

# Tuluksak Activity Report

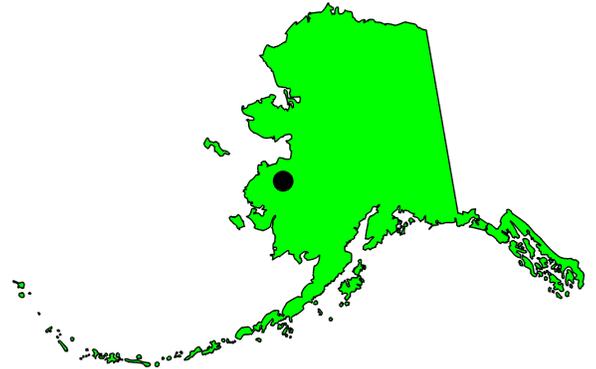
## Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2002 Population: 461

Region: Lower Kuskokwim

Local Governments: Tribal Council



The Tribal Council operates the washeteria, water treatment plant, honey-bucket haul system, and electrical services for the community. The Tribal Council is the policy making board for the utility services.

Only one watering point, with storage capacity of less than 7,000 gallons, serves the entire community, washeteria, clinic, and the school. Residents haul honey-buckets to 21 bins located sparingly throughout the community. A feasibility study was completed to implement a piped water and sewer system in the future. A larger water storage tank, completion of a new lagoon, and water system improvements are the community’s priority.

CE2 Engineers have implemented the planned projects for the summer that include; extraction of land to vicinity of construction housing and Tribal housing pads, drill new well, close-out old lagoon and work on opening of the new lagoon/landfill site. Electrical engineers are working on the connection of the new electrical generators for the community. Construction of a new school is in process.

## RUBA Activity This Reporting Period

RUBA assistance is minimal as the community receives technical assistance from Northern Management, a consulting agency of CE2. The community, through the Tuluksak Youth Group, received an award letter for the multipurpose building for the community. Grant conditions imposed are being addressed with their consulting firm. Fuel barges delivering fuel could not go into the Tuluksak River due to shallow river.

## Capacity Indicators

### Finances

- | Yes                                 | No                                  |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>All revenue and expenses for the utility are listed in the utility budget.</b>                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>The utility has adopted a balanced realistic budget.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Monthly financial reports are prepared and submitted to the policy making body.</b>                        |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b> |

### 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. |
|--------------------------|-------------------------------------|---|

- YTD revenues are at a level equal to or above those budgeted.
- YTD expenditures are at a level equal to or below those budgeted.
- A monthly manager’s report is prepared.
- Budget amendments are completed and adopted as necessary.

**Finances Comments:** The collection rate is still lower than the projected rate of 70% despite the efforts to raising it, causing a revenue shortfall, but this was subsidized with other organizational funds. As the last resort, the community is in the process of submitting names to an outside Collection Agency for those residential customers with delinquent accounts.

### Accounting Systems

#### Essential Indicators

- | Yes                                 | No                       |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted a collection policy and actively follows it.</b>                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility bills customers on a regular basis.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>An accounts receivable system is in place which track customers and reports past due accounts and amounts.</b> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>An accounts payable system is in place.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The payroll system correctly calculates payroll and keeps records</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>A cash receipt system is in place that records incoming money and what it was for.</b>                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The Utility has a cash disbursement system that records how money was spent.</b>                               |

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#### 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 System Comments:** The accounting activities and functions are still managed through Mind Your Own Business financial software. The financial statement for the utility services was modified to show the budgeted and remaining amounts for the last quarter.

### Tax Problems

#### Essential Indicators

- | Yes                                 | No                                  | NA                       |   |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <b>The utility has a system to accurately calculate, track, and report payroll tax liabilities.</b>             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <b>The utility is current on filing tax reports.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          | <b>The utility is current on making tax deposits.</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.</b> |

**Tax Problems Comments:** The Offer in Compromise was denied by IRS due to incomplete information. The community resubmitted another Offer in Compromise through their legal consultants. They still file their tax liabilities electronically.

## Personnel System

### Essential Indicators

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

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### Sustainable Indicators

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.        |
| <input checked="" type="checkbox"/> | <input 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 organization, with the guidance from their consultants, are on track with the scope of work outlined for them.

## Organizational Management

### Essential Indicators

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

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### Sustainable Indicators

|                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input 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 meeting act for all meetings.                     |

**Organizational Management Comments:** The policy making body is proactive in the operation and maintenance of the utility services. The water operators attended the August 2003 Utility Management Training presented by the RUBA Program.

## 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. |

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### 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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility maintains a critical spare parts list.  |

**Operation of Utility Comments:** An inventory list needs to be done to ensure accountability.

## RUBA Activities For The Coming Quarter

Follow-up on the water sewer projects by end of the construction season.