

**Ugashik Traditional Village  
Council Meeting  
December 21, 2023**

**ATTENDEES:**

Hattie Albecker, President  
Fred Matsuno, Vice President  
Wesley Matsuno, Treasurer  
Julie Gaumont, 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.

**From:**

**Date of Submittal: January 11, 2024**

**1.0 Call to Order by Hattie Albecker, President, at 9:02 AM at Alaska Time**

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

**Council members absent:**

**3.0 Staff Roll Call, by Julie Gaumont, Staff Present:** Steven Alvarez, Tribal Administrator; Betti Malagon, Finance Manager; 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 – with the change to item #6, change Accept Meeting Minutes: October 27, 2023 to Accept Meeting Minutes: November 30, 2023**

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 November 30, 2023**

**ACTION: Motion to Accept Meeting Minutes from November 30, 2023**

1<sup>st</sup>: Fred Matsuno  
2<sup>nd</sup>: Stephanie Rosario  
Motion passed: Yes: 5; No: 0; Abstain: 0; Absent: 0

## **7.0 Special Guest Presentation:** Troy Hardwick – H & K Energy

Troy gave an overview of the quotes. Hattie stated we would discuss and make decisions in executive session.

Mike asked if he would send out the instructions for the systems, Troy stated they sent out the info, Mike stated the info was never received. Troy stated he would send again.

We asked re: #21, round trip travel for 2 people at \$1,950 and it looks like a duplicate charge for travel. Troy stated the travel are estimates along with extra baggage and stated they want to make sure they have everything they need.

We questioned Work order #71, council decided we were going to put a separate generator in the new equipment building...so that would cancel out #71. Steven stated we have an extra hybrid energy system that could be used. Unsure if it's big enough for the equipment building.

## **8.0 Reports –**

### **Tribal Manager/Administrator Report to Council – December 21, 2023**

#### **Grants Update:**

##### **Assistance Programs:**

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
  - The 2023 \$750 Utility Assistance funding will close once the new 2024 program begins. 62 Tribal Members have received assistance (58 direct utility payments, 4 purchased UTV fuel). Total expended: \$47,245.50 which includes disbursements, purchase of UTV fuel and obligated funds.
  - ARPA rental assistance (continuation of the CARES-Act rental assistance program): There has been no change in this program since our last Council meeting report. \$13,624.75 ARPA funds expended, \$8,548 in direct payment and \$5,076.75 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. 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 86 cards have been distributed to Tribal Member households. Staff have received theirs – THANK YOU!!
- **BBEDC Block Grant: A total of \$256,405.09 in reimbursements has been deposited this past month. Details are as follows:**
  - **2020:** The payment request submitted in November in the amount of **\$80,276.95** was received and deposited into our bank account. **The current balance of this grant is: \$5,066.40.**

- **2021:** The payment request submitted in November in the amount of **\$69,268.14** was received and deposited into our bank account. **The current balance of this grant is \$57,071.86.**
  - **2022:** The payment request submitted in November in the amount of: **\$106,860.00** was received and deposited into our bank account. I am working on a payment request in the amount of \$65,000 for 2022 Flying D expenses. **Current balance of this grant is: \$367,219.60**
  - **2023: Current balance is \$485,930.00.** I am waiting on final paperwork from Allen/Larry for 2023 expenses. 2023 CBG has \$75,000 budgeted for Flying D expenses.
  - **2024: Projected award will be \$750,000.00**
- **BBEDC – Arctic Tern** The final report was submitted to Alice. Of the \$6,000 we received, we spent \$5,862.92.
  - **BIA - ICWA:** Budget for the \$3,484 supplemental funding for Child Protection and Domestic Violence Prevention is still being reviewed by our grant officer. Most of that funding will be for training and education workshops by STAR – Alaska, as well as travel costs for Council members and staff to attend the training.
  - **EPA – IGAP:** Betti will have details. We're still working on getting access to the ASAP drawdown site.
  - **BIA – ATG:** The budget you approved last month was submitted to our grant officer.
  - **BIA Roads –** Now that we are caught up with our quarterly reports, I will be working on getting the paperwork submitted for reimbursement for the excavator we purchased last year. Here are the updated funding balances for each of the open grants we have with Transportation.
    - **607 Planning** contract is up to date. Balance is \$88,916.20
    - **606 Maintenance** contract is up to date. Balance: \$124,806.43
    - **605 Construction** contract is up to date. We have \$402,344.66 K in this contract.
    - Current **944 Maintenance** contract balance: \$781,475.17.
    - Current **979 Planning** contract balance: \$113,660.75
    - I am currently working on budgeting the \$418,083.16 in our FY22 & FY23 contracts as was decided last month: half in Construction and half in maintenance.
  - **NAHASDA –** Irma has details on both FY21 and FY22 in her report.

