

**Ugashik Traditional Village
Council Meeting
November 30, 2023**

ATTENDEES:

Hattie Albecker, President
Fred Matsuno, Vice President
Wesley Matsuno, Treasurer
Julie Gaumond, Secretary

Steven Alvarez, Tribal Administrator
Betti Malagon, Finance Manager
Maurice Enright, BBEDC Liaison
Clementine Shangin, Tribal Admin. Assist.
Dolli Enright, IGAP Assistant
Irma Rhodes-King, ARPA Projects Coord.

From: Julie Gaumond

Date of Submittal: December 12, 2023

1.0 Call to Order by Hattie Albecker, President, at 8:50 AM at Alaska Time

2.0 Council Member Roll Call by Julie Gaumond, Council Members Present: Hattie Albecker, President; Fred Matsuno, Vice President; Wesley Matsuno, Treasurer and Julie Gaumond, Secretary.

Council members absent:

3.0 Staff Roll Call, by Julie Gaumond, Staff Present: Steven Alvarez, Tribal Administrator; Betti Malagon, Finance Manager; Maurice Enright, BBEDC Liaison; Dolli Enright, IGAP Assistant, Clementine Shangin, Tribal Administrative Assistant and Irma Rhodes-King, ARPA Projects Coord.

Staff absent: Clementine Shangin

4.0 Tribal Members present: Margaret Turnbow, Nancy Flensberg

5.0 Accept Agenda

ACTION: Motion to Accept Agenda

1st: Julie Gaumond

2nd: Wesley Matsuno

Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

6.0 Accept Meeting Minutes from October 27, 2023

ACTION: Motion to Accept Meeting Minutes from

1st: Wesley Matsuno

2nd: Stephanie Rosario

Motion passed: Yes: 5 ; No: 0; Abstain: 0; Absent: 0

7.0 Special Guest Presentation: None

8.0 Reports –

Tribal Manager/Administrator Report to Council – November 30, 2023

Grants Update:

Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - \$750 new Utility Assistance funding continues. 61 Tribal Members have received assistance (57 direct utility payments, 4 purchased UTV fuel). Total expended: \$47,378.39 which includes disbursements, purchase of UTV fuel and obligated funds.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): \$13,624.75 ARPA funds expended, \$8,548 in direct payment and \$5,076.75 in UTV fuel purchased. Seven tribal members helped.
 - Housing Improvement Program - To date 32 Tribal Members have received assistance. 59 payments have been made and one to UTV lumber. Total outgoing payments: \$277,749.48.
 - \$500 Walmart cards have been delivered and are currently being mailed out.

- **BBEDC Block Grant: A total of \$256,405.09 in payment requests has been made. Details are as follows:**
 - **2018** – This grant is fully spent and closing documents have been signed and returned.
 - **2020:** An amended budget was submitted in early November along with a payment request in the amount of **\$80,276.95**. This was for half of the expenses for the new Equipment Bldg. materials (\$57,744.46), some of Manny's contract work as a mechanic (\$3,220.00), WC insurance (\$5,993.00) and Admin costs (\$13,379.49). **The current balance of this grant is: \$5,066.40.**
 - **2021:** An amended budget was submitted in early November along with a payment request in the amount of **\$69,268.14**. This was for the other half of the expenses for the new Equipment Bldg. materials (\$57,723.54), and admin expenses (\$11,544.60).
The current balance of this grant is \$57,071.86.
 - **2022:** A payment request in the amount of: **\$106,860.00** for work done by Eddie Clark last summer (\$89,050.00) and Admin (\$17,810.00). **The current balance of 2022 CBG is \$474,079.60.**
 - **2023: Current balance is \$485,930.00**
 - **2024: Projected award will be \$750,000.00**

- **BBEDC – Arctic Tern** Of the \$6,000 we received in June, \$5,380.52 has been spent. I will submit the final report to BBEDC by the end of next week.

