

**Ugashik Traditional Village
Council Meeting
May 24, 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
Larry Carmichael, Environmental Coord.
Dolli Enright, IGAP Assistant
Maurice Enright, BBEDC Liaison
Clementine Shangin, Tribal Admin. Assist.
Irma Rhodes-King, ARPA Admin.
Bre Hale, Administration

From: Julie Gaumont

Date of Submittal: May 26, 2023

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

3.0 Staff Roll Call, by Julie Gaumont, Staff Present: Steven Alvarez, Tribal Administrator; Betti Malagon, Finance Manager; Larry Carmichael, IGAP & Special Projects Manager; Clementine Shangin, Tribal Administrative Assistant, Dolli Enright, IGAP Assistant, Irma Rhodes-King, ARPA Admin, Bre Hale, Admin

Staff absent:

4.0 Tribal Members present: Margaret Turnbow, Eileen James

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda

1st: Julie Gaumont

2nd: Wesley Matsuno

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

6.0 Accept Meeting Minutes from April 28, 2023

ACTION: Motion to Accept Meeting Minutes from April 28, 2023

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

7.0 Special Guest Presentation: NONE

8.0 Reports –

Tribal Manager/Administrator Report to Council – May 24, 2023

Grants Update:

Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - \$750 new Utility Assistance funding continues. 58 Tribal Members have received assistance or have applications pending. Total expended: \$43,500.00, obligated: \$2,250 for three tribal members.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): There has been no change since April's meeting: \$5,000 CARES-Act funds are obligated, \$7,648 ARPA funds expended, 4 tribal members helped.
 - Housing Improvement Program - To date **46 payments have been made** 28 Tribal Members have received assistance. 54 payments have been made. Total outgoing payments: \$233,325.75
 - Walmart Cards – To date 80 - \$500 Walmart cards have been mailed in this last distribution.

- **CIP Planning Septage Receiving Pond:** No updates yet.

- **BBEDC Block Grant:**
 - **2023 – Revised Budget:** I am currently working on reimbursement reports for the work Eddie Clark did this past month. Estimate: \$73,250.

- **BBEDC – Arctic Tern** There has been a hold-up with the 2023 Arctic Tern grant. For the past several years, we have budgeted both \$500 for adult supervision and a 10% indirect of about \$544. I was informed by Alice that we can't have both. I am trying to work this out and should have something to report by the time of the meeting. **Even though they allowed this in the past, Alice noted that this is not allowed. Steven stated he has the signed MOA, but needed to revise the budget, he has removed the \$500.**

- **BIA - ICWA:** The \$36,082.00 has been drawn down.

- **EPA – IGAP:** Now that we are no longer on a special conditioned grant, we can request reimbursements by-weekly, so they coincide with our payroll. Jan-Mar reimbursement totaling \$39,795 has been received.
- **BIA – ATG:** Nothing new to report.
- **BIA Roads** – I met with Randy Yellowtail last week. He and other Transportation staff are working with me on our FY23 budgeting. *So it can be completed and we can draw done maintenance and management funds. He will have updated information at the Annual Meeting.*
- **NAHASDA** – we are currently processing applications in FY21 funding. The MOA for FY22 funding was submitted. As soon as that is fully executed, we can start utilizing these funds. *Steven thanked Irma for getting this all set up and now we can provide assistance to our tribal members.*

Projects:

- **Audit** – Pete has sent in the preliminary audit report for FY2020. Betti and I are reviewing it and will distribute it to you in the next week. Pete is also facilitating the purchase of our new accounting software. Betti will have more details on this. *Steven stated he asked Pete for a summary of the audit. Steven stated Pete will be attending the annual meeting and can answer any questions we may have. He is working with office staff for the new accounting software.*
- **Flying – D Landing Craft:** Larry will have details.
 - He did maintenance work while in Naknek
 - He is currently in route to deliver our new E.B *(equipment building)* and should arrive in the village by Wednesday, 5/24.
 - He's leasing the boat through the end of May.
 - The boat needs to be ready for Fish Tendering to begin no later than June 15th.
- **Summer EMT:** Timothy Villar is finalizing his contract with BBAHC. His travel will have him arriving in Ugashik on June 20th and he will stay until July 28th. *BBAHC will be covering his entire contract.*
- **Fuel Delivery:** Crowley should be in the village by Wednesday or Thursday of this week.
- **DOT – Airstrip:** I contacted Sharon Clark at DOT regarding a number of items:
 - I have been communicating with Michael Brown on the upcoming bid for next fiscal year (beginning July 1).

