

**Ugashik Traditional Village
Council Meeting
January 24, 2024**

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
Maurice Enright, BBEDC Liaison
Clementine Shangin, Tribal Admin. Assist.
Dolli Enright, IGAP Assistant
Irma Rhodes-King, ARPA Projects Coord.
Larry Carmichael, IGAP & Special Proj. Manager

From: Julie Gaumond, Secretary

Date of Submittal: January 25, 2024

1.0 Call to Order by Hattie Albecker, President, 9:02 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, 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 Coordinator; Maurice Enright, BBEDC Liaison; Dolli Enright, IGAP Assistant, Clementine Shangin, Tribal Administrative Assistant and Irma Rhodes-King, ARPA Projects Coord.

Staff absent:

4.0 Tribal Members present: Eileen James, Margaret Turnbow and Nancy Flensberg

5.0 Accept Agenda

ACTION: Motion to Accept Agenda –

1st: Wesley Matsuno

2nd: Julie Gaumond

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

6.0 Accept Meeting Minutes from December 21, 2023

ACTION: Motion to accept Meeting Minutes from December 21, 2023

1st: Fred Matsuno

2nd: Wesley Matsuno

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 – January 24, 2024

Grants Update:

Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - The 2023 \$750 Utility Assistance funding is now closed, now that the new 2024 program has begun. 62 Tribal Members have received assistance (58 direct utility payments, 4 purchased UTV fuel). Total expenditure: \$47,245.50 which includes disbursements, purchase of UTV fuel and obligated funds.
 - The new 2024 \$750 Utility Assistance program has started. To date we have provided \$12,322.40 in assistance. \$10,822 in payments made to utility companies and \$1,500 of UTV fuel. 18 Tribal Members have received assistance.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): \$14,349.25 ARPA funds expended, \$8,548 in direct payment and \$5,801.25 in UTV fuel purchased. Seven tribal members helped.
 - Housing Improvement Program – There has been no change in this program since our last Council meeting report. We have received an email from a tribal member inquiring if the program is still available. 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 mailed out. To date a total of 88 cards have been distributed to Tribal Member households.

- **BBEDC Block Grant: I am currently working on reimbursement reports for the Flying D M&O and for Personnel costs (Manny and John K). Current balances of the open grants are as follows:**
 - **2020: \$5,066.40.**
 - **2021: \$57,071.86.**
 - **2022: \$367,219.60**
 - **2023: \$485,930.00.**
 - **2024: Projected award will be \$750,000.00**

- **BBEDC – Arctic Tern** I am currently starting the 2024 grant application.

- **BIA - ICWA:** We are preparing the 4th quarter report which is due on January 31.

- **EPA – IGAP:** Betti will have details. We have successfully worked through the issues with ASAP and have been able to draw down our Federal funds for IGAP, ICWA and BIA-ATG.

- **BIA – ATG:** Our contract for FY24 is fully executed. Modification 3 paperwork came in and has been filled out, signed, and sent back to the BIA. We have drawn down \$288,444.00 for year two of our three-year contract.

- **BIA Roads** – I am working on the final year-end report and will submit that next week. I am still budgeting the \$418,083.16 in our FY22 & FY23 contracts as was decided last month: half in Construction and half in maintenance.
- **NAHASDA** –
 - FY21: \$34,041 total budget. \$23,829 budgeted for assistance and \$10,212 for Admin indirect costs. \$16,100 was spent for assistance to six tribal members. \$7,729 ended up getting unspent and was swept back to BBHA.
 - FY22: 39,388.50 total budgeted. \$25,449.65 for rental assistance vouchers and \$3,938.85 for admin in-direct costs. \$5,800 has been spent on assistance.
 - FY23: 39,858.00 budgeted. \$27,901.00 for rental assistance vouchers and \$11,957.00 for admin. We need to pass the resolution that is in your packet and submit this to BBHA.

