

**Ugashik Traditional Village
Council Meeting
January 12, 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: Julie Gaumond

Date of Submittal: January 29, 2022

1.0 Call to Order at 9:34 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, and Julie Gaumond, Secretary.

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 and Irma Rhodes-King ARPA Admin.

Staff absent:

4.0 Tribal Members present: Margaret Turnbow, Eileen James, Tim Enright.

4.1 Guest present: Eddie Clark.

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

6.0 Accept Meeting Minutes from December 22, 2021

ACTION: Motion to Accept Meeting Minutes from December 22, 2021

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

7.0 Special Presentation: None – no special presentation, but Eddie Clark was in attendance.

Eddie Clark gave his history. He wanted to meet the council and staff members who he hasn't already met. He is native and has a native crew. He also likes to hire locals whenever possible.

Wesley asked about a forklift, would he want a telehandler or 4 wheel drive. Eddie stated a telehandler because of our needs, especially if we are moving 500 gallon gas tanks. Larry stated regardless of the forklift model, we need to make sure that whatever we purchase that it doesn't damage the cannery floor.

Wesley said we were going to purchase 5,000 gallon double walled tanks and wanted Eddie there to assist. Eddie stated, yes he would be, but indicated the tanks need to be on skids.

Fred asked if there was a mechanic available to fix the cat and fuel truck, Larry stated yes.

Larry explained we have fuel options, Eddie stated he would send Hattie, the number of Bob Johnson with Crowley.

8.0 Reports –

Tribal Manager/Administrator Report to Council – January 12, 2022

Grants Update:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have started.
 - Walmart Cards – We will be ordering the second round of Walmart Gift Cards this month. Distribution is planned for some time in early February. *Probably 85-87 cards for the second round.*
 - \$500 Utility Assistance – I am working on at least another 12-15 Utility payments. To date we have made 19 utility payments for 16 tribal households and have several more to process. A total of \$8,000.00 has been paid out.
- **Department of Treasury CARES Act:** I am reviewing another eight applications and hope that we have checks for you to sign during our work sessions. Out of the \$136,698.57 available for the second round of rental/mortgage or fuel assistance 34 tribal member households have received the \$2,500 rent/mortgage/utility assistance and \$85,000 has been paid out. *\$87,500 have gone out, he thinks we are going to come on under the amount, but we have it obligated, so we are good.*
- **BBEDC Block Grant:** 2022 Block Grant amount has been set by the BBEDC Board at \$500,000. We will review our open grants and set the 2022 project budget at our January 12 & 13 work sessions.
- **BBEDC – Arctic Tern** final report has been completed. I am still gathering pictures to send to Massa.
- **BIA - ICWA:** CY2022 application will begin this month as soon as I receive the paperwork.
- **BIA – ATG:** Modification 10 in the amount of \$281,201 has been received, signed and sent back. This is part of our normal three-year contract (of which we're in the third year). As soon as the contract is fully executed, the funds will be available for drawdown.
- **BIA – Transportation:** The annual PORT report is being redone so we can code more planning and administrative costs to the Roads funding. We received a total of \$56,430.75 for FY21.
- **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:** We are planning on meeting with Allen on Friday afternoon to go over the books, assess the contracts and discuss what needs to be changed for the coming year. I will have

more to report next month or will update you through emails. **Still in Sand Point and Allen should have good weather and will travel down to Seward.**

- **Past PR Corrections:** We are still working on previous fiscal years to provide more detailed information on our PRs. We're updating this process as we move forward so expenses that are divided between numerous grants (office rent, telephone, etc.) reflect the amounts coded to each grant.
- **Fuel for 2022:** Larry is researching what options we have for purchasing fuel and getting it delivered. He will have more information on possible vendors and logistics at the meeting.
- **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.
 - Road to the Win-Ray
 - Road to Disposal site for Win-Ray
 - Barge Landing Final Phase by Eddie Clark
 - Doors and Gutters for Cannery
 - French Drain for warehouse
 - Win-Ray Disposal
 - Fuel Truck Repair
 - Install the last of the Outdoor lighting after warehouse
 - 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: ***Will research vendors and get cost estimates.***
 - Increase size of the Community Center's septic: ***Will research vendors and get 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: ***Will research vendors and get cost estimates.***
 - Possible Hybrid Energy System at the cannery building: ***Contract with Brian is forthcoming. Brian will be a special guest on Thursday, 1/13.***
 - Travel Trailers for Covid positive quarantine: ***Larry is researching options and costs***
 - Utility payments in the amount of \$500 for all tribal households: ***Initiative has begun***
 - \$1,000 in restricted Walmart Cards for all tribal households: ***Initiative has begun***
 - Elder care: ***Researching and getting cost estimates***

Staffing & General Information:

Our last meeting was 2.5 weeks ago, and we had both the holidays and staff on leave.

- Dolli and Mike were married, and she is now Dolli Enright.
- Steven was on leave for the Holidays from December 22 – January 3.
- Larry was on leave for the holidays 12/22-23 and 12/29-30 for the holidays.

