

Chefornak Activity Report

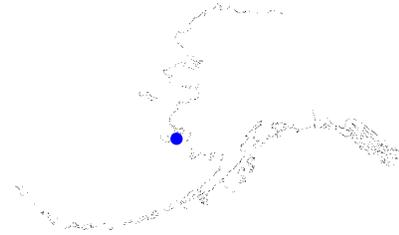
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 394

Region: Yukon-Kuskokwim Delta

Local Governments: Second Class City, Traditional Council



The Village Council operates the multiple watering points and manages the honeybucket haul system. The Village 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 Chefornak Traditional Council is now the utility board and they are charged with overseeing the utility management and all utility reports are to go through their office. A project is on going in the community. The contractors for the community project is CE2.

Observations and Recommendations

Finances — The Utility has no budget and monthly financial reports have not been forthcoming. The Manager said that no checks have been bouncing and revenues are up, but bank reconciliations have not been done to the cash disbursement journals. The Utility Manager has asked the Council to not get any stipends when they meet as a Utility Board.

Accounting Systems — The Manager does not trust the computer, so all her transactions are recorded in manual record journals.

Tax Problems — They have not encountered any tax problems to date. The Manager is keeping current on the payroll deposits. However, she wants help this quarter in completing her quarterly reports.

Personnel System — The Utility has not adopted a personnel policy to date. The Manager and the Council conduct a one on one interview with interested applicants. They do have job descriptions for the positions and the manager is interested in evaluating her employees. They do have personnel folder on their employees with I-9's, job

applications and letter acceptance in the folders. The Manager said that she needs to review her organizational chart to reflect the present state of the organization.

Organizational Management — The independent Utility Board has been removed in favor of the Chefnak Traditional Council becoming the policy making body for the Utility. The Manager said that the Council is not very active in utility management, she has to inform the Council on the utility activities. They have no set dates for meetings only when she requests a meeting.

The utility clerk/bookkeeper is still in high school and she comes to work after 3 pm and works for three hours a day. The Utility also has a backup bookkeeper, who works when needed. The water operator and the sewer operator are certified, backup for both operators may go to water and sewer training to get OIT certified sometime in June or July 2002 of this year. The Manager works at least three hours a day. She comes to work when she can and covers the three hours.

Operation of Utility — The Manager said that the vehicle maintenance is being done through the project that is ongoing. The utility snowmachine broke down and CE2, the project company, got parts for it. However, the units that were installed into the homes are giving some homeowners some problem. The units were designed and installed by CE2 and education is needed with the homeowners on care and maintenance of the units. There have been a few malfunctions and the Managers said that she rates the units as poor. The Utility does not have an inventory list and the spare parts list is non-existent, but they buy the parts on a need basis.

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

- Create a working Budget with the Manager and Bookkeeper.
- Continue to request monthly financial reports be sent to the Bethel office.
- Follow up on the plan for the Utility to move from the Tribal building to the City building.
- Await reply of recommendation letter to Tribal office before providing record keeping assistance to the Utility.
- Work with VSW Engineer on business plan for the Utility.