

Chefornak Activity Report

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General Information:

The Utility is operating exceptionally well. The staff continues to use the Model Financial Record Keeping System the Bethel office provided them through training the early part of January. According to the bookkeeper, all tax reports are current. The utility manager attended the Utility Organizational Management Training in mid January.

A recommendation to do cost sharing with either the tribal or city government was given to the Utility Manager to help find ways to conserve their revenues. The Utility Board agreed to the recommendation and the Chefornak Water and Sewer Utilities (CWSU) has once again moved their office to the Chefornak Traditional Council Office Building. This is a cost sharing measure for the CWSU to conserve whatever revenue it receives.

Observations and Recommendations:

Finances — Monthly reports have not been received from this utility due to the bookkeeper being the only staff in the office the first few months of last quarter. So far, the traditional council has contributed one day of bingo earnings to this utility. The manager is currently working with the tribal council in continuing this financial contribution through once a month bingo earnings.

Accounting Systems — Their accounting system has improved since the last training done in January 2001. They are keeping current on their payroll and quarterly tax reports.

Tax Problems — The bookkeeper said that there has to be some corrections made to their quarterly reports. The substitute had made some errors in some of the payrolls.

Personnel System — There has been a turnover in their clerk position, their current clerk has resigned and they have hired a new clerk to replace her.

Organizational Management — The manager had not been in the office due to physical injury for most of the quarter. This left the bookkeeper along with another to oversee the office duties. However the manager came back to the office this last month but is not able to be in the office on a full time basis. During this time a temporary bookkeeper was hired to assist the bookkeeper since she took the role of the manager.

Leadership/Governance — The current board is fully active and works with the manager very closely. The board takes all suggestions and recommendations from the manager into consideration and acts accordingly.

Operation of Utility — The utility continues to operate fully. The office transition did not affect the utility operations. Everything is running smoothly.

Ranking 1 = Inadequate
 4 = Adequate to meet minimum requirements
 7 = Exceeds requirements

Category	1	4	7
Finances		X	
Accounting Systems		X	
Tax Problems			X
Personnel System	X		
Organizational Management			X
Leadership/Governance			X
Operation of Utility			X

Anticipated Activities:

RUBA staff will make follow-up requests for monthly reports now that the manager is back on the job. We will also continue technical assistance to the administrative staff.