

**Ugashik Traditional Village
Council Meeting
February 18, 2022**

ATTENDEES:

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

Steven Alvarez, Tribal Administrator
Betti Malagon, Finance Manager
Larry Carmichael, Environmental Coord.
Maurice Enright, BBEDC Tribal Liaison
Clementine Shangin, Tribal Admin. Assist.
Irma Rhodes-King, ARPA Admin.

From: Julie Gaumond, Secretary

Date of Submittal: February 27, 2022

1.0 Call to Order at 10:03 AM Alaska Time

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

Council members absent:

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

Staff absent:

4.0 Tribal Members present: Margaret Turnbow

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda – with the addition of item D in Old Business = Caribou Cabins – Steven/Larry

1st: Wesley Matsuno

2nd: Julie Gaumond

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

6.0 Accept Meeting Minutes from January 12, 2022

ACTION: Motion to Accept Meeting Minutes from January 12, 2022 Julie noted there was a revised edition of the minutes sent out on 2/17, regarding Section 4.1, moving Eddie Clark to this section from 4.0.

1st: Fred Matsuno

2nd: Stephanie Rosario

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

7.0 Special Presentation: None

8.0 Reports –

Tribal Manager/Administrator Report to Council – February 18, 2022

Grants Update:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - Walmart Cards – We have ordered the second round of Walmart Gift Cards (80 cards). Distribution will be done by the end February. Included in the mailing will be packages of facemasks we've received.
 - \$500 Utility Assistance – All utility payments for tribal members who have submitted their information has been completed. To date we have made 47 utility payments for 41 tribal households. A total of \$23,500.00 has been paid out. *Some households split the utility payments, that's why there are more payments than there are households.*
- **Department of Treasury CARES Act:** I processed another eight applications and checks will be ready for signatures by this weekend. Out of the \$136,698.57 available for the second round of rental/mortgage or fuel assistance 42 tribal member households have received the \$2,500 rent/mortgage/utility assistance and \$105,000 has been paid out. There is \$31,689 remaining in the CARES-Act funding. We have not supplemented this program with any funds from the ARPA Treasury funding. In the event that we expend all of the CARES-Act funds and have more applications to process, we will code those expenses to ARPA
- **BBEDC Block Grant:**
 - 2022 Block Grant amount has been set by the BBEDC Board at \$500,000. The budget is in your packet for review, discussion, and approval.
 - I received current budget status information from Alice at the end of January. Betti and I are in the process of revising budgets for 2018 and 2020. Once they have been drafted, I will send them to Massa and Alice. They will reflect the changes decided upon at our January work session.
- **BBEDC – Arctic Tern** I will get started on the 2022 grant application in the next few weeks. *Steven noted, we need to get word out for youth 18 and under to come into the village and work, that would be great, age 14 – 18, Hattie indicated we should confirm with Alice regarding the age limit, could be younger than 14. Irma will research.*
- **BIA - ICWA:** CY2022 application was submitted. Total grant amount: \$30,048.00 *(Steven noted there is still funding in our 2021 grant and we requested to have this funding into 2022)*
 - First quarter report was submitted February 4th.
- **BIA – ATG:** Modification 10 in the amount of \$281,201 has been received, signed and sent back. This is part of our normal three-year contract (of which we're in the third year). The funds will be ready for drawdown this week.
- **BIA Roads–** Nothing new to report.
- **NAHASDA –** Irma continues to work with BBHA to get their and our records reconciled. She is also helping me with the record keeping of CARES and ARPA program files.

