

**Ugashik Traditional Village  
Council Meeting  
March 23, 2022**

**ATTENDEES:**

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

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

**From:**

**Date of Submittal:**

**1.0 Call to Order at 1:03 PM Alaska Time**

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

**Council members absent:**

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

**Staff absent:**

**4.0 Tribal Members present:** Margaret Turnbow, Timothy Enright

**5.0 Accept Agenda –**

**ACTION: Motion to Accept Agenda**

1<sup>st</sup>: Fred Matsuno

2<sup>nd</sup>: Wesley Matsuno

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

**6.0 Accept Meeting Minutes from February 18, 2022**

**ACTION: Motion to Accept Meeting Minutes from February 18, 2022**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

**7.0 Special Presentation: None**

## 8.0 Reports –

### Tribal Manager/Administrator Report to Council – March 23, 2022

#### Grants Update:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
  - Walmart Cards – We have mailed the second round of Walmart cards, including 10 N-95 face masks to all UTV households. A total of 80 \$500 cards were ordered and combined with the leftover cards from the previous mailings, a total of 87 were sent out. **We were able to cleanup and correct member's address!**
  - \$500 Utility Assistance – All utility payments for tribal members who have submitted their information has been completed. To date we have made 52 utility payments for 45 tribal households. A total of \$22,500.00 has been paid out.
  - ARPA funding through the BIA in the amount of \$64,120 has been earmarked for utility assistance. Out of that total, we have budgeted \$6,400 for supplies, leaving \$57,720 available for direct payments to tribal member households' utility companies. We can initiate another round of utility assistance with these funds in the next coming months. The Modification for this funding has been signed and returned. As soon as the funds appear in ASAP, Betti will be able to draw them down.
  
- **Department of Treasury CARES Act:** I processed another eight applications and checks will be ready for signatures by this weekend. Out of the \$136,698.57 available for the second round of rental/mortgage or fuel assistance 45 tribal member households have received the \$2,500 rent/mortgage/utility assistance and \$110,956.15 has been paid out. There is \$25,733.42 remaining in the CARES-Act funding. We have not supplemented this program with any funds from the ARPA Treasury funding. In the event that we expend all of the CARES-Act funds and have more applications to process, we will code those expenses to ARPA. We haven't received any new application this past month. There is funding left for 10 more applications.
  
- **BBEDC Block Grant:**
  - 2022 Block Grant amount has been submitted.
  - Revised grant narratives and budgets for the 2018, 2020, and 2021 grants awards, based on what totals were left and which new projects were approved of at our January work session have been submitted for review to Massa at BBEDC. Once they are approved, I will be submitting requests for reimbursement for the work Eddie Clark did back in 2020 and 2021. I will also submit payment requests for the pole barn (new equipment bldg.) materials that Eddie purchased on our behalf.
  
- **BBEDC – Arctic Tern** 2022 grant application will be submitted by the end of this work week. **Encourage young people to come to the village and work!**
  
- **BIA - ICWA:** CY2022 application was submitted. Total grant amount: \$30,048.00. I am working on some revisions based on questions I received back from Gloria Gorman on our narrative. They will be addressed this week.
  
- **BIA – ATG:** Modification 10 in the amount of \$281,201 has been drawn down and is in our account. This is part of our normal three-year contract (of which we're in the third year).

- **BIA Roads**– Nothing new to report.
- **NAHASDA** – Irma continues to work with BBHA to get their and our records reconciled. She is also helping me with the record keeping of CARES and ARPA program files.

