

# 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.

## RUBA Activity This Quarter

RUBA staff is planning to travel to Chefornak to work with the manager in fully assessing their capabilities. The utility bookkeeper is a student and she has been working part time through the winter. RUBA staff went to Chefornak last year to provide some financial management training to the current bookkeeper. She had resigned about the same time then she applied for the position again and was hired. RUBA staff did not travel to Chefornak due to the turn over rate of its bookkeepers and the administration staff not being in the office during staff visits.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                      | No                                  |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | All revenue and expenses for the utility are listed in the utility budget.                             |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted a balanced realistic budget.   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Monthly financial reports are prepared and submitted to the policy making body.                        |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses. |

**Finances Comments:** The utility budget has never been received by this office, even when requested. The manager has said that she is trying to gather information to come up with a budget for the utility.

**Accounting Systems**

**Essential Indicators**

- | Yes                                 | No                                  |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The utility has adopted a collection policy and actively follows it.                                       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The utility bills customers on a regular basis.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | An accounts receivable system is in place which track customers and reports past due accounts and amounts. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | An accounts payable system is in place.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The payroll system correctly calculates payroll and keeps records  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | A cash receipt system is in place that records incoming money and what it was for.                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The Utility has a cash disbursement system that records how money was spent.                               |

**Accounting Comments:** The utility needs a fully trained bookkeeper in order to have accurate entries in the books, the manager also needs some training in financial management.

**Tax Problems**

**Essential Indicators**

- | Yes                                 | No                       | NA                       |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                          | The utility has a system to accurately calculate, track, and report payroll tax liabilities.             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                          | The utility is current on filing tax reports.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |                          | The utility is current on making tax deposits.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If there are any past tax liabilities, a repayment agreement has been signed and repayments are current. |

**Tax Problems Comments:** The manager said that they need assistance in completing their quarterly reports.

**Personnel System**

**Essential Indicators**

- | Yes                      | No                                  |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has a posted workers compensation insurance policy in effect. |

**Personnel System Comments:** The administration of the utility suffers during the Spring and Summer months. The bookkeeper and the manager reduce their time to 4 hours because of subsistence activities.

## Organizational Management

### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body is active in policy making of the utility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body enforces utility policy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained manager.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained bookkeeper.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

**Organizational Management Comments:** The tribal council is now the utility board and this was done to save money in the budget on the policy making body side. It was also done to quell the dissension between the last utility board and utility employees.

## Operation of Utility

### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility operator(s) are actively working towards necessary certification.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

**Operation of Utility Comments:** The utility operators have certificates at the office. There are no preventative maintenance plans. The only maintenance that was done was through an agreement with the project entity in which the haul vehicles were rented out to the project.

## RUBA Activities For The Coming Quarter

The goal for the coming quarter is to assist the manager and bookkeeper in financial management in order to create a budget for the utility and come up with a monthly financial report format that she can use to report to the utility board and to the Bethel office.