Projects:

- **Flying – D Landing Craft:** Hattie, Larry and I met with Allen and discussed the status of getting the boat back to Seward, and some invoices that we received that he should pay. The boat has not moved much and is just outside of Sand Point. Between wind, waves, and the potential of ice build-up, he has not been able to get the boat back to Seward. This is an issue that we will need to avoid next fall by ensuring that Allen is finished by the first of October. Allen's bookkeeper had just returned and is going over his receipts, and to date we have not reconciled any payments. No money has crossed hands.
- **Past PR Corrections:** We are almost caught up on previous fiscal years providing more detailed information on our PRs. We have implemented this process as we move forward so expenses that are divided between numerous grants (office rent, telephone, etc.) reflect the amounts coded to each grant.
- **Fuel for 2022:** Larry is researching what options we have for purchasing fuel and getting it delivered. He will have more information on possible vendors and logistics at the meeting. **Larry noted the plan is get the fuel truck repaired and have the 5 – 1,000 gallon tanks ready and Crowley can fill the fuel truck and 5 – 1,000 gallon tanks. When the new tanks are in the village and set up, transfers will be made. Steven will check with SWAMC for grants.**
- **2022 Spring/Summer Projects:** The following projects are slated for this coming spring and summer. Both Larry and I can discuss each of these further during the meeting.
 - Opening up the new gravel site (land purchased in 2018)
 - New Equipment Bldg.: **Materials have been purchased and will be sent to the Seattle dock for shipping to Naknek.**
 - Road to the Win-Ray: **Larry has information to share on this.**
 - Road to Disposal site for Win-Ray: **this has been written into the 2022 Block Grant budget.**
 - Barge Landing Final Phase by Eddie Clark
 - Doors and Gutters for Cannery: **Materials have been purchased and will be sent to the Seattle dock for shipping to Naknek.**
 - French Drain for warehouse
 - Win-Ray Disposal
 - Fuel Truck Repair: **Eddie has been conferred with and we will have a mechanic out in March to start repairing the truck. We will be ordering 10 new tires for the truck once the 2022 Block Grant is submitted and approved by BBEDC.**
 - Install the last of the Outdoor lighting after warehouse: **Larry will be able to get to this after the gutters are installed.**
 - Caribou Cabins: **Larry has information to share on this.**
 - All CARES-Act and ARPA projects:
 - Water improvements for homes that don't have functional wells: **Inspections and assessments will need to be done in the summer of 2022.**
 - Inspections and improvements or installation of septic systems for all individual active homes: **will be initiated in the spring and summer of 2022**
 - Two High Volume wells for the village: **Will research vendors and get cost estimates.**

- Increase size of the Community Center's septic: ***Will research vendors and get cost estimates.***
- Installation of broadband (fiber optic) or improved satellite dishes so all active homes can have access to the internet. ***Communicating with both AFN and BBNA (Salmon Net) to determine what the best fit for UTV is.***
- Possible septic at the cannery building – install a bathroom: ***Will research vendors and get cost estimates.***
- Possible Hybrid Energy System at the new equipment building: ***Contract with Brian has been signed and an initial teleconference meeting with him, Troy and I took place. I am gathering energy consumption information for Brian.***
- Utility payments in the amount of \$500 for all tribal households: ***Initiative has been in process for the past month.***
- \$1,000 in restricted Walmart Cards for all tribal households: ***Second distribution will occur by the end of February.***
- Elder care: ***Nothing new to report yet.***

Staffing & General Information:

Nothing new to report.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, February 16, 2022

Questions to Steven:

- ☐ Fred asked if the masks ordered, are N95s? Steven stated yes.
- ☐ Fred asked the road to the disposal site, why aren't we using BIA roads money and not Block Grant money. Steven stated if we are building a new road and we are using BIA money, he believes there needs to be an engineering study and plan, which would delay the project. He stated that he would check.
- ☐ Wesley asked when he had the meeting with Allen, did he discuss the Caribou Cabins and connex, Steven stated there isn't a contract yet, but in the new contract, we will ensure there is language that specifically states that moving UTV freight is a priority. Hattie stated that during the recent discussion with Allen, he knows that UTV is a priority.
- ☐ Hattie brought up home improvement application, it's mid February and she's wondering where Steven was in the application creation process. There are folks in the village who are wanting and needing improvements. Steven stated he's giving himself a deadline of 2/25.
- ☐ Margaret asked if this is regarding the home improvement funding? Yes, Hattie stated ARPA.
- ☐ Hattie asked if UTV could do anything for our young tribal members with ICWA funds, for example: sending out backpacks, school supplies, etc. Steven stated as long as this is written into the grant, he thinks that it shouldn't be a problem, he will contact Gloria and inquire. Stephanie stated she thought that this would be a good idea. Betti stated when she did ICWA, she did send out supplies, but it would just need to be written into the budget. Irma stated they did send out this info before, but it is a restricted grant, but as long as it has to do with the prevention of child abuse we should be OK. Steven will check and get back to us.

