

## **Kobuk Activity Report**

### **General Information:**

In October, Margaret Hansen, Kotzebue LGS/RUBA, provided on site training and assistance to the Utility Manager and City staff on tax reports, balancing journals, and financial reports. In addition we went house to house to provide community education on the use of their new water/sewer system, reviewing ordinance and customer agreements with them. We also prepared new monthly billing forms including water/sewer order form and customer account sheets.

In November, Margaret provided assistance to the Utility Manager and Administrator on their annual RGC report for utilities. There were problems with electric poles coming out of the ground so coordinated with Division of Energy on possible solutions. Also coordinated with the Engineer to purchase a gravel screen and talked about the need to get households to purchase monitors or some source of continuous heat for new system. Assisted the Administrator in preparing for a special election by writing to the U.S. Attorney Generals office for pre-clearance.

In December, Margaret provided on-site assistance to the Utility Manager and Acting Administrator on computerized monthly financial reporting formula problems; Alaska Native Health Board (ANHB) reports; and, correct annual APUC reports including balancing journals and reconciling. We also coordinated with the engineer and Northwest Arctic Borough for frozen water/sewer in the City office building and clinic which were left on the old system. Discussed with consulting firm the need to separate billing for their Community Development Block Grant (CDBG) grant reports; talked with the lawyer on business bulk fuel tank farm ordinance; provided assistance with State Revenue Sharing application, water plant operator training, CDBG report, special election and furnace problems.

### **Observations and Recommendations:**

Finances — With the Administrator on extended medical leave, the Acting Administrator had to be trained on how to prepare their computerized monthly financial report to the Council. They are doing very well collecting for their water/sewer system so far with everyone having to pay three months in advance before their system can be turned on.

Accounting Systems — They are having an audit conducted in January which will help to see what areas of accounting needs changing through the management letter. In addition we have scheduled QuickBooks Pro training in March after new Clerk has been hired.

Tax Problems — No tax problems.

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Personnel System — Personnel management and policies training still needs to be done. The City had their special election in December since the one in October was contested. The Utility Manager job description has been revised but the water plant operator description needs to be updated with his additional duties on the new system.

Organizational Management — With the passage of their new personnel policies, a new organizational chart needs to be completed.

Leadership/Governance — After reorganization of the Council, we may need to revise the workplan to include training they may need.

Operation of Utility — The main operator is fully trained and certified. They have agreed to hire two alternates and get them the training needed to become certified.

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

<b>Category</b>	<b>1</b>	<b>4</b>	<b>7</b>
Finances			<b>X</b>
Accounting Systems		<b>X</b>	
Tax Problems			<b>X</b>
Personnel System		<b>X</b>	
Organizational Management		<b>X</b>	
Leadership/Governance		<b>X</b>	
Operation of Utility		<b>X</b>	