

**Ugashik Traditional Village
Council Meeting
July 21, 2022**

ATTENDEES:

Fred Matsuno, Vice President
Wesley Matsuno, Treasurer
Julie Gaumond, Secretary
Stephanie Rosario, Member at Large

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

Date of Submittal: August 3, 2022

1.0 Call to Order at 10:05 AM PM Alaska Time

2.0 Council Member Roll Call by Julie Gaumond, Council Members Present: 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; Larry Carmichael, IGAP & Special Projects Manager; Clementine Shangin, Tribal Administrative Assistant and Irma Rhodes-King ARPA Admin.

Staff absent: Betti Malagon, excused, Maurice Enright, on leave, Dolli Enright, on leave

4.0 Tribal Members present: Margaret Turnbow, Maurice Enright

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda – add to the executive session topics, fuel prices and propane prices

1st: Stephanie Rosario

2nd: Wesley Matsuno

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

6.0 Accept Meeting Minutes from May 26, 2022

ACTION: Motion to Accept Meeting Minutes from May 26, 2022

1st: Fred Matsuno

2nd: Wesley Matsuno

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

7.0 Special Presentation: None

8.0 Reports –

Tribal Manager/Administrator Report to Council – July 21, 2022

Grants Update:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - Walmart Cards – The replacement cards arrived and the individual whose card was lost has been sent his replacement. **Five in reserve in case they are needed later.**
 - \$500 Utility Assistance – To date we have made 57 utility payments for 49 tribal households. A total of \$24,500.00 has been paid out.
 - ARPA funding through the BIA-HIP in the amount of \$57,720 is available for direct payments to tribal member households' utility companies. We have budgeted \$650 for each tribal household. We hope to start this program in the coming week with a mail-out announcing the program. **Tribal members can either mail in or email in their application.**

- **Department of Treasury CARES Act:** Of the remaining funds obligated, we processed one rental assistance payment and are beginning to process payments for two tribal members who live in the village to purchase fuel from UTV's supply. Betti will do a QuickBooks transfer of funds to show funding spent and payment for fuel received. The remaining \$76.05 will be rolled into our in-direct costs. **We have spend all of our CARES Act monies and will not have to send anything back at the end of the fiscal year.**

- **BBEDC Block Grant:**
 - Payment requests are in process.

- **BBEDC – Arctic Tern** 2022 grant MOA was received from BBEDC. A total of \$6,000.00 was received. We have been expensing Timothy Delap and Nathan Haulk's hours to this funding.

- **BIA - ICWA:** 2nd Quarter report will be submitted this coming week.
- **BIA – ATG:** No new modifications to report.
- **BIA Roads-** Nothing new to report.
- **NAHASDA –** Nothing new to report.

Projects:

- **Audit** – The auditors (Pete Magee and his associate) were here and worked with Betti and I getting the necessary information needed to conduct their audit. We provided documents and bank statements as asked. We are still putting together a few more documents for them. **Pete is hoping the first year audit will be completed by August.**

- **Flying – D Landing Craft:** Allen delivered our freight on July 3rd. He has been serving as a tender under our contract with Alaska General Seafoods.

