

Kobuk Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

In July, Margaret provided assistance on their Community Development Block Grant landfill project. Currently the water/sewer project is still not complete. The city received the CDBG award last year but the equipment needed for this landfill project is still being used for the water/sewer project. This water/sewer project was suppose to be completed last year until new funding was found to complete a new well and generator back up at the plant. The consultant and Margaret searched for other equipment in Kobuk as well as at the NANA mine-Bornite. Margaret also assisted in reviewing the newly revised budget for the project since the city wanted to have an experienced foreman on site to make sure they build their new landfill to regulation. They will have to use two of their capital matching grants to complete it.

In August, Margaret provided on-site training and assistance to the administrator and new utility manager on their FY01 budget, VSW questionnaire, financial reporting, elections to the new city clerk, and grants mainly their CDBG. Margaret also provided phone and fax assistance on the landfill land status coordinating with the lawyer and Maniilaq Realty on the agreement with the land owner to cap the old landfill. Margaret assisted the utility manager with the sanitation survey, coordinated with NANA Dowl on the landfill project and budget, assisted with finding funding to fix the first bridge and showed the clerk how to retrieve payroll information from QuickBooks Pro.

Margaret, Jill Davis and Cassandra Ritter made an on-site visit to Kobuk to do on-site monitoring for their Community Development Block Grant (CDBG) landfill project and Capitol Matching Grant's. We prepared her grant files for the review. She was behind a few months on grant reports so we had to go back to monthly financial reports to see if they had expenditures, then go back to the journals to retrieve and copy those expenditures for her report. During the monitoring the administrator was able to complete all her reporting.

In September, Margaret provided assistance via phone, fax and in person to the administrator and clerk on elections. Margaret also assisted the administrator on the utility budget, the VSW questionnaire, the CDBG application for electrical upgrade, and the purchase of a back up generator for the new water/sewer system.

Observations and Recommendations:

Finances — The city is doing very well financially. The administrator is providing monthly financial reports on her own now to the council. Water/sewer payments are being monitored and followed. One person has already been disconnected.

Accounting Systems — They continue to use QuickBooks Pro for payroll which should make year end tax reporting a breeze. All other journals are balanced and reconciled monthly.

Tax Problems — None

Personnel System — The council and staff will be provided training on the final draft of their personnel policy in November. They have lost another city clerk so Margaret is recommending they combine the city clerk and utility clerk position so that it will be full time rather than a part time job. She drafted a new job description for their review.

Organizational Management — Still needs to be completed. This should be done when new council is on board during Margaret’s November trip.

Leadership/Governance — They have elected two new members one of which replaced the current Mayor so we will plan for training during the November meeting to include in their workplan.

Operation of Utility — They now have two operators fully certified. We are working on the third to have on board just in case of emergencies and back up if they were to lose one of the certified operators.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

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