

# 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 Reporting Period

RUBA staff has not traveled to the village since the administration had a turnover in the management. A utility Manager/Bookkeeper was hired and works at least 3 hour a day Monday through Friday. There is a utility clerk who also works the same amount of hours.

## 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 is non-existent, what is known at this time is that it does not adequately cover all expenses of the utility. The utility is subsidized through bingo contributions from the tribal and city bingo operations which they have every Saturday just for this purpose. There are no monthly financial reports forthcoming from this entity,

## 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 Systems Comments:** The utility manager/bookkeeper said that she is still working on straightening out the books and has requested that new bank account be opened in order to start the books over again. The previous administration had not been keeping current on the books. The new manager/bookkeeper said she found out that some of the deposits had not been recorded into the cash disbursement journal.

## Tax Problems

### Essential Indicators

Yes	No	NA	
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

**Tax Problems Comments:** The manager/bookkeeper said that they have not received any notices or letters from the IRS and DOL concerning their taxes. They are keeping current on their payroll taxes, in fact the manager said that they had made an overpayment on the payroll taxes. This is the reason for the “No” in the capacity list. We will need to investigate whether it was a one time incident, or a systematic problem that caused this error.

## 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 utility does not have workers compensation insurance at this time.

## 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 organization still operates and maintains the system and they hired a manager who is also the bookkeeper for the system. The person they hired used to be an Administrator and Bookkeeper for the City of Chefornak.

## 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 will send two more haul operators to Bethel for OIT classes this January of 2003, the current haul operator will also get re-certified a month after that. All haul services require that the customer pay in advance. Those households that are not on the system have an option of requesting haul service or haul the honeybuckets themselves to the lagoon.

## RUBA Activities For The Coming Quarter

The RUBA staff is inviting the manager/bookkeeper to the Grants and Year-end tax training in January 2003.

Travel to Chefornak to assist in completing the journals.

Conduct a formal assessment of the utility, develop management recommendations, and present them to the council.