Betti Malagon, Finance Manager February 2022 Monthly Report

Weekly Work Status:

- Paying Weekly Accounts Payables upon Approvals
- Completing Bi-weekly Payroll for Direct Deposits; IRS Tax Liability Deposits

Projects:

- FY21 (9/30/2021) EPA drawdown figures were Presented to Alan Lee and Santina Gay. I have reached out to Alan Lee but he has not responded to my messages as to where he is on the final review and approval for drawdown funds.
- Starting to go through all the corrected PR's by Miss Irma to up-date 2021 class postings.
- Need to start compiling EPA-IGAP documents, Etc. for FY22 Q1 (October – December) in preparation for another drawdown.

Financial and BOA-Credit cards:

UTV QB's December 2021 and January 2022 Bank reconciliations are completed.

Bank of America, credit card Reconciliation completed through January 2022 statement.

Questions to Betti:

- ❓ Hattie asked how much closer are we to an audit? Betti stated she has to have a discussion with Steven and she needs to compare what she has with what Steven has – she'd love to have an audit, she thinking the end of March. Steven stated before we start a full scale audit process, we have to get the books in a place where a CPA can review and we can get a CPA letter. Which we need to have for the NAHASDA money to be released and use that as a stepping stone to get the audit completed.
- ❓ Fred asked what happened with the CPA firm that Katie started the process with, Betti stated she found the file with names, but doesn't think it went anywhere. Steven stated we need to start the process and that he believes the process never got started with Katie. Fred stated that Steven/Betti will need to begin the process of finding someone who could do the audit for us. He has started looking for someone from the 4 Acre Group and should have something to the council by the first of March.

FEBRUARY 2022- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

- 1.1 Starting 2022 first quarter
- 1.2 Starting spread sheet to verify draw down for FY22
- 2.1 Outlining projects for FY23 and submitting this Friday.
- 3.5 Aaron Timian for Abandoned and Derelict Vessel office has not returned my calls or emails *He will need assistance with moving the Alpha One onto Native land.*

hazcom and safety plans

Cell phone booster sent to village, talked to Rick. He will be coming out late Feb-early March

Fuel farm location has been decided, secondary containment and tank placement setup for security fencing and access. *There will be a connex located there to hold the propane and various nozzles, etc for the tanks.*

Ordered hosing for Fire truck from Arctic Fire and Safety... long lead time.

solid waste management plan

Talked to Eddie about extending road at land fill to bury WinRay. Looks like no more 250 feet. (getting quote) not received.

Steven Price has sent me needed paperwork for recertification of Landfill. *He will be in the village June/July*

Building roof for connex's at land fill.

Called a lot of people on BRIC/ Tribal Health Mitigation Plan, we are good to go. Late April for funding.. 60K *for tribal hazard mitigation plan.*

air quality and Dust control

Also talked to seller of Fire truck and he (Russ Wilson) 541-830-3966 was to send me winterization info... still waiting. 2/14

Getting updated quote on fire truck nozzle stuff *He is direct ordering it now, along with hoses.*

Ongoing projects and concerns

I got Greer tank to start building our 2- 5000 gallon tanks, they should be ready to ship in early May. Getting quote on plumbing.

Crowley is planning to come out to the village and fill up our Diesel 10,000 gallon minimum. We are bringing in Propane tanks.

Need to fix fuel truck, ie: brakes, air chamber, fuel delivery hose reel. This needs to be done before this year fishing season (eddie), Eddie came out to see what we needed.. *He's hoping to compete this when he works on the D5.*

SBS is building our Caribou cabins, we are sending them out on rental 20' flats with Allen this spring.