- **2023 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. (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. We are processing his final payment on this week's AP.
 - **New gravel site:** Eddie worked on this project and completed removing tundra and over burden, started the berm, filled in low spots to create more staging area. **Removing frozen tundra was more difficult than he thought!**
 - **Fuel Depot:** For 2023 we plan to accomplish the following:
 - Get connex placed.
 - Have all pumping equipment and materials procured and in the village.
 - Order fencing materials and have them shipped to Naknek then to Ugashik.
 - Have materials in the village by late summer. **Larry is planning on to install.**
 - **New Equipment Bldg.:** Costs for its construction have been budgeted into 2023 CBG draft budget **I have finalized his contract, but have not yet sent it. Cost Estimate: \$202,500.00 Mid August to Mid September.**
 - **Road to the Win-Ray:** This project has been tabled until 2024.
 - **Disposal work on Win-Ray:** Tabled until 2024
 - **Barge Landing** Once the new gravel is site opened and Larry can start harvesting gravel, we need to distribute gravel to the bank to address mud issue. **Conveyor belt for the EZ Screen Machine will not arrive in time for this project. We will be getting reimbursed for the expenses incurred. Hopefully we can order it for next year.**
 - **Fuel Truck Repair:** Brakes need to get repaired and possibly new tires ordered and shipped out to the village. **This was addressed last month. Steven stated he didn't know if we reached a decision. Julie interjected that we did discuss, she checked the minutes, we do have the components to fix the brakes and that Manny will address this year - also** the delivery fill hose which does not release out of the cage and Manny will also address this.
 - **Caribou Cabin/Covid Isolation House:** Interior work was completed as much as possible. Installed insulation; wiring almost complete; plumbing done, sheet rock is done, **Things still needed to be completed: Propane stove installed; fuel tank and generator installed, mudding, taping and painting of sheetrock; cabinets and countertop installed after painting is completed.**
 - **This is funded through ARPA treasury.**

Staffing & General Information:

- We are fully staffed.

Steven Alvarez – Tribal Administrator: Submitted via email on Tuesday, May 23, 2023

Questions to Steven

- Hattie asked about the fuel truck tires? Steven stated yes we did purchase tires, but we returned them because we didn't know what we were going to be exactly doing yet.
- Fred questioned the tire purchases were approved a couple of years ago, and we should still move forward and purchase for next year and get them sent out to the village. Steven stated, yes, they can certainly do that.

Betti Malagon, Finance Manager May 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

Projects:

- EPA-IGAP: January – March 2023 Drawdowns were deposited on the 18th last week; \$39,795.66. Special conditions were removed so UTV can drawdown funds monthly now.
- 2020 Audit: Pete has finalized the FY20 audit, I sent Steven the findings portion.

Financial:

- Key Bank General account April 2023 reconciliation is complete, check book is up to date.
- Bank of America credit card reconciliation was completed through April 24, 2023 statement. Have made a couple payments on the credit card, as activity has increased due to village projects.

UTV is moving forward with the new accounting software purchase. Pete will be in touch with me regarding the process beginning with a new chart of accounts; thereafter, he will begin uploading quickbooks history.

Questions to Betti:

- Julie asked what software are they moving to? Betti stated, Accufund.
- Wesley questioned how much funds do they have in the Ugashik Enterprise account? Betti stated they haven't utilized any funds, there is approximately \$117,000 in the account and she needs to coordinate with Steven re; those funds. Steven stated the expenses were coming out from our regular account at first, as they have been reconciling the expenses, the money that has been received has been put back into UTV account. In 2022, the revenue received from fish tendering went into Ugashik Enterprises, Steven wanted to keep

things separate so reconciling can be made easier. She and Steven need to discuss. The Flying D expenses were written into the 2022 and 2023 block grant.

? Fred asked if UTV eligible for disaster relief funds from the crab disaster? Steven stated he hasn't looked into it, but he will put it on his to do list....Hattie stated it's a good question and maybe can be answered by BBEDC.

May 2023- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

1.1,1.2 We are compliant and have returned to the standard draw down requirements

1.4 With Santina's help we are back to normal draw down requirements.

1.5 We have not finalized the Fy24 Budget with the updated \$10k

3.2 Traveling to village this May to start working on Landfill *He is currently in the village.*

3.6 Sent email to Victoria Briggs to see what is happening with this boat

hazcom and safety plans

Moving holding area from barge landing to expanded landfill (spring 2023) *The weather has not been cooperating, it's been raining and the weather has been bad.*

Secondary containment for the Fuel Depot is done, Putting up fence this year.

Contacted Eddie to reset Fuel Depot tanks. All of them are backwards. Waiting...