## Projects:

- **Flying – D Landing Craft:** A contract with Chignik Lake Tribal Council was drafted and signed. An invoice in the amount of \$55,000 was sent to them and we are awaiting payment. Contracts for Allen and his crew member were drafted and signed. All freight from CLTC was loaded in Seward and Allen set sail. The boat is in Seldovia where Allen is working on the transmission. He is expected to set sail for Chignik Lake in the next 24-36 hours. **Flying D is currently in Homer.**
- **Fuel for 2022:** Larry has been working with Crowley to deliver between 10,000-11,000 gallons of fuel. While the large 5K gallon tanks will not be ready to receive them when the delivery is scheduled in mid-May, the plan is for the following:
  - Eddie will send a mechanic to fix the brakes on the fuel truck so it is mobile. April
  - Fuel from Crowley will be filled into the fuel truck 6K gallons and our five 1K tanks. Mid May
  - After the containment pad is created and the 5K tanks are delivered (late May) and installed in early June, the fuel will be pumped into those tanks for secure storage. Larry is ordering (or has already ordered) all the necessary pumping equipment and materials for this.
- **2022 Spring/Summer Projects:** The following projects are slated for this coming spring and summer. Both Larry and I can discuss each of these further during the meeting.
  - Opening up the new gravel site (land purchased in 2018)
  - New Equipment Bldg.: **Materials have been purchased and will be sent to the Seattle dock for shipping to Naknek.**
  - Road to the Win-Ray: **Larry has information to share on this. This may not happen until 2023**
  - Road to Disposal site for Win-Ray: **this has been written into the 2022 Block Grant budget.**
  - 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.**
  - Doors and Gutters for Cannery: **Materials have been purchased and will be sent to the Seattle dock for shipping to Naknek.**
  - French Drain for warehouse
  - Win-Ray Disposal – **Larry is planning on getting both the road and the burial site dug by the end of this summer. He is encouraging Larry to get this done so if there are interested parties wishing to purchase the barge, it will be available.**
  - Fuel Truck Repair: **Eddie has been conferred with and we will have a mechanic out in March to start repairing the truck. We have ordered 10 new tires for the truck.**
  - Install the last of the Outdoor lighting after warehouse: **Larry will be able to get to this after the gutters are installed.**
  - Caribou Cabins: **Down payment on one Caribou Cabin ( half of the \$74K total cost) has been put on AP and is in the process of getting paid.**
  - All CARES-Act and ARPA projects:
    - Water improvements for homes that don't have functional wells: **Inspections and assessments will need to be done in the summer of 2022.**

- Inspections and improvements or installation of septic systems for all individual active homes: ***will be initiated in the spring and summer of 2022***
- Two High Volume wells for the village: ***We are in the process of researching vendors and getting cost estimates.***
- Increase size of the Community Center's septic: ***We are in the process of researching vendors and getting cost estimates.***
- Installation of broadband (fiber optic) or improved satellite dishes so all active homes can have access to the internet. ***Communicating with both AFN and BBNA (Salmon Net) to determine what the best fit for UTV is.***
- Possible septic at the cannery building – install a bathroom: ***Larry is researching vendors and get cost estimates.***
- Possible Hybrid Energy System at the new equipment building: ***Information Brian requested was gathered by me and Mike via email and phone calls and has been given to Brian.***
- Utility payments in the amount of \$500 for all tribal households: ***Initiative has been in process for the past three months.***
- \$1,000 in restricted Walmart Cards for all tribal households: ***Second distribution occurred in early March. A total of 87 cards were distributed.***

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

Irma is planning on being with us through the month of May. She will not be available during the summer months and could return in the late fall after her mother is taken care of.

I have interviewed a temporary replacement who can fill Irma's shoes and is available to shadow Irma during May to learn the process.

Larry and I have discussed the need of a temporary seasonal worker who can work with him in the village this summer. He would work two weeks on and two weeks off and support the projects that Larry is leading.

Steven Alvarez – Tribal Administrator: Submitted via email on Monday, March 23, 2022

### **Questions to Steven:**

- ☐ Mike asked when the Walmart carts went out – Steven stated March 7. Mike has not received and Clementine will email the tracking number to him.
- ☐ Margaret asked about the check and the utility company – Steven asked Betti to stop payment and reissue another check. Betti will stop payment and will send it certified mail.
- ☐ Fred asked on the 5,000 gallon fuel tanks that will be delivered, will have locks on them? Larry stated he can fabricate something.
- ☐ Fred asked if he had ordered the fencing, Larry stated no, he has not yet.
- ☐ Fred asked about the new tires for the fuel truck, Larry stated the current tires are acceptable and the tires will be replaced AFTER the fuel is delivered.
- ☐ Fred asked about inspections regarding water improvements for homes, Steven stated he is still identifying vendors. He stated Larry has looked into the high volume wells –

approximately \$100,000. Hattie asked if Larry had checked both companies? Larry stated yes.

- ☐ Fred asked if the household wells will have to wait until next summer? Larry stated yes.
- ☐ Fred asked if Steven/Larry was looking for temporary worker 2 week on/off, why that scenario instead of having someone full time? Larry will not be in the village full time and this position will be supporting Larry.
- ☐ Julie asked if there would be an issue with replacing the fuel truck tires with the fuel in the truck because of the weight. Larry stated no, they would use the 10-ton jack.

