Arctic Village Activity Report

Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2003 Population: 166

Region: Interior

Local Governments: Tribal

Water is drawn from the Chandalar River, is treated and hauled from the washeteria. The village provides water to two school tanks. The clinic hauls their own water. Honeybuckets are disposed of by residents or outhouses are used. Feasibility studies are underway to examine alternative for a safer water source, washeteria upgrades and new clinic and landfill relocation. The washeteria is the only facility with running water and uses a small solar power system to provide some electricity. The washeteria consists of three washers; three dryers; two bathrooms with flush toilets and a sink.

RUBA Activity This Reporting Period

Contact was made via fax several times this quarter providing information requested for grants regarding brownfields. The Tribal Administrator and the Washeteria Operator both attended and participated in the UTM Introduction to Utility Management Course held in Fairbanks in December, 2004.

Capacity Indicators

Finances

Essential Indicators

Yes	No	NA	
☐	☒		**All revenue and expenses for the utility are listed in the utility budget.**
☐	☒		**The utility has adopted a balanced realistic budget.**
☐	☒		**Monthly financial reports are prepared and submitted to the policy making body.**
☐	☒		**The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.**

Sustainable Indicators

☐	☒		The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
☐	☐	☒	YTD revenues are at a level equal to or above those budgeted.
☐	☐	☒	YTD expenditures are at a level equal to or below those budgeted.
☐	☒		A monthly manager's report is prepared.
☐	☒		Budget amendments are completed and adopted as necessary.

Finances Comments:

Although the tribe utilizes the QuickBooks program, they do not have a tribal budget and financial reports are not given to the council.

Accounting Systems

Essential Indicators

Yes	No	
☐	☒	**The utility has adopted a collection policy and actively follows it.**
☐	☒	**The utility bills customers on a regular basis.**
☒	☐	**An accounts receivable system is in place which track customers and reports past due accounts and amounts.**
☒	☐	**An accounts payable system is in place.**
☒	☐	**The payroll system correctly calculates payroll and keeps records**
☒	☐	**A cash receipt system is in place that records incoming money and what it was for.**
☒	☐	**The Utility has a cash disbursement system that records how money was spent.**

Sustainable Indicators

☒	☐	A chart of accounts is used that identifies categories in a reasonable, usable manner.
☐	☒	Monthly bank reconciliation's have been completed for all utility accounts.
☐	☒	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 tribe utilizes the Quick Books accounting program, however only uses it to do only very basic things with it.

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:

Unknown at this time.

Personnel System

Essential Indicators

Yes	No	
☒	☐	**The utility has a posted workers compensation insurance policy in effect.**

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 council employees two administrative staff; a washeteria operator and clerk, electric operator, and a clerk as needed.

Organizational Management

Essential Indicators

Yes	No	
☒	☐	**The entity that owns the utility is known and the entity that will operate the utility is set.**
☐	☒	**The policy making body is active in policy making of the utility.**
☐	☒	**The policy making body enforces utility policy.**
☒	☐	**The utility has an adequately trained manager.**
☒	☐	**The utility has an adequately trained bookkeeper.**
☐	☒	**The utility has an adequately trained operator(s).**
☐	☒	**The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.**

Sustainable Indicators

☐	☒	The utility has adopted an organizational chart that reflects the current structure.
☒	☐	The policy making body meets as required.
☒	☐	The utility complies with the open meeting act for all meetings.

Organizational Management Comments:

The utility ordinances are not enforced; collection is not being enforced; and personnel are hard to keep.

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:

There have been three turnovers of operators and the clerk turnover of the washeteria has been constant within the past year. There needs to be a lot of work done to keep the washeteria operating in good condition.

RUBA Activities For The Coming Quarter

Assist tribal administrator in getting training for the council defining organizational structure and responsibilities and grant training. Work with Remote Maintenance Worker to get required items on board. Continue to assist as requested.