

Kwigillingok Activity Report

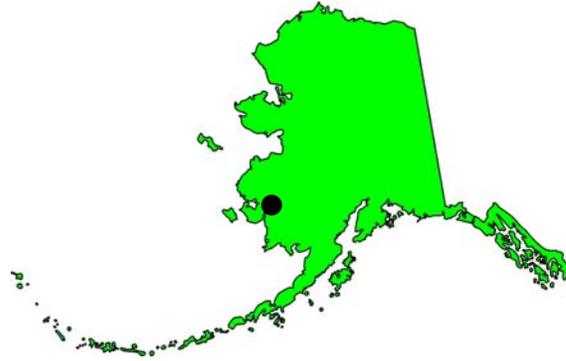
Community Overview

Lead RUBA Staff: Marita Hanson, Bethel Office

2003. Population: 343

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, the earth work for the new dump started up in January. They are currently waiting for the ground to settle before installing the fencing before this is completely finished. The plumbing to five more homes has not yet been completed. They are awaiting the spring thaw to finish this project. The power plant upgrade has been on-going and they are hoping that by end of April 2005 this will be completed.

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:

Essentials are met. Monthly financial reports continue to be received by RUBA. The administrator is still working on the FY05 budget. Completed sections of the budget have been received. The rest will be faxed as they are completed.

Accounting Systems

Essential Indicators

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility bills customers on a regular basis.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Customers billing and charges have not yet started. The I.R.A. is getting assistance to install a billing software through Precision Power company. Plans for installing the Quick Books Pro software is planned for the week of April 11th, 2005 by an independent CPA consultant. The Utility ordinance is still being worked on. However this is close to being completed as a draft form. RUBA has recommended to the administrator to send this in for review.

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:

The process for electronic depositing is underway through Wells Fargo bank. However, they are waiting for the Quick Book's Pro to be installed. Currently, they are making efforts to make the deposits on time and keep from getting late deposit notices. This quarter they have not received any notices.

Personnel Systems**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 continue to be met this quarter.

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:

Essential and Sustainable indicators continue to be met. This quarter an election of the Council took place. The following are now the Tribal council members: Owen Lewis-President, Tommy Andrew-Vice, Mary Ann Wilkinson-Secretary, Warren Lewis-Member and Arthur Lake-Member.

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 checked="" type="checkbox"/> | <input 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 (washeteria). |
| <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>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:

Essential indicators continue to be met. The washeteria continues to have problems. Currently operations have halted as of March 21st due to heat and boiler problems. Allan Paukan, YKHC/RMW is in the community assisting them with the problem. They do have heat now and are working to keep the pipes thawed out. Partial repairs have taken place so far but they are also waiting for parts to arrive. The water operator was not able to make the Washer repair training set for February due to family issues. They are still planning to send him to this training when another one is scheduled.

RUBA Activities for the Coming Quarter

Follow up on essentials is on-going. RUBA still plans to review the draft Utility ordinance once completed. RUBA continues to monitor when the Quick Books Pro system is being installed and training takes place by the consultants.