Projects:

- **Audit** – Betti and I have been getting documents and information to Pete for him to start the FY22 audit.
- **Flying – D Landing Craft:** Larry will have details.
 - The Flying D is in dry-dock in Seward.
 - Larry is coordinating getting our inspection done.
 - I have filled out the insurance application for next year. It goes into effect on February 2, 2024. The only thing needed is Allen's signature on the Masters Statement.
 - Work needed this winter: Crane repair, Paul/Lacy crane maintenance and installation, paint boat, work on ramp, move refrigeration unit, survey, and inspection.
- **DOT – Airstrip:** Nothing new to report.
- **2023 Spring/Summer Projects:** The following projects have been discussed for implementation in 2024. Additional discussion and ideas are encouraged.
 - **Community Center Sceptic:** New Carpet and flooring.
 - **New gravel site:** We will be re-ordering the conveyer belt for the EZ Screen machine. **Ordered**
 - **ARPA Hybrid Energy Systems:** Larry has completed the first three systems. He hopes to complete another 3-4 this coming summer. Wesley to finish install for his and Nancy's.
 - **ARPA Water Improvement:**
 - 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.

- **Septic Upgrades:** We need to discuss and determine which properties need new septic systems or upgrades to their current ones.
- **Fuel Depot:** The Following needs to be completed:
 - Get connex moved to new layout (Larry)
 - Have all pumping equipment and materials procured and in the village.
 - A new building covering the tanks and containment needs to be erected.
Larry and I have had discussions with Eddie regarding this. Eddie will send in an estimate and order supplies. This will be budgeted in the 2024 BBEDC Block Grant.
- **New Equipment Bldg:** Insulation and flooring tabled to 2025.
- **Road to the Win-Ray:** This project has been tabled until 2025.
- **Disposal work on Win-Ray:** Tabled until 2025.
- **Fuel Truck:** Eddie looked at the fuel truck that is currently for sale in Naknek. Larry has been able to talk her down to \$23,000. (\$24,000) Rami has a fuel truck for sale that is about \$10,000 less. Larry is going to look at it and see if it's a better deal.
- **Caribou Cabin/Covid Isolation House:** Needs to get completed this spring.
- **Purchase Brush Hog**
- **Purchase Rock Crusher.**
- **Extend Landfill:** Larry is working on a grant from ANTHC for \$50,000 that may cover the costs of this. He will have more in his report.

Staffing & General Information:

- I was on leave for the holidays from December 22 – January 9. It was a wonderful time of rest and family celebration.
- Dollie will be in Anchorage for the Alaska Forum on the Environment conference the first week of February. She will then be on leave from the 12th-27th of February.

Steven Alvarez – Tribal Administrator: Submitted via email on Monday, January 20, 2024

Questions to Steven

- ☐ Hattie asked about NAHASDA totals, Steven will discuss with Irma and send back corrected numbers.

Betti Malagon, Finance Manager FY24 January 2024 UTV Monthly Report

Monthly Routine:

- Bi-weekly Payrolls are going smoothly. Timely IRS Tax Liability Deposits completed through EFTPS.
- Accounts payable, once approved, are also going smoothly, with minor adjustments.

Projects:

- **EPA-IGAP:** ~~October-December~~ September – December drawdowns 2023 completed, ASAP.gov is finally back online.
- **2022 Audit:** Pete's moved on with the 2022 audit, I've been submitting document per his request.

Banking:

- Key Bank General account reconciliation completed through December.
- Bank of America credit card reconciliation was completed through Nov. 24, 2023, statement. Reconciliations for December still pending, working on this.

Questions to Betti:

- ? Julie asked about W2s, Betti stated she has them printed and will get them sent out this week.

January 2024- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

- 1.1,1.2, 1.4 Standard draw downs back in effect
- 2.1 Still trying to contact Santina Gay
- 2.4 Working on short and long term goals for the village
- 4.1 Wells have been installed, needing Electrician to change wells from 220 to 120, When???
- 4.3 3 Hybrid systems in place, 2 working. RES finished Nancy's Hybrid. **Need to find another company to do this it was expensive.**
- 4.4 Looking into other funding for Water and septic development

hazcom and safety plans

Fencing posts to be removed so pole barn can be erected.

The Fuel depot measurements have been taken and I am changing plumbing, and reordering parts.