It would seem the Eddie did not reset tanks, this will complicate completing fuel depot.

solid waste management plan

Incinerator is on the barge and going to be delivered to the village this spring.

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

Planning on new transition pad at Land fill

air quality and Dust control

Dolli went to Indoor Air Quality class in Anchorage. Hoping she has some new Ideas????

Ongoing projects and concerns

RSW will have maintenance done at AGS processor.

Calendar of my tentative timeline in village will change as conex's for Highbreds come available, and product for pole barn comes into village.

I have 3 conex's going out for the Highbred systems transport.

We are closing in on the purchase Victoria Briggs Block 8 lot 2 for \$35k, Should be closed out by June 1st

We offered Victoria Briggs \$30K for her river property block 8 lot 3, she said no and she is trying to split it in half. Do we want to pay the \$40k to get it????

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. Waiting...

It looks like we are just going with new wells on each villager's property. It looks like the wells will be drilled the first week or second week in August. Added pressure tank, pitman, well casing, and pipe to order.. Hefty drilling dropped off equipment to AML

I picked up drill parts from ESI, They are now in conex and delivered to AML

Conveyor belt from the EZ Screen not able to ship. Ordering for next year.

Trailer delivered from Minnesota to Seattle coming up Naknek for delivery **Trailer for the D6**

2 Jersey barriers were to be purchased and shipped this spring. With boat not coming around... Next year

5K highbred systems for village on AML, looking into how many we can install this year... conex dependent. **Hoping to have 3 done this year, and more if he can get additional connex'**

140K generator repair for Flying D to be delivered to seward for delivery by the Catchalot. (Allen's friend)

Got pricing on compost toilets for village members.. \$1785.00 each. Picked up..

I am working on FY 2023 boat expenses, contracts and obligations... **Larry stated he believes they will be in the black this year, if not, he suggests selling it....**

Items on AML

Incinerator from Tok Welding

Conex, with Highbred syst. Inside

Conex, with Highbred syst. Plumbing, threader, 520 parts,

Conex 3...??? Put fuel tanks in it and use for Highbred system. (Also makes moving 11-300gal. tanks easy.

drill rig,

5 pallets 4'H x4'w x10'L, pipe for wells

small air box 6x4x4,

Fencing for village. 33' x 53 ' fencing (working on footprint)

Training & Conferences

NONE

Questions to Larry:

- ☐ Fred asked why would there be a problem for Eddie resetting the tanks after the fishing season? Larry stated they would be full and too heavy to move.
- ☐ Fred asked if Allen was paying for the StarLink installation by himself? Larry stated he told Allen the StarLink would not be a village expense. And if Allen wanted it, he would need to purchase it himself.
- ☐ Wesley asked about the conveyor belt, did we already pay for it? Larry stated, yes, but we were reimbursed for it.
- ☐ Hattie asked why were they not able to delve the conveyor belt? Larry stated the conveyor belt was wearing incorrectly, engineering made modifications and the conveyor belt was not wearing properly and because of our location, it would not not be advisable.
- ☐ Wesley stated, he understood a prototype was supposed to be built for the hybrid energy system, Larry stated it was fabricated and disassembled in Anchorage. And once the connex' are in the village, they would be installed. Larry stated the connex' has to be set up E/W so the solar panels can be set up on the south side.
- ☐ Wesley stated he thought once the prototype was built Troy was supposed to check it out, Larry stated Troy wouldn't not touch it. Steven stated, professionally, it's not a good thing to check on someone else's work, when in the same business. Troy stated he wasn't going to do this as they are basically competitors.
- ☐ Larry stated, if the council is so inclined, he would be happy to have a 3rd party to come out and review the systems. And he would welcome Wesley's assistance as well.
- ☐ Hattie asked about the connex' in Igiugig? Is Allen able to bring them down to the village. Larry stated, unfortunately the weather has been bad and is waiting to be loaded.

COUNCIL REPORT MAY 2023 – IRMA RHODES-KING

Nahasda:

- **FY21: 3 rental funded on AP & 3 folders needing required docs**
- **FY22 : Assisted with grant prep & Bre is quickly learning the grant app process & expect fy22 to be launched by mid- June.**
- **FY23: Assisted with BBHA issue for grant prep and Bre will be working all grant app herself first & will review with her before sending to Steven.**
- **General: Issues with some BBHA staff and poor administrative support. Steven directed me to email BBHA executive director to get issue resolved. Planning on July training for Bre on BBHA reimbursement & status.**

ARPA-HIP: (Bre working and I assist as needed and data report to Steven)

- 17 apps closed, 11 apps active & others incomplete

ARPA 750 Utility Assistance: (Bre working, I assist & data report to Steven)

- Total value assistance given \$43,500.00 (\$1500.00 of that is purchase of UTV fuel)

ARPA 2500/Cares 2500: (I assist Bre if needed & report data to Steven)

- 3 expended apps, 2 active app, 1 app obligated & 2 Cares apps obligated

ICWA: (Irma and Bre working together)

- Will assist Bre with July ICWA report

General Admin:

- Still working with Seafood Harvesting on receipt reconciliation.
- Still one fy21 vendor issue that I must finish before end of May myself
- Will be sending petty cash report before end of May.
- I will be review Admin email remotely while out of office to assist
- Bre if she needs & we can work by phone on any issue.

