

**Ugashik Traditional Village
Council Meeting
April 25, 2024**

ATTENDEES:

Hattie Albecker, President
Fred Matsuno, Vice President
Wesley Matsuno, Treasurer
Julie Gaumond, Secretary
Stephanie Rosario, Member at Large

Steven Alvarez, Tribal Administrator
Betti Malagon, Finance Manager
Maurice Enright, BBEDC Liaison
Clementine Shangin, Tribal Admin. Assist.
Dolli Enright, IGAP Assistant
Irma Rhodes-King, ARPA Projects Coord.
Larry Carmichael, IGAP & Special Proj. Manager

From: Julie Gaumond, Secretary

Date of Submittal: May 16, 2024

1.0 Call to Order by Hattie Albecker, President, at 9:31 AM at Alaska Time

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

Council members absent: None

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

Staff absent: Maurice Enright – working with Eddie in the village

4.0 Tribal Members present: Margaret Turnbow, Eileen James

5.0 Accept Agenda

ACTION: Motion to Accept Agenda

1st: Julie Gaumond

2nd: Stephanie Rosario

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

6.0 Accept Meeting Minutes

ACTION: Motion to accept Meeting Minutes from March 18, 2024

1st: Fred Matsuno

2nd: Wesley Matsuno

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

7.0 Special Guest Presentation: Eddie Clark – had a good run of weather, the pit is open and they are hauling gravel, working on the new equipment pad. Dump is ready for inspection the

building is ready for inspection. Good weather today, working long hours. Eddie stated he's been speaking with Al and Eddie has given him everything he needs.

8.0 Reports –

Tribal Manager/Administrator Report to Council – April 25, 2024

Grants Update:

Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - The 2024 \$750 Utility Assistance phase 4 program began in January. To date we have provided \$47,000.00 in assistance. \$44,750.00 in payments made to utility companies (46 payments) and \$2,250 for UTV fuel (3 payments). A total of 49 Tribal Members have received assistance.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): \$18,054.99 ARPA funds expended, \$12,253.74 in direct payment and \$5,801.25 in UTV fuel purchased. Nine tribal members helped. We have one application pending, we're awaiting a couple of documents. We will be starting the new rental assistance program in June. **And the previous assistance will be completed.**
 - Housing Improvement Program – To date 34 Tribal Members have received assistance. 70 payments have been made and one to UTV for lumber. Total outgoing payments: \$294,180.22

- **BBEDC Block Grant: The four-payment request reports I submitted for the Flying D Insurance, Fuel, and M&O (\$65,005.93) and for the purchase of the fuel truck (\$28,800.00) have been received from BBEDC. Total reimbursements of \$101,776.96. Direct payment requests were submitted for CEC Enterprises' material costs for the fuel depot housing and new equipment building loft. Also, a direct payment request in the amount of \$25,462.75 (\$21,219.56 for H&K and \$4,243.19 for our Admin) for H&K Energy's hybrid energy system work. Upon my return from vacation, I submitted a direct payment request for the fuel we are purchasing from Crowley in the amount of \$41,800. I heard back from Alice about it and there are some things that need to get corrected. I will be working on that in the coming week.**
Current balances of the open grants are as follows:
 - **2020: \$5,066.40.**
 - **2021: \$18,583.02**
 - **2022: \$292,876.33**
 - **2023: \$431,667.25**
 - **2024: \$653,082.60 (not counting the Crowley Fuel request)**

- **BBEDC – Arctic 2024 \$6,000 grant was received.**

- **BIA - ICWA:** FY24 grant application was submitted it to Gloria Gorman. We have not yet received the paperwork back from Gloria. Total amount will be: \$36,082.

- **EPA – IGAP:** Betti will have an update on her report. .
- **BIA – ATG:** Nothing new to report.
- **BIA Roads** – Nothing new to report
- **NAHASDA** – We are processing applications and making payments to qualified Tribal Members.
 - FY22: 39,388.50 budgeted. \$35,449.65 for rental assistance vouchers and \$3,938.85 for admin in-direct costs. \$10,500.00 has been spent on assistance. Seven families served.
 - We will be sending out a notice of funds available with the May ballot mail out.
 - FY23: 39,858.00 budgeted. \$27,901.00 for rental assistance vouchers and \$11,957.00 for admin. Total funds expended Jan - April: \$9,050.00. Seven families have been served.

