

**Ugashik Traditional Village  
Council Meeting  
January 13, 2023**

**ATTENDEES:**

Hattie Albecker, President  
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.  
Dolli Enright, IGAP Assistant  
Clementine Shangin, Tribal Admin. Assist.  
Irma Rhodes-King, ARPA Admin.  
Bre Hale, Administration

**From:** Julie Gaumond

**Date of Submittal:** January 26, 2023

**1.0 Call to Order by Hattie Albecker, President, at 10:04 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:** None

**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, Dolli Enright, IGAP Assistant,

**Staff absent:** Irma Rhodes-King, ARPA Admin, Bre Hale, Administration

**4.0 Tribal Members present:** Margaret Turnbow and Eileen James

**5.0 Accept Agenda –**

**ACTION: Motion to Accept Agenda – with the addition of 9.e. – Flying D**

1<sup>st</sup>: Stephanie Rosario

2<sup>nd</sup>: Julie Gaumond

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

## 6.0 Accept Meeting Minutes from December 1, 2022

**ACTION: Motion to Accept Meeting Minutes from December 1, 2022 – hold off until February meeting, need additional information.**

1<sup>st</sup>:

2<sup>nd</sup>:

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

## 7.0 Special Presentation: Pete Magee (Auditor)

Reviewed the 2019 audit report, Pete explained that the 2020 audit report will be different because we will be over the \$750,000. threshold.

Pete reviewed the audit reports, he has done the best job he could with the available information. He has requested and been given information by Betti, he stated she has been excellent at providing available documentation.

- ☐ Fred questioned, any capital assets we have purchased, they are expensed off the top and are not depreciated. Pete stated yes/no, if the asset is purchased by grant/contract, it is shown as a capital expenditure and is expensed to that grant or contract. Betti stated, generally we don't have to worry about depreciation, Pete agreed.
- ☐ Steven stated one of the things that Steven and Pete discussed - negotiate an indirect cost plan, if we can negotiate an indirect cost plan with the federal government, (20%) it would add to the funding an additional amount of money we could use for indirect cost.
- ☐ Fred asked if he had a suggestion for a better accounting system – instead of QuickBooks, yes, Pete suggested AccuFund, this is a software specifically for government and nonprofit entities. He provided the information to Steven, Betti asked about the historical data, are they able to incorporate the historical data to the new system? Pete stated they could incorporate to a certain level. Not down to the vendor level. Payroll can be historical. Betti/Steven will discuss.
- ☐ Pete indicated he needs to have the approval of the draft audit.

## 8.0 Reports –

### Tribal Manager/Administrator Report to Council – January 13, 2023

#### Grants Update:

#### Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
  - \$750 new Utility Assistance funding has started. 45 Tribal Members have received assistance. Total expended: \$33,000.00
  - \$650 Utility Assistance – To date 58 Tribal Members have received assistance. We have made 71 payments totaling \$36,626.07

- ARPA rental assistance (continuation of the CARES-Act rental assistance program): To date we have spent or obligated \$8,541.85
  - Housing Improvement Program - To date 27 Tribal Members have received assistance. Two applications are pending. Total outgoing payments: \$209,441.17
  - *Walmart cards, they have sent out 88 cards so far, the second round will be sent out in the next couple of months.*
- **Department of Treasury CARES Act:** Fully spent.
  - **BBEDC Block Grant:**
    - **2023 – Draft Budget:** This is in your packet for review, possible revision discussions and/or approval.
    - **Total Reimbursed to date: \$697,587.35**
      - 2022 CBG – I am still working on the budget revisions so we can get reimbursed. There is \$275,293.41 – pending
  - **BBEDC – Arctic Tern** Final report in the amount of \$2,727.33 in wages and taxes has been submitted.
  - **BIA - ICWA:** Nothing new to report.
  - **EPA – IGAP:** May – Betti is in the process of submitting draw down for the first quarter.
  - **BIA – ATG:** There still is no new contract for FY2023. Congress has not appropriated the funds, so they haven't been released to the BIA.
  - **BIA Roads** –I am working on the paperwork for submitting for reimbursement for the purchase of our D-6.
  - **NAHASDA** – We have sent in a letter from our auditor Pete Magee, so BBHA can release the funds. Irma will have more details. *We have fulfilled our commitment to BBHA.*

