

**Ugashik Traditional Village
Council Meeting
September 22, 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.
Maurice Enright, BBEDC Liaison
Clementine Shangin, Tribal Admin. Assist.

From:

Date of Submittal:

1.0 Call to Order by Hattie Albecker, President, 9:35 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: None

3.0 Staff Roll Call, by Julie Gaumond, Staff Present: Steven Alvarez, Tribal Administrator; Betti Malagon, Finance Manager; Dolli Enright, IGAP Assistant, Larry Carmichael, IGAP & Special Projects Manager and Clementine Shangin, Tribal Administrative Assistant

Staff absent: Maurice Enright – on leave, Irma Rhodes-King - out

4.0 Tribal Members present: Eileen James

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda – with the addition of 9.e – Broad Band and 10.a – BIA Providers Conference and UTV council meeting and workshop.

1st: Wesley Matsuno

2nd: Julie Gaumond

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

6.0 Accept Meeting Minutes from August 25, 2023 – tabled until October meeting. Julie apologized for the incomplete minutes due to a computer failure.

ACTION: Motion to Accept Meeting Minutes from August 25, 2023

1st:

2nd:

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

7.0 Special Guest Presentation:

8.0 Reports –

Tribal Manager/Administrator Report to Council – September 22, 2023

Grants Update:

Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - \$750 new Utility Assistance funding continues. 60 Tribal Members have received assistance or have applications pending. Total expended: \$45,128.00, obligated: \$1,500.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): \$5,000 CARES-Act funds are obligated, \$8,298 ARPA funds expended, 5 tribal members helped.
 - Housing Improvement Program - To date 29 Tribal Members have received assistance. 59 payments have been made. Total outgoing payments: \$253,956.99. We received a refund from one tribal member who is going to re-allocate it to another project. *Wasn't able to get done because of extenuating circumstances, will reapply in spring for another project.*

- **CIP Planning Septage Receiving Pond:** Larry and I with Cy Two Elk and discussed the year-round households and general information on the homes. This is to determine what needs the homes may have, and how they can direct their grant writing to find funding. *Steven provided a map for the village and info on year-round homes.*

- **BBEDC Block Grant:**
 - **2018** – Payment in the amount of \$16,267.69 for materials purchased and associated freight costs was received. Remaining balance: \$12,888.78
 - **2020-2021:** The 2022 Crowley fuel purchase reimbursement, expensed to each of these grants in the amount of \$57,200 has been received.
 - **2022-2023** The 2023 Crowley fuel purchase reimbursement, expensed to each of these grants in the amount of \$49,720.40 has been received.
 - **2023:** The direct payment request from BBEDC to CEC Enterprises for the 50% deposit on costs for constructing the new equipment building in the amount of \$105,600 was paid. Upon completion of the project, BBEDC will directly pay CEC the balance of the contract.
 - I am in the process of revising the budgets for the 2018, 2020 and 2021 to better align with the work that has been done so these grants can get either closed out or spent down.

- **BBEDC – Arctic Tern** Of the \$6,000 we received in June, \$5,380.52 has been spent. I am in the process of submitting the final report to BBEDC.
- **BIA - ICWA:** I am working on a budget for the \$3,484 supplemental funding for Child Protection and Domestic Violence Prevention. I have spoken to a representative of STAR about training and education workshops that they can provide for staff and Council Members. Once I have an idea of their costs, I will work it into the budget.
- **EPA – IGAP:** August payroll and expenses was submitted and drawn down.
- **BIA – ATG:** Nothing new to report
- **BIA Roads –** I continue to work with Randy Yellowtail and Karen Mighell on getting our reports completed. *They are assisting him with any questions and form completion.*
- **NAHASDA –** we are currently accepting the second round of applications for FY21 funding. The fully executed MOA for FY22 funding was received. We will spend down FY21 funds before opening FY22 funding.

