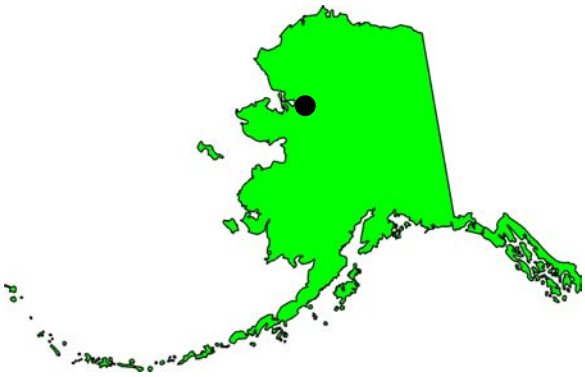
Kaltag Activity Report

Community Overview



Lead RUBA Staff: Irene Catalone, Fairbanks Office

2002 Population: 223

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 1972 in Kaltag. Water is derived from a well and is treated. Most 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 Sanitation Facilities Master Plan is complete. The new landfill was completed in 2000. There are needs due to the varying ages of the water/sewer systems, which are addressed in the plan.

RUBA Activity This Reporting Period

RUBA staff is continuing to provide assistance as requested. RUBA staff reviewed the utility plan. Discussed the SNC non-compliance with the manager. Travel set to take place during the next quarter.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
☒	☐	All revenue and expenses for the utility are listed in the utility budget.
☒	☐	The utility has adopted a balanced realistic budget.
☒	☐	Monthly financial reports are prepared and submitted to the policy making body.
☒	☐	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.

Sustainable Indicators

☒		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 utility budget has all the components except for the "Repair and Replacement" category. The rates need to be addressed, the council is aware of this and they have scheduled this for the July meeting.

Accounting Systems

Essential Indicators

Yes	No	
☒	☐	The utility has adopted a collection policy and actively follows it.
☒	☐	The utility bills customers on a regular basis.
☒	☐	An accounts receivable system is in place which tracks customers and reports past due accounts and amounts.
☒	☐	An accounts payable system is in place.
☒	☐	The payroll system correctly calculates payroll and keeps records
☒	☐	A cash receipt system is in place that records incoming money and what it was for.
☒	☐	The Utility has a cash disbursement system that records how money was spent.

Sustainable Indicators

☐	☒	A chart of accounts is used that identifies categories in a reasonable, usable manner.
☒	☐	Monthly bank reconciliations have been completed for all utility accounts.
☒	☐	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

Accounting System Comments: Kaltag continues to use both the manual and the Quick Books Accounting methods. The plan is to work with the manager on QB training and use.

Tax Problems

Essential Indicators

Yes	No	NA	
☒	☐		The utility has a system to accurately calculate, track, and report payroll tax liabilities.
☒	☐		The utility is current on filing tax reports.
☒	☐		The utility is current on making tax deposits.
☐	☐	☒	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 liability issues.

Personnel System

Essential Indicators

Yes	No	
☒	☐	The utility has a posted workers compensation insurance policy in effect.

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: The City of Kaltag has all the components for the Personnel section. There are no plans at present to replace clerical staff. Although all the components are in place evaluation is not taking place on a regular basis.

Organizational Management

Essential Indicators

Yes	No	
☒	☐	The entity that owns the utility is known and the entity that will operate the utility is set.
☒	☐	The policy making body is active in policy making of the utility.
☒	☐	The policy making body enforces utility policy.
☒	☐	The utility has an adequately trained manager.
☒	☐	The utility has an adequately trained bookkeeper.
☒	☐	The utility has an adequately trained operator(s).
☒	☐	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 City of Kaltag also complies with the organizational component.

Operation of Utility

Essential Indicators

Yes	No	
☒	☐	The utility operator(s) are actively working towards necessary certification.
☒	☐	The utility has a preventative maintenance plan developed for the existing sanitation facilities that needs revision.

Sustainable Indicators

☐	☒	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.
☐	☒	The utility has a safety manual and holds safety meetings.
☐	☒	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
☒	☐	The utility is operating at the level of service that was proposed.
☒	☐	The operator provides status reports to the manager on a routine basis.
☒	☐	The utility has completed and distributed its Community Confidence Report (CCR).
☒	☐	**The utility is on the Significant Non-Compliance (SNC) list.**
☐	☒	The utility maintains an inventory control list.
☐	☒	The utility maintains a critical spare parts list.

Operation of Utility Comments: The utility manager and operator need to work together to make sure that items such as the inventory control list, critical spare parts list and the monthly O&M reports are done. This needs to be a routine evaluation item. The operator is very capable but routine items needs to be addressed and adhered to. The utility needs to submit all required water tests. The utility is on the Significant Non-Compliance List (SNC) for not getting all of its tests in as required. A noted improvement is filling out the "monthly water plant record sheet" report. The RMW works closely with the operator.

RUBA Activities For The Coming Quarter

The goal is to continue to monitor and to stay in touch with the RMW as far as operations and maintenance. Will monitor water testing with RMW. Will plan on a site visit to work on QuickBooks in August. Will address operations reports and lists. Will work with the manager on QB and meet with the council and RMW to discuss the reports.