

Nanwalek Activity Report

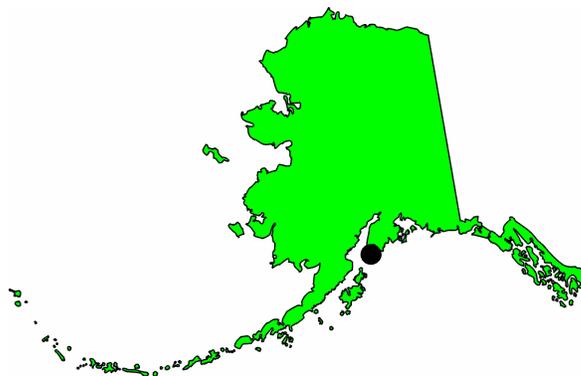
Community Overview

Lead RUBA Staff: Tammy Helms, Anchorage Office

2003 Population: 222

Region: Kenai Peninsula

Local Governments: Tribal



Water is derived from a surface stream and is treated; a new surface water source is under development. Nanwalek has a piped water and sewer system which serves all homes in the village; most are completely plumbed. The village needs a larger water storage tank, new water and sewer mains, new fire hydrants, and a landfill expansion.

RUBA Activity This Quarter

On April 12, 2006, Tammy Helms visited with the Nanwalek IRA Tribe staff to complete a RUBA Assessment of Management Capacity Indicators. Tribal staff provided documentation supporting the conclusions in this report. The community meets all essential indicators at this time.

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 current in paying all water/wastewater electric bills. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has on hand a year's adequate fuel supply or it has financial plan to purchase an adequate. |
| <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 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:

Nanwalek IRA Tribal Council receives Indian Health Service funds by-passed through Chugachmiut. The Tribal Bookkeeper provided a profit and loss budget vs. actual report that identified sufficient funds to cover operating expenses for the utility. The monthly financial report submitted to the Council consists of a QuickBooks Budget vs. Actual report in which a copy was provided along with a profit and loss by class statement.

Accounting Systems**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" 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 reconciliation's 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 System Comments:

The Tribe utilizes a variety of different computer programs (QuickBooks and Excel) for accounts receivable and accounts payable dependant of the service type. The water/sewer is billed through excel. The expenses are tracked and reported through QuickBooks. It is recommended that the Tribe use QuickBooks for all their utilities to keep the revenues and expenses in one program. RUBA staff provided on site training to the Billing Clerk to bill through QuickBooks to allow easier and less time consuming billing procedures. In June the Council adopted a billing and collection ordinance.

Tax Problems**Essential Indicators**

Yes	No	
<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"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments:

The tribe has signed a tax release form; the IRS responded that the tribe is currently compliant with all reports. All payroll is calculated, tracked and payroll tax liabilities reports are done through QuickBooks.

Personnel System

Essential Indicators

Yes No

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

The Nanwalek IRA Tribal Council has a posted workers compensation insurance policy in effect from 1/30/06 to 1/30/07 with Alaska National Insurance. The Tribe reports they follow their written Personnel Policy closely. All employees are provided a copy. The Billing Clerk reviewed portions of the manual with RUBA staff. The probation period for new hire is 90 days. Training opportunities to staff are provided as funds allow or opportunities by other sponsors come available. The current water plant operator just recently returned from a certification class where he received his Operator in Training (OIT) certificate.

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.**
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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 meeting act for all meetings.

Organizational Management Comments:

The Council meets monthly and is active in policy making and also in enforcing policy. The bookkeeper was the prior utility operator and although he is not currently certified he helps the current operator when necessary. This experience helps him in being knowledgeable and well versed in the utility in all aspects from billing to the obstacles the utility faces. The Tribe has an OIT trained utility operator. The system is rated by the State of Alaska as a level 2 plant. Due to the hour requirements that a level 1 or 2 operator must submit to obtain that certification, Nanwalek can not afford to pay the operator to meet the requirements. The Council has reviewed and revised the necessary ordinances to provide the utility to run productively.

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. |
| <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 checked="" type="checkbox"/> | <input 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 Nanwalek IRA Tribal Council has applied for and has received their Regulatory Commission of Alaska Provisional Certification. A preventative maintenance plan was developed and adopted for the sanitation facility. The Utility Operator reports verbally to the Tribal Administrator when there is a problem, he can foresee one, or to report the system is running well. A copy of the CCR was completed with the help of Alaska Native Tribal Health Consortium. The utility operator and Council try to keep needed critical spare parts on hand.

RUBA Activities For The Coming Quarter

The Nanwalek IRA Tribe Council has met all of the essential capacity indicators. RUBA staff will be visiting the community to meet with the new Tribal Administrator, Melanie Green in August to explain the RUBA program and review the assessment with her.