- **Fuel for 2022:** Crowley delivered between 10,000 gallons of fuel in late May. Larry has been able to sell fuel to village residents. He will have more details regarding this in his report. **Cost for the fuel from Crowley was \$5.04 for gas and \$5.27 for diesel. Gas for residents have been sold for \$5.25.**
- Eddie will be working on the containment pad for the fuel depot in mid-August.
- **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. (Blue font: project pending – Red font: project is in process or has been done)
 - **New gravel site:** **Larry will be working on this during his next trip to the village, once the screen-machine is delivered by Allen.**
 - **Fuel Depot:** **Eddie Clark will be creating the containment pad for this project.**
 - **New Equipment Bldg.:** **Materials are in Naknek.** Allen should be delivering them once fishing season is closed **Construction will probably not happen this summer.**
 - **Road to the Win-Ray:** **This project has been tabled until 2023**
 - **Road to Disposal site for Win-Ray:** **Eddie Clark completed this project last month.**
 - **Barge Landing Final Phase** by Eddie Clark - **Eddie mentioned that all that needs to get done is placement of more higher-level gravel at the shoreline.** Once Larry gets the screen machine, he can start making gravel.
 - **Doors and Gutters for Cannery:** **Materials are in Naknek and will be delivered by Allen once fishing season is closed.**
 - **French Drain for warehouse:** **Late summer or early fall**
 - **Win-Ray Disposal – Larry is planning on getting the burial site dug by the end of this summer. We are also planning on getting the metal off of the Kvichak Mary by the end of this summer.**
 - **Fuel Truck Repair:** **Eddie and his mechanic have unlocked the brakes. There is still an issue with the air tanks(?).** The truck will be moved to the Barge Landing so it can facilitate the pumping of fuel into the 5,000-gallon fuel tanks. **Discussion on whether the air tanks be fixed or wait until next year.**
 - **Cannery outdoor lighting Install:** **Larry will be able to get to this after the gutters are installed. Not a high priority now.**
 - **Caribou Cabins:** **Payment on one Caribou Cabin has been done and the was delivered to the village in July.**
 - All CARES-Act and ARPA projects: I am only listing projects that have updates since our last regular Council meeting.
 - Utility payments in the amount of \$500 for all tribal households: **Initiative has been in process and will continue. The third phase of \$650 utility payment will be started in the next few weeks. We've been working on other projects.**
 - \$1,000 in restricted Walmart Cards for all tribal households: **We purchased six more cards. One for the tribal member whose card was lost and five back-ups in the event we need more.**

Staffing & General Information:

- Irma is planning on being with us through the month of July. She will be available during the summer months to work remotely on ICWA related program. She is available to return in the late fall after her mother is taken care of. Bre Hale has been on board since early June, training under Irma's

supervision. She will fill in for Irma while Irma is gone during the late summer and early fall months. She has been doing a good job.

- Summer Contract Position: Richard Adams worked with Larry over the course of the summer. He recently found a job in Anchorage and will not be returning to the village.
- I was on vacation from June 22 – July 12. He had a great vacation visiting family and friends.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, July 20, 2022

Questions to Steven:

- ☞ Fred asked what is the amount were are selling fuel to the residents? Steven stated gas AND diesel is being sold for \$5.25/gallon.
- ☞ Hattie asked how was the fuel prices set? Steven explained it was an average between this year's and last year's fuel cost.
- ☞ Wesley asked if the \$5.25 was set in stone? Hattie stated yes. Steven agreed. Hattie stated that Pilot Point is selling gas for \$5.00.

Betti Malagon, Finance Manager July 2022 UTV Monthly Report

Monthly Routine:

- Paying Weekly Accounts Payables upon Approvals; follow up on any issues, communicating with involved parties as necessary.
- Completing Bi-weekly Payrolls; Timely IRS Tax Liability Deposits; QBs payroll reconciliations prior to submitting required quarterly tax reports, both federal 941 and State ESC. Submit to Tribal Administrator for review, signature prior to submittal
- View and Research Profit & Loss financial statements by grant class as general ledger accounts are still needing correction
- Prepare monthly reports for UTV Council monthly meetings, attend all.
- Process Tribal Member assistance funds upon application completion and approval

Projects:

- EPA-IGAP: Have yet to process drawdown funds for April-June. It's been so busy, I need to get back on task.
- Audit-FY19 & FY20: UTV Audit's been on hold since UTV's Annual meeting, we will need to regroup and get back to this once settled back from all the extracurricular activities

Financial:

- Key Bank General account monthly reconciliations are completed timely.
- Bank of America credit card reconciliation, I have not completed June, working with Clementine on PRs but think UTV has pretty much everything in place for me to finalize now
- I want to start presenting P&Ls by class at your monthly council meetings, need to work on this with Steven to ensure UTV's Quick Books numbers are accurate.

Sadly, my family took a second *great loss of a very special family member this year*, I need to take time off. I will be flying home to King Cove on Friday with my Sisters to lay our Dad to rest. We were blessed to have him with us for 87 years.

Questions to Betti:

? Hattie asked if flowers will be delivered? Steven stated yes.

july 2022- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

- 1.1 Ending 2022 Third quarter
- 2.1 Submitted FY23 on 5/20 to Grants.gov. Santina okayed my yearly budget and projects

hazcom and safety plans

Reviewing all fire extinguishers in village to replace

Fuel farm tanks delivered to village, now we wait for eddie to lay down bladder to close off containment.

Tiny home delivered, now we need Eddie to build. (inventorying 4th week of July) **Eddie is planning to return to the village mid to late August.**

solid waste management plan

Stephen Price coming out 1st week of August for the Land fill paperwork

Opened up area at land fill with D5 to start digging pit for Winray.