Thanks, Irma

May 22, 2023

Questions to Irma

- Hattie stated she has everything under control and asked about her schedule. Irma reviewed her schedule – she had sent out an email with her dates. Hattie asked about when she was going to be working full time – September, Irma stated it's still TBD.

Breanne Hale

May 2023 Staff Report

I have been working on past AP PR covers and research. (FY19-FY22) As well as reviewing and editing AP with documentation on the server. Reviewing and correcting the manual papers.

Assisting CS with FY23 AP.

Working with Irma on:

- ARPA utility assistance, ARPA-HIP, ARPA \$2,500 rental assistance for tribal members,
- NAHASDA FY21, and updating corresponding master data excel sheets. Along with server and manual folders.

I assisted CS with the election ballot mailout.

I assisted BM with invoices purchase request cover corrections.

Train with Irma with ICWA Spring Letter mailout to tribal members.

Train with Irma with the NAHASDA program.

General Duties

Answer and log phone calls. Respond to emails. Log-in coming and out-going mail. Copy/print and file paperwork. Help keep the office clean/tidy.

Questions to Bre:

?

Clementine Shanign TAA report

Regular Duties:

- I have been working on weekly A/P. – This includes maintaining both electronic and hard copy files with back-up.
 - 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 needed
 - Logging in Ballots that we've received.
 - Helping with travel arrangements for staff and contractors
- I have started the annual meeting grocery shopping.

Questions for Clementine:

? Steven asked about how many ballots were received? She responded, about 25.

VILLAGE STAFF MONTHLY REPORTS – April 2023

BBEDC Liaison:

Regular Monthly Duties:

- Check emails post when needed.
- Send in Timecards
- Help keep the Community Center clean.
- Help pick up and burn garbage.
- Help Elder with Side X Side
- Check homeowner house.
- Attend village and liaison teleconference and zoom meetings.
- And other office duties

Special Projects:

- Help compact runway and ramp.
- Got the Firetruck filled.
- I worked for Eddie when he was here.

Mike Enright – Tribal Liaison

Questions to Mike:

?

IGAP Assistant

Regular Monthly Duties:

- ❖ I take pictures of work being done in and around the village and send to Steven.
- ❖ I check emails and post when needed.
- ❖ I pick up the garbage and burn garbage with the help of Mikey or John.
- ❖ I take pictures of residences homes or properly when ask to.
- ❖ I call Steven on Wednesdays for any updates.
- ❖ Help keep the C-Center clean.
- ❖ I do other tasks or projects that are assigned to me from the Tribal Administrator or the Environmental Coordinator.
- ❖ I take pictures of any concerns in the village.
- ❖ I do the mail and deliver when needed.
- ❖ I work in the greenhouse.
- ❖ I attend the Liaison monthly zoom meeting each month.
- ❖ I do the monthly Visual Monitoring form at the end of each month.
- ❖ I also work with Larry for any projects if he needs my help.
- ❖ And I do other office duties when needed.

SPECIAL PROJECTS:

- ❖ I am attending to the Greenhouse and starting to prepare for taking on the Liaison duties when Mike goes on vacation for fishing season.

Questions to Dolli:

?

9.0 Old Business:

9.a Water Project Village Homes Update (Steven & Larry)

Steven stated septic has been completed. Eddie completed. Larry updated us on the well drilling status in his report. Larry stated he ordered a dig thingy to help with the covering of the lines to the homeowner houses.

9.b Energy Systems for Village Homes (Steven & Larry)

Covered in Larry's report. Larry stated he's just waiting for connex', he's hoping Allen can get additional connex' the Naknek connex' take precedence with the hybrid equipment.

9.c. Selling Unused building materials to Ugashik residents

Steven stated he sent out documents and would be added to policies. This document needs to be finalized and approved so the policy can be implemented.

Wesley asked if Mike had put together the materials needed to build the genny shed. Mike stated the 2x4s are pretty much gone.

Hattie suggested we discuss when we are in the village – finalize the P&Ps.

