

Kobuk Activity Report

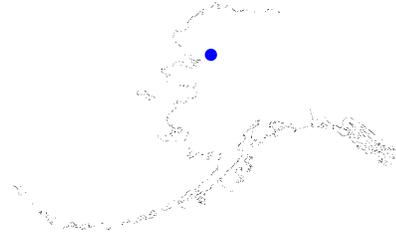
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 109

Region: Northwest Arctic

Local Governments: Second Class City



Sanitation utilities in Kobuk are operated and managed by the City. The City Council is the policy making body for the utility.

Major improvements are under construction to provide a piped water and sewer system, including household plumbing. A 30-foot well provides water, which is treated and currently hauled by residents from the washeteria. Honeybuckets and privies are currently used by most residences, but plumbing is under construction. The washeteria has its own septic tank. Waste is disposed of at Dall Creek. A new landfill was recently completed. Kobuk Valley Electric Co-op purchases power from AVEC over the Kobuk-Shungnak intertie.



General Information

In October, Margaret Hansen, the Kotzebue RUBA provided on site training and assistance to the administrator and utility manager on their budgets and reports. The utility manager seems to be doing very well keeping up with his journals. The administrator hired in July was the utility manager a couple years ago so was trained by me on financial management. We did have to figure out where they were on grant reporting. We were able to complete all the grant reports so she had a handle of what active grants the city has in order to keep up the monthly reporting.

In November, the Kotzebue RUBA provided telephone and fax assistance to the administrator on building maintenance and fuel pump problems. I was able to help her locate an electrician to travel out there to help fix the problems.

In December, the Kotzebue RUBA provided phone and fax assistance to the new Administrator on planning for needed funds for a heavy equipment building and heavy equipment needed.

Observations and Recommendations

Finances — They are current with all monthly reporting.

Accounting Systems — They are using the manual system very well. This administrator would like to start using QuickBooks pro for payroll which we will start my next trip end of January.

Tax Problems — No tax problems.

Personnel System — The Council is interested in updating their personnel policies with new staff so have asked for assisting with this next quarter.

Organizational Management — They seem to be doing very well, everyone working together with new Mayor. They are looking forward to the personnel training next quarter.

Operation of Utility — The main operator quit last quarter. The only person who passed the Operator in Training (OIT) test was the utility manager. We will continue to work towards certification.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

This next quarter the Kotzebue LGS plans to travel to Kobuk to provide year-end tax reporting and personnel policy training to the new council and staff.