## Projects:

- **Audit –** No change since last month. Pete is just about finished with the 2021 audit. Jhe is waiting for a few more documents from Betti and I to get it wrapped up.
- **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.
- **2023/2024 Spring/Summer Projects:** The following projects have been discussed for implementation in 2024. Additional discussion and ideas are encouraged.
    - **Community Center Septic:** New Carpet and flooring.
    - **New gravel site:** We will be re-ordering the conveyer belt for the EZ Screen machine.
    - **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. (Eddie)
    - **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 is looking at the fuel truck that is currently for sale in Naknek
    - **Caribou Cabin/Covid Isolation House:** Needs to get completed this spring.
    - **Purchase Brush Hog**
    - **Extend Landfill**

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

- I will be on leave for the holidays from December 22 – January 9. As always, I will be available by phone and will periodically monitor my emails and stop by for any necessary signatures.
- Betti will be out on Friday, December 22, but in the office the 26<sup>th</sup> – 29<sup>th</sup>.

- Larry will be out of the office from December 26<sup>th</sup> – January 2<sup>nd</sup>.

Steven Alvarez – Tribal Administrator: Submitted via email on Tuesday, December 19, 2023

### Questions to Steven

- ? Wes stated he has an addition to purchasing equipment and suggests a brush hog, he spoke to Larry about this, to add a walk behind trencher. Larry is looking into this.
- ? Fred asked what the Masters Statement is on the Flying D. Steven stated it's basically a resume/work experience. His past experiences, years, boat type etc.

## **Betti Malagon, Finance Manager FY24 December 2023 UTV Monthly Report**

### **Monthly Routine:**

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

### **Projects:**

- **EPA-IGAP:** September & October drawdown incomplete; I will be going into Automated Standard Application Payment (ASAP) on-line tomorrow and attempt to access for the past incomplete IGAP drawdowns.
- **ASAP via ID.me:** ID.me access was finally approved early today, 12/19/2023. I will get back into ASAP.gov and work on drawdowns at my earliest convenience.
- **2022 Audit:** Pete's ready to move on to the FY2022 Audit pending UTV Council approval.
- **AccuFund Training:** Pete continues the phone and on remote access at my request when required. Have not yet started working on Reports: Quarter 4 Payroll reports and Year End W-2's, etc.
- **P&L's by Class:** Finalizing EOFY 2023 continues: UTV has outstanding payables for the Flying D, Allen Tibbetts cancelled his 12/16/2023 appointment with Larry and is still not rescheduled.

### **Banking:**

- Key Bank General account October reconciliation completed; November Reconciliation has been started; I'm not quite done with it.
- Bank of America credit card reconciliation was completed through Sept. 24, 2023, statement. Reconciliations for October – November, still pending in AccuFund, will get these posted before EOM December 2023.

Merry Christmas and a Blessed New Year to ALL!

### Questions to Betti:

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## December 2023- Environmental Program Update

**Larry Carmichael** Environmental Program Coordinator

### Program Updates.

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1.1,1.2, 1.4 Standard draw downs back in effect

2.1 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

4.3 3 Hybrid systems in place, 1 working. RES to finish Nancy's Hybrid.

4.4 Looking into other funding for Water and septic development

### hazcom and safety plans

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Fencing needed to finish Fuel depot is on hold as we are now going to enclose fuel depot

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

### solid waste management plan

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Meeting on December 1<sup>st</sup> with Bristol Environmental to clarify direction and next steps.

