

Kaltag Activity Report

Community Overview

Lead RUBA Staff: Irene Catalone, Fairbanks Office

2001 Population: 230

Region: Interior

Local Governments: Second Class City



The City of Kaltag operates the piped water and sewer system. The City Council is the policy making body for the utility.

Piped water and sewer has existed since 1982 in Kaltag. Water is derived from a well and is treated. The majority of households are fully plumbed. A new 13-unit HUD subdivision was recently connected to the system, and an extension to 6th Avenue is under construction. A new washeteria was completed in January 1998. The City has requested funds to complete a Master Plan, and to relocate the landfill, construct an access road, and acquire a refuse vehicle and containers. The current landfill is not permitted.



RUBA Activity This Quarter

RUBA staff maintains contact with the manager and checks to make sure things are going o.k.

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 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 checked="" type="checkbox"/> | <input 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. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | YTD revenues are at a level equal to or above those budgeted. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | YTD expenditures are at a level equal to or below those budgeted. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A monthly manager's report is prepared. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget amendments are completed and adopted as necessary. |

Finances Comments: The utility budget has all the components except for the Repair and Replacement category. The overall budget reflects the debt for the fish plant that the city pledged its assets for, other than that they are very capable.

Accounting Systems

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Accounting Comments: Kaltag continues to use both the manual and the QuickBooks Accounting methods. They do have someone on staff who is familiar with QuickBooks and the plan is to utilize the program for FY03.

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: The City of Kaltag has no tax liabilities.

Personnel System

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Personnel System Comments: The City of Kaltag has all the components for the Personnel section.

Organizational Management

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Organizational Management Comments: The City of Kaltag also complies with the Organizational component.

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 checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has completed and distributed its <u>Community Confidence Report</u> (CCR). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is not on the <u>Significant Non-Compliance</u> (SNC) list. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility maintains an inventory control list. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility maintains a critical spare parts list. |

Operation of Utility Comments: The city has an active operator, however, problems arise when he is out of the village and the alternate takes over as far as the samples getting done. They are on the Significant Non-Compliant (SNC) list for the surface treatment rule. With the operator back in town they should come off the list. TCC helped the operator put together the inventory control list and the critical spare parts list. They had problems in May 2002 with a leak which caused the water to be shut down, however, this has been repaired. TCC will assist the city in getting their Community Confidence Report (CCR) done on time.

RUBA Activities For The Coming Quarter

The goal for the coming quarter is to continue to monitor the operations. RUBA staff will plan some QuickBooks training and assist with implementation. The manager will work on safety meetings and checking the inventory and critical spare parts list.