Projects:

- **Audit –** The final approved 2020 audit documents are in your packet. Pete is currently here working Betti and me on the 2021 audit. He and Betti are uploading and transferring data into the new accounting system.
- **Flying – D Landing Craft:** Larry will have details.
 - The Flying D is currently on lease. Allen is in the Bristol Bay region and will be delivering the trailer, and Mike's connex. He'll be picking up the drill rig, air compressor and the 5-ton boat crane that Paul and Lacey gave to us. He is planning on coming back to Seward the first week in October. He is planning on finishing the Chignik Lake contract while on his way home.
 - We received a first payment from AGS in the amount of \$100,000.00 We are waiting for the final accounting and final payment.
 - Larry will have more details and can answer questions.
- **DOT – Airstrip:** Both Larry and I have been in dialogue with Spenser Gates at the DOT regarding maintenance needs for our airstrip. Those include:
 - recrowning, adding more rock/gravel if needed, *they may purchase gravel from us*
 - maintenance on the grader,
 - training for our staff on the grader,
 - assessing our ability to provide gravel for the recrowning.

Mr. Gates is planning on traveling to the village in early October to assess all of the above-mentioned plans. Also, he mentioned that the AK- DOT currently has no regional directors, which is why I never heard back about our inquiry of the ARPA- Building a

Better America funding. Mr. Gates told us that this funding (\$110,000 for Ugashik) is federal funding that goes to the state. The state uses this funding to provide the maintenance, training and upgrades that are being planned.

- **2023 Spring/Summer Projects:** The following projects have been worked on, are in process, or have been tabled to 2024. Both Larry and I can discuss each of these further during the meeting. (Blue font: project pending – Red font: project is in process or has been done)
 - **Community Center Sceptic:** Eddie Clark worked on this, and all work has been completed.
 - **New gravel site:** Has been in use this past summer. Mike and John delivered gravel to village residents throughout the summer.
 - **ARPA Hybrid Energy Systems:** Larry has completed the first three systems: Wesley's, Nancy's, and John Ruhl's. John Ruhl's is fully operational and was completed by Larry. Due to John's health needs, this system needed to be completed right away. Nancy's and Wesley's are on hold while Wesley does his research and formulates his plan for connecting the system to the home.
 - **ARPA Water Improvement:** Johnny was in the village and started digging wells. The following work was completed:
 - 12 wells were dug, including the Covid House and Community Center.
 - The community center well needs new power
 - Pump setups for Julie, John Ruhl and Tim were completed, but they still need to get converted to 120
 - Missing one pump for Bo's old home.
 - **Fuel Depot:** For 2023 we plan to accomplish the following:
 - Get connex placed.
 - Have all pumping equipment and materials procured and in the village.
 - Fence posts have been installed. I have included a picture in your packet of materials.
 - Fencing needs to be installed.
 - **New Equipment Bldg.:** Eddie is currently in the village now working on this. Their progress has been impressive. I've included pictures so you can see its development. Eddie hired Danny and John K for this. Daniel may be working on it as well.
 - **Road to the Win-Ray:** This project has been tabled until 2024.
 - **Disposal work on Win-Ray:** Tabled until 2024
 - **Fuel Truck Repair:** Fuel truck is working and is being used to deliver fuel to residents as needed.
 - **Caribou Cabin/Covid Isolation House:** Eddie's crew is also working on this. Missing materials were listed and Larry has procured them and delivered them to Lake Clark Air.

Staffing & General Information:

- Stephanie Rosario has been coming in to help us out for what Bre used to do. Clementine has provided training on general Admin processes, including AP, mail, etc.. She will also receive training from Irma on maintaining ARPA records and facilitating the assistance programs now in place.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, September 20, 2023

Questions to Steven

- ☞ Hattie asked about progress on BIA Roads report. Steven stated some of the reports go back to 2016, he stated it's going to take some time. Hattie asked if it's holding us back from getting for any roads projects completed? Steven stated no, there is money for this current fiscal year that hasn't been budgeted yet.
- ☞ Hattie asked about septic project with Cy Two Elks, what is the status on the septic receiving ponds? Steven stated the grant they had written us in, we didn't qualify because we didn't have enough full-time residents. They had a special meeting. Hattie explained the septic receiving pond. Steven reiterated we didn't qualify because we did not meet the requirements for full-time residents. They met with Cy and will pursue other options.

Betti Malagon, Finance Manager Sept 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.

