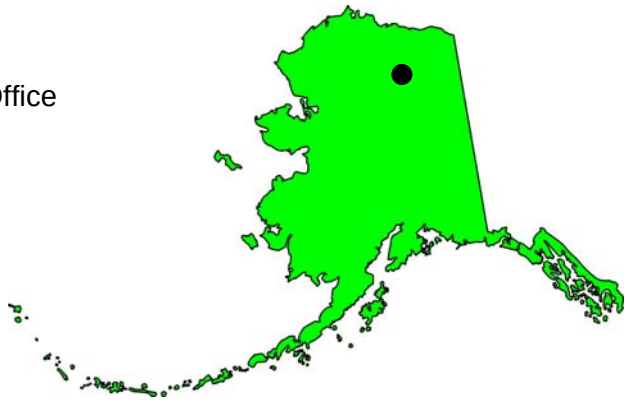
Arctic Village Activity Report

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

RUBA activity has been via telephone and letters to the council and meeting with agencies on the dilemma occurring in Arctic Village. Tanana Chiefs Conference will be assuming responsibility of leadership and finances beginning October 1, 2005 as they have lost their 638 contracting agreements with the BIA. It is expected that after that date we can begin working with the community. One community member attended and participated in the Financial Management Workshop held in Tok in September.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
☐	☒	**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:

None

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:

None

Tax Problems

Essential Indicators

Yes	No	
☒	☐	**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:

All employees either quit or were terminated by the chief and the doors to the tribal office were locked by the chief. He has been running a one man office the majority of the past quarter.

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 chief has been making all major decisions without advising the council of what is occurring and is operating in a secretive manner. No council meetings are being held.

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 operator position changes on a month to month basis. There is no one permanently on payroll and the washeteria continues to deteriorate because of this.

RUBA Activities For The Coming Quarter

Work with TCC and the council is getting back a functional organization.