

# Chefornak Activity Report

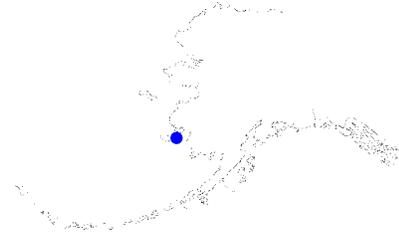
## Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 394

Region: Yukon-Kuskokwim Delta

Local Governments: Second Class City, Traditional Council



The Traditional Council operates the multiple watering points and manages the honeybucket haul system. The Traditional Council is the policy making body for the utility.

Twelve wells provide potable water for Chefornak; residents haul from watering points. Some residents melt ice in the winter or use rain catchment systems in the summer. Some residents use river water. The infrastructure to develop a flush/haul system was started in 1998. 50 residences use honeybuckets; 24 homes use tank haul. The school well is inadequate; the water is too salty. The community wants a piped system.

## General Information

The previous manager has resigned to accept a position with the Traditional Council as the Tribal President. He has hired a utility manager who he felt was the most qualified for the job. The current manager is familiar with business management, she is planning to hire a utility bookkeeper. She is taking both administrative and financial management roles. She has been familiarizing herself with the tasks and departments of the utility.

The previous manager, who is now a council member, has eliminated the independent board and made the Traditional Council the policy making body for the utility.

## Observations and Recommendations

Finances — We still have not received any financial reports to date. The current manager said that she is working on catching up with past transactions and straightening out the books. She said she was going to work on a budget, then create a monthly report when she's done.

The manager has been in contact with the Bethel office to request assistance on ways to get extra funding for the utility. Until she has an idea of her budget and created it, she won't know how to exactly spend funds or to operate the utility.

Accounting Systems — The current manager is not going to change the format of the utility accounting, she will use what we had set up, which is DCED's Model Financial Record

Keeping System (MFRKS). I had left a copy of the MFRKS at their office for them to refer to. We have yet to receive a budget and monthly financial reports for the utility.

Tax Problems — The manager attended the IRS Payroll Tax Workshop put on by Bethel Association of Village Council Presidents, Inc., in December 11-12, 2001.

Personnel System —The utility has hired a new utility manager. The utility manager has made an emergency hire for a bookkeeper to help her do the year-end taxes. The manager has set her work hours and starting pay scale. She is also looking at hiring a part-time/permanent clerk/bookkeeper as soon as she has made her budget for the utility.

Organizational Management—The previous utility manager resigned from his position when he was elected to the traditional council and became the president. The Traditional Council eliminated the independent utility board and made itself the policy making body.

Operation of Utility —The utility is having problem with the water testing. High copper levels have been detected in the readings. The Bethel YKHC/RMW for Chefornak said that it will cost the community 10-15k to correct the problem and if an ANTHC crew can go out to the village to evaluate the situation it would cost the village about \$500.00.

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 Activities

- Provide Technical and financial record keeping assistance to the staff.
- Request and assist with Monthly Financial Reports and year-end tax reports.
- Review personnel Policies.