

# Stebbins Activity Report

## Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office  
 2002 Population: 586  
 Region: Bering Straits  
 Local Governments: Second Class City



The City of Stebbins operates the washeteria and a central watering point where residents can come and haul their own water. The City also provides a honeybucket haul service. The City Council is the policy making board for the utility.

Major improvements are under construction to enable a piped water and vacuum sewer system, with household plumbing. Residents currently haul water and deposit honeybuckets in bunkers. Water is derived during the summer from Big Clear Creek, is treated and stored in a 1,000,000-gallon steel water tank. In the summer there are several watering points in the village, distributed from the tank via plastic pipelines. A reservoir at Clear Lake and a new water storage tank are under construction to alleviate winter water shortages.

## RUBA Activity This Quarter

There was still no activity during this quarter as the city administration refused to provide information for Quickbooks Pro training. This community may be dropped from the RUBA program in the near future.

## Capacity Indicators

### Finances

#### Essential Indicators

The utility meets all essential indicators.

#### Sustainable Indicators

The utility meets all sustainable indicators.

**Finances Comments:** We have not received any monthly financial reports per agreement to train the city personnel with Quickbooks Pro.

## Accounting Systems

### Essential Indicators

The utility meets all essential indicators.

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**Sustainable Indicators**

The utility meets all sustainable indicators.

**Accounting Comments:** As far as RUBA knows, the city administrator is using the Quickbooks Pro as she was trained through the RUBA Program.

**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 City continues to keep current with its payment plan for its old tax liability. The city pays a minimum of \$2,000 a month.

**Personnel System**

**Essential Indicators**

Yes No

The utility has a posted workers compensation insurance policy in effect.

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**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 city clerk has quit and is planning to move to Anchorage for personal reasons.

### Organizational Management

#### Essential Indicators

The utility meets all essential indicators.

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#### Sustainable Indicators

The utility meets all sustainable indicators.

**Organizational Management Comments:** There are no organizational management issues this quarter.

### 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.

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#### 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:** RUBA is not able to assess or review how the washeteria is operating due to the refusal by the city administrator to provide financial reports.

### RUBA Activities For The Coming Quarter

RUBA plans to phase out the training plan since the city administrator is refusing to cooperate.