Steven stated, there was something left off his report, but on the agenda. Audit proposal.

Wesley asked about the telehandler purchase, where is the funding coming from. Steven stated Block Grant and the Dozer is under ARPA.

## **Betti Malagon, Finance Manager - March 2022 Monthly Report**

### **Weekly Work Status:**

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

### **Projects:**

- FY22 (12/31/2021 and 01/31/2022) EPA drawdown figures were Presented to Alan & Santina. Alan's was out of office until today, 3/21/22, not sure when UTV will get approval for funds. I will complete February 2022 this week, provided I'm able to get all documents required together.
- Quick Books accounting is up to date, all PR corrections have been finalized.
- I've been posting Grant Revenues to Expenses, will send out various Class P&L's to council tomorrow: EPA, ICWA, Arctic Tern, Liaison, BIA Cares, Cares Treasury, ARPA. Need to review with Steven first, then move on to BIA-ATG and BBEDC. **There are a lot of ICWA funds that have not been expended. Arctic Tern – maybe hire someone for the anchorage office? Her goal is having these available for review, not necessarily on our monthly meetings, but have them available for our review. Steven stated the ICWA, Arctic Term and Liaison should be sent out soon. Betti needs to discuss the others with Steven before submitting to council.**

### **Financial and BOA-Credit cards:**

UTV Reconciliations, Key Bank and Bank of America CC are complete through February 2022.

### **Questions to Betti:**

- ☐ Fred asked if Santana could approve the EPA drawdowns? Betti stated Allen is the person she has been dealing with...and we have received the funds.
- ☐ Fred requests she look at certificate of deposit rates with North Rim Bank and see if she can find better rates with possibly Wells Fargo or credit unions? Betti stated she can look into it, but historically rates are low, but yes, she will look into it.
- ☐ Hattie stated we should have received our crab quota payment? Betti stated no, we have not yet received. Steven stated there was a deposit from BBEDC for approximately \$37,000, Betti stated she thought it was the liaison payment. She will go back and correct, as this is the crab quote payment.

## **March 2022- Environmental Program Update**

Larry Carmichael Environmental Program Coordinator

### **Program Updates.**

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- 1.1 Starting 2022 first quarter
- 1.2 Starting spread sheet to verify draw down for FY22
- 2.1 Submitted FY23, now we wait
- 3.5 Sent Aaron Timian from Abandoned and Derelict Vessel office removal of Aloha One request.

### **hazcom and safety plans**

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Timeframe on cell phone booster installation in village still has not been locked down

Fuel farm tanks ordered, piping ordered, getting final quote from Moscott equipment on pumps for depot

Ordered hosing for Fire truck from JME Ellsworth, to be shipped direct to Naknek

### **solid waste management plan**

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Eddie came in and we talked about projects this year, including extending road at landfill.

Submitted paperwork for renewal of land fill.

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

## **air quality and Dust control**

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

Getting quote on helper springs for IGAP truck "overloaded when it is used as backup water for fire fighting"

## **Ongoing projects and concerns**

Waiting on Crowley to see if they can deliver fuel in May...hoping to have barge come into the barge landing, (not sleepy hollow

Handheld VHF radios on order to be given to Village inhabitants "BBNA Cares" for emergency communication. Annual Meeting..

I am taking personal requests for items to be shipped to the village in our Connex.. At this point we are ½ full

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

When and if are we getting the propane tanks for village. 100# @ \$229.00 empty , 20# @ \$60.00 filled

Got price quote on drilling high output wells... 100k for 10 days, 2 high output wells, more wells can be drilled if time allows.

Got Ice making permit from the State for 2022

Got quote on 10 tires for fuel truck...\$4K

Got USCG permit for Flying D.. 5 year permit.

Eddie is planning to have the fuel truck and D5 ready to go by May 1<sup>st</sup>.

SBS got 50% deposit on Mini Home and will be ready to ship May 6th

Ordered JCB 520 from Georgia, shipping to Naknek for delivery by Allen, just paid for and waiting to ship.

Auger for JCB 520 delayed in UK, should be in AK by June

Using existing material in village to make Man basket.. saving \$1000.00

Inventory has not been done as of yet in Seward, hoping to do this when the boat gets back from Chignik Bay.

Allen is in Seldovia as of 3/17, waiting on weather and fixing transmission

Setting up inspection on D6 tier 2 inspection through NC Machinery.

