

# 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.

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 residents, 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.

## RUBA Activity This Quarter

RUBA staff provided on site training and assistance to the Acting Administrator on their FY 04 budget, balancing and reconciling their journals including balancing their monthly financial report.

The Kotzebue LGS provided phone and fax assistance to the administrator in reviewing their equipment rental agreement and rate to charge current housing contractor.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                       |                                                                                                        |
|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input 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 is balanced. The water/sewer system is fairly new. The Kotzebue LGS has suggested opening a new account to save funds for repair and replacement costs which still needs to be done.

## Accounting Systems

#### Essential Indicators

- |                                     |  |                                             |
|-------------------------------------|--|---------------------------------------------|
| <input checked="" type="checkbox"/> |  | The utility meets all essential indicators. |
|-------------------------------------|--|---------------------------------------------|

#### Sustainable Indicators

- |                                     |  |                                               |
|-------------------------------------|--|-----------------------------------------------|
| <input checked="" type="checkbox"/> |  | The utility meets all sustainable indicators. |
|-------------------------------------|--|-----------------------------------------------|

**Accounting Comments:** There are no problems at this time. The administrator was trained on completing monthly financial reports to the council.

## 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:** 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:** The Council has asked for assistance in reviewing their personnel policies but has a new Mayor who was gone this last quarter as well as the Vice Mayor.

## 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 a adequately trained manager.
- The utility has a adequately trained bookkeeper.
- The utility has a 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:** This last quarter I met with the council to discuss and review their new organizational chart, which they passed. The council accepted the water plant operator’s resignation who tried for a year and a half to become certified. The alternate operator became certified, applied, and accepted the Water Plant Operator job.

## 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.

### 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 not 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:** With the hire of the new water plant operator, safety training sessions will be one of his priorities to complete.

### **RUBA Activities For The Coming Quarter**

The Mayor has asked for me to plan to travel to Kobuk to train their new administrator this next quarter on roles and responsibilities including all accounting functions.