

# Kobuk Activity Report

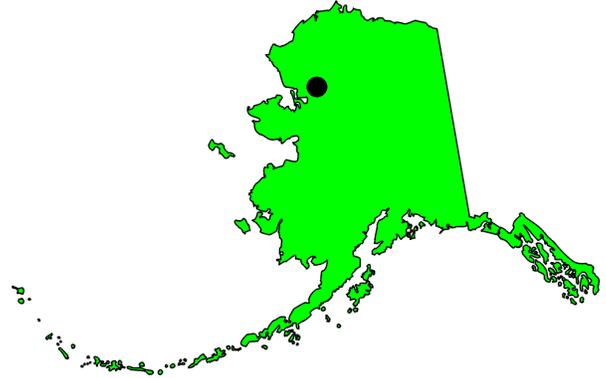
## Community Overview

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 city clerk on elections, balancing and reconciling their journals, and preparing monthly financial reports.

RUBA staff provided phone and fax assistance to the clerk on her non-code ordinance and process for budget hearing, termination of an employee which included calling AML legal assistance program, and annual leave accrual pay for a water plant operator who resigned.

## 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 new utility manager is doing ok running Kobuk Valley Electric Company. The city does the payroll and gets reimbursed from KVEC for payroll and payroll expenses.

## 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 City Clerk was trained to provide monthly 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:** I will work with the new administrator on the work plan to prioritize tasks that need to be completed. The personnel policy review may be one item.

## 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:** Once they hire a new administrator, the job functions and oversight will be reviewed with him.

## 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 Consumer 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:** Once the new administrator is hired, one of his duties will be to make sure they hold safety meetings regularly.

### **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.