- **BIA - ICWA:** Budget for the \$3,484 supplemental funding for Child Protection and Domestic Violence Prevention is being reviewed by our grant officer. Most of that funding will be for training and education workshops by STAR – Alaska, as well as travel costs for Council members and staff to attend the training.
- **EPA – IGAP:** Betti will have details. We're still working on getting access to the ASAP drawdown site.
- **BIA – ATG:** Paperwork and a draft budget for our second year of the three-year grant was submitted. The budget is in your packet for review and approval. Once approved, I will send the final budget to our grant officer.
- **BIA Roads –** I have been working on getting caught up with our reports and will meet with our grant officers at the BIA Provider's Conference. I have included an update on the funding balances for each of the open grants we have with Transportation.
 - **607 Planning** contract is up to date. Balance is \$88,916.20 *management time, meetings, food, travel and stipends can be included.*
 - **606 Maintenance** contract is up to date. Balance: \$124,806.43
 - **605 Construction** contract is up to date. We have \$402,344.66K in this contract.
 - Current **944 Maintenance** contract balance: \$781,475.17.
 - Current **979 Planning** contract balance: \$113,660.75
 - We have \$418,083.16 in our FY22 & FY23 contract that needs to get budgeted. This can go into any of the three areas currently open: Planning, Maintenance, and Construction.

Hattie asked if we can shift funds around, for example, move money from planning to construction, Steven stated yes. He suggests moving the \$418,083.16 to construction or maintenance. Construction is deemed new roads, maintenance is maintaining our current roads.

- **NAHASDA –** we are currently accepting and making payments for a second round of applications for FY21 funding. The next quarterly report will be submitted in January. Total FY21 funds expended: \$16,100.00.

Projects:

- **Audit –**Pete is just about finished with the 2021 audit. Jhe is waiting for a few more documents from Betti and I to get it wrapped up.
- **Flying – D Landing Craft:** Larry will have details.
 - The Flying D is currently in Seward.
 - In your packet, there is a spreadsheet that Betti, Larry and I have put together outlining the total Revenue/Expense information. Discussion for this is slated for our work session on Thursday.

- **DOT – Airstrip:** The airstrip has been re-crowned. Next on the agenda is discussion with the State on how the remaining funds DOT received from the Feds can be utilized.
- **2023 Spring/Summer Projects:** The following projects have been worked on, are in process, or have been tabled to 2024. Both Larry and I can discuss each of these further during the meeting. (Blue font: project pending – Red font: project is in process or has been done)
 - **Community Center Sceptic:** Eddie Clark worked on this, and all work has been completed.
 - **New gravel site:** Has been in use this past summer. Mike and John delivered gravel to village residents throughout the summer.
 - **ARPA Hybrid Energy Systems:** Larry has completed the first three systems: Wesley's, Nancy's, and John Ruhl's. John Ruhl's is fully operational and was completed by Larry. Due to John's health needs, this system needed to be completed right away. Nancy's and Wesley's are on hold while Wesley does his research and formulates his plan for connecting the system to the home.
 - **ARPA Water Improvement:** Johnny was in the village and started digging wells. The following work was completed:
 - 12 wells were dug, including the Covid House and Community Center.
 - The community center well needs new power.
 - Pump setups for Julie, John Ruhl and Tim were completed, but they still need to get converted to 120.
 - Missing one pump for Bo's old home.
 - **Fuel Depot:** The Following was accomplished or put on hold until next spring:
 - Get connex placed.
 - Have all pumping equipment and materials procured and in the village.
 - Fence posts have been installed. I have included a picture in your packet of materials.
 - Fencing needs to be installed.
 - Larry would like to rearrange the smaller tanks.
 - **New Equipment Bldg.:** Eddie has completed erecting the new Equipment Bldg. I have included pictures in your packet.
 - **Road to the Win-Ray:** This project has been tabled until 2024.
 - **Disposal work on Win-Ray:** Tabled until 2024.
 - **Fuel Truck Repair:** Fuel truck is working and is being used to deliver fuel to residents as needed. We need to order new tires.
 - **Caribou Cabin/Covid Isolation House:** Eddie's crew worked on this. It is still not complete.

Staffing & General Information:

- I will be out of the office on Monday and Tuesday, December 4-5 for some medical procedures.
- I will have staff holiday leave requests in by the end of next week.