Ordering JCB 520 from Georgia, shipping to Naknek for delivery by Allen this spring. *Telehandler*

Eddie will be building the Caribou Cabins, Dennis pulled out, Eddie is preparing a quote

Ordering man basket and Auger from ESI, will be sending out with our boat.

Talked to Dennis Courtney about the road access to the WinRay, it's a solid maybe.. He needed to look at were road will be and the big picture of the road will be. *Larry stated it would be 18 feet wide, but really no other info, Larry stated he thinks Dennis will be ok with this, but we will need to consider what to do with the road afterwards.*

Talked to the financial institution that owned the Jerrold Reinbold property (next to barge landing) They want us to buy all of their properties of interest... Ugashik Lake stuff too. *Approx. 3 acres, he made a large investment/loan to build a sub division at the Ugashik Lake. They want to sell everything. Larry stated we should make an offer if we ever want to expand the barge landing.*

Inventory has not been done as of yet in Seward

Allen is in Sand Point with boat, hoping the weather will allow him to get to Seward. *Hope to be in Seward on Sunday.*

Open gravel pit with rental D6 @ \$25k for one month, Looking at buying D6 in town, \$250k

Training & Conferences

Dolli will be getting her Notary paperwork renewed after she gets her named change.

Dolli and I did Zender training on the business of Trash..

Questions to Larry:

- Wesley asked about the priorities, the gravel pit is a priority, yes? Per Larry, Allen will drop off our freight, then go to Naknek and pick up the telehandler and screen machine and come back to the village and drop them off, then we will move the screen machine to the gravel pit at the APC site. Then he will move the screen machine to the new site after Eddie opens it up. Larry stated Eddie indicated we could use our machines to open up the new pit.
- Wesley asked about propane tanks and have they been purchased, Larry stated no, not yet. But he has room at his house and they will be placed in the connex.
- Wesley asked if people still wanted connex', yes, but the cost is \$5,000 – \$6,000, flats are between \$6,000 – \$8,000. The current connex' in the village are spoken for.

- Mike asked about connex? He stated he would like to have one and he will speak with Larry about it.
- Mike inquired about building a 3 walled building, and suggested using the old rafters that came off of the cannery. Larry stated that is what he was planning on doing.
- Steven asked how much of the old steel is there and is it usable for some other project? Mike stated some of it was twisted up and was taken out with a back haul but there is some material there that we can work with.
- Fred asked how Larry was going to keep the cabins out of the weather on the flats? Larry stated he will check into having them shrinkwrapped and will research.
- Fred asked regarding the Briggs property, was he ever able to make contact with the family members, he stated he spoke to Victoria and she told him not to contact her or Wells Fargo. Wells Fargo has backed off.
- Irma asked who will be in charge of the permits in the future? Larry stated give them to him and he will handle.
- Mike asked if Larry if he has any info on the oil that is at the Briggs property, specifically the cannery/fish plant. Larry is working on this.
- Larry stated the gantry and chain hoist on the second floor, if this is a go? Wesley stated Fred gave Larry the go-ahead.

COUNCIL REPORT FEBRUARY 2022

Nahasda:

I had a chance to update the UTV Nahasda folder with Steven's documents & found the CPA form BBHA required, but nothing signed by Katie.

I will continue to compare Steven's folder with Admin folder to update both Nahasda folders.

As we now investigate steps for UTV Nahasda grant, we still need to get a CPA letter and fill out a HUD document that BBHA requires. We have until December of 2022 to expend the FY20 funding. That total is: \$34,127.00.

BBHA requirements actually help us as we pursue administering NAHASDA funding ourselves. They are the docs required by HUD also.

The high fee that BBHA charged for the 2020 checks they cut would have been from fy18 or fy19 funds. I am going to contact HUD- Alaska Office of Native American Programs here in Anchorage and request a guest speaker for the March Council dates if possible to give an overview of requirements for administrating our own Nahasda grant and Council could ask questions of a HUD professional.