Projects:

- EPA-IGAP: August drawdown completed and deposited to bank 9/06/2023. Believe UTV is in its 3rd year of the EPA contract and we will close out FY23 after the end of September 2023.
- 2021 Audit: Pete's been in the office since Monday, 9/18/23, he has been collecting necessary FY21 documents from UTV the past month.
- AccuFund: The new accounting software database up-loads have been ongoing by Pete since his arrival. The General Ledger chart of accounts had already been established prior to arrival, he has uploaded financial data from FY19 and FY20 and soon will have FY21, eventually incorporating FY22 & FY23 from UTV Quickbooks history.
- Payroll: I've provided the necessary Payroll documentation, ESC & 941 Quarterly reports to Pete for FY23 for AccuFund software. I will complete the final Sept. payroll in Quickbooks next week in closing FY23. AccuFund software will be ready to go live during the first week of October. UTV's first payroll in AccuFund will be the week of October 8, 2023. Accounts Payable vendors have also been

uploaded; I'm working on the ACH banking detail as this is necessary for weekly AP electronic file uploads to Key Bank.

- AccuFund Training: Pete will be working with me Thursday & Friday, there after remotely with training on the new accounting software. He's confident I will pick the software program up easily.
- P&L's by Class: Finalizing EO FY23 I will complete the posting of Revenues to Expenses for all federal grant funds in October. Will work with Steven to ensure budget and expenses are in line, verify any changes needed.

Financial:

- Key Bank General account August 2023 reconciliation is complete, check book is up to date through Sept. 20, 2023. September will be reconciled after the end of the month.
- Bank of America credit card reconciliation was completed through Aug. 24, 2023 statement. Sept. 24, 2023 statement should be ready to print next week, Clem will get started on the PR's for me as long as all the receipts are available from Staff and Vendors.

Questions to Betti:

- ? Julie asked how Betti liked the new software? She stated she doesn't know yet, she hasn't had a chance to use it yet.

September 2023- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

1.1,1.2, 1.4 Standard draw downs back in effect

3.2 Traveled to village this June, July and August and Sept to start working on Landfill

3.5 Victoria Briggs says she has someone move the boat...I have minimal confidence in the statement.

4.1 Contracted private companies to install items for infrastructure expansion, Wells, Hybrid systems

hazcom and safety plans

Expanded landfill is complete, we are waiting for balance of material to be moved –

Mikie and John will complete

Fuel Depot secondary containment is done, repositioned conex, I have put down posts on 3 sides. We need more posts to put up wire fence.

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

solid waste management plan

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

Sending in BRIC 2nd and 3rd quarter paperwork...Nothing spent so far

Opened a new access road to old airstrip. Mikey, John and Justin have added gravel to make road passable. *Another funding opportunity for the landfill is available and he's looking at expanding the landfill – increasing the outer dimensions of the landfill. Getting a quote from Eddie.*

air quality and Dust control

Danny has filled in pot holes in the road. This will help in keeping the dust down.

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

Ongoing projects and concerns

In the village over 10 weeks to prepare landfill, gravel pit, Fuel depot, and Hybrid systems for village. I hope that I will return in spring.

Spence Gates from DOT is coming out in October for landing strip inspection. Hoping for repair/maintenance to strip and Machinery. Potentially train tribal members on grader operations and possibly purchase

The tentative timeline in village will change as conex's for Highbreds come available, Looks like 4 will come in next year. Purchase conex from ANC and put on flying d.

Allen delivered trusses to Village. Trusses very awkward to move.

Allen to pickup propane for refill from village

I have 3 conex's setup for the Highbred systems. Sunny's system is up, waiting for Wesley to connect Nancy and his.

When I returned to village in September, I put up most of the pitless's and hosing to homes.

I did not install Nancy's pit less and water line at the Community Center. She did want me too, and possible disabling of existing well at Community center *He's not sure where the water/power lines are located at the community center.*

Multiple problems with water line install in the village. Johnny forgot to send fittings for pitless, also he did not include this in his pricing the primary 120 volt power for pumps. Because of this I was not able to bury primary wire with water lines. Trenches are open at this time, and Danny and Daniel are tentatively to complete after working with Eddie. *He stated Bo wants to make sure his place is backfilled, hoping Danny/Daniel would do this. Back up is John and Mikey, last option is Larry going back to the village to complete.*

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

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

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

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 , Ridgeline Capital 801-360-5953. Kyle Bateman is working with Jerrod Cross to secure us an option to purchase. See below:

8/8/2023

The process is called a "quiet title" action. And I can't make any representations about the amount of retainer that will be required. That will be up to the attorney to determine. And I can't make any representations about how it will turn out -- I especially can not promise "without a hitch".

