

# Kobuk Activity Report

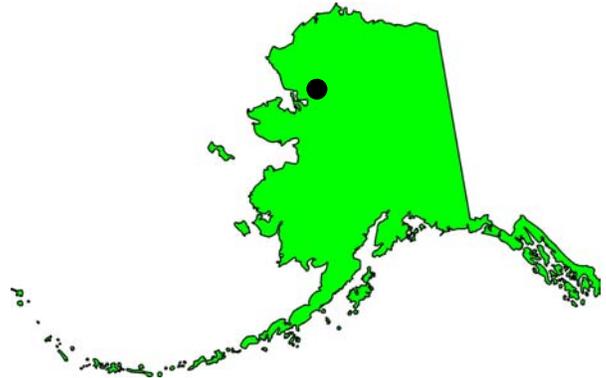
## Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2002 Population: 106

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.

The piped water & sewer system is complete and transferred over to the city. A 30-foot well provides water, which is treated and can be hauled by residents from the washeteria also. The washeteria has its own septic tank. Waste is disposed of at the new sewage lagoon. A new landfill was recently completed. Kobuk Valley Electric Co-op purchases power from AVEC over the Kobuk-Shungnak intertie.

## RUBA Activity This Quarter

RUBA staff provided on site training and assistance to the new administrator on aspects of financial management. RUBA and City staff was able to complete the last quarter tax reports by balancing the journals and employee compensation records.

RUBA staff provided phone and fax assistance to the clerk on their special elections. The council did not certify their October election.

The new administrator resigned for a higher paying job.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                       |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>All revenue and expenses for the utility are listed in the utility budget.</b>                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted a balanced realistic budget.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Monthly financial reports are prepared and submitted to the policy making body.</b>                        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b> |

---

#### 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 new utility manager seems to be doing ok. He has not asked for RUBA assistance. Apparently he hires a local storeowner to assist him when he needs it.

### Accounting Systems

**Essential Indicators**

The utility meets all essential indicators.

---

**Sustainable Indicators**

The utility meets all sustainable indicators.

**Accounting Comments:** There are no problems at this time. The City Clerk was trained to provide monthly reports to the council.

### 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:** There are no tax problems.

### Personnel System

**Essential Indicators**

The utility meets all essential indicators.

---

**Sustainable Indicators**

The utility meets all sustainable indicators.

**Personnel System Comments:** Hopefully the council will hire a new administrator prior to RUBA’s travel next quarter.

### 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 meetings act for all meetings.

**Organizational Management Comments:** The council had their election so there may be a new Mayor this next 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 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 checked="" type="checkbox"/> | <input 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 community has rehired their previous certified operator, he quit working at the Red Dog Mine in order to stay home in Kobuk.

### RUBA Activities For The Coming Quarter

RUBA plans to travel to Kobuk the second week of January to provide year-end tax reporting training to the clerk and any new administrator.

