

# 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, 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 community has met all essential indicators and the project proceeds. A letter has been received by this organization that funds for the project will be released.

## Capacity Indicators

### Finances

#### Essential Indicators

Ye No

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- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <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. |

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#### Sustainable Indicators

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|-------------------------------------|-------------------------------------|---|
| <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 have been received starting from January. A report within the cougar computer system to see if a budgeted amount and balance can be included will be looked into.

**Accounting Systems**

**Essential Indicators**

Ye No

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- 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:** All indicators are met. Since the utility currently does not bill for water and sewer services, the first three indicators are not applicable.

**Tax Problems**

**Essential Indicators**

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- 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:** No change, all essentials are met.

**Personnel System**

**Essential Indicators**

Ye No

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- 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:** Workers Compensation coverage is from May 9, 2003-2004. This coverage is through the Alaska National Insurance Co. Recommended the tribal office start addressing the sustainable indicators.

**Organizational Management**

**Essential Indicators**

Ye No

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- 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.

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**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:** All indicators have been met.

**Operation of Utility**

**Essential Indicators**

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- The utility operator(s) are actively working towards necessary certification.
- The utility has a preventative maintenance plan developed for the existing sanitation facilities.

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**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.
- 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:** As the project proceeds, sustainable indicators will be addressed.

### **RUBA Activities for the Coming Quarter**

Kwigillingok is a proactive and fairly self sufficient community. In the past we have offered assistance, but have not received many requests. We expect that as issues arise that they need help on they will request it.