Kyle

On 8/8/23 10:34 AM, Larry Carmichael wrote:

Council,

I have been in contact with Kyle Bateman IE: Jerrod Cross property... next to barge landing, between Brian Bennett.

We can start the process of purchasing this property but we will need to put up a legal retaining fee. This will start something called a quiet deed. This allows a judge to sign over real property to entities that have judgements on others. As Kyle Bateman has a very large judgement against Jerrod Cross, he believes this will go through without a hitch. The only choke point is we need to have this processed in Alaska by an Alaska lawyer. Kyle Bateman believes that with a \$5000.00 retainer we can get this done. If Cross fights this we could incur addition fees.. (Kyle Bateman said he has never had a problem)

I have offered market value of \$40,000 less legal fees for the property.

Kyle, if I have misunderstood something, and or made some mistakes please correct or clarify.

Shall we proceed???

Hattie stated she sent out directives after our meeting last month.

Bo Pingree well has been put down, I put in pitless in late August, NO pump was purchased. **Need to purchase another pump and fittings to get it up and running.**

Trailer is now in NOME!!!! Not happy, hoping to get this to Naknek soon.

12" bucket for trenching has been delivered to village and I used it to dig... Very wet ground with a lot of caving in. **He stated he had a lot of problems with the ground caving in and it was dangerous.**

Training & Conferences

None at this time.

Questions to Larry:

- ? Wesley asked about purchasing a pump for Bo, is there a budget for this? Steven stated that we can budget into block funding.
- ? Wesley asked who will be our rep for the village when Spenser Gates goes to Ugashik, Larry stated it would probably be Mikey and/or John, as he's familiar with the airport and gravel, etc. Hattie stated Mike wouldn't be back in the village until 10/15. Hattie stated hopefully John would be there. Hattie asked if he would just be there for an inspection? Steven stated yes, he would look at the grader and the gravel options. Hattie stated between Dolli and John they should be able to do it. Steven asked when it starts snowing out there? Hattie stated whenever the Lord wants.....but generally mid to end of October, but not too much.....
- ? Wesley asked about the connex going to Mike, is it part of the hybrid system? No, it's Dolli's personal.
- ? Wesley asked about the dock crane, is it covered and winterized? Dolli stated yes to both.
- ? Fred asked where he was going to purchase the next set of connexes? Larry stated there is someone Allen knows, or the place Fred stated. Or maybe out of Seattle. Fred asked if Spenard Builders would give a better deal? He would like to make the individuals who would get the next connex put in the extra money and get a 5 door and it would be a multifunctional gen shed.
- ? Fred asked what he had heard back from Bob Ruby about putting the tanks inside the connex with the hybrid system? Larry stated no, he didn't ask, but he will make a note and ask Bob today.

Clementine Shangin

Regular Duties:

- I have been working weekly A/P.
- 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.
- Make airline reservations when needed.
- Logging mail
- Worked 2 new nahasda applications
- Worked with Stephanie and showed her some of the admin procedures

Questions for Clementine:

?

VILLAGE STAFF MONTHLY REPORTS – September 2023

BBEDC Liaison: (On Leave)

IGAP Assistant

Regular Monthly Duties:

- I check email and post when needed.
- I keep the C-Center clean.
- I pick up the garbage and with the weather permitting, burn on Thursdays. Larry and Jordan have helped.
- I do the monthly visual monitoring form at the end of each month.
- I do the mail and deliver the mail when needed.
- I take pictures of residents' homes and property when asked to do so.
- I call Steven Wednesdays for any updates.
- I report any oil or chemicals spills or issues when needed.
- I do other tasks or projects that are assigned by the Tribal Administrator or by the Environmental Coordinator.
- I attend the Liaison zoom monthly meeting each month.
- I do the Liaison job 2 or 3 hours each day while Mikey is on leave fishing.
- And I do any other office duties when needed.