## **Training & Conferences**

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

Dolli and I did training through Zender to renew "Hazardous material removal"

Larry stated he will be in the village 2 weeks every month for May, June, July, August and maybe September and he is wanting a temporary employee working with him.

He spoke to Dennis re: road to WinRay and hopefully we can create a community area.

### **Questions to Larry:**

- ☐ Fred asked if he got the gantry and chain hoist ordered? Larry stated he found a 3 ton crane and will need to do some fabrication but he can get it installed this year.
- ☐ Fred asked where is he wanting to put the freezers? Upstairs or downstairs? Larry stated he hasn't readdressed this yet. Fred stated we'd need to put in additional electrical outlets. Larry stated we don't have a generator in the cannery and wouldn't be used year round. Larry stated he thought it would be for storage only, nets, etc.
- ☐ Fred said we discussed getting fire alarms for homes, is there funds available? Hattie stated in the past, Ugashik Inc provided fire extinguishers, and are supposed to use the Ugashik Inc funds, she states they should have sufficient money to purchase. Hattie stated that Mike is part of the board, but he states they haven't had a meeting in a while, so he's not sure? Fred asked if someone could make a request to Dennis. Hattie stated Wesley was supposed to find out who needs these, he will be putting out something to the council. Hattie's recommendation is to put the list together and submit it to Ugashik Inc.
- ☐ Wesley asked about the man basket that Larry was supposed to build.....Larry stated he will do whatever the council wants. We will discuss in executive session
- ☐ Maurice asked about payment for the connex, he will be in touch with him.

### **Council report March 2022 – Irma Rhodes-King**

Council 2/22 followup:

- 1) Today 3.20 I forwarded emails that referenced permits to Larry: Land Use Permit for barge landing & boat launch, Fish Habitat Permit, State Annual Water permit, and something called a Temporary Water Use Application)
- 2) ICWA funding question on special supplies, I emailed Gloria Gorman, BIA and no reply as of yet.
- 3) 3Arctic Tern research was sent on 2/23 email to Council regarding state age requirements and restrictions.
- 4) Tribal operating own Nahasda program- that answer is in 2/18/21 email from Keith Locklear, Grant Management Specialist, HUD, ONAP explaining how we are tied to a TDHE since fy05 IHBG funding, because act of Congress per Senator Ted Stevens request (pdf attached).



Nahasda: Requesting Council consideration for verbal report in executive session with Steven after April monthly meeting. Will prepare a guideline points covered. One thing left to check on for assessment. I signed up for an online training for Self-Monitoring by AAHA and the classes are March 22-23 ( so I might still be in class when the Council meeting starts). Jennifer Creasey, BBHA offered to help UTV with this 39 page HUD self-monitoring form, so that should be completed by end of March, then one last required item to fulfill.

General Admin:

- 1) Auditing Seafood Harvesting, 13 invoices ok. I have 3 unpaid invoices totaling 21,816.36 left to audit,
- 2) Couple more Cares applications to get ready for payment before end of March.
- 3) Created form to have landlord sign when the utility is included in rent & passed that to Steven to see if acceptable with ARPA & that is still pending.
- 4) Emailed BBNA for their form for reimbursement for Covid19 funding & still pending.

**Questions to Irma:**

- ☐ Wesley asked if a council member needs assistance with applications, can she be a resource? Irma stated they have always been responsive to tribal member questions. Steven stated there have been several members who have come in or has called with questions and he stated all staff are available to assist. Wesley just wanted to make sure we had an advocate to assist tribal members when they need assistance.

**Tribal Administrative Assistant Report – Clementine Shangin**

**Regular Duties:**

- I have been working A/P. – This includes maintaining both electronic and hard copy files with back-up.
- Working with Irma and Betti to correct previous fiscal years PRs by adding more detail on what percentage of each grant the expenses are coded to.
- Ordering supplies for the office & the village office
- Keeping the Office Clean
- Filing & organizing
  
- I completed the second Walmart card mailing.
- Started working on the intent to run mailout.

**Questions to Clementine:**

- ☐ Tim asked who was running for the election this year? Steven stated the intent to run has not yet been mailed out.