Steven Alvarez – Tribal Administrator: Submitted via email on Tuesday, November 30, 2023

Questions to Steven

- ☞ Wesley asked about the status of Chignik Lake contract – Larry stated it's been addressed, they purchased their own landing craft, it has been completed.
- ☞ AGS, who was responsible for the fuel – it was a sticking point, Steven stated that AGS will reimburse us for fuel.
- ☞ Lot lease document – Larry stated there are some questions that need to be addressed and we can cover in our workshop.
- ☞ Julie asked about the personal air monitors – Steven stated they had been ordered. Steven stated they wanted to send out with the Walmart card, but they won't have them in time, Julie suggested sending out with the newsletter in January/February.

Betti Malagon, Finance Manager FY24 November 2023 UTV Monthly Report

Monthly Routine:

- Bi-weekly Payrolls are going smoothly on the Accufund Software. Timely IRS Tax Liability Deposits completed through EFTPS.
- Accounts payables are also going smoothly on the Accufund Software, with minor adjustments.

Projects:

- **EPA-IGAP:** September & October drawdown incomplete; pending ID.me access approval.
- **ASAP via ID.me:** Received verification of personal ID.me via email 11/22/2023. Closed duplicate ID.me account, pending 7 day waiting period (12/5 or 12/6/2023). Move forward from there.
- **2021 Audit:** Pete's ready to finalize UTV's FY21 audit; received Pete's end of year adjusting journal entries and the FY21 Audit Draft.
- **AccuFund Training:** Pete continues on the phone and on remote access at my request when required. Weekly/Bi-weekly transactions are going smoothly. Need to start working on Reports: Quarter 4 Payroll reports and Year End W-2's, etc.
- **P&L's by Class:** Finalizing EOFY 2023 continues: UTV has outstanding payables for the Flying D. This needs to be posted upon receipt to FY23 accounts payable.

Banking:

- Key Bank General account October and soon November Reconciliations are still pending. Pete needs to enter the bank balances into AccuFund as of 9/30/2023, I have requested he update these so I'm able to move forward.

- Bank of America credit card reconciliation was completed through Sept. 24, 2023, statement. Reconciliations for October – November are still pending in AccuFund, will get these posted early December 2023.

Questions to Betti:

- ☐ Steven stated that Betti has been a great help with getting the finance portion of the roads project.

November 2023- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

1.1,1.2, 1.4 Standard draw downs back in effect

3.5 Victoria Briggs did not move the boat, I have other ideas for removal

4.1 Wells have been installed, needing Electrician to change wells from 220 to 120

4.1 3 Hybrid systems in place, 1 working. RES to finish Nancy's Hybrid.

4.1 Looking into purchase of 4 more conex's for next year

hazcom and safety plans

Fencing needed to finish Fuel depot to be ordered

The Fuel depot measurements have been taken and I am changing plumbing, and reordering parts. *In flux, there are better ways to access the fuel tanks we have and he's working on this.*

solid waste management plan

IBRIC funding for Bristol Environmental to do HMP for village. Meeting on December 1st to clarify direction

BRIC paperwork sent in to FEMA. We are good to go.

Joyell Acuna the Project Manager II for Sewage project in village is looking for funding for the village. *Cye Three Elks was working on this and it has been transferred to Joyell Acuna.*

air quality and Dust control

Late fall, no dust concerns.

This year has been very wet and dust control had not been an issue.

Had DOT come out to reclaim and recrown landing strip – *he had it done in one day and it is great.*

Ongoing projects and concerns

Spence Gates from DOT came out in late October for landing strip inspection. He stayed 1 day and recrowned the runway.

Also we are hoping to have him supply new wind sock for runway and talk about extending our runway another 1500 feet. ???

The tentative timeline in village will change as conex's for Highbreds come available, Looks like 4 will come in next year.

Allen to delivered trailer and Mikey's conex the last week of the October 23.

Allen to pick up propane for refill from village, crane, drill rig and air compressor for delivery to Seward

I did not install Nancy's pit less and water line at the Community Center. She did not want me too, and possible disabling of existing well at Community center

Multiple problems with water line install in the village. John, Danny and Daniel have buried the power lines and refilled trenches.

We have an issue with the new soft start water pumps... we need to rewire for 120 volt not 230 volt.. working on getting this done

Electrician can change out 240 to 120 in village. We just need to commit to a date available.