### Projects:

- **Audit** – 2019 Audit is complete and was sent to you before the holidays. Also included was a summary with bullet points that should be discussed. Pete Magee will call in to our meeting to present his findings and answer any questions.
- **Flying – D Landing Craft:** Larry will have details on the status of the boat (now docked in Naknek).
  - The boat needs to be ready for Fish Tendering to begin no later than June 15<sup>th</sup>.
- **2023 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:** Eddie Clark will create a berm to protect sensitive area, create a footprint for the new site and remove overburden. Larry will begin harvesting gravel from this new site.
- **Fuel Depot:** For 2023 we will hope to accomplish the following:
  - Get connex placed
  - Have all pumping equipment and materials procured and in the village
  - Order fencing materials and have them shipped to Naknek then to Ugashik
  - Have materials in the village by late summer and engage Eddie Clark to install
- **New Equipment Bldg.:** Costs for its construction have been budgeted into 2023 CBG draft budget. Engage Eddie Clark for construction summer/fall of 2023
- **Road to the Win-Ray:** This project has been tabled until 2024
- **Disposal work on Win-Ray:** We need to move the barge to the Win-Ran from the landing area so we can start planning on the next phase of demolition.
- **Barge Landing** Once the new gravel site opened and Larry can start harvesting gravel, we need to distribute gravel to the bank to address mud issue.
- **Cannery:** I believe all upgrades have been completed.
- **Fuel Truck Repair:** Brakes need to get repaired and possibly new tires ordered and shipped out to the village.
- **Cannery outdoor lighting Install:** Larry will get to this now that the gutters are installed. Discussion on indoor lighting has been brought up.
- **Caribou Cabin/Covid Isolation House:** Interior work will be completed this summer. This is funded through ARPA treasury.

### **Staffing & General Information:**

- I was on personal leave from December 23<sup>rd</sup> to January 4<sup>th</sup>.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, January 11, 2023.

### **Questions to Steven**

- ? Wesley asked about AP for approval requests – when are they sent out? Weekly, 10 days? He asked if Steven sent out an AP out last week? Steven stated he's waiting for the end of this meeting so it could be included. No AP has been sent out for January.

## **Betti Malagon, Finance Manager January 2023 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. Need to complete End of December Quarterly Reports. Prepare W-2s, 1099-Misc and Transmittal forms.
- Process Tribal Member assistance funds upon application completion and approval.

## Projects:

- EPA-IGAP: Monthly drawdown for October-December has not been completed. I ran out of time before taking Holiday leave.
- Audit-FY19 was sent by Steven to Council for review; Pete has started FY20 audit, I have been forwarding required documents to him.
- Class P&L's: Continue to monitor each grant class expenses to ensure they are in line with the budgets. Any major variances are discussed with Steven prior to corrections. Am not ready to present my figures until all classes align with Stevens figures.
- BBEDC: Steven and I will continue working with additional reimbursements for December in this month of January 2023. Ran out of time in December!
- Fund Accounting Software: This is on the back burner as I will be discussing a software package with Pete, the auditor. This will be a major project once decided on and brought to the UTV Council for final approval.

## Financial:

- Key Bank General account November 2022 reconciliation is complete, check book is up to date for November. December was just printed today, will get the recon done by next week.
- Bank of America credit card reconciliation was completed through November 24, 2022 statement.

Thank you all for a busy 2022 work year. I took Leave Dec. 21 through Jan. 6, 2023, am ready for the New Year!

## Questions to Betti:

- ? Hattie asked how much the new software would be? Betti stated, to start, approximately \$10,000.
- ? Fred stated it's going to be time consuming to load historical data. Steven stated we are probably fiscally obligated to have at least the last 7 years in the new system and keep two backups from QuickBooks.

