

# Koyukuk Activity Report

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## General Information:

Two trips have been made to Koyukuk this reporting period. The QuickBooks Pro 99 program was installed in November by a RUBA contractor. Irene Catalone and Eileen Kozevnikoff traveled to Koyukuk in December to do the Newly Elected Officials training for the council. A lot of things are happening out there with the council approving a Personnel Policy and the Utility Ordinance. Reports are up-to-date and they've been writing grants. . The Washeteria Operator was terminated and Harold Yatlin (past operator) was hired back into the position. They were ready to do interviews to hire an alternate operator at the end of the year.

## Observations and Recommendations:

Finances — Entry into QuickBooks was occurring for some things; deposits were not being entered and on our last trip the administrator felt she could get that completed before the next council meeting and present a first financial report to the council.

Accounting Systems — Staff is working with the QuickBooks program and working out the glitches. Staff have commented that the payroll is a lot easier to process now with the program. A rate study was started for the community by RUBA staff. A system of tracking cash/check collection was instituted for the Fuel Depot Program

Tax Problems — 941's for the Washeteria for the last two quarters were completed and mailed.

Personnel System — The Personnel Policy was presented and approved by the council FINALLY.

Organizational Management — The Utility Ordinance was introduced at the last council meeting. A new flush haul system is near completion however the utility is not clear on where the funds are going to come from to: hire someone to do the hauling; what vehicle was going to be used and who would be the maintenance man when things didn't work properly. A local person has been contracted to do the work using his own 4-wheeler until the utility can develop a permanent solution.

Leadership/Governance — The past mayor resigned and a new mayor was elected at the last meeting. The council has two vacant seats and they are continuing to recruit to get someone interested to sit on the council.

Operation of Utility — Both operators need to be scheduled for training. The Water Agreement with the school has been forwarded to the Remote Maintenance Worker for input.

**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>	