

# Allakaket Activity Report

## Community Overview

Lead RUBA Staff: Andy Durny, Fairbanks Office

2003 Population: 102

Region: Interior

Local Governments: 2<sup>nd</sup> Class City



Most public facilities were severely damaged in the 1994 Koyukuk River flood. Major components have been replaced -- a new washeteria, well and treatment plant, 100,000-gal. water storage tank, sewage lagoon, and force main have recently been completed. The lagoon is connected to the washeteria and school. Residents carry treated water and haul honeybuckets or use pit privies; no households have plumbing. Infrastructure improvements to provide a flush/haul system are continuing. A new landfill and access road are also under construction. Ownership of the new washeteria has not yet been transferred to the city, pending the following: resolution of site control issues; agreement between City and Traditional Council to transfer management responsibility of the new washeteria to the Traditional Council; approval of the business plan. There is also some concern about the gravel foundation for the new water storage tank: ANTHC is well aware of the situation, is currently monitoring it, and is considering actions to take if necessary.

## RUBA Activity This Reporting Period

Staff is waiting for a response from Allakaket regarding resolution of site control issues, approval of management agreement between City and Tribal governments, and approval of business plan for new washeteria. Also, there is some concern regarding the foundation of the newly constructed water storage tank. In the meantime, staff made several phone contacts with Allakaket to remind the clerk of PILT and CDBG deadlines. Staff discussed site control issues and new washeteria issues with TCC/OEH in early October. ANTHC e-mailed information regarding possible resolution of the site-control issue to tribal administrator in mid-November. Attempts to contact Allakaket in December were unsuccessful: tribal administrator and city clerk both recently resigned. The interim clerk and tribal administrator are now working: selection of permanent replacements is expected sometime before mid-January.

**Capacity Indicators**

**Finances**

Essential Indicators

- | 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 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 type="checkbox"/> | <input checked="" 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:**

Current financial information is incomplete. The utility does not have a current budget, and the available data indicates that the utility does not generate sufficient revenue to pay for operating expenses and for Repair & Replacement costs. The utility has been subsidized by other local funds, but amount of available funds has declined.

**Accounting Systems**

Essential Indicators

- | Yes                                 | No                       | NA                                  |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted a collection policy and actively follows it.                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility bills customers on a regular basis.  |
| <input type="checkbox"/>            | <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 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" 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 type="checkbox"/>            | <input checked="" 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:**

With the exception of the school, which is billed on a regular basis, the utility does not have any customers. The utility has a chart of accounts but we need to verify that it is accurately used. The utility requires some approval prior to making purchases, but there is no current budget with which to compare proposed purchases.

**Tax Problems**

**Essential Indicators**

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility has a system to accurately calculate, track, and report payroll tax liabilities.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on filing tax reports.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on making tax deposits.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.</b>

**Tax Problems Comments:**

According to the IRS, the City of Allakaket has filed all tax reports and payments through the third quarter 2004: the fourth quarter 2004 report is due January 15, 2005. According to AK Dept. of Labor, the City of Allakaket has filed tax reports through the 3rd quarter 2004, and has a credit balance available.

**Personnel System**

**Essential Indicators**

Yes	No	
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

**Personnel System Comments:**

In general, the City follows the personnel policy of the Allakaket Tribal Council.

### Organizational Management

#### Essential Indicators

Yes	No	NA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		The entity that owns the utility is known and the entity that will operate the utility is set.
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>		The utility has an adequately trained manager.
<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input checked="" 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 City currently owns the utility, but is in the process of transferring all management responsibility to the traditional council. In the meantime, the old washeteria is being operated with minimum management, and the newly constructed washeteria is still under the ownership of ANTHC, and is being held in "warm storage".

### Operation of Utility

#### Essential Indicators

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility operator(s) are actively working towards necessary certification.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

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#### Sustainable Indicators

<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>		The utility has a safety manual and holds safety meetings.
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>		The operator provides status reports to the manager on a routine basis.
<input type="checkbox"/>	<input checked="" 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 utility has not submitted its Consumer Confidence Report since 2001: for that reason, it is currently on the SNC list. The utility has no other violations.

### **RUBA Activities For The Coming Quarter**

Continue to monitor and assist as needed; provide training for the new clerk as needed. The priority for coming quarter should be to help community resolve issues related to transfer of new washeteria to community: i.e. site control, management agreement between city and traditional council, approval of the business plan, foundation of water storage tank. We have been waiting for some response and/or action from the community regarding these issues. The Community also needs to decide what to do with old washeteria facility. The community has discussed transferring ownership of the old washeteria to the Yukon-Koyukuk School District, and YKSD is interested.