Projects:

- **Audit** – FY22 audit is ongoing. We need to officially approve the 2021 audit.
- **Flying – D Landing Craft:** Larry will have details.
 - The Flying D is in dry-dock in Seward. As of now the plan is for it to set sail to Ugashik around May 15th.
 - The contract with AGS is in place. The Flying D will be serving as a tender starting the first week of June. **(June 13)**
- **Connex:** They are getting shipped to the village via Brice Construction and the Flying D. Larry will have details.
- **Tribal Library** – Internet server was supposed to be installed in April, but has been delayed until mid-May. **(May 20)** We are expecting to receive a check from Alaska Tribal Spectrum in the amount of \$7,000 to pay for computers, workstations, printers, and library furniture.
- **Lake & Pen:** Kate Conley from the Lake & Pen Borough contacted me about funding that is available to us for Grid Resiliency. It will be for \$450K (\$150K for three years). Igiugig Village Council will serve as the lead Alaska Native Tribe, but the funding will be earmarked for each of the villages in the borough. While they will be administering the funds, the total amount of \$450K will be ours. Brian Hirsch, from Deerstone Consulting, is working with L&P. While we don't have a grid, I told Kate that we want to be a part of this, and I will work with Brian to figure out how we can utilize the funding.
- **2024 Spring/Summer Projects:** The following projects have been discussed for implementation in 2024. Additional discussion and ideas are encouraged.
 - **Community Center:** New Carpet and flooring.
 - **New gravel site:** **We have re-ordered 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 have earmarked \$325,000 from ARPA for this.**
- **Fuel Depot:** The Following needs to be completed:
 - Get connex moved to new layout (Larry)
 - Pumping Equipment has been ordered. A direct payment from BBEDC has been submitted.
- A new building covering the tanks and containment needs to be erected. **Eddie has ordered the materials; we have submitted a direct reimbursement payment to be made from BBEDC. This will be a post fishing project.**
- **New Equipment Bldg: Eddie is in the village now constructing a new pad for the storage of heavy equipment attachments.**
- **Road to the Win-Ray:** This project has been tabled until 2025.
- **Disposal work on Win-Ray:** Tabled until 2025.
- **Fuel Truck: Purchase of the fuel truck was completed. \$28,800.00 Reimbursement for this expense has been deposited, including in the reimbursement is \$4,800 in Admin.**
- **Caribou Cabin/Covid Isolation House: Al Malagon will be in the village May 11 to work on getting this project completed. He was in the village inventorying the materials there and making a list of what still needed to get ordered and what tools he needed to bring. Supplies have been ordered from SBS. He will be in the village the same time that Larry is.**
- **Trencher – This has been purchased and will get shipped out with the connexes.**
- **Purchase Rock Crusher – Larry will have updates.**
- **Extend Landfill: Eddie is in the village and will start working on this project.**

Staffing & General Information:

- Larry was on leave from April 3rd to the 19th and returned to the office on the 22nd.
- I was on leave from April 8 -15 and returned to the office on the 16th.
- Prior to my vacation, I attended the Alaska Municipal Leagues' Alaska Infrastructure Development Symposium. I sent you a detailed email on Friday April 5th reporting on what sessions I attended and possible avenues for grant funding. I will follow up with you in the coming weeks on this.
- Makalia Enright has been coming in to assist.
- Steven will send info on the interview process for an assistant covering for Irma and the hole left by Bre.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, April 24, 2024

Questions to Steven

- ☐ Wesley asked about the AGS contract, extended for 2 more years. Steven also stated, the daily rate has been increased and the contract is starting earlier.....
- ☐ Fred asked about the grid – Steven stated that is federal funding and it is coming from the inflation reduction act that will provide funding to help villages with the electrical grids. Kate will go after the grant with Brian – we don't have an electrical grid, but Steven will need to work with Brian on how to get UTV written into the grant. More info to come. Would we be ok with IG to handle the funding, it would come to us from IG. Hattie stated Steven should contact Brian and discuss soon. Hattie expounded on Fred's statement, to expand our existing our hybrid system.....would that qualify as a grid?
- ☐ Julie asked about Bo's pump, Larry stated it has not yet been ordered, but he will order it, and take it with him or put it on the Flying D.