SPECIAL PROJECTS AND DUTES:

- Worked in greenhouse cleaning up for next year.
- Inventoried all the items stored in the Warehouse.
- Helped Larry when he was here.
- While Mikey is on vacation, I do the Liaison job about 3 hours a day doing
 - Timecards
 - Post emails when needed
 - Help elders if needed
 - Take pictures for Eddie of the work being done
 - I attend the Liaison zoom meeting each month.
 - And other office duties.

Dolli Enright: IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

?

9.0 Old Business:

9.a Eddie Clark – New Equipment Bld. (Steven) – Hattie stated - He's working on the roof today. All walls are up, one side door in and starting the roof today. Hattie stated it's a big, impressive building. Very nice.

Steven stated he had sent out pictures of the building. He has more to send, but the files are large. He is hiring locals and Danny, John and Daniel are working with Eddie.

9.b. Water Project Village Homes Update (Larry) – covered in Larry's report. Hoping to fill in the holes.

Nancy's well has to be basically dug, he can't put the pit less in. Manny needs to have his pump replaced. The electrician can do all wells in one day.

Wesley asked, none of the well pumps are installed? Yes, they are installed, but not wired to the house. He put the pit less in, Wes, Fred, Bo, Covid house, pumps and pit less in, but the fittings were not available, the water line and power line needs to be put in the same time. It wasn't in Jahnnny's quote.

Wesley asked, the pumps are installed? Larry confirmed.

Bo's old and new. Ida's needs to be rewired. Covid house has been installed.

Danny and Daniel's installed. Fred and Wesley pumps in, line in and power line needs to be put in.

Wesley asked about the electrician, the electrician has to work at the connection at the breaker box.

9.c. Kvichak Queen – (Steven) – Insurance for it has renewed and we were informed by the broker, in order for it to be insured for next year, it has to be pulled out of the water and inspected. If we are going to keep it and keep it insured, it has to be pulled out of the water and surveyed. Larry stated we retrofit it and have it make money.....he states we could turn it into a net barge at \$1,500/day. Hattie stated we could discuss in our workshop session.

9.d. Broad Band update – David came out after Labor Day to look around the village, and Larry was there, Larry stated he wanted to know the history of the village, dynamics, year round people, David is aware of Star Link and is trying to put a package together. He actually wanted to verify what we had stated was true. Larry sent him a picture of the village.

Fred stated he thought it was going to be installed this month, Steven stated that the funding didn't come through and it's been delayed.

Wesley asked if Cy 2 Elks came out? Larry stated no, he came to the office and met with Larry and Steven.

10.0 New Business:

10.a – BIA Providers Conference – Steven stated the BIA Provider Conference dates are, November 28 – 30th. He suggests attending the conference on the 28 and 29th, our November council meeting on November 30th and our work session immediately following.

Bristol Bay Environmental is working with Larry and would like to provide a training for us. Steven is suggesting we attend the training, which will be held at their offices be held the morning of 12/1, they stated they would also provide lunch.

In the event we do not complete our work session on the 30th, we can complete on 12/1.

Julie asked what the training would entail. Larry stated they want to know about our village, and want to know the scope, mitigation plan etc. This is for BRIC funding and we need this in the event there is a natural disaster, we would have the ability to receive FEMA assistance.

AFN is October 19 – 21, let the office know if you are attending.

11. Open forum

Hattie stated John Ruhl called her and asked her to pass on to Larry and council about the hybrid system and the new equip building. He is elated with his 24-hour electricity!

Next Mtg: October 27, 2023, 9:30 AM ADT

12. Executive Session at 11:25 PM

Motion to go into Executive Session

1st : Julie Gaumont

2nd: Wesley Matsuno

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

Motion to go come out of Executive Session at 12:27 PM AT

1st : Julie Gaumont

2nd: Fred Matsuno

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

Motion to go Adjourn 12:29 PM AT

1st : Fred Matsuno

2nd: Stephanie Rosario

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

Meeting concluded at 12:29 PM Alaska Time