Steven Alvarez – Tribal Administrator: Submitted via email on Monday, January 10, 2022

Questions to Steven:

- ☐ Fred asked if he could give an update, via email, following the meeting with Allen.
- ☐ Wesley asked about the temporary captain fee – it should come out of Allen's pay, not UTV. Steven stated we have also covered dock fees and these should technically be paid by Allen. There are also things Allen has paid for that UTV should have paid. They will go over everything and get it straightened out.
- ☐ Fred asked if he is covering crew fees or are we? Steven stated the crew fees during fish tendering, UTV covered.
- ☐ Fred stated his computer doesn't appear to be the most recent version. Steven will ask Tex R Us to come in and answer any questions we have.
- ☐ Discussed CARES / ARPA, Wesley stated maybe we could do another round of utility assistance.

Tribal Administrative Assistant Report – Clementine Shangin

Regular Duties: I was out of the office all of last week due to testing positive for Covid (again).

- I have been working A/P. – This includes maintaining both electronic and hard copy files with back-up.
- Ordering food for the work sessions.
- Ordering supplies for the office & the village office
- Keeping the Office Clean
- Checking and getting caught up on my emails

Questions to Clementine:

☐

Betti Malagon, Finance Manager January 2022 Monthly Report

Weekly Work Status:

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

Projects:

- FY21 EPA drawdown figures were Presented to Alan Lee and Santina Gay, the required documentation will be reviewed by Alan this Wednesday. Alan reiterated their process with a list of 1-6 procedures, they are at #3.
- Not finished verifying payroll for the year end W-2's and Miscellaneous forms, work in progress
- Working with Steven on BIA-IRR Roads

Financial and BOA-Credit cards:

UTV QB's reconciliations continue to be on-going, still making corrections for specific grant breakdowns. with Steven and UTV's Admin Staff.

Bank of America, credit card, have not booked December 2021 statement yet.

End Note:

After the Holidays, I came seriously down with the flu so was off last week except to prepare payroll. This has unfortunately put me back on my workload but am back!

Happy New Year to All 😊

Questions to Betti:

- ? Wesley asked if she was interested in full time? She is interested, but she works for another company, she is in the process of phasing out, and will keep us updated.
- ? Hattie asked if she feels the need for extra help? Betti said if she could train someone to enter payables, it would help. Discussed part time or contract help. Betti and Steven will discuss.

COUNCIL REPORT JANUARY 2022 IRMA RHODES-KING, ARPA ADMIN.

Thank you Council for the Christmas Walmart card.

Nahasda:

Since our December Council meeting, I have not worked any more with Nahasda as my focus went to work on old Fy21 AP issues. I did receive the updated waitlist from BBHA showing right now that only 2 Tribal members are approved for future Nahasda assistance, but good thing that the Cares Act and ARPA assistance came around and was there to help with rental or heating assistance when Nahasda was not available. But, I will be back to focus on Nahasda again here in January 2022.

General Admin:

Focus has been on fy21 PR's and working with Betti to help prep for her IGAP draw.

Made history as our 1/05/22 AP is the largest batch of PR's for signature that I have ever seen.

Worked with the rep from satellitephone.com to get the village sim card reactivated & emailed Mike to remind us in mid April 2022 that after payment we have to ask for sim to be reactivated for the village satellite phone.

Working with Steven & Clementine on the Cares Act app processing. Cleaned kitchen area up for our January workshop meeting.

Thanks, Irma

10Jan2022

Questions to Irma:

- ? Fred asked about running NAHASDA ourselves, Irma stated yes, she can look at doing this ourselves. Getting grants, etc.

January 2022- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

- 1.1 Starting 2021 first quarter
- 1.2 Starting spread sheet to verify draw down for FY22
- 2.1 Outlining projects for FY22
- 3.3 Called Steve Price and submitted land fill paperwork
- 3.5 Aaron Timian for Abandoned and Derelict Vessel office has not returned my calls

hazcom and safety plans

Almost done with Emergency Action Plan for the village

Cell phone booster sent to village, talked to Rick. He will be coming out late Feb-early March

solid waste management plan

Talked to Eddie about extending road at land fill to bury WinRay. Looks like no more 250 feet. (getting quote)

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

air quality and Dust control

Also talked to seller of Fire truck and he was to send me winterization info... still waiting.

Getting updated quote on fire truck nozzle stuff

Ongoing projects and concerns

I got a quote from Greer tank for building 1-10,000 gallon Diesel, 1-5,000 gallon Gas @ \$230,000 on skids without plumbing, NEED OKAY!!!?

Talked to Crowley, best idea was to purchase 20# and 100# propane tanks and start swap out program.. WHAT ARE WE DOING??

Need to fix fuel truck, ie: brakes, air chamber, fuel delivery hose reel. This needs to be done before this year fishing season (eddie), Eddie came out to see what we needed..

Are we buying Caribou cabins??

Small Trailer to be moved into the cannery, I found Bituthene to cover roof... \$130.00

Inventory has not been done as of yet in Seward

Allen is in Sand Point with boat, hoping the weather will allow him to get to Seward.

Open gravel pit with rental D6 @ \$25k for one month, D8 mayt be too heavy for boat.