In the process of finishing modify BRIC grant with Bristol Environmental (3rd try)

Sent info to Ak wood stove (7/13) for new door on incinerator, no answer

air quality and Dust control

Using the Fire truck to spray down the roads,

Ongoing projects and concerns

I am in the village from July 26th-12th to work on this years projects. Unload our boat (again), Landfill, barge landing, gravel pit, tiny home, cannery.

Continuing to deliver fuel to village members.

Still waiting on info on wells assessments. Johnny (hefty Drilling) will reply in the next week.. **Quote that was received is \$105,000 for 5 wells. Need to decide whether or not to do this next year.**

Handheld VHF radios given to Village inhabitants "BBNA Cares" for emergency communication.

Connex's with villagers supplies delivered to village.

Got extra batteries for village equipment, don't want to need them and not have them.. 8 large, 1 small, 12 volt

Propane tanks now for purchase in village **need to put something in place on how the village will be paid from the villagers.**

Tiny home removed from the boat, now I will do inventory **Will do inventory to ensure we have received all materials and track down Maurice's material.**

Training & Conferences

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

Questions to Larry:

- ☐ Fred asked for the VHF radios, who were they distributed to? Larry stated to all head's of households in the village. Fred stated if they were BBNA Cares fund, would they only go to tribal members? Steven stated no, the whole premise to having radios was for emergency use, Covid related incident.
- ☐ Fred asked about gravel for the landing site, we've always used APC gravel and he doesn't think for general purpose, we don't need screened gravel. Larry stated that by using the screen machine, he can use the plus 3 gravel for the barge landing.
- ☐ Wesley asked about propane, he has supplied some villagers with propane, but Larry stated that no payment has been received. Wesley asked about the 100# tanks, \$229 for cylinder and \$100 to fill it. He will provide information for our executive discussion.

COUNCIL REPORT JULY 2022 – IRMA RHODES-KING, ARPA ADMIN

Training:

I have shown Bre the basics of AP with the fy21:

- research each AP & check if the invoice has already been listed.
- made a simple fy21 manual listing of every 2021 AP file date & Bre can write the vendor name and research on computer for any invoice.

- If invoice is already listed, then write the PR# on the extra invoice and file in the fy21 vendor file.
- If no invoice listed on the fy21 AP, ask Steven what grant and what purpose of invoice
- give the invoice the next 2021 PR# and complete the PR & list down below the summary total area on the fy22 AP
- put in green folder for Clementine.
- I made a simple fy21 manual listing of every 2021 AP file date & Bre can write the vendor name and research on computer for any invoice.

Also training her on ARPA-HIP & ARPA 2500 Tribal assistance including:

- how to process a basic application manual file, server file, ck app carefully and must have form of payment for reimbursement(ARPA- HIP),
- insure we have complete vendor info to process a deposit on project (ARPA- HIP),
- have tracking data entered (ARPA-HIP & 2500 assistance) so that no overpayment is made,
- get Steven's approval on app before a check request is made,
- send backup docs to Betti with the check request.
- Trained Bre on steps for check mailing:
 - make a copy of check for folder,
 - scan check to server folder, mail out log
 - copy the metered envelope showing address and metered date).

Nahasda:

I finished the HUD 39 page doc and gave that file over to Betti last week. I finished my Nahasda assessment yesterday for Council and sent out to Council and Steven.

General Admin:

There is a lot that I had no time to train Bre (grant folder, grant program file, petty cash file), but that backlog of manual filing is always waiting in the wings. I will have to finish turn-over to Bre by an email. Will let Steven know when ready for remote hookup. Can assist for manual filing couple days a week after this summer and on-call for office coverage when needed. Will still assist Bre by phone or email as our training time was short.

Thanks, Irma

July 19, 2022

Questions to Irma:

- ☐ Irma questioned if a "bedroom lease" if the ARPA \$2500 can be granted for "bedroom leases" after the fact. Need clarification.
- ☐ Hattie asked to clarify the question:
 - Definition on ARPA \$2500, if a tribal member already had a bedroom lease in place before November 2021, Steven stated the ARPA funding has more latitude and it's a longer program, we have until 2025 to have the funds spent. It's up to the council, the open/close period. One

thing to keep in mind - to have a set amount set aside for this program. *We are going to spend no more than \$\$\$ for the rental assistance program.* What is the council's definition on head of household? Add to executive session list.