We can purchase Victoria Briggs Block 8 lot 3 for \$40k. Yes, No, Maybe.. see below

We have gotten the lease paperwork from the Lawyer... length of lease???? 25,50,99 years?

Justin is interested in purchasing or leasing a lot!!! Need to help him out !!!!

Justin is considering purchasing Victoria Briggs property.. Block 8 lot 3

Our lawyer has reviewed existing paperwork and at this time "Kyle bateman" does not have a signed court order on Jerrod Cross property.. Kyle is to get back to me with signed court order from his attorney. As of November 27th his attorney has not gotten paper to us. Kyle said he had a judgment of 3m and was going to force Jerred cross to sell the property, the judge did not sign any paperwork, and Larry has gone back to request this info.

Training & Conferences

BIA conference coming up.

Bristol Environmental sit down to happen on the 1st of December. – *Steven asked what the plans were for this meeting. Tomorrow there is an agenda and Larry stated that it will probably take much less time than we have planned. Dollie is in town to attend this meeting. Meeting is set to start at 9 am and we have the room for the day.*

Questions to Larry:

- ? Mike asked why he didn't set up his water line? Larry stated he didn't know where he wanted the new building and didn't want to cause an issue with the water line placement.
- ? Wes asked about 240 to 120 volts, we purchased 120 soft start pumps. Discussion surrounding this issue.
- ? Wes asked about recrowning the air strip, did we get charged for it. Larry stated the operator spent a few hours in the village. One day of labor and flight in and out.

Clementine Shangin – Tribal Administrative Assistant

Regular Duties:

- I have been working weekly A/P.
- Ordering supplies for the office & the village office
- Started mailing the Walmart Cards
- Ordered Air Quality Item
- Helped Steven with BBEDC Reimbursement Reports
- Keeping the Office Clean
- Filing & organizing
- Submit enrollment applications & make tribal cards as needed.
- Help Betti when needed with audit documents.
- Make airline reservations when needed.
- Logging mail

Questions for Clementine:

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COUNCIL REPORT NOVEMBER 2023 – IRMA RHODES-KING, ARPA ADMIN

Nahasda:

- FY21 Nahasda update: Thank you to Clementine for stepping up and covering the fy21 Nahasda during our admin staff shortage and myself not being able to put in my 20 hours due to health issues. Fy21 will have to be re-budgeted and will work on that next week

FY21 total funds expended: \$16,940.00 (16,100.00 cash and 840.00 admim).

Fy21 total 22 checks and 6 Tribal members helped

- FY22 Nahasda : I will be reviewing the MOA next week and emailing BBHA to ask if we can start fy22 in December to assist our Tribal members.

ARPA-HIP: Steven has the update on this grant

ARPA 750 Utility Assistance: Steven has the update on this grant.

CARES/ARPA 2500: Steven has the update on this grant. Thanks to Betti for helping with a printout on fuel sales for reference and also to Larry for sending over his 9.6.23 fuel pump out totals so that I could figure update for this grant.

ICWA: Fall newsletter missed due to staff shortage. I will be working a winter newsletter.

I will be calling in my November 2023 Council Report as the meeting starts at 830am and then after Council meeting over I will be driving in and should be here by lunch time to help Clementine. I have not yet got my new phone set up as I have to find my password for my Google sign in and then go to ATT.

Thanks, Irma

Questions to Irma:

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VILLAGE STAFF MONTHLY REPORTS – November 2023

BBEDC Liaison:

- Check emails post when needed.
- Help elder at his home.
- We filled stove and generator at community center
- Help pick up garbage and burn
- Help move cone back on runway
- Change water filter at community center
- Clean community center
- Send in time cards
- And other office duties

Maurice Enright: BBEDC Tribal Liaison

Questions to Maurice:

- ? It was stated that John Kal has been assisting and doing a great job.
- ? Mike stated there was miscellaneous stuff in the red connex that Wesley has now for the hybrid energy system, he and John will move it to the 5-door connex for now on a temp basis.
- ? Mike stated the wind blew the barge onto the beach and he and John tightened up the lines and they are now snug on the beach.