## VILLAGE STAFF MONTHLY REPORTS – March 2022

### BBEDC Liaison:

- Check emails and post when needed
- Help pick up and burn garbage
- Help keep community center clean
- Compact Runway
- Pump fuel in community center and generator tank
- Check on homes of people not in village
- Send in timecards
- Help resident with an application and other paper work.
- And other office duties

### Questions to Maurice:

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### **Dolli Enright, IGAP Assistant & Interim Tribal Liaison**

- I pick the garbage up and burn with weather permitting with the help of Mikey.
- I help keep the C-Center clean.
- I keep the roads clean in the village.
- I do the Visual Monitoring Form for the Landfill at the end of each month.
- I call Larry on Wednesday for any updates.
- I do the mail when needed.
- I take pictures the residences homes when I am ask to do so.
- I record and take photos of environmental concerns of changes in and around the village.
- I do other tasks and projects that are assigned by the environmental Coordinator or the Tribal Administrator when asked to do so.
- Check emails.

### **Special Projects**

- I also attended the Backhaul and HazMat Training on zoom and I got my Certificate of Completion.
- It's that time of year for the greenhouse and anyone wants me to try something different this year please let me know.

### Questions to Dolli:

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### 8.0 Old Business:

**8a –CARES Act Phase 2 Program Update** – Steven – covered in his report. Currently 2 – 3 applications to complete and process. Enough funding in original CARES act for about 10 more applications.

**8b – ARPA Programs Update** – Steven – working on a possible new round of utility payments with BIA funding. Will communicate UTV has additional funding for utility assistance.

**8c – Flying D Update – Steven/Larry** – covered in his report. He spoke to the mechanic who is working on the transmission and is looking for labor, the mechanic will be sending in invoice when completed.

? Fred asked about the Flying D transmission – should it have been taken care of in Seward? Steven stated, he doesn't have an answer, he thinks the problem arose when Allen was on his way to Chignik Lake.

## **9.0 New Business:**

### **9a – Resolution 2022-07 Tribal Enrollment Olga Riley – for approval**

**ACTION: MOTION to approve - Resolution 2022 – 07 Tribal Enrollment Olga Riley – with the changes to paragraph 4 – changing “the following people have” to “the following person has”**

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

2<sup>nd</sup>: Wesley Matsuno

Fred asked about the wording, Olga Riley's children were enrolled, and she wasn't? Hattie stated her application has been in process for a while. Hattie stated she is Tim Enright's ex-wife and all of their children are tribal members. She is withdrawing from Chignik and enrolling in UTV  
Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

### **9b – Resolution 2022-08 Supporting BBNA IGAP grant application – for approval**

**ACTION: MOTION to approve – 2022-08 Supporting BBNA IGAP grant application – for approval**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

### **9c – Resolution 2022 - 09 Supporting BBNA Family Violence Prevention- for approval**

**ACTION: MOTION to approve - Resolution 2022 – 09 BBNA Family Violence Prevention – for approval**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

### **9d – Housing Improvement Application – moved to executive session**

**9e – Audit Proposal – for discussion** – moved to executive session. Steven stated he has received an email from a potential auditor and Steven stated that he requested he send a proposal.

Fred stated the proposal indicated he needed office space, Steven stated that we could use the conference room, but will need to be requested.

Betti commented that she has a laptop that is the council's that could be an option as it has access to QuickBooks - in the event they had to work out of a hotel, or they can utilize her office.

Steven stated if the council would make an affirmative decision, he could work out a scope of work, etc.

### **10.0 Open Forum-Tribal members**

Tim asked Steven what happened to the money for APC gravel, how come APC hasn't received their money? Steven stated they have not yet sent an invoice but will follow up.

#### **Next Meeting:**

Next Mtg: April 29, 2022 at 10:00 AM Alaska Standard Time

### **11.0 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

#### **Motion to come out of executive session at 4:31**

1<sup>st</sup>: Julie Gaumont

2<sup>nd</sup>: Wesley Matsuno

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

#### **ACTION: MOTION to distribute \$650 per household from BIA Housing Improvement Program to be used for utilities, for \$650 per household**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Fred Matsuno

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

#### **ACTION: MOTION to give Steven the authority to advertise and hire help for Larry for the Summer projects in the village**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

#### **ACTION: MOTION to purchase an OSHA approved man basket, gantry, and hoist**

1<sup>st</sup>: Fred Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

#### **ACTION: Motion to Adjourn 4:41PM AST**

1<sup>st</sup>: Wesley Matsuno

2<sup>nd</sup>: Stephanie Rosario

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

**Meeting Concluded:** 4:41 PM AST