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

Joyell Acuna the Project Manager II for Sewage project in village is looking for funding for the village.

### air quality and Dust control

Late fall, no dust concerns.

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

Spence Gates from DOT came out in late October for landing strip inspection. He stayed 1 day and recrowned the runway.

We are still hoping to have him 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 4 will come in next year. **Larry stated Hattie suggested buying all conex' and have them sent out by AML**

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

I did not install Nancy's pit less and water line at the Community Center. She did not want me too, and possible disabling of existing well at Community center

Nancy's Hybred system has been completed by RES. Late November

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 !!!! **Larry stated leasing the property (Mark) block 8 lot 2, Mark asked if he could build a structure there.....if not, he was interested in the lot between the covid house and art.**

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 27<sup>th</sup> his attorney has not gotten paper to us. (No answer as of 12/19/2023

### **Training & Conferences**

BIA conference happened and I was not able to attend.

Bristol Environmental sit down happened on the 1<sup>st</sup> of December, a lot of info was shared. **ATCAM in February.**

### **Questions to Larry:**

? Julie stated that the council has decided not to pursue the Victoria Briggs' property, Block 8 lot 3. Larry stated he didn't know and will not pursue this land

### **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

✓ Completed the latest Walmart card mailing

#### **Questions for Clementine:**

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## COUNCIL REPORT DECEMBER 2023

### Nahasda FY21

FY21 Nahasda update: FY21 34,041.00 re-budget was sent to BBHA on 12.14.23 ( 23,829.00 vouchers/ 10,212.00 Admin fee).

840.00 Admin fee expended, so 9,372.00 of Admin is left. I am working with Betti for docs needed. I am on track to close FY21 with the Q4 status report and reimbursement draw by 28Dec2023 (not due until 15Jan2024).

- FY21 total funds expended so far: \$16,940.00 ( 16,100.00 cash and 840.00 admim) with 22 checks and 6 Tribal members helped.

### Nahasda FY22

- MOA states that UTV may have access to funding as soon as BBHA receives funding from HUD. 12.9.23 email to BBHA for dates of when BBHA received funding for fy22. & email back from BBHA that UTV can access both fy22 and fy23.

ARPA-HIP: Steven has the update on this.

ARPA 750 Utility Assistance: Steven has the update on this.

CARES/ARPA 2500: Steven has the update on this.

ICWA: I will be working a winter newsletter.

I will be calling in my December 2023 Council Report and wishing Council and staff a Merry Christmas and thanks to everyone for the support and blessings all along this year 2023.

Blessed New Year 2024, Irma

12/18/23

### Questions to Irma:

- ☐ Hattie asked FY22, how much funds are in NAHASDA funding, Irma stated 39,388.50.
- ☐ FY21 funds, when is the deadline, Irma stated 12/31/2023, all members that can be helped has been helped.



## VILLAGE STAFF MONTHLY REPORTS – December 2023

### **BBEDC Liaison:**

- Check emails post when needed.
- Help elder at his home.
- Help Elder get his bike unstuck
- Help pick up garbage and burn
- Help clear airstrip and ramp of snow *he stated John is doing an excellent job on the runway.*
- Help clear roads and driveways of snow
- Send in time cards
- And other office duties

### **Maurice Enright: BBEDC Tribal Liaison**

#### **Questions to Maurice:**

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### **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.
- 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:

- I help Mikey and John when needed.
- I attended the Tribal Hazard Mitigation Plan workshop with Bristol Environmental on Dec.

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#### **Questions to Dolli:**

- ? Hattie asked why she was shoveling snow when there are 2 able bodied men there?  
Dolli stated the guys do it too....

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

## **9.0 Old Business/Follow up items:**

9.a. UTV Gravel Policies – Steven – Steven reviewed the document, which is based on the APC document. As we start to use it, we can always revise as needed. **Hattie asked the council to review and we can make a decision next meeting.**

9.b. University of Oregon Museum Follow Up – Steven – He stated they sent him a document of what they have in their collection. Steven stated he would ask us, specifically Fred, if there is anything that needs to be repatriated to the village and to let him know. Fred stated, from their document, it's hard to determine what the items are and where they were taken from.....Steven stated he will copy Fred on his response email to them and possibly get on a zoom call to review with them. Fred is agreeable.

