

Tuluksak Activity Report

General Information:

In this quarter, the IRA Council laid off their Tribal Administrator and formed a Planning Commission for the future Water & Sewer Project. They are still seeking a qualified candidate for the position. In the mean time, the Bookkeeper is the acting Tribal Administrator. The washeteria has a new Certified Water Operator as of September 1999.

The Planning committee conducted a reconnaissance of several community water & sewer services in place on August 1999. The community has opted to pursue the Centralized Honey-bucket Collection system as their interim choice. This will require the committee to conduct a feasibility study, develop a business plan and a budget for the interim plan. Planning for the project is set for November 1999. The community has decided to pursue a Piped Water & Sewer system for the community as the long term solution. In order for the container haul to be successful, the community must have a source of operating funds, a utility manager, a worker and a disposal site.

The washeteria is now fully functional with the new certified water operator. This gives Johnny Evan, RUBA staff in Bethel, an idea to suggest that the water operator be appointed the Utility Manger. This would give RUBA a direct point of contact for the upcoming water & sewer projects.

With Ken Berlin as my new partner for the community, I plan to assign him the general administrative requirements for the Tribal Council.

Observations and Recommendations:

Finances — No change from the last quarter, in that the Tribal Council continues to pay for all departmental employees and is current with the federal and state tax liabilities. The Bookkeeper who is also the acting Tribal Administrator, ensures that every department pays the tax liabilities every pay-period and/or at the end of the quarter.

Accounting System — The situation remains the same since RUBA staff has not had time to work with them further. The plan remains to consolidate the existing nine checking accounts down to one. Work still needs to be done on the Chart of Accounts with the Bookkeeper, but that is going to be difficult until a new Tribal Administrator is hired.

Tax Problems — Past tax liabilities for 1994 – 1996 are still being worked on by the Bookkeeper. The Bookkeeper is vested with so many responsibilities that hampers her to getting them done. IRS gave them an option to waive the penalties and liabilities, but cannot waive the interest.

Personnel System — Job descriptions have yet to be developed for each employee. Advertisement for Tribal Administrator was posted in the Tundra Drums. A certified water operator was hired for the washeteria. All the equipment are now fully functional.

Organizational Management — Johnny Evan, RUBA staff, will suggest the formation of a separate entity for the water & sewer services with a new utility manager. This will be discussed in the next quarter.

Leadership/Governance — The Tribal Council still need to get involved in the financial management issues. Formation of the Planning Commission is having a profound effect in the water & sewer planning process. The administrative requirements for the planning are hampered with the Tribal Administrator vacant.

Operation of Utility — The Tribal Council has hired a Certified Water Operator during the last part of September 1999. The washeteria and its equipment are now functional since the inception. Johnny has discussed with the President the possibility of having the Water Operator as the new Utility Manger for the new Water & Sewer Project. Another idea proposed was to form and independent entity for the water and sewer services.

Ranking 1 = Inadequate
 4 = Adequate to meet minimum requirements
 7 = Exceeds requirements

Category	1	4	7
Finances		X	
Accounting Systems		X	
Tax Problems		X	
Personnel System	X		
Organizational Management	X		
Leadership/Governance	X		
Operation of Utility			X