IGAP Assistant

Regular Monthly Duties:

- I check email and post when needed.
- I keep the C-Center clean.
- I pick up the garbage and burn with weather permitting, with Mikey or John's help.
- I do the monthly visual monitoring form at the end of each month.
- I do the mail and deliver the mail when needed.
- I take pictures of residents' homes and property when asked to do so.
- I call Steven Wednesdays for any updates.
- I do other tasks or projects that are assigned by the Tribal Administrator or by the Environmental Coordinator.
- And I do any other office duties when needed.

SPECIAL PROJECTS AND DUTES:

While Mikey is on vacation, I do the Liaison job about 3 hours a day doing

Dolli Enright: IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

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9.0 Old Business:

9.a. Yukon Electric - Larry – Larry stated we asked for additional options, Yukon is available for coming out to the village, \$14,000 for residents and \$15,000 day for doing maintenance in the village. **Larry, please confirm these amounts.**

9.b. Walmart Cards Update – Clementine – Steven stated they have been ordered and will be sent out by tomorrow, 12/1

9.c. University of Oregon Museum Follow Up – Steven – Steven has sent them correspondence regarding the artifacts and has not heard back from them. He will report back when he receives a response.

9.d. UTV Gravel Policies – Steven – Steven reviewed the documents, this is a fluid document and can be changed/updated. Will add Dolli to the stipulations. Just want to keep a record of gravel being taken from our pit.

Larry stated that we have to make sure the equipment is maintained properly. He asked if we could have a list of who is eligible to run this equipment. He suggests that if someone needs training they should receive training. Steven stated, only employees or someone who has a signed contract with the tribe, should be eligible to run this equipment – this is for liability incidents.

If someone else wants to run equipment, they need to sign a waiver **before** using equipment. Dolli stated that she can monitor. We will need to flesh out the gravel policy, fee schedule for equipment.

We asked where we are on the new \$750 assistance program. Steven stated the letter with the Walmart cards will be going out and it will have information on this new assistance program. The instructions will request that the member will submit, in writing, where they wish to have the \$750 assistance applied to – if the office already has the information on file, no information will need to be submitted. If a new bill is submitted, the member will need to submit a copy of the bill.

10.0 New Business:

10.a. December 1 (Bristol Environmental) – Steven – Larry shared the information for tomorrow.

10.b. BIA – ATG FY24 Budget – Steven reviewed the new budget, there was about a \$7,000 increase from last year and it was divided into supplies and equipment.

Motion to approve BIA-ATG FY24 – with corrections to the Funding Sources and Budget Year

1st : Wesley Matsuno

2nd: Stephanie Rosario

Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

11. Open forum

Fred brought up the BBAHC health representative – he believes it should be a member of the council. Steven has the guidelines and Wes suggested discussing this item in executive session.

Next Mtg: December 21, 2023, 9 AM AT Anchorage office

12. Executive Session

Motion to go into Executive Session

1st : Wesley Matsuno

2nd: Stephanie Rosario

Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

Motion to go come out of Executive Session – council meeting concluded

1st : Wesley Matsuno

2nd: Stephanie Rosario

Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

12. Executive Session – December 1, 2023

Motion to go into Executive Session 12/1/2023 at 3:36 PM

1st : Julie Gaumont

2nd: Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Motion to go come out of Executive Session

1st : Julie Gaumont

2nd: Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Motion to give recognition bonus to the following: Steven, Betti and Larry in the amount of \$5,000.00, Irma in the amount of \$3,500, Clementine in the amount of \$2,500 and each Tribal Council Member in the amount of \$1,000, for a total of \$26,000 these recognition bonus' will come from the additional ARPA Funding, for total of \$26,000

1st : Julie Gaumont

2nd: Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Motion to add an additional tier for Tribal Council Members meeting time fee, more than 4 hours the pay will be \$750, the tiers will be as follows: 0 -1 one hour = \$100, 1 – 2 hours = \$200, 2 – 4 hours = \$500 and over 4 hours \$750 – effective 12/1/2023.

1st : Stephanie Rosario

2nd: Julie Gaumont

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Motion to give each tribal member staff a \$500, Walmart Card

1st : Julie Gaumont

2nd: Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Motion to go Adjourn at 4:18 PM

1st: Stephanie Rosario

2nd: Fred Matsuno

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1 (Wesley absent)

Meeting concluded at 4:18 PM Alaska Time