# November 2022- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

## Program Updates.

- 
- 1.2 Closed out 2022, FY 23 first quarter paperwork due.
  - 1.3 Signed up of AFN 2023, Dolli and I are both going. **AFE not AFN**
  - 2.2 Council has decided that the property next to Art W is the first property to be considered for Sale/Lease
  - 4.7 I am still waiting for BRIC funding to be processed, We are submitting SF425 to FEMA

## **hazcom and safety plans**

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Moving holding area from barge landing to expanded landfill (spring 2023)

Secondary containment for the Fuel Depot is on hold, trying to get plumbing delivered

## **solid waste management plan**

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Incinerator on order from Tok welding, they will start on build early spring.

I am in the holding pattern on BRIC funding for Bristol Environmental to do HMP for village. Still, Still

Road to the WinRay on hold, Going to have Allen move barge next to Winray for slow removal.

## **air quality and Dust control**

We need to address recrowning village road to get rid of potholes, we can have John K. do this

I am looking into Federal funding to help pay for this

The potholes slows everybody down. "is that a bad thing?"

## **Ongoing projects and concerns**

Purchased 2 new maps of village

We have started the process of purchasing Victoria Briggs Block 8 lot 2 for \$35k, Legal slowing Victoria from selling... still working **Have to get a clear title and is working on this...**

Victoria Briggs has a 13,000 gallon tank, does the village want to make an offer??

We offered Victoria Briggs \$30K for her river property block 8 lot 3, she said no and she is trying to split it in half. Do we want to pay the \$40k to get it????

I secured a title company to do forensic research on Jerrod Cross property. Abstract, liens and chain of liens. This will allow us to purchase this property from the Financial institution. Kyle Bateman, [kyle@batemans.org](mailto:kyle@batemans.org), Ridgeline Capital  
801-360-5953. Legal slowing us down...

Bob Ruby gave us a third point of view on wells in the village. I just talked to Bob R. and we need some engineering on race way to deliver water to farthest home north... (Tim E.) and (Julie and or Bo) South

I ordered the parts for fuel truck, should be in by next week

Drill parts for new building ready to be picked up

Pricing on conveyor belt enclosed, 2 options... best one is see is from the EZ Screen.

Going ahead with 2 Jersey barriers to be purchased and shipped this spring.

Tiny home is framed and enclosed, next year to finish. Mikey and John are working on this.

Got pricing on 5K highbred systems for village, not including install \$34K, see attached.

Pricing on 140K generator repair for Flying D @ max \$18K, new one starts @ \$100K see attached.

Got pricing on compost toilets for village members.. \$1785.00 each. See enclosed

Allen Tibbetts came in and we are almost have 2021 expenses closed out.. so far it looks like after everything is processed, we owe Allen a little over \$3k.

I am working on FY 2022 boat expenses ...

Allen will be coming in next week to give me a check and I told him that we would process his billings within 24 hrs.

## Training & Conferences

Signing up for AFN in February **AFE not AFN**

Dolli and I need to have Hazwopper paperwork renewed.

Still waiting for Dolli will be getting her Notary paperwork renewed.

### Questions to Larry:

- ? Mike stated, he and John filled them before everything froze.
- ? The Caribou Cabin cabinets, Mike stated he messed up the orders, the cabinets are put together, but is missing parts for one, he will send the info to Larry to follow up with Spaniard Builders.
- ? Fred asked about the 140k generator, would the repairs happen in Naknek? Larry stated the generator is in town and being repaired.
- ? Wesley asked about he 140k gen, is it the Flying D's? Larry stated yes.
- ? Wesley asked about the Winray, will that be taken care of this year? Larry stated if the barge is next to the Winray, we can start pulling parts, but he stated he will need a crane....mobile crane. If time allows, he will begin, he will also need assistance – it is dangerous for him to do some of this work by himself. Because of the other projects going on, fuel depot, cannery lights, gravel, etc. Wesley asked about an assistant – Larry stated he would like to have someone.
- ? Julie asked if he had anyone in mind? He stated, no and explained person would need to commit to 2 weeks on 2 weeks off and be 21 years old. Let him know if you know of anyone!