ACE supply will have New updated quote by this Friday 1/26

solid waste management plan

Talked to Bob from Crowley on Monday, He will be sending me a quote on fuel prices..... 8K diesel, 2K unleaded?????or more???

Competing for funding to expand land Fill, sending in pricing and time line. Potential of \$50k

Got Chris from Tok welding to make us a rear door for burner, and burn pipes.. \$1300 total (delivered to Anchorage)

Got quote from Eddie on landfill expansion, if we get funding this will be done in the spring.

Getting second quote from another general contractor on landfill expansion.

Bristol Environmental will be setting up visit to village later in 2024

Joyell Acuna the Project Manager II for Sewage project is looking for funding for the village. she will contact me next week 1/30

air quality and Dust control

Late fall, no dust concerns.

EzScreen is making 24' conveyor belt. To be shipped to Seattle by May 1st

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

Had DOT come out to reclaim and recrown landing strip, we need more done.

Ongoing projects and concerns

I NEED TO KNOW WHAT WE ARE SHIPPING IN CONEX'S THIS YEAR!

Refurbishing Paul and Lacy's crane so it can be delivered to the boat by March 15th.

Getting RES moved downstairs this spring

Putting steel plate on ramp to decrease plow of boat in water.. IE: make it faster.

Plan on purchasing 2 Jersey barriers for gravel and landfill this year.

We are still hoping to have DOT 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 7 will come in next year.

Possible purchase of all conex's for highbred systems, I am contacting AML on fees to Naknek. \$1579.75 each

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, finalizing paperwork this meeting.

Justin and Mark are interested in purchasing or leasing a lot!!! Need to help him out !!!! **Hattie stated Justin is looking into purchasing vs leasing at this point. Mark also wishes to purchase and not lease. Hattie did convey purchasing Victoria Briggs property, UTV will **not** pursue.**

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. (No answer as of 1/19/2024)

Purchased and repaired Large and small propane tanks at Suburban Propane. We need a few more 20# tanks, only got 3 replaced, the other 2 were bad. Maybe 6??

Training & Conferences

AFE coming up February 5-9th

ACTEM coming up march 26th-29

Dolli and I are getting our HAZWOPER cert renewed.

Larry brought up the following:

1. The Fish and Game folks will need to have housing in the village this year and he suggests having them use the trailer. Julie questioned the roof; she thought it was leaking? Hattie stated it was fixed.
2. Brush hog – Larry has been doing research and the best answer is to purchase a brush hog attachment, that can cut up to a 4" diameter, that we can use with our excavator.
3. Trencher – used trencher is approximately \$25,000 and new ones are more expensive. This will be used for trenching between hybrid energy systems and homes.
4. Larry stated we need better documentation on financials, reference material on accounts. Steven stated this is a bank issue.

Questions to Larry:

- ? Dolli asked about HAZWOPER recertification, Larry stated it's at ACTEM in March.
- ? Fred asked about Allen making the boat "go faster", if the gate is lowered, how is the freight going to be offloaded? Larry stated the gate is currently at 80° degrees and they want to change it so it will be at 90°, dropping the drop deck and when the water hits it the water will go under the boat. Fred asked about water coming onto the deck, Larry stated they were going to place gussets or a barrier so water will not come into the boat. Fred stated it sounds good, but not sure how this can happen.
- ? Julie asked about the landfill, not needed at this time, Larry stated, yes, but there is potential funding for this project.
- ? Julie asked about the wells, she needs further explanation and asked if she could discuss with Larry offline.

Clementine Shangin – Tribal Administrative Assistant

Regular Duties:

- I have been working weekly A/P.
- Ordering supplies for the office & the village office
- 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
- Started working of mailing Air monitors to Tribal Members

Questions for Clementine:

- Irma thanked Clementine for retraining her on the AP.

COUNCIL REPORT JANUARY 2024 – IRMA RHODES-KING

Nahasda FY21 – 34,041.00 pass thru funds

FY21 Nahasda closeout: \$34,041.00 FY21 re-budget was sent to BBHA on 12.14.23. The revised budget included \$23,829.00 for housing assistance vouchers and \$10,212.00 in Admin indirect costs. Closeout status and final draw sent 1.12.24. 6 Tribal members helped, and 22 checks were issued.

