

Kwigillingok Activity Report

Community Overview

Lead RUBA Staff: Marita Hanson, Bethel Office

2002 est. 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

This quarter RUBA obtained a community and capacity assessment from the Kwigillingok IRA in January 2003. The assessment showed several essential indicators that needed to be address. As of last month, these essential indicators have been taken care of and now show that all essentials have been met.

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: The utility (Washeteria) budget is included in the organizational budget. The State Revenue Sharing monies they receive subsidize the washeteria. Monthly financial reports are not made available unless requested by the council. The Administrator provides verbal overall reports to the Council at the monthly meetings. The Administrator acknowledged the washeteria was

a money losing service. The council also knows this. Last fall the Council raised the washer and dryer rates. This service is subsidized by the State Revenue Sharing funds they receive.

Bethel DCBD Bethel Regional Office has received a copy of the FY03 budget and monthly financial reports starting from January 2003.

Accounting Systems

Essential Indicators

Yes No

- NA The utility has adopted a collection policy and actively follows it.
- NA The utility bills customers on a regular basis.
- NA An accounts receivable system is in place which track customers and reports past due accounts and amounts.
- An accounts payable system is in place.
- The payroll system correctly calculates payroll and keeps records
- A cash receipt system is in place that records incoming money and what it was for.
- The Utility has a cash disbursement system that records how money was spent.

Sustainable Indicators

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

Accounting Comments: The accounting system is all computerized using Cougar Mountain software. Payroll journal, pay records, bank reconciliation are done by this system. Everything is up to date and kept current. Since there aren't any utility bills for water and sewer, the first three essential indicators are not applicable.

Tax Problems

Essential Indicators

Yes No NA

- The utility has a system to accurately calculate, track, and report payroll tax liabilities.
- The utility is current on filing tax reports.
- The utility is current on making tax deposits.
- If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments: The IRA is current with all tax deposits and filing. In 2001, a tax-filing problem had developed. This was resolved last year by the Administrator along with the help by Mr. Moss, IRS officer. I provided tax filing and deposit information to the current Administrator who is very interested in looking into what had occurred. I recommended he contact Judy Pearson, Tribal IRS officer for further information.

Personnel System

Essential Indicators

| | | |
|-------------------------------------|--------------------------|--|
| Yes | No | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a posted workers compensation insurance policy in effect. |

Sustainable Indicators

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

Personnel System Comments: The IRA has a personnel policy in place but it is incomplete. This policy is one of the plans identified on the work plan under the Indian Government Assistance Program (IGAP) to be developed by a qualified CPA or professional policy business. This work plan goes into effect October 2003. I provided the Administrator and Bookkeeper with copies of Immigration forms (I-9). I explained what these were and the Bookkeeper immediately made copies to be provided to all employees and will be put into each personnel file.

Organizational Management

Essential Indicators

| | | |
|-------------------------------------|--------------------------|---|
| Yes | No | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The entity that owns the utility is known and the entity that will operate the utility is set. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The policy making body is active in policy making of the utility. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The policy making body enforces utility policy. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an adequately trained manager. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an adequately trained bookkeeper. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has an adequately trained operator(s). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate. |

Sustainable Indicators

| | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has adopted an organizational chart that reflects the current structure. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The policy making body meets as required. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility complies with the "Open Meetings Act" for all meetings. |

Organizational Management Comments: The IRA has 5 council members: Mary Ann Wilkinson, President. Owen M. Lewis, Vice President. Norman H. John, Secretary. Peter Jimmie, Member. Tommy J. Andrew, Member. Mr. Lewis and Jimmie are appointee's to this Council.

The IRA has two people in training to be operators. They were hired the first of January. Brandon Lewis and Gavin Phillip have attended the OIT training held in Bethel January 13-17, 2003. Brandon Lewis has successfully completed the Water Treatment & Distribution OIT Training level I. Both certificates received by Brandon Lewis expire 12/31/05. Gavin did not pass but according to the Administrator, he will continue to pursue certifications.

The IRA at one time had an organizational chart. I recommended the Administrator put this on a to do list for the council. One should be developed with current projects and staff. I explained that this chart would be beneficial and would be included in a business plan.

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 type="checkbox"/> | <input checked="" type="checkbox"/> | Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is operating at the level of service that was proposed. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The operator provides status reports to the manager on a routine basis. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has completed and distributed its <u>Consumer Confidence Report (CCR)</u> . |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | The utility is not on the <u>Significant Non-Compliance (SNC)</u> 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 IRA will be planning to meet all of the above indicators as the project continues. The new project which includes new washeteria needs further development and refinement. The Remote Maintenance Worker is Allan Paukan. I contacted the RMW for this community to see if he has plans to help the IRA develop a preventative maintenance plan (PMP). A copy of this plan was received in March 2003. As the project proceeds, the PMP will be revisited and additional information included. Currently there are 6 washers, but only 3 working. The rate for the washers is \$4.00 a load. All of the 5 dryers are working. Dryer rate is \$.25 for 7 minutes.

Water is sold at \$2.50 for 5 gallons. The residents rarely buy treated water unless for washing. They prefer ice or rain water for drinking.

RUBA Activities for the Coming Quarter

Assistance will be provided as requested.