

# Tununak Activity Report

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## General Information:

The Flush Tank & Haul System (FTHS) is still operated by the Tununak Traditional Council (TTC) and it has three employees, one is the temporary bookkeeper and two are the haul operators. The washeteria is still operating with two washers and one dryer.

They have a couple of contracted services, the clinic and Alaska Villages Electric Cooperative Inc. (AVEC). The clinic has one janitor and AVEC has one operator and an alternate.

## Observations and Recommendations:

Finances — Peter Pitka, Tribal Administrator, still has not sent to the Bethel office the monthly financial reports. He was given several formats to use. These formats covered both the administration and the FTHS expenses and revenues.

Bingo is still the main revenue for the administration and it subsidizes most of operations that are under TTC. The temporary bookkeeper said that it does not subsidize the FTHS operation. However, the bookkeeper also said that their revenues do not cover their expenditures, so there must be a small subsidy from Bingo. They are billing their customers every 15 days and this has helped a little, they give the customers at least 15 more days to pay their bills and they tell them that they will be refused service thereafter. He also said that the expenses are necessary, such as to pay the operators, purchase parts for the equipment and postage.

TTC has paid off the past due AVEC bill and is now current with them, Peter Pitka, Tribal Administrator, said that he is slowly paying off other vendors that they had past due accounts with.

Accounting Systems — The administration's financial management system is using the Model Financial Record Keeping System (MFRKS) and the utility's is using CoWater's financial management system.

Tax Problems — Peter Pitka, Tribal Administrator, has made a special effort to keep in compliance with the payroll tax payment and reporting. He has been keeping current since January 2000 and he even has made corrections on the past taxes owed to IRS. Paul and Marita had a teleconference with the IRS representative in October 2000, and he said that Peter has been responding to their correspondence and sending in his quarterly reports. Peter also has made corrections to past due quarterly reports. The organization still has a very large past tax debt that they need to deal with.

Personnel System — Harry Lincoln and Peter Pitka are the only office employees. They have two haul operators, their alternate has resigned. There is one washeteria attendant, who is also the water treatment plant operator.

Organizational Management — This organization is operating on a very limited management system, since Bethel Regional Office staff recommended that they review and adjust the way they operate financially.

Leadership/Governance — In October our office received word that most of the council had quit, including the elder advisors and that only three of the council members were left. Paul and Marita followed up on this with Peter Pitka, Tribal Administrator, and were told that they had all come back on recently. The leadership is always fluctuating between 5–8 members. It seems this council resigns verbally and then get reinstated at the next meeting making the leadership very unstable. The Tribal organization has eight council members, the president will resign at the end of January 2001. This will put the composition of the council back to seven.

Operation of Utility —They have two 4-wheelers and one snowmachine and one vacuum pump on wheels. They are planning to make a sled for the vacuum pump for use in the Winter.

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

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