## **10.0 New Business:**

10.a. 2024 Draft BBEDC CBG Budget (for review) – Steven reviewed. It is a fluid document, and we can always send in revisions if needed. The revisions will always need to be submitted to BBEDC and approved.

Hattie asked about ice machine supplies....fuel. Steven stated that \$7500 has been budgeted and it's in the M&O "Heating oil/gas", he stated it can be moved to ice machine section. **We will make a decision on this in January.**

10.b. FY 2022 Audit Authorization (Action Item) - Steven stated Pete has been working with us and do we want him to continue and do a formal audit for 2022? Fred stated he thought we included 2022? Steven stated no, it was 2019 and 2020 and 2021. Fred asked if Pete provided an estimate of the cost of the 2022 audit? Steven stated no. Betti stated that any audit is approximately \$25,000 – \$30,000 per year. ATG authorizes \$15,000 per year for audits. UTV hasn't had previous audits, but because of the ARPA funding, we needed audits in order to meet the government qualifications. The magic number is \$750,000 per year, that's when we would need an audit, when we have received \$750,000 per year. Steven stated that having an audit would be a good idea, and if we have one in 2022, that's 4 years and it will determine that we have a good process and back up documents.

### **Motion to approve FY2022 Audit by Pete Mcgee**

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

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

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

10.c. – Lake and Pen CIP – Steven; we have identified what our long term and short term priorities are, Steven explained that they reach out to all communities and ask what the priorities are for capital improvements, so that when they meet, they have it on record what communities are wanting to do to improve their communities, and if funding comes in, they can allocate to villages dependent upon their priorities, in a formal resolution and be included in any funding that comes through. Revenue sharing, not sure if we qualify for it because of our year-round population.

Current LTP are: lengthen airport runway, housing (in process), upgrade village energy system (in process of doing, move to STP), road construction to wide bay

STP – bulk fuel tank farm (in place and semi operational), improve barge landing (more work to be done), removal of Winray (on hold), new equipment storage building (completed).

Steven suggests LTP, what do we want to keep?

### **Long term priorities**

Lengthen airport runway  
Increase housing opportunities in the village  
North end access to the river  
Road construction to wide bay

### **Short term priorities**

Improve current housing  
Upgrade village energy system  
Removal of Win-Ray  
Barge landing improvements  
Landfill extension

Mike stated that the current landfill is adequate.

Wes asked about the resolution, number, it should be 2024-01, NOT 2023-11.

Approve resolution 2024-01, updating the Ugashik Traditional Village Capital Improvement Priority list with the Lake and Peninsula Borough.

1<sup>st</sup> Fred Matsuno

2<sup>nd</sup> Wesley Matsuno

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

## **11. Open forum**

Larry stated \$3,000 fuel truck, he said Eddie wasn't able to get back to him, but Allen is traveling out and will take pictures of it.

Fred asked if Art was on one of the committees with the borough? Hattie stated she was not sure and Mike stated he didn't think he was.

Wes asked a question on the barge? Can we get a survey done in its present position? Larry stated he wasn't sure we were going through with this? Wes asked because he thought it needed to be surveyed – can it be surveyed in the mud? Yes, that's what happened last time with the survey. Steven will follow up.

Mike stated he wanted to thank everyone for the Walmart card.

Margaret stated Merry Christmas to all!

Eileen stated Merry Christmas to all!

**Next Mtg: January 24, 2024, 9:00 AM AT**

**12. Executive Session @ 10:57 AM**

Motion to go into Executive Session

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

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

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

**Motion to go come out of Executive Session at 12:33 PM**

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

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

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

**Motion to approve H & K's estimate #21**

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

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

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

**Motion to install Maurice Enright at UTV's BBAHC representative**

1<sup>st</sup> Fred Matsuno

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

Motion passed: Yes: 3; No: 0; Abstain: 2; Absent: 0

**Motion to go Adjourn at 12:40 PM**

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

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

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

**Meeting concluded at 12:40 PM Alaska Time**