

# Beaver Activity Report

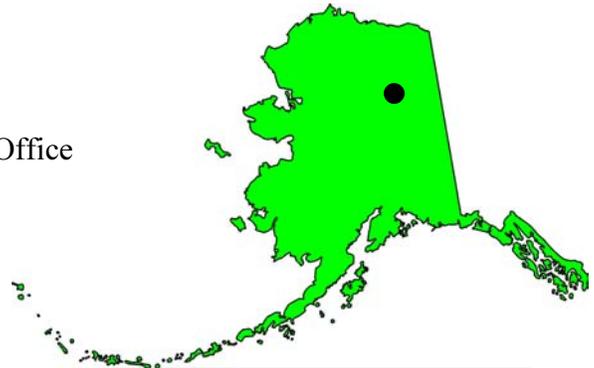
## Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 84

Region: Interior

Local Government: Village Council



The Village Council operates the one central watering point and the Electrical Company. The Village Council is the policy making body for the utilities.

Most residents haul water from the new water treatment plant/washeteria and use honeybuckets or outhouses for sewage disposal. The school maintains their own well. A Master Plan is underway to study system improvements needed to provide a community system.



## RUBA Activity This Reporting Period

RUBA staff has been in contact via telephone with the Chief and the staff person that does electric billing regarding electric bills and Power Cost Equalization reports. At the last council meeting the council could not decide on what system to go with and asked for another survey. A decision is expected before spring. With the turnover in the Council there was also a change in the administration staff. Dorthea Billy resigned as the Tribal Administrator and Wilma Pitka, former Tribal Administrator has returned to the village and accepted the position as the Tribal Administrator.

## 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 checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input checked="" type="checkbox"/>	<input 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 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 utility budget is supplemented with other program funds, i.e., tribal shares. No attempt has been made to collect funds from those who owe the council from borrowing from the electric company.

### Accounting Systems

#### Essential Indicators

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly bank reconciliations 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:** The tribe utilizes the QuickBooks accounting system. The tribal accountant/bookkeeper does not do the electric billing and that is left to an "electric billing" staff person. Bills were finally sent out and are now current. Training is scheduled for April to show them how to submit the Power Cost Equalization reports for reimbursement.

### 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 type="checkbox"/>	<input checked="" 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 Tribal Administrator has been working with IRS to get the electrical portion (BJU) in compliance with the tax reports.

**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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

**Personnel System Comments:** The Tribal Administrator, Dorethea Billy resigned with the turnover of new council and Wilma Pitka, former Tribal Administrator, returned to the village and is now the Tribal Administrator.

**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 type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The policy making body is active in policy making of the utility.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The policy making body enforces utility policy.</b>
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted an organizational chart that reflects the current structure.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy making body meets as required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility complies with the "Open Meetings Act" for all meetings.

**Organizational Management Comments:** With elections there was a complete turnover in the council and the former council is now back in. The new Chief, Selena Petruska, has been active in getting on board, getting things completed that are due, and obtaining training for staff. There still has been no decision made on the type of system the community wants and asked that another survey be completed.

**Operation of Utility**

**Essential Indicators**

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

**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 checked="" type="checkbox"/>	<input 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>Consumer 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 community has four certified operators, however, the operation continues to operate on a fly-by-night basis. Although they have a preventive maintenance manual it is not being followed. Things are allowed to fall apart and they wait until the Remote Maintenance Worker comes in to get anything fixed. They do not keep parts on hand for repair. The chief and Tribal Administrator need to become more proactive to ensure that the operation will continue for years to come. They have a safety manual but do not hold safety meetings; they have a critical spare parts list but don’t maintain the parts on hand. They are on the SNC (Significant Non-Compliant) list for bacteria.

**RUBA Activities for the Coming Quarter**

Complete and update a RUBA assessment; assist and train with the Power Cost Equalization reporting system and assist administration as requested.