# ARPA Administration Council

## Council report January 2023

Nahasda:

Sent an email 12.2.22 for all UTV Nahasda payments made in good faith that were not reimbursed to be allowed to rebook  
Against the fy20 Nahasda. I will be following up on that this Week.

ARPA-HIP overview- myself and Bre working together

12 totally expended apps closed. 15 apps are in varying degrees of activity. 1 app inactive. Also some incomplete apps.

Phase 2 ARPA 650 Utility Assistance overview- mostly Bre working

\$36,626.07 funds expended and still \$1300.00 funds obligated already before end of December. I am confirming the individual folders and updating database with extra info & training notes.

Phase 3 ARPA 750 Utility Assistance overview- mostly Bre working

\$33,000.00 funds expended and \$3000.00 funds obligated as Waiting information. I am confirming the individual folders and also updating database with extra info & training notes.

ARPA 2500 overview- 3 expended apps, 2 new app in process & funds obligated, some applications still not fully expended.

Cares 2500 obligated – Steven is working on the procedure for documentation that is needed when Cares 2500 obligated is used to buy fuel from UTV.

ICWA program: emailed Allison O'Brien, BBNA Prevent Services and Will reschedule for later in January 2023.

General Admin: So for Council reference, on ARPA programs and AP fy21 & fy22. Bre & I work & update each other. Missed some hours due to my right lower back being out of joint.

Thanks, Irma

Jan 11, 2023

### **Questions to Irma**

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## **Clementine Shangin – Tribal Administrative Assistant**

### **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
- Submitted enrollment applications & make tribal cards as needed
- Help Betti when needed with audit documents needed
- Help Steven with BBEDC reimbursement documents as needed.

### **Questions to Clementine:**

- ? Fred questioned the people requesting new Walmart cards, are these the members whose letters are being returned because of bad addresses? Steven stated yes.

## **VILLAGE STAFF MONTHLY REPORTS – January 2023**

### **BBEDC Liaison:**

- Check emails
- Post information when needed
- Send in time cards
- Help resident with residency form
- Help clear ramp and run way
- Help Dolli with garbage
- Check homes around village after snow storms
- Help keep community center clean
- And other office duties

Mike Enright – Tribal Liaison

### **Questions to Mike:**

- ? Fred asked about damage from the storm, he said Bo's outhouse blew over and there is some tin coming up on Daniel's shed.
- ? T1-11 count, Wesley asked if he could do that.

### **IGAP Assistant**

- Take pictures of residences home or property when ask to.
- I take pictures of any concerns in and around the village.
- Do the mail when needed.
- I pick up and burn garbage with weather permitting.
- I work with Mikey keeping the C-Center clean.
- I do the monthly visual monitoring form for the landfill at the end of each month.

- I call Steven on Wednesday for any updates.
- I attend the Liaison zoom monthly meetings each month.
- I do other tasks or projects that are assigned by Tribal Administrator or the Environmental Coordinator.
- I check emails post when needed.

**Dolli Enright: IGAP Assistant & Interim Tribal Liaison**

**Questions to Dolli:**

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**Administration - Bre Hale**

## JANUARY 2023 STAFF REPORT

ARPA Phase 2: 54 applications completed, 4 applications pending (as of Dec. 31, 2022) 1 application not fully expended as tribal member stated they did not need the full \$650.00 utility assistance.

ARPA Phase 3: 32 applications completed, 13 applications pending.

ARPA-HIP: 10 applications totally expended, 14 in process, 4 applications pending as they are incomplete (waiting for required documentations), 1 on hold.

### GENERAL DUTIES

Answer the phone calls, responding to emails, logging in-coming and out-going mail, and copying, filing, printing out paperwork. Keeping the office tidy. Work on FY'21' AP research and corrections.

**Questions to Bre:**

?

## **9.0 Old Business:**

### **9.a Septic for Village Update – Larry**

Larry reviewed the info he sent out – toilets for each household.

### **9.b Water to Village Homes – Larry**

Larry stated he spoke to Bob Ruby, need engineering done, “raceway” mainline to the village, holding tank, jet pump.

Larry questioned, how do we address, lines to households? Will each household need to maintain their lines so they don't freeze? How will we get the lines to each household?