? Fred requested Irma send the different types of requests she has received. Irma stated yes, she will do this tomorrow.

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.
- Ordering supplies for the office & the village office
- Keeping the Office Clean
- Filing & organizing
- Preparing for the next mail-out

Questions to Clementine:

?

VILLAGE STAFF MONTHLY REPORTS – May 2022

BBEDC Liaison:

- Mike has been on leave for the fishing season

IGAP Assistant, Dolli Enright – read by Larry

- ? Monthly Duties
- ? Working from 8 to 12 and do the Liaison for 3 hours.
- ? I keep the roads clean in the village.
- ? I unlock the shower when needed.
- ? Take pictures of any concerns in the village when ask to or need too.
- ? I pick up garbage on Mondays and Thursdays and burn with weather permitting.
- ? Keep the C-Center clean.
- ? Do the COVID test when needed.
- ? Work in the greenhouse.
- ? Call Larry on Wednesday for any updates.
- ? I do other tasks or projects that are assigned by the Environmental Coordinator or the Tribal Administrator.
- ? And I pick up and deliver mail when needed.
- ? I post emails when needed.
- ? And any other office duties.
- ? And I scan and email timecards when they are to be turned in.

Dolli Enright

IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

?

8.0 Old Business:

8a – ARPA Programs Update – Steven – As Irma and Steven stated, the CARES ACT funding is closed and the funds have been spent.

ARPA, applications for rental assistance – this is a continuation of the initial program, not an additional round.

Will start the additional \$650 assistance – mailing will go out this weekend.

Other items were covered in his report.

8b – Summer Projects Update – Larry –

Gravel pit – it is needed, barge landing and fuel depot, need good clean gravel for these locations.

Fuel delivery truck – almost out of all fuel in 500 gal tanks. He suggests using the fuel truck to transport some fuel to residents. Even though the brakes are not working, he will be careful.

Rick do work on the fuel truck?

Fuel depot – continuing to get this completed and Eddie will put down the gravel and bladder and will move the tanks to that area. When he mentioned this to Glen Alsworth at Lake Clark, Glen asked about av gas, he suggested selling av gas. He has had communications with Victoria and if we were to purchase her av gas tanks, we'd have the ability to sell av gas.

Allen gave Larry all of 2021 paperwork and he is currently reviewing. He will give Steven information that council needs to discuss in executive session.

Health aid - it was an interesting dynamic; he had put cardboard over his windows and locked his door. He had changed the patient room into his living quarters. This is something we need to address for future EMTs.

Hattie stated Larry's assessment is true, but the health aid provided care to another individual and probably saved that individuals life.

Fuel - Wesley stated Manny and Art were able to deliver fuel with the 1,000 tanks as long as they are on level ground.

Fred asked if there are any update on connex in Igiugig. Larry stated that they have to fit, "nicely" – 2 connexes, \$4,000, Allen is planning to deliver these as one of the last deliveries, and the cost to pick them up and deliver them would be \$1,000. Hattie stated if someone plans on purchasing a connex, sight unseen, make sure pictures are taken to ensure you know what you are purchasing.

9.0 New Business:

9a –

10.0 Open Forum-Tribal members

Maurice stated that he was upset because of his connex/lumbar, he spoke to Steven and Maurice stated that during his discussion with Steven and the discussion became heated. Hattie requested that Maurice send an email to the council with details, Maurice stated that yes, he would put it into writing.

Julie stated that she sent an email to the council to the fact that she was extremely disappointed in the fact that the Flying D landed at Sleepy Hollow during fishing season. Previously the council decided that no barge off loads would happen in Sleepy Hollow during fishing season, as this would have adverse effects to fishing sites on either side of the hollow. Hattie stated we'd discuss in executive session.

Next Meeting:

Next Mtg: Friday, August 26, 2022

11.0 Executive Session

Motion to go into executive session

1st: Fred Matsuno

2nd: Wesley Matsuno

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

Motion to come out of executive session at 1:46 PM AT

1st: Wesley Matsuno

2nd: Julie Gaumont

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

ACTION: Motion to Adjourn at 1:48 PM Alaska Time

1st: Julie Gaumont

2nd: Stephanie Rosario

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

Meeting Concluded: 1:48 PM Alaska Time