Betti Malagon, Finance Manager FY24 April 2024 UTV Monthly Report

Monthly Routine:

- Bi-weekly Payrolls still going smoothly. Timely IRS Tax Liability Deposits completed through EFTPS. Quarterly reports were filed & mailed April 4, 2024.
- Accounts payable, once approved, are processed timely.

Projects:

- **EPA-IGAP:** March drawdown 2024 completed, funds were deposited to Key Bank 4/10/24.
- **2022 Audit:** Pete continues with the 2022 audit. He is requesting approval of the FY21 Audit so he can finish the final report.
- **ARPA Treasury/Ugashik Enterprise LLC:**
- ARPA Treasury - UTV Council budgeted several village capital improvement projects and Tribal Member assistance for 62% of the remaining balance of Funds. Remaining to be budgeted at later date.
- Ugashik Enterprises, LLC – UTV Council approved a reimbursement to UTV's Key Bank General fund during the March workshop; this was completed March 25, 2024. We are now fully utilizing Enterprises bank account for all payables.

Banking:

- Key Bank General account reconciliation completed through March 2024.
- The 4-CDs at Key Bank are now set up in the general ledger and interest will be posted for the period Feb 7, 2024 to March 31, 2024.
- Northrim Bank-Enterprises account reconciled through March 2024.

- Bank of America credit card reconciliation was completed through March 24, 2024 statement.

Questions to Betti:

- ☐ Wesley asked if we had filed federal taxes for Ugashik Enterprises, Betti stated not yet and that we are still in the red.
- ☐ 2023 expenses were incomplete. Betti stated we moved the money from Ugashik Enterprises to the general fund.

April 2024- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

-
- 1.1,1.2, 1.4 Standard draw downs back in effect
 - 2.1 Contacted Santina Gay and we have setup FY25
 - 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, When??
 - 4.3 3 Hybrid systems in place, 2 working. RES finished Nancy's Hybrid, ongoing issues **(warranty issue)**
 - 4.4 Still Looking into other funding for Water and septic development

hazcom and safety plans

Fencing posts to be removed so pole barn can be erected. Got updated prices, see when they can be picked up.

The Fuel depot measurements have been taken and I am changing plumbing.

ACE supply has invoice and parts are trickling in. 4/23

solid waste management plan

Talked to Bob from Crowley on Monday, He sent me a quote on fuel prices..... 10K diesel, 2K unleaded \$5.0412 pg, \$4.9533 pg

total \$50,517.00

Competing for funding to expand land Fill, sending in pricing and time line. Potential of \$50k, no answer yet. 4/23

Got Chris from Tok welding to deliver rear door for burner, and burn pipes.. \$1300 total (delivered to Anchorage)

Got quote and accepted Eddie on landfill expansion, in the process.

Got new quote on fencing for landfill expansion.. \$7400.00

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

Joyell Acuna the Project Manager II for Sewage project is looking for funding for the village. she still needs to review applications. She just emailed me and she has funding of 2 homes, Nancy and Mikey 4/9

air quality and Dust control

Late fall, no dust concerns.

EzScreen is sending 28' conveyer to AML Seattle for may 6th shipment

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

Betti's Husband to work on Covid house early May, parts on order from SBS to delivered to Seward.

Still having problems with Chignik on contract payment... I am getting Allen involved to get movement. Need to secure Lawyer.

Met with Allen and Willy (surveyor), completed Survey of Flying D, we are addressing concerns.

Ordering new anchor and chain, cable for ramp from Arctic Wire and Rope

Signage for Flying D at this time is "Large logo back", this is ready to pickup

Paul and Lacy Crane is a wash...

