

Gulkana Activity Report

Community Overview

Lead RUBA Staff: Greg Gould, Anchorage Office

2002 Population: 83

Region: AHTNA

Local Government: Village Council



Water is currently derived from a well, is treated and stored in a 100,000-gal. tank. Due to iron and magnesium levels, new infiltration galleries on the Gulkana River and water treatment improvements are under construction. A piped water and sewer system serves most homes. A community septic tank treats wastewater. Individual wells and septic tanks are also used by a number of residences.

A Master Plan is underway to examine connection of all homes to a new system. Permafrost and high water tables are problematic in this region. The PHS constructed a Laundromat in 1976, but it is not functioning -- a washeteria is needed in the community.

RUBA Activity This Quarter

RUBA staff made one trip to Gulkana this quarter. The tribal administrator continues the tribe’s efforts in economic development. They are currently renovating the teen center into an exercise facility, computer lab space with wireless connections, an arctic entry and a small movie projection area. The work is being completed within the community and the projects are being force accounted. They have obtained title and materials to start developing a large camping area known as Sailors pit. The log materials are being milled at the site in preparation for cabin construction. AHTNA had operated this informal camping area in the past and collected roughly \$25,000 per year on an honor system payment. Gulkana plans to continue that operation while they are improving the site.

Capacity Indicators

Finances

Essential Indicators

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All revenue and expenses for the utility are listed in the utility budget. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has adopted a balanced realistic budget. |
| <input checked="" type="checkbox"/> | <input 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. |

Sustainable Indicators

- | | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is receiving revenues (user fees or other sources) sufficient to cover operating |
|--------------------------|-------------------------------------|--|

- expenses and Repair & Replacement (R&R) costs.
- YTD revenues are at a level equal to or above those budgeted.
- YTD expenditures are at a level equal to or below those budgeted.
- A monthly manager’s report is prepared.
- Budget amendments are completed and adopted as necessary.

Finances Comments: The community continues to subsidize the water and wastewater system. The community is able to subsidize the utility, provide basic tribal services and maintain a savings account for economic development projects.

Accounting Systems

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Accounting Comments: The Tribe has QuickBooks installed on their computers however it is not being used at this time. The tribe has not converted over to the QuickBooks system. They want to convert but currently they are able to accurately manage the accounts using a manual accounting system. With the current ability to maintain acceptable accounting practices it has fallen on the priorities list behind the economic development activities.

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 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: There are still no known tax issues.

Personnel System

Essential Indicators

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

- The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
- The utility has adequate written job descriptions for all positions.
- The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
- The utility has an adequate written hiring process.

- The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
- The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
- The utility provides training opportunities to staff as needed and available.

Personnel System Comments: There are no known changes in the personnel system.

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 type="checkbox"/> | <input checked="" type="checkbox"/> | The policy making body is active in policy making of the utility. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The policy making body enforces utility policy. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a adequately trained manager. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a adequately trained bookkeeper. |
| <input checked="" type="checkbox"/> | <input 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. |

Sustainable Indicators

- The utility has adopted an organizational chart that reflects the current structure.
- The policy making body meets as required.
- The utility complies with the open meeting act for all meetings.

Organizational Management Comments: The council has been able to meet several times over the last quarter.

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.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report (CCR)</u> .
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance (SNC)</u> list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

Operation of Utility Comments: The community is still on the SNC list for lead violation. They were pursuing an administrative waiver from DEC. It is unknown what the status of that waiver is. The water source and treatment availability makes it impossible for them to comply with the lead requirements.

RUBA Activities For The Coming Quarter

The goal for the coming quarter is to get an employee to attend a utility management class that will be held in the region in August of 03. They will be submitted as a possible candidate for a complete QuickBooks conversion community. The master sanitation plan will be completed and submitted early in the next quarter.