

Koyukuk Activity Report

Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 101

Region: Interior

Local Governments: Second Class City



The City of Koyukuk operates the central watering point at the washeteria and residents haul their own water. The City also maintains honeybucket pits and the sewage lagoon. The City Council is the policy making body for the utility.

Residents haul treated well water from the washeteria and use honeybuckets or pit privies. Households are not plumbed. The school and washeteria use City water, with sewage disposal into a lagoon. A Master Plan is underway, and preliminary work has begun to upgrade the community to a flush/haul system. A new landfill and access road are under development.



RUBA Activity This Quarter

RUBA staff is assisting city staff with the QuickBooks Accounting system and budget issues. Assistance as requested is provided on a regular basis.

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 type="checkbox"/> | <input checked="" 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 does not have the Repair and Replacement category and is using other revenues for their operation.

Accounting Systems

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Accounting Comments: The City of Koyukuk utilizes the QuickBooks accounting system.

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If there are any past tax liabilities, a repayment agreement has been signed and repayments are current. |

Tax Problems Comments: The city has no tax liabilities.

Personnel System

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Personnel System Comments: The city has all the components for the Personnel System. See personnel problem below.

Organizational Management

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

The utility meets all sustainable indicators.

Organizational Management Comments: The city has all the components in place for the Organizational Management portion. The council needs to take a more active role to deal with the personnel problems.

Operation of Utility

Essential Indicators

Yes No

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility operator(s) are actively working towards necessary certification. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a preventative maintenance plan developed for the existing sanitation facilities. |

Sustainable Indicators

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has a safety manual and holds safety meetings. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is operating at the level of service that was proposed. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The operator provides status reports to the manager on a routine basis. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has completed and distributed its <u>Community Confidence Report</u> (CCR). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility is not on the <u>Significant Non-Compliance</u> (SNC) list. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility maintains an inventory control list. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility maintains a critical spare parts list. |

Operation of Utility Comments: The city does not maintain an inventory control list or a critical spare parts list. They are on the SNC list for missed bacteria samples, however should be coming off if they get one more month’s worth of samples in. They are having a personnel problem. The operator who is supposed to do the testing has not been doing it. On the other hand the employee who is doing the haul system demonstration project is doing his job. The manager is addressing this with the council. The RMW is working on the critical spare parts and inventory control list. The city has not received follow up from AEA on the electrical distribution system which is a problem for the city and the utility.

RUBA Activities For The Coming Quarter

The goal for RUBA staff in the coming quarter is to assist with trouble shooting on the QuickBooks program as well as with the problems identified above.