

Shungnak Activity Report

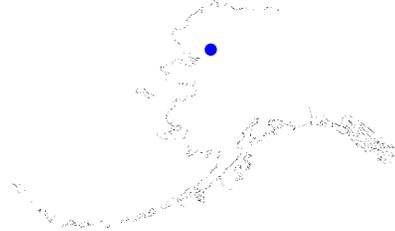
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 256

Region: Northwest Arctic

Local Governments: Second Class City



The City of Shungnak operates the piped water and sewer system. The City Council is the policy making board for the utility.

The water infiltration gallery was destroyed by ice several years ago, and needs replacement. A reservoir is intermittently filled from the Kobuk River — a portable pump fills a 200,000-gallon steel storage tank through 1,110' of buried arctic pipe. Groundwater wells have proven unsuccessful. Piped water and sewer are provided to 53 homes (those at the top of the bluff,) the clinic, school and community building. Shungnak has a 6-inch buried gravity sewage main, which drains into a small diked lake one-half mile northwest of the City. The main, lift station and manholes need replacement. The effluent is chlorinated before discharge. A new landfill has recently been completed.



General Information

In January, Margaret Hansen, Kotzebue office staff, provided telephone and fax assistance to the Administrator on a letter to the IRA to try and collect for past office and fuel truck rent.

In February, Margaret reviewed the Administrator's financial report and discussed the need to increase their water/sewer rates. The Administrator said she would present the recommendation to the Council.

In March, Margaret provided phone and fax assistance on personnel policies disciplinary action for the water/sewer operator.

Observations and Recommendations

Finances — The City has paid off their IRS debt but will have a very tight budget this year. Margaret reminded them that they need to follow through with the second increase in water/sewer rates established in January 2002.

Accounting Systems — The City is doing very well with all the journals, reconciling and filing.

Tax Problems — No tax problems.

Personnel System — During the next trip, Margaret and the Administrator will be able to concentrate on updating the City's policies now that they have paid off their IRS debt.

Organizational Management — During the personnel policy review and training we will update their organizational chart. Everyone knows and understands the current organizational structure.

Operation of Utility — They have a fully certified water/plant operator with two alternates being trained currently. However, they are still working on compliance issues.

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 Activity

Margaret once again was not able to travel to Shungnak this quarter but definitely will sometime during the next quarter (April - May - June 2002) to meet with the Council on alternate operator training issues, compliance issues and water/sewer replacement costs account.