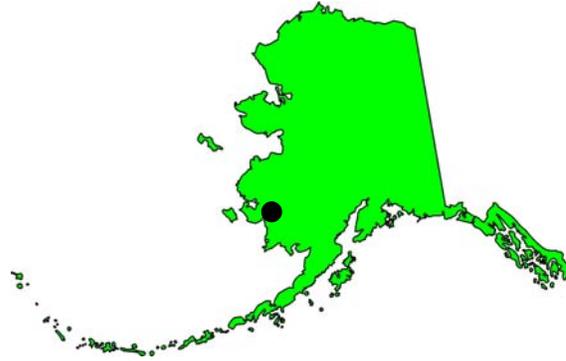


Kwigillingok Activity Report

Community Overview

Lead RUBA Staff: Marita Hanson, Bethel Office
 2002. Census Population: 337
 Region: Lower Kuskokwim
 Local Governments: Traditional Village Council



The Village Council operates the central watering point and washeteria. Water is currently derived from snow and ice melt and a lake reservoir, is treated, and hauled by residents from the washeteria. Water shortages are common. The school operates its own surface water treatment facility, but shares a sewage lagoon with the washeteria. Homes are not plumbed. Honey buckets are disposed of by residents. Infrastructure improvements are underway to develop a community system.

RUBA Activity This Reporting Period

The community continues to meet the essential indicators. The water/sewer project has started but it stopped in October for fall freeze up. Plans to resume are scheduled for January 10th, 2004. The water reservoir has been completed. The pilings for the new water treatment plant are in. If there is still time this winter, a dike for the school may be included. The building will be built in the coming spring and summer months. Plumbing materials are in the community and work toward connecting each home may start this summer. A demo system currently exists at the I.R.A. office that was completed end of October 2003.

The community currently is undergoing a power plant upgrade. They are expecting 4 new generators early in the next quarter

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 type="checkbox"/> | <input checked="" type="checkbox"/> | YTD revenues are at a level equal to or above those budgeted. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | YTD expenditures are at a level equal to or below those budgeted. |
| <input type="checkbox"/> | <input checked="" 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: Monthly financial reports are being received when reminded. The information provided in the last two reports have shown a financial deficit. RUBA has

contacted the administrator and accountant and have been informed that the figures will vary by month and quarter. RUBA recommended they make a few changes so the B.I.A. draw down funds reflects the quarter requested and all revenue is included. This will help reduce the deficit.

The community is working with Geri Henricksen on the Capital Matching Grants. An extension has been issued for this community.

Accounting Systems

Essential Indicators

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts payable system is in place.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The payroll system correctly calculates payroll and keeps records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A cash receipt system is in place that records incoming money and what it was for.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Utility has a cash disbursement system that records how money was spent.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	A chart of accounts is used that identifies categories in a reasonable, usable manner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly bank reconciliations have been completed for all utility accounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

Accounting Comments: All indicators continue to be met.

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: No change, all essentials continue to be met.

Personnel System

Essential Indicators

Yes No

The utility has a posted workers compensation insurance policy in effect.

Sustainable Indicators

- The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
- The utility has adequate written job descriptions for all positions.
- The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
- The utility has an adequate written hiring process.
- The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
- The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
- The utility provides training opportunities to staff as needed and available.

Personnel System Comments: All indicators have been met this quarter. The Bethel regional office received a copy of the final personnel policy in October 2003.

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: After the November 2003 elections, the new council are as follows: Owen Lewis – President, Tommy Andrew – Vice, Mary Ann Wilkinson – Secretary, Peter Jimmie – Member, Norman John – Member.

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 (washeteria).
- 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:

The Water/Sewer business plan was received in October 2003. This plan was developed with the help of John Nichols - ANTHC Engineer, Oscar Evon – Tribal Administrator and Solutions Inc.

RUBA Activities for the Coming Quarter

Continue request of monthly financial reports
 Follow up on Water/Sewer project
 Assistance will be provided as requested.