBA assessment indicators and indicated the intention to share documentation with RUBA late in the quarter. However, RUBA awaits documentation including an adopted water/sewer ordinance and financial reports. During the quarter RUBA provided village staff with recommendations on matters including ordinance language, governance structures, and rates. RUBA offered to participate in the final public hearings associated with the ordinance but did not hear back from staff until after the ordinance was reportedly adopted. RUBA requested copies of the documents but has not received them to date. According to the State Department of Environmental (DEC) Significant Non-compliance List report of August 18, 2006, the community's water system remains on the SNC list for Surface Water Treatment Rule (SWTR) Unfiltered, a violation that can be resolved upon renovation of the water/sewer system. RUBA contacted the village council to express interest in traveling to the community to assist with RUBA assessment follow-up. The village council responded affirmatively late in the quarter and RUBA will propose a visit date for early next quarter. Concerning city matters, RUBA provided assistance to city staff and officials on topics including municipal election preparation, water/sewer concerns, and community planning regarding a CVRF-funded fish processing facility. The village council adopted a RUBA Agreement and Work Plan in the prior quarter.

Capacity Indicators

Finances

- | 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 current in paying all water/wastewater electric bills. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has on hand a year's adequate fuel supply or it has financial plan to purchase an adequate. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses. |
-

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 checked="" type="checkbox"/> | <input 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 village administrator informed RUBA that the village council adopted a water/sewer budget, utility rates, and a water/sewer ordinance with public participation. Further, the administrator indicated bills are now being sent to water/sewer customers. RUBA awaits confirmation of the budget, financial reports, and collection rates. Fuel supplies were said to be sufficient through fall.

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 type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input 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. |

Sustainable Indicators

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A chart of accounts is used that identifies categories in a reasonable, usable manner. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Monthly bank reconciliation's have been completed for all utility accounts. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 village council reportedly adopted a water/sewer ordinance including a collections policy. RUBA requested a copy of the ordinance and billing records for confirmation but has not received documentation to date. The utility continues efforts to improve its accounts receivable system and accounts payable system. Staff do, however, document cash disbursement. The payroll system is satisfactory. Staff plans to implement computerized accounting software after receiving training. Staff reconciles bank accounts and utilizes a procurement process that requires approval prior to purchase.

Tax Problems

Essential Indicators

- | Yes | No | |
|-------------------------------------|--------------------------|---|
| <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"/> | If there are any past tax liabilities, a repayment agreement has been signed and repayments are current. |

Tax Problems Comments:

The village council's federal tax requirements are met according to the IRS correspondence.

Personnel System**Essential Indicators**

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

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

Personnel System Comments:

Worker's Compensation insurance coverage is in effect through March 25, 2007. The council and staff utilize a well-written, comprehensive personnel policy. Staff made improvements in recent quarters to the personnel recordkeeping system at RUBA's recommendation.

Organizational Management**Essential Indicators**

- | Yes | No | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" type="checkbox"/> | The policy making body enforces utility policy. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an adequately trained manager. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an adequately trained bookkeeper. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an 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. |
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Sustainable Indicators

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has adopted an organizational chart that reflects the current structure. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The policy making body meets as required. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility complies with the open meeting act for all meetings. |

Organizational Management Comments:

The village council's efforts to implement a new water/sewer ordinance, collections policy, and rate structure indicate progress toward resolution of deficient indicators. The village administrator scheduled public hearings upon RUBA's recommendations for public input. Staffing has been stable. An experienced tribal administrator serves as the utility manager and water operator. The council also employs a trained bookkeeper. The council meets regularly and RUBA continues to encourage public input into water/sewer project discussions.

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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a safety manual and holds safety meetings. |
| <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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</u> (CCR). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is not on the <u>Significant Non-Compliance</u> (SNC) 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 water operator plans to seek further training and RUBA recommends a backup operator receive training. The utility does not have a preventative maintenance plan in place and should consult with a Remote Maintenance Worker. The Remote Maintenance Worker services were transferred from Bristol Bay to the Yukon-Kuskokwim Health Corporation. The utility can benefit from a maintenance plan that includes routine tasks critical for the safe and sustainable operation of the utility. The utility remains listed on ADEC's Significant Non-Complier (SNC) list for Surface Water Treatment Rule (SWTR) Unfiltered but the operator is actively working toward achieving compliance. The utility submitted its 2005 Consumer Confidence Report.

RUBA Activities For The Coming Quarter

RUBA plans to travel to Platinum to assist with resolution of deficient assessment indicators early next quarter.