- Grant Breakout: \$ 16,100.00 in rental assistance was spent. \$7,729.00 will sweep back to BBHA because we didn't have enough apps. \$10,212.00 in Admin costs was the maximum amount allowed for indirect costs- wages.
- Final draw (Q4 is Oct-Dec2023 Pr's): \$12,984.00 (\$3,612.00 vouchers & \$9,372.00 admin) sent 1.12.24.

Nahasda FY22 – 39,388.50 pass through funds budgeted as ~~\$25,449.65~~ **(\$35,449.65)** for rental assistance vouchers and admin \$3,938.85.

- Q4 (Oct-Dec2023 PR's) draw for rental assistance: \$4,065.00 sent on 1.12.24.
- Total funds expended so far: \$5,800.00 (4065.00 is draw amount).
- The Jan-March 2024 PR's will not be drawn down till 15 Apr 2024 report.
- Nahasda FY23 – 39,858.00 pass through funds budgeted as: \$27,901.00 for rental assistance vouchers and \$11,957.00 for admin.
- Resolution for FY24 NAHASDA Funding is on the agenda for approval.

Nahasda Misc: We have 2 new applications sent to BBHA in Jan2024 and will be checking back with BBHA later on in the week. There is an Annual Performance Year End review due on Jan 30, 2024

ARPA-HIP, and 2024 ARPA 750 phase 4

I am working the ARPA utility requests as timely as possible because there are several steps to be completed (database, manual & e-file folders and complete billing statements) before I can send Betti a check request so the risk of errors is cut down to a minimum.

ICWA: ICWA data report due 26Jan so will get those figures to Steven and still trying to get a one-page newsletter prepared.

I will be calling in my January 2024 Council Report as I have worked the entire weekend to get the grant database and reports finished.

Thanks, Irma

Questions to Irma:

- Hattie asked about NAHASDA 2022, the totals don't match, Irma stated there was an error and the funds budgeted should be \$35,449.65, not \$25,449.65. And the FY23, the admin seems so high, Irma stated this is just a draft.
- Hattie asked if there was any other way to assist tribal members. Irma stated utilities, but no one has applied for utility assistance.
- Hattie stated we have policy on who can be helped, etc, and asked if Irma could send it out, and it can be reviewed and maybe updated? Steven stated most of the requirements are set by BBHA.
- Hattie stated we shouldn't be sending back \$\$\$, Steven stated the income levels, the amount of money received in one year, etc, a lot of the guardrails are in place.
- Irma stated that BBHA when tribal member is first helped, \$1500, and then we can readvertise, and then the assistance is up to \$3,000, but we can't do this all at once. She will ask about this.

VILLAGE STAFF MONTHLY REPORTS – January 2024

BBEDC Liaison:

- Check emails post when needed
- We transferred fuel from fuel farm to fuel truck
- We topped off community center / generator fuel tanks
- We helped pick up and burn garbage
- Helped elder at their home
- We changed oil in village generator
- Sit in on liaison zoom meeting
- Went to Dillingham for BBAHC back ground check
- And other office duties

Maurice Enright: BBEDC Tribal Liaison

Questions to Maurice:

- Larry asked about the generator is starting to leak? Manny stated the gen shed is starting to leak, the radiator.....Mikie stated he hasn't seen anything.

- Hattie stated it was a good job, but asked if she could credit John Kal. Mike stated, yes, John has been helping out a lot. Hattie stated he can attend the meeting.

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 any concerns and any projects going on in or around the village.
- Also take pictures of residents' homes or property when asked to.
- I call Steven Wednesdays for any updates.
- I've been shoveling snow off the front and back porch as needed.
- 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 out of the office I do the Liaison job a couple of hours a day doing.
- Timecards
- Check emails
- Post when needed
- Check on elders
- And any other office duties.

Dolli Enright: IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

-

9.0 Old Business/Follow up items:

9.a. Fuel Truck Purchase – Possible 2nd Option – Steven stated Rami has a fuel truck, not sure of the capacity, it's cheaper. Larry stated the one in Naknek has multiple chambers, which could be an asset. The fuel truck in Anchorage is only a single container.

