

# Tanana (Too'gha) Activity Report

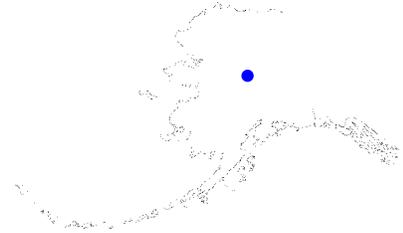
## Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 308

Region: Interior Alaska

Local Governments: First Class City



Water and sewer utilities are operated by Too'gha, Inc., a non-profit. Water is derived from three wells near the Yukon River, and four watering points are available. In 1970, 55 individual wells were drilled, but due to permafrost and poor water quality, the project essentially failed. Nearly all residents now haul their own water from the washeteria and use privies and honeybuckets. In 1976, a piped water and sewer system was constructed to serve the school, teacher's quarters, clinic, senior center, and IRA Council building. Funds have been provided to overhaul portions of the City's piped systems. A new washeteria and water treatment plant were recently completed. Construction has begun to replace the failing pipes in 40 homes downtown. The landfill uses an incinerator, and provides recycling services.



## General Information

A grant was written to assist Too'gha in the first year of operation so staff will become familiar with the operation of the new facility. Move-in to the new facility is expected to take place the end of January 2002.

## Observations and Recommendations

Finances – As a result of continued breakdowns with laundry equipment revenue continues to decline. No financial reports have been received since May.

Accounting Systems – Too'gha uses the Quick Books program for record keeping. They have a chart of accounts; accounts receivable/payable system; payroll system; cash receipts and disbursements systems, purchase order system, and do monthly bank reconciliations

Tax Problems –All tax reports and payments have been filed and are on schedule.

Personnel System – The utility manager has cut all personnel as a result of declining revenues. Too’gha has an adopted personnel policy; written job descriptions, written hiring policy and maintains personnel files on all employees. They do not have a written Organizational Chart nor do they have a personnel evaluation process.

Organizational Management – The community of Tanana knows that Too’gha owns the community utility system. The board meets on a monthly basis and complies with the “Open Meetings Act”. The board is very active in policy making, setting rates, passing budgets timely, adopting policies, implementing plans and considers other matters brought before them. They operate with qualified staff and ensure that they get staff the training they need.

Operation of Utility – The old washeteria is running on its last leg. The operators continue to keep fixing old broken machines and no new funds are going into the facility for new parts. The utility is operating at a level below standard, which is common for old, rundown facilities. The operator, who is certified, provides status reports to the manager on a routine basis. They do not have an inventory control list nor do they have a critical spare parts list. They are on the Significant Non-Compliant (SNC) for TCR but are trying to get back off and are sending in tests as required.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

### Anticipated Activity

- ◆ Assist the Utility Manager in getting a written Organizational Chart and a personnel evaluation process.
- ◆ Work with TCC/OEH in getting the Inventory Control and Spare Parts lists compiled.
- ◆ Assist the Utility Manager is setting up her new office in the new washeteria.