General Admin:

Working fy21 PR's, Cares-Act applications & the ARPA Utility Assistance with everyone.

Prepared fy22 Q1 ICWA data report (Oct-Dec2021) for Steven to review and submit.

Clementine and I have a shared AP followup folder that is a priority check each day.

Questions to Irma:

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Tribal Administrative Assistant Report – Clementine Shangin

Regular Duties:

- I have been working A/P – This includes maintaining both electronic and hard copy files with back-up.
- Working with Irma to get past PRs revised with more grant detail
- Ordering supplies for the office & the village office
- Keeping the Office Clean
- Checking and getting caught up on my emails
- Filing & organizing
- Preparing for the next mailing

Questions to Clementine:

-

VILLAGE STAFF MONTHLY REPORTS – February 2022

BBEDC Liaison:

- Check emails and post when needed
- Help keep community center clean
- Pump fuel in community center and generator tank
- Check village gen regular oil , water
- Send in timecards
- Check homes of people not in village after storm
- Plow runway of snow
- Pump fuel for resident
- And other office duties

Questions to Maurice:

- ? Fred asked if Mike was doing the snowplow in the village now? Yes, he is now, taking over from John.

Dolli Enright, IGAP Assistant & Interim Tribal Liaison

- I pick up the garbage and burn the garbage with weather permitting
- I call Larry on Wednesday for any updates
- I help keep the C-Center clean
- I do the mail when needed
- I do the landfill visual monitoring form at the end of each month
- I take pictures when asked to do so
- I record and take pictures of any concerns in and around the village when needed

- Do other tasks or projects that are assigned by the environmental coordinator or the tribal administrator when ask to do so
- I also attended the Zender Environmental Health and Research Group Business of Trash Social Marketing training

Alternate BBEDC Liaison

Check the emails, post things if needed and any other office duties.

Questions to Dolli:

- ☐ Hattie asked about her notary license, she's waiting on her name change.
- ☐ Betti asked if she can forward the information to her regarding the name change, needs to update her paperwork.

8.0 Old Business:

8a – CARES Act Phase 2 Program Update – Steven – he thinks we will have the remaining monies spent by the Summer.

8b – ARPA Programs Update – Steven – a couple of additional info came in for payment.

8c – Flying D Update – Steven/Larry – covered in his report.

8d – Caribou Cabins – Steven – Steven stated Dennis indicated he would not be interested in building out the cabin. Steven stated there isn't a lot of man power in the village because of fishing. May want to bring on another person as a contractor to assist in these projects. He thinks we should hire a "contractor" like how we contract Manny with the ice machine. Hattie states she would like to discuss in executive session. Mike stated that he would be interested in working, but not during fishing season.

Fred asked who is going to be conducting the water well inspections this summer. Larry is setting this up and adding it to the budget, but the inspections will not happen until summer 2023.

9.0 New Business:

9a – Resolution 2022-04 ICWA Grant – for approval

ACTION: MOTION to approve - Resolution 2022 – 04 ICWA Grant Application

1st: Stephanie Rosario

2nd: Wesley Matsuno

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

9b – 2022 BBEDC Block Grant Budget – for approval

ACTION: MOTION to approve - 2022 BBEDC Block Grant Budget

1st: Fred Matsuno

2nd: Wesley Matsuno

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

9c – Resolution 2022 -05 BBEDC Block Grant

ACTION: MOTION to approve - Resolution 2022 – 05 BBEDC Block Grant Program

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

Hattie / Julie gave approval to use signature stamps

10.0 Open Forum-Tribal members

No comments

Next Meeting:

Next Mtg: Friday, March 23, 2022 at 1:00 PM Alaska Standard Time

11.0 Executive Session

Motion to go into executive session

1st: Fred Matsuno

2nd: Stephanie Rosario

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

Motion to come out of executive session

1st: Fred Matsuno

2nd: Stephanie Rosario

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

ACTION: Motion to Adjourn 3:05 P M AST

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

Meeting Concluded: 3:05 PM AST