

# Chalkyitsik Activity Report

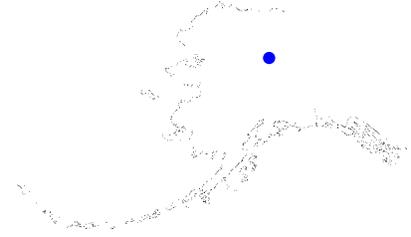
## Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 83

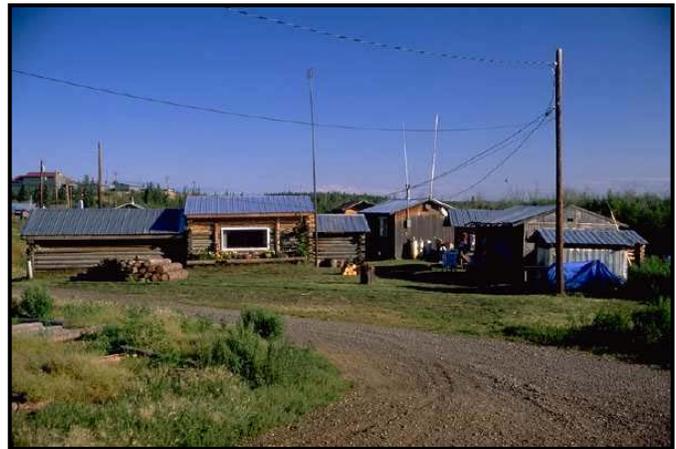
Region: Interior

Local Governments: Village Council



The Village Council operates the one central watering point. The Village Council is the policy making body for the utility.

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



## General Information

There was no activity with Chalkyitsik this quarter.

## Observations and Recommendations

Finances — The Council has adopted a budget and financial reports are being prepared. Staff report to the council on a monthly basis.

Accounting Systems —The system is working well with no problems being reported

Tax Problems — They are current with payroll tax reports and payments.

Personnel System — They have a Personnel Policy which they use, however it needs revision. They have written job descriptions and a written hiring process. They have personnel folders that contain all the necessary information. They do have a written Organizational Chart and carry workmen's comp. They do not do evaluations of personnel.

Organizational Management — They know they own and operate the utility services. The Council meets as required and on short notice as needed. The Council meets and discusses many issues including utility services and sets policy for the utility. All positions are filled with competent personnel and if certification is a requirement, the council assures they receive the training for certification. The Council has adopted a utility ordinance to operate its facility and they comply with the “Open Meetings Act” for all meetings.

Operation of Utility — Two certificated operators are working two weeks on and two weeks off. The Tribe is on DEC’s Hot List for Surface Water Treatment Rule. The utility has a preventive maintenance plan; provides status reports to the Council on a monthly basis; has completed there Consumer Confidence Report and distributed it. They do not maintain an inventory list or a critical spare parts list.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System		X	
Organizational Management		X	
Operation of Utility	X		

**Anticipated Activity**

- ◆ Work with the new Tribal Administrator and get him into the next utility management training class.
- ◆ Work with TCC-OEH in getting an Inventory Control List and Critical Spare Parts List.