### **9.c. Energy Systems – Larry**

Grid not currently a viable solution.

Bob Ruby – Bob suggests an independent energy system per household. What do we need to have for an energy solution for each household? He sent out a price quote, he spoke to Bob Ruby and Bob came up with a better system. Solar panels, batteries. Bob could set up the system in ANC, in a connex, and replicate it as required.

Flying D – 140kw generator – it died, Bob took it and he can repair the turbo charger, etc, it took \$3,000 to troubleshoot and \$15,000 to repair. This is for the RSW, he also has a 140kw generator available for \$40,000.

Fred asked if the generator for the Flying D – is this necessary for the upcoming season? Steven stated it's for the RSW, so yes. Larry stated the generator would be able to be lifted on/off the boat – it can be removed when it is not needed to run the RSW. Steven stated the m/o for the Flying D (2023) there is an allotted \$40,000 for repairs and \$35,000 for parts/materials related to maintenance and repairs.

Fred asked if we could get by with the generator this year? Larry stated that he believes so, yes. It was jury rigged and they were able to get by last year

Julie stated that she is inclined to repair the 140k generator and NOT purchase a new one. We want to have good product coming off of the boat. Hattie agrees.

We also have the 60kw, but it is not big enough to run the RSW.

### **9.d. ARPA Assistance Programs Update – Steven**

Covered in Steven's / Irma's report

The \$650 utility assistance has been closed. They are processing the \$750. Not much rental assistance has been submitted.

Steven stated the find after Walmart cards are sent out, they have inquiries. Steven stated the programs are well received.

**9.e – Flying D** – reviewed is Steven/Larry's reports.

Wesley asked Larry about the conveyor belt for EZ screen, Larry reviewed both options and is inclined to go with the EZ screen. Wesley agreed and we can discuss in executive session.

### **10.0 New Business:**

#### **10.a – 2023 BBEDC Community Block Grant Budget (Steven)**

Steven reviewed. The great thing is we can always revise as needed.

**10.b – 2019 Audit** – covered by Pete Magee

### **Open forum**

Reviewed the document for selling excel lumber, materials, etc., to tribal members. Discussed the language, Steven stated it would be better to have the language more broad so that it includes everything we might want to sell.

Possibly, "Lumber, Material and Equipment....."

Hattie would like time to review the document, Fred stated that was a good suggestion and that we didn't need to make a decision today.

Next Mtg: February 24, 2023, 10 AM Alaska Time

### **Motion to approve budget 2023 BBEDC Block Grant**

#### **Motion to accept**

1<sup>st</sup> Hattie Albecker

2<sup>nd</sup> Wesley Matsuno

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

### **12. Executive Session**

Motion to go into Executive Session

1<sup>st</sup> Julie Gaumont

2<sup>nd</sup> Fred Matsuno

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

Break at 12:30

Reconvene at 1:00

Hattie exited meeting prior to coming out of executive session

## **12. Executive Session**

### **Motion to come out of Executive Session**

1<sup>st</sup> Julie Gaumont

2<sup>nd</sup> Stephanie

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to approve purchase of EZ Screen Conveyer**

#### **Motion to approve**

1<sup>st</sup> Wesley Matsuno

2<sup>nd</sup> Julie Gaumont

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to approve the repair of the 140KW generator**

#### **Motion to approve**

1<sup>st</sup> Wesley Matsuno

2<sup>nd</sup> Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to approve individual village household water wells**

#### **Motion to approve**

1<sup>st</sup> Wesley Matsuno

2<sup>nd</sup> Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to approve BBEDC Tribal Liaison Salary and Budget**

#### **Motion to approve**

1<sup>st</sup> Wesley Matsuno

2<sup>nd</sup> Stephanie Rosario

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to approve Betti Malagon's evaluation and salary increase**

#### **Motion to approve**

1<sup>st</sup> Julie Gaumont

2<sup>nd</sup> Wesley Matsuno

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

### **Motion to adjourn**

1<sup>st</sup> Stephanie Rosario

2<sup>nd</sup> Julie Gaumont

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

Adjourn at 2:24 PM Alaska Time