

# Akiachak Activity Report

## Community Overview

Lead RUBA Staff: Ken Berlin, Bethel Office

2003 Population: 633

Region: Lower Kuskokwim

Local Government: IRA Tribal Council



The Tribal Council operates the washeteria, water treatment plant, garbage collection, and the honey-bucket haul system. The Tribal Council is the policy making body for the utility. Construction of a piped water and gravity sewer system is still halted temporarily due to unmet grant conditions. A new well, water tank, water treatment plant and a road to the new lagoon have been completed. Currently, the school and teacher's housing are served by a piped system; most residents haul water from the community's watering point and haul their own honey-buckets to the sewage lagoon.

## RUBA Activity This Reporting Period

George Peter, Tribal Administrator, contacted RUBA staff regarding the status of the water and sewer business plan. RUBA staff contacted CE2 Engineer Ann Herschleb, and received an unsigned copy. CH2M Hill, who is contracted to administer the water and sewer grant funds, has not signed the plan yet. A copy of the water and sewer grant conditions and the latest RUBA assessment report were provided to Walton Smith, CE2, per his request. A copy of the most recent financial report was also provided to Mr. Smith. Akiachak IRA Council met on 12/16/04 and reviewed, approved, and signed the water and sewer business plan.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                       |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>All revenue and expenses for the utility are listed in the utility budget.</b>                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted a balanced realistic budget.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Monthly financial reports are prepared and submitted to the policy making body.</b>                        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b> |

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#### Sustainable Indicators

- |                                     |                          |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | YTD revenues are at a level equal to or above those budgeted.   |
| <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Budget amendments are completed and adopted as necessary.   |

**Finances Comments:**

The Tribe continues to subsidize the utility with funds from the BIA Grant and Clinic Lease with approximately \$33,000. The Youth and Elder Building and the Child Care Center also provide funds to the Container Haul System.

**Accounting Systems**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input 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 accounting system uses QuickBooks Pro financial software. The organization meets both the essential and sustainable capacity indicators.

**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 community is still current with their tax liabilities.

**Personnel System**

**Essential Indicators**

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

**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:**

The Tribe promoted their Chief Accountant to Business Manager and their Accountant to Chief Accountant.

**Organizational Management**

**Essential Indicators**

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <b>Yes</b>                          | <b>No</b>                           |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The entity that owns the utility is known and the entity that will operate the utility is set.</b>                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The policy making body is active in policy making of the utility.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The policy making body enforces utility policy.</b>  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>The utility has an adequately trained manager.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The utility has an adequately trained bookkeeper.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The utility has an adequately trained operator(s).</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.</b> |

**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 Council is proactive in the water sewer business, as they now understand that in order for the projects to continue, they must be active. The Tribal Administration has yet to attend any of the formal Utility Management classes. The utility manager is not adequately trained, but is learning to do the job. The primary operator is certified and they sent the alternate operator to the OIT Program through YKHC for certification. The Utility Manager plans to attend the Utility Management training on Operations in April 2005 at Kotzebue.

## 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:

The utility now meets most of the indicators with the appointment of a Utility Manager. The preventative maintenance plan for the present system is in place and a new preventative maintenance plan will be developed when the new system is in place.

### RUBA Activities For The Coming Quarter

- Attend the IRA Council meeting to introduce myself (Ken Berlin) as the newly appointed LGS/RUBA to work with their water and sewer project.
- Update RUBA assessment.