Talked to BIA and SHPO and if we don't use federal funding we can punch road down anywhere we like....COOL
Access road to the Winray, as long as we don't use federal funds, we can put it anywhere we want.

Training & Conferences

Dolli will be getting her Notary paperwork renewed

Questions to Larry:

- ? Fred asked about propane with Crowley, he suggested swapping out propane tanks and not filling up propane, because we'd have to train folks how to fill the tanks. It's just easier to swap out. We would purchase new 100# and 20# tanks – to ensure the tanks are in good condition.
- ? Hattie asked if there is a minimum quantity of propane tanks to swap out, no, we can have as many as we want. We can fill the empties in Anchorage, Larry can get them to/from Seward.
- ? Wesley asked about Crowley and delivering fuel, Crowley can deliver a minimum of 10,000 gallons, but we won't have the tanks ready for this year. Steven stated we have 5 1,000 tanks and the fuel truck at 6,000 gallons. Plus residents, hypothetically, we have enough for Crowley.
- ? Wesley asked where the location of the 1,000 tanks. There are 4 by the blue building and 1 at the cannery.
- ? Wesley asked about a secondary containment, Larry stated we didn't need to have a secondary containment if we have double walled tanks. Steven stated, if we as a village, could have additional containment.
- ? Fred asked if Allen has the capability / requirements for fuel transfer. Larry has not heard back.
- ? Wesley asked about the quarantine trailers, in his opinion the cabins from Spenard builder supplies would be his choice. Larry explained this is a short time fix for a long term problem.

- ? Discussed location of the fuel depot.
- ? Steven stated, hypothetically, does the village own property that we can locate the cabins, and it could be a revenue stream for rent. It can be a rental unit. Hattie stated yes, we do, and they can be moved, put them on skids.

BBEDC Liaison:

- Check emails and post when needed
- Help keep community center clean
- Help pick up and burn garbage
- Check village gen regular oil , water
- Send in timecards
- Check homes of people not in village after storm
- Helped with making xmas and new year's dinner
- Help elder
- And other office duties

Questions to Maurice:

- ? Steven stated he should check with **xxxx??** regarding fuel, it was discussed that UTV will need to assist. Steven stated he and Mike will discuss.
- ? Fred commented, does he have any suggestions for any village projects for the upcoming year. Mike stated the projects Eddie is doing, maybe some sort of grant for residents, solar panels and batteries. Mike stated covid houses, maybe put on the website, try to get new people in the village. Fred stated if Mike could think of additional projects, send to Steven.

Dolli Enright, IGAP Assistant & Interim Tribal Liaison

- *I check emails.
- * I do the landfill visual monitoring form at the end of the month.
- * I help keep the C- Center clean.
- * I take pictures when ask to do so.
- * I call Larry on Wednesdays for any updates.
- * I do the mail when needed.
- * I pick up garbage and burn with weather permitting, with Mikey helping me.
- *I record and take pictures of any concerns in and around the village when needed.
- * I do other tasks or projects that are assigned by the Environmental Coordinator or the Tribal Administrator when ask to do so.

Alternate BBEDC Liaison

Check the emails, post things if needed and any other office duties.

Questions to Dolli:

?

8.0 Old Business:

8a – CARES Act Phase 2 Program Update – Steven – he stated he will send out.

8b – ARPA Programs Update – Steven – Walmart cards and utility payments. They are keeping good records, all applicants have their own file with all backup associated with them into the file. Hattie asked about the home improvements, we will discuss in our workshop.

8c – Emails – Alek from Tex-R Us will come in this afternoon to discuss.

9.0 New Business:

9a – Council Phone Stipends – Steven stated Wesley had a suggestion that the monthly phone stipends be automatically processed with the monthly council meetings. Yes, they can, but they will still need the email request and copy of the bill. Steven stated maybe we could have in the minutes.

ACTION: Motion to include phone/internet stipend be part of the ongoing monthly council member stipend

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

9b – Fuel options – Larry stated there are 6 fuel options – Steven requested Larry send this out to council members. Steven stated he thought the best option would be fixing the fuel truck and having Crowley deliver. Can we piggy back on PIPs order?

10.0 Open Forum-Tribal members

Mike - project suggestion, village lots and make a building pad for house, it will be a start.

Tim had suggestions for Larry, *please note, I couldn't hear him over the phone, but* Steven will have Larry call Tim and discuss.

Wesley asked if the power and lighting be address for the new equipment building. Steven stated we can discuss with Brian, who will be attending the meeting tomorrow.

Wesley asked about fuel depot location, again a workshop item.

Wesley asked if the application for broadband, are they conflicting. Steven stated we had issues with the language, he spoke to someone there, but she couldn't answer. We are connected with both of them, BBNA and he thinks the one he brought up in December

Next Meeting:

Next Mtg: Friday, February 18, 2022 at 10:00 AM Alaska Standard Time

11.0 Executive Session – not needed

ACTION: Motion to Adjourn 11:49 AM AST

1st: Fred

2nd: Stephanie

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

Meeting Concluded: 11:49 AM AST