Hattie stated her opinion is to purchase the one from Naknek, we are using BBEDC funds and it would be nice to keep the money in the borough. Julie agreed and stated she liked the fact that it had multiple chambers.

9.b. Leasing Land Lots & Housing Development – Steven stated we have discussed this and we need to determine exactly what we want to do. Both Justin and Mark wish to purchase land and not lease it.

Fred asked if we got a review from our attorney, Larry stated yes, we only needed to decide on the years and if it's transferrable. He would like to see what the attorneys have to say, the council has not reviewed the document. Larry will distribute and we will discuss in executive session.

10.0 New Business:

10.a. – 2024 Draft BBEDC CBG Budget (for approval) – Wesley questioned the ice machine, 15% Indirect or Adm amount, there appears to be an error and he believes this amount should be \$2,700. Steven concurred and will place the \$150 in the M&O minor repairs to facility line item.

10.b. – Fuel Depot Housing Unit – Steven, Larry, Eddie have had conversations and the materials could be up to \$60,000, no labor costs yet. Eddie has agreed to purchase the materials, etc and he will get reimbursed via a direct payment from the 2024 grant. Steven stated by late February the materials would be ordered and this project would begin after fishing, either late August or early September.

10.c. – Resolution 2024-02 FY23 NAHASDA Funding – this is for FY 2023 to be distributed in 2024

ACTION: Motion to approve Resolution 2024-02 FY 23 NAHASDA Funding

1st: Wesley Matsuno

2nd: Julie Gaumont/Stephanie Rosario

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

11. Open forum

Margaret asked if Steven had received her email, he stated yes and he forwarded it. Irma stated she will work on it this afternoon.

Eileen asked if she received her last statement, Irma stated she needed the complete information and she had requested it and she's waiting to hear back from the utility company.

John Kal, questioned hybrid set up, he stated he has been trying to contact Larry, needs to know what's going on, the system is not working out and he and Nancy are getting frustrated. Hattie asked when would be a good time to discuss – Steven, Larry, John, Larry stated RES are the experts on the inverter and all the info he has, he has forwarded to John Kal. John stated he doesn't have information on the inverter. Discussion surrounding the sharing of information. Hattie requested Larry send out any and all information he has regarding the inverter and hybrid system. Larry stated spoke to Nancy and didn't know the system was down, apparently, they are running only off of the battery. There is no insulation on the housing and it's not working, the weather has been too cold for the system to work properly. Mike explained the generator runs for half an hour and turns off, a connection has been fried in the inverter, it works only when the sun is out. Larry stated he will have Bob Ruby contact him. Mike is requesting a manual for the inverter.

Nancy stated, thank you for the quick response on the Walmart card for Luther.

Next Mtg: February 23rd, 2024, 9:30 AM Alaska Time

12. Executive Session @ 10:52 AM

MOTION to go into Executive Session

1st : Fred Matsuno

2nd: Julie Gaumont

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

MOTION to go come out of Executive Session at 1:32 PM Alaska Time

1st: Julie Gaumont

2nd: Fred Matsuno

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

MOTION to reinvest \$400,000, divided into four (4) CDs at \$100,000 each at either an eight (8) or eleven (11) month term, whichever draws the best rate

1st: Wesley Matsuno

2nd: Julie Gaumont

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

MOTION to go purchase seven (7) conex's and one (1) 5-door conex, selected by Larry, from the company in Wasilla, and to be shipped to Naknek via AML

1st: Fred Matsuno

2nd: Wesley Matsuno

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

MOTION to purchase a trencher, with the sale price not to exceed \$35,000

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

MOTION to accept the Gravel Use Policy, with the updates to the Exhibit header and the addition of the Ugashik Tradition Village logo

1st: Fred Matsuno

2nd: Stephanie Rosario

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

MOTION to purchase an additional nine (9) 20# propane tanks

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

MOTION to go Adjourn at 1:49 PM

1st: Fred Matsuno

2nd: Julie Gaumont

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

Meeting concluded at 1:49 PM Alaska Time