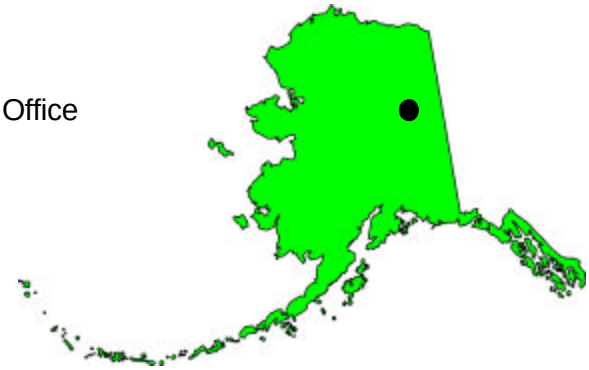
Chalkyitsik Activity Report

Community Overview



Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2003 Population: 86

Region: Interior

Local Governments: Village Council

The Village Council operates the one central watering point and washeteria. 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 was completed to study improvements needed to provide a community system. Chalkyitsik has been funded by ANTHC for $799,690 for water treatment improvements, connecting the school and ten homes on the West side to piped water and sewer, and a community watering point. They have also been funded by DEC/VSW for $192,400 for Phase 2, and USDA/RD funded them for Phase 3 for $405,700.

RUBA Activity This Reporting Period

Contact with the tribal administrator via telephone and fax were made this quarter by providing PCE Information necessary to be reinstated and copies of Chalkyitisk's PCE forms. Numerous calls and faxes were made to the tribal administrator asking for copies regarding the QuickBooks training that was held in June and attended by the tribal staff.

Capacity Indicators

Finances

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.**
☐	☒	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:

The newly selected bookkeeper attended and participated in the Utility Management Financial Management Workshop held in Tok that was co-sponsored by TCC-OEH and our department. PCE reporting is being brought back on line and forms required have been submitted to the bookkeeper for them to get caught up. We received a call requesting assistance on PCE. Contact with RCA and AEA shows they have not received requested information from Chalkyitsik. Chalkyitsik was told to contact RCA and AEA and provide the requested information before we provide assistance.

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 reconciliations 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 newly hired bookkeeper is a long-time staff member of the tribe and has knowledge of the QuickBooks program as she worked with one of the previous bookkeepers.

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:

There are no tax liabilities due.

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 vacant staff positions have been filled and the tribe is back on track operating the tribal office.

Organizational Management

Essential Indicators

Yes	No	NA	
☒	☐		**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 policy-making body is proactive in the operation and maintenance of the utility services.

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:

They have a Safety Manual however do not use it. They do not have an Inventory Control or Spare Parts List.

RUBA Activities for the Coming Quarter:

Work with the RMW to encourage the operators to keep their water testing current; complete the CCR: adopt an Inventory Control; and adopt a Spare Parts list. Assist the tribe as requested.