

Tuntutuliak Activity Report

Community Overview

Lead RUBA Staff: Marita Hanson, 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 additional funding in FY 01 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

On April 12, 2005, Mardy Hanson traveled to Tuntutuliak and spoke with Gabe Enoch, Acting Utility Manager to complete the Assessment of Essential Management Capacity Indicators report. Documentation supporting the conclusions in this report came from the utility administration files. Some required documents in this report were not available due to the reconstruction of records that is slowly being done by the current staff. Because of this, neither budgets nor monthly financial reports are available at this time. However, the acting utility manager has informed RUBA that he knows what budgets and monthly financial reports are and will have these available once re-organization and reconstruction of records is complete.

Capacity Indicators

Finances

Essential Indicators

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All revenue and expenses for the utility are listed in the utility budget.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly financial reports are prepared and submitted to the policy making body.
<input type="checkbox"/>	<input checked="" 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. This was not in Johnny' table.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD revenues are at a level equal to or above those budgeted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A monthly manager's report is prepared.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget amendments are completed and adopted as necessary.

Finances Comments:

All essentials are not met. This Utility has gone through a staff turnover in the last year. The Acting Manager and bookkeeper were hired in October 2004. Since then they have been slowly re-creating financial records. They could not open any records of 2004 and found through Alaska Accounting Solutions consultant who was in the community this past March that the records were corrupt. They have to re-construct records. There is neither budget nor financial reports available till reconstruction of records is complete. This utility has not received revenues sufficient to cover operating expenses. One of the major problems that RUBA has seen is the customer delinquency list. At the April 12th meeting, both VSW Engineer and RUBA staff informed the Tribal Council, Board President and Manager about the importance of enforcing collection and taking steps to resolve delinquent customer accounts. The acting utility manager informed RUBA that he has implemented a full month payment plus and additional amount toward delinquent accounts before service is provided. He also plans very soon to implement, pay first before service is provided possibly in the next month or so. He informed RUBA that he presents these enforcement ideas to the utility board before implementing them.

Accounting Systems

Essential Indicators

Yes	No	NA	
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>		Monthly bank reconciliations have been completed for all utility accounts.
<input type="checkbox"/>	<input checked="" 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:

A collection policy does not exist for this utility. A sample utility ordinance that includes billing and collection has been provided to this organization. At the April 12th council and utility meeting, the need for this ordinance was presented to the council and utility board President and manager. The Tribal administrator informed the attendees that he has attended a couple of Tribal ordinance workshop/training through AVCP. He did acknowledge with a physical nod of his head saying yes that he knows how to put an ordinance together and that he can work with the utility manager in creating an election ordinance.

Tax Problems

Essential Indicators

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

Tax Problems Comments:

A Tax Authorization was provided to RUBA. This was sent to IRS for tax status update. A copy of a tax notice was provided to RUBA. The notice indicated that this organization owes for tax deposits and of filing of federal tax (FUTA). However, IRS is checking to see if this non-profit utility association does not need to pay federal tax deposits (FUTA) since this is a Tribal Government community. RUBA will be updated as answers arise.

Personnel System

Essential Indicators

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | The utility has a posted workers compensation insurance policy in effect. |
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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 type="checkbox"/> | <input checked="" type="checkbox"/> | The utility has an adequate written hiring process. |
| <input type="checkbox"/> | <input checked="" 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 Tuntutuliak Community Services Association (TCSA) has workman's compensation insurance coverage from 03/08/05 through 03/08/06. However, the statement has listed only electric section and the Manager is checking to confirm with Alaska National Insurance Company to make sure that both Washeteria and Water/Sewer department employees are also covered. The Acting Utility Manager informed RUBA that when he applied for coverage, he did include these two departments and the staff. Julia Kernak was hired as the bookkeeper in October 2004. She has bookkeeping skills and experience.

Organizational Management

Essential Indicators

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

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:

All essentials are not met. Utility ordinance needs to be created and adopted. The Acting utility manager is working closely with the board and encouraging them to get active in making policy.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

Sustainable Indicators

<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) 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 Operator is John Daniel. RUBA has requested copies of his certification. However, he has to locate these certificates. He also informed RUBA that his certification has expired. The acting utility manager informed RUBA that his operator was suppose to go to Bethel to get re-certified but due to illness, this did not happen. However, he will be contacting YKHC/OEH to see when the next session will be so he can reschedule this.

RUBA Activities For The Coming Quarter

Roger Burleigh, VSW Engineer for this community has informed all attendees of the April 12th meeting that the VSW Grant award has not yet been written. However he has indicated that an assessment by RUBA will be one of the special conditions. With this said, we (RUBA, TCOSA) will have a head start in taking steps to work on the essentials so that the project can be funded. RUBA will continue to monitor the essential and provide technical assistance to this community.

