Tuntutuliak Activity Report

Community Overview

Lead RUBA Staff: Johnny Evan, Bethel Office

2003 Population: 381

Region: Lower Kuskokwim

Local Governments: Traditional Council

Tuntutuliak Community Services Association (Utility Organization) operates the electrical services, washeteria, water treatment plant, flush tank haul system, landfill/lagoon site, and garbage collection services.

A flush/haul system was completed for 68 homes in 2000, including bathroom plumbing. The utility organization received an additional funding on FY 2001 to complete installation to those interested in the flush haul system, but is on hold until the engineering and environmental reports are done. The community received BIA Funds to renovate the community boardwalk system. Kuskokwim Architect Services, is designing the renovation plan for the community. The school has its own well and sewage lagoon, and is currently planning to upgrade their sewage disposal system.

RUBA Activity This Reporting Period

The utility bookkeeper was trained on the payroll tax procedures, filing 941tax reports, and the Alaska Quarterly Contribution reports. The utility organization is planning to send the two new staff to any future training sessions, as there are funds left over for future training. Minimal assistance is provided, as the utility organization is self-sufficient.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
☒	☐	**All revenue and expenses for the utility are listed in the utility budget.**
☒	☐	**The utility has adopted a balanced realistic budget.**
☒	☐	**Monthly financial reports are prepared and submitted to the policy making body.**
☒	☐	**The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.**

Sustainable Indicators

☒	☐	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs. This was not in Johnny' table.
☒	☐	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 user fees still barely cover the operation and maintenance costs due to low collection rate, yet they are able to maintain a reserve account for any future problems.

Accounting Systems

Essential Indicators

Yes	No	
☒	☐	**The utility has adopted a collection policy and actively follows it.**
☒	☐	**The utility bills customers on a regular basis.**
☒	☐	**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 System Comments: The utility organization now has a computerized accounting system through, Mind Your Own Business financial software, and had to retrain a new bookkeeper, as the last one resigned during the installation.

Tax Problems

Essential Indicators

Yes	No	NA	
☒	☐		**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: Since they hired a new bookkeeper, the payroll taxes are being done on time.

Personnel System

Essential Indicators

Yes	No	
☒	☐	**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: The utility organization now has a new utility clerk who will assist the new bookkeeper on the accounting activities. The utility staff has yet to go through utility management training in the future. This would meet the point requirements for their future CIP application for water sewer funding.

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.**

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: The utility board is proactive in all aspects of the utility organization. The utility organization still needs to develop a business plan for future operations for their water sewer services.

Operation of Utility

Essential Indicators

Yes	No	
☒	☐	**The utility operator(s) are actively working towards necessary certification.**
☒	☐	**The utility has a preventative maintenance plan developed for the existing sanitation facilities.**

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 Community 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: Not only should the utility operators attend training, the utility staff should attend future utility management training to meet the point requirements. The flush haul units are beginning to show age due to misuse or no household maintenance. The contracting firm is working on a new flush haul design since the current units are out-dated.

RUBA Activities For The Coming Quarter

Follow-up on the accounting functions, as they have recently hired a new clerk and bookkeeper to handle the accounting activities, and recommend the utility staff attend future utility management training.