

Kotlik Activity Report

Community Overview

Lead RUBA Staff: Jimmy Smith, Anchorage Office

20001 Census Population: 591

Region: Lower Yukon

Local Governments: Second Class City



The City of Kotlik operates the existing piped water & sewer system, maintains a central watering point and multiple watering points. It also provides a honeybucket haul service. The City Council is the policy making body for the utility.

A piped vacuum sewer and circulating water utilidor is being constructed in Kotlik, including plumbing for 51 homes. 19 households and facilities away from the City core area are not yet served, and these residents haul treated water from the washeteria across the Kotlik Slough, collect rainwater or melt ice, and haul honeybuckets to containers. Since trenching and burying is difficult in the area, the City is considering an incinerator and recycling to reduce the quantity of solid waste. The existing landfill is being closed. A Master Plan is underway to examine needed improvements.



General Information

The water & sewer utility project is under way this construction season. At least 80 residential homes have been hooked up and more on the way.

The utility clerks have been trained with QuickBooks Pro 99. The clerks (there are two) are very happy with it and use it for all financial work and record keeping.

The ratings for the community are listed as inadequate primarily because the necessary information has not been received or confirmed. Reportedly, the community does a good job running the utility services.

Observations and Recommendations

Finances — RUBA needs to see how the City is doing in collecting for the water sewer services since financial reports have not been provided to RUBA staff.

Accounting Systems — A review of their finances need to be conducted by RUBA staff to make sure the community is financially stable.

Tax Problems — An IRS tax agreement needs to be signed by the community so RUBA staff can contact the IRS directly to make sure there are no tax problems.

Personnel System — RUBA staff needs to make sure the Clerks are understanding and using the QuickBooks software program.

Organizational Management — An introduction of RUBA staff to the community needs to be done in early 2002.

Operation of Utility — A review of the utility system needs to be done to make sure all understand the importance of operating a system correctly.

| Category | Inadequate | Meets Minimum Requirements | Exceeds Minimum Requirements |
|---------------------------|------------|----------------------------|------------------------------|
| Finances | X | | |
| Accounting Systems | X | | |
| Payroll Taxes | X | | |
| Personnel System | X | | |
| Organizational Management | X | | |
| Operation of Utility | X | | |

Anticipated Activity

Jimmy Smith, RUBA staff, could not make it out to the community during the months of October-November-December to introduce himself and do a RUBA assessment. Jimmy is planning to go to Kotlik the second week of January 2002 to do an assessment and introduce himself to the staff. A work-plan will be created based on the assessment.