9.d. Eddie Clark Projects Update – (Steven)

Steven covered in his report and hopes the new equipment building be finished and the Covid house interior be completed by the end of summer.

Wesley questioned if he had come up with a timeline of the new equipment building, it should go up this year, but in subsequent years it will need to be insulated and concrete on the floor. Steven stated Eddie will construct the building this summer and our hope is they will be able to have some kind of energy source put in this summer as well, and next summer the concrete foundation. And the insulation came from a company in Wasilla and will probably have to wait until 2024 or 2025 to get it insulated.

9.e. 2023 Covid Travel Restrictions and Guidelines

Discussed the travel restrictions and guidelines. Julie will post on the website and there will be copies in the village. UTV will still require testing upon arrival and if people refuse to test they will quarantine for 14 days. People will test when they arrive and 3 - 4 days after they arrive, to ensure they did not contract Covid traveling to the village. If anyone tests positive, the CDC guidelines state quarantine for 5 days and mask for 5 days after quarantine.

Hattie asked, have they sent the guidelines to households or to people traveling to the village? Mike stated no one has been tested yet. Mike stated there are approximately 50 tests in the village.

Larry stated the guidelines are convoluted and reviewed guidelines. Steven responded.

Mike stated, who is supposed to give the Covid test? Steven stated they are self-administered, but Dolli/Mike are supposed to give them to people. Mike is concerned, what if they get Covid when giving a person a test? Irma stated, why can't there be a box, container, put it outside of the community center, post it and have them get a test out of the box and sign it.

Steven stated they can have the EMT do them when he gets there.

Hattie asked if anyone contracted Covid from being in the village. Mike stated no.

Mike stated they have a bunch of masks in the village and the guidelines

Julie asked if the Covid house complete enough to be used in the event someone in the village comes down with Covid and needs to quarantine? No, it is not ready for anyone to live in it. Julie stated, that was very disappointing, the whole reason we purchased the Covid house was so that it could be used for quarantining someone who gets Covid and has to quarantine. There was a discussion surrounding the parts, apparently the Covid house did not come with everything needed to construct it. Stephanie stated, can we get reimbursed because of the lack of complete items? Larry stated they modified the house and we modified the base package. Larry/Mike are putting together the parts list to complete the Covid house and reference the parts they are short of and discuss. Larry has to look at the parts list vs. what they have used.

Betti stated we purchased Covid house from SBS and we used a lot of funds for it and she is also getting a bill from Eddie, approximately \$30,000 for the interior of the building, and asked if someone explain that to her? Larry stated that is all labor. Larry stated it has cost \$144,000 just to build the house. Steven stated the \$144,000 was the exterior build only.

9.f. Update on Flying D Schedule (Steven & Larry)

Steven stated Allen did maintenance work in Naknek, picked up the equipment building and is enroute to the village, he is leasing the boat through May and he may lease for an additional week, it depends upon timing. Then he will prepare for fish tendering. Larry stated Allen was bringing the boat in on low tide, it will be all hands on deck and unload as much as he can on the dock. And he will leave as soon as he's unloaded.

Wesley asked about the supplies on AML, Larry stated he's hoping to have it there by June 5th. The reason he's asking is all the freight on the AML barge impacts our projects. Larry confirms and he's doing everything he can to get everything in place.

The wells are not going to happen until August.

10.0 New Business:

10.a. – 2020 Audit Report

Steven stated he sent us the full audit report and he asked Pete to create a summary of findings and recommendations. He should be sending that to Steven sometime next week.

10.b. – Potential Land Sale

Steven stated that Art is looking to sell his property next to the cannery. Maybe we can discuss when we are all in the village. Hattie stated, yes, that's a good idea. Fred asked if Art suggested an asking price, Steven stated, \$150k, and Larry stated it's a little over 4 acres.

11. Open forum

Margaret asked if the annual meeting will be available to call into the meeting? Steven stated yes, Irma will facilitate the teleconference and everyone who would like to call in can call in.

Eileen asked if there will be door prizes this year? And if so, will it be just the members who have voted? Steven stated no door prizes have been discussed yet, but he will. He confirmed it would be for the folks who have voted.

Mike also asked about door prizes for people who have voted.

Fred asked Steven, are we going to have contractors in the village this summer? Johnny will be there for the well in August, outside of that, he doesn't think there will be any other contractors in the village. Hattie stated that Troy would be in the village in mid-June to work on their hybrid system.

Next Mtg: June 24, 2023, 11:00 AM ADT – ANNUAL MEETING

Hattie adjourned the meeting at 11:19 AM ADT

Meeting concluded at 11:19 AM Alaska Time