Have welder on boat fixing stuff, ramp hinges, gusset for ramp, old RSW removal and New RSW move to engine room, repainting fish hold, repairing drive shafts, removal of paint and repaint, small crane repair, Large crane repair, Hatch replacement.

I am starting to collect items to be shipped in the conex's, Propane, batteries, Misc., What else????

Plan on purchasing 2 Jersey barriers for gravel and landfill this year.

Today I was told that DOT did supply new wind sock for runway when they recrowned it.

The tentative timeline in village will change as conex's for Highbreds come available, Looks like 6 used, 1 new, 1-5 door will come in this year. 4-on boat 4-on Brice Construction

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

I will order pump for Bo's home.

Electrician can change out 240 to 120 in village. We just need to commit to a date available.

Purchased new trencher for electrical, water lines

Need to finalize paperwork for Mark on purchase of land in village. Down payment and payment of balance in 2025

Our lawyer has reviewed existing paperwork and at this time "Kyle bateman" does not have a signed court order on Jerrod Cross property.. Kyle got back to me with the email tread from his and our attorney. A lot of nothing so far.

Purchased and repaired Large and small propane tanks at Suburban Propane. We need a few more 20# tank, I will be purchasing an extra 9 20#

Training & Conferences

ACTEM coming up march 26th-29, Done

7 generations this month.. Missed it.

Questions to Larry:

- ? Fred commented, we do have a lawyer, Steven has the contact information.
- ? Electrician – if Troy can't make it? Larry stated Troy is not actually an electrician.....Larry stated Aaron could do this or there is an electrician out of Naknek.
- ? It was requested that the work on the Flying D bow welding, can Larry send out pictures? Larry stated there was a discussion between Allen and the welder. The steel has not yet been completely fabricated. He will send out pictures when he can. Larry stated the drive shafts for the boat were in terrible condition and they are being re-trued. With this corrected, there could be a benefit in fuel, etc.
- ? Wesley asked about Brice Construction, what are they doing? Larry stated that Brice Construction will deliver the connexes to the village. They have a landing craft.
- ? Hattie stated her recommendation is to contact an electrician and come out when discussed timing, probably the end of June would be the best time, everyone should be in the village at that time. Discussed where they would stay, maybe the Courtney's.

Clementine Shangin

Regular Duties:

- I have been working weekly A/P.
 - Ordering supplies for the office & the village office
 - Keeping the Office Clean
 - Filing & organizing
 - Submit enrollment applications & make tribal cards as needed.
 - Help Betti when needed with audit documents.
 - Make airline reservations when needed.
 - Logging mail
-
- ✓ Shopped for Annual Meeting food items
 - ✓ Mailed out some stuff to village for annual meeting dinners

- ✓ Completed the election ballot mailout

Questions for Clementine:

- ? Margaret asked what are the 2 positions open? Clementine stated, Wesley and Stephanie.
- ? Fred asked about the fire blankets, Larry stated they are in his office right now and he will put them on the Flying D.

COUNCIL REPORT APRIL 2024

Nahada FY 21 closeout Q4 draw at \$12,984.00 was received by BBHA ck dated 4.12.24

Nahasda FY22 – 39,388.50 pass thru funds (admin 3938.85 & vouchers 35,449.65)

- Total funds expended : \$10,500.00 with 7 Families served and 16 checks processed
- I sent Nahada left over funds flyer to Steven on 3.18.24 and still waiting on approval for that notice. We will have to do a separate mailing because ballot mailing is over.
- Q4 draw 4065.00 received from BBHA ck dated 4.12.24.
- Q1 status report (Jan-Mar 2024) & draw request for 6435.00 was sent 4.15.24.

Nahasda FY23 – 39,858.00 pass thru funds (7,500.00 admin & for rental vouchers 32,358.00)

- Total Funds expended: \$ 9050.00 (Jan – April expended funds) with 7 Families served and 10 checks processed.
- Q1 status report (Jan-Mar 2024 only) & draw request for 6530.00 was sent on 4.15.24
- Just learnt that UTV must do a 36 page HUD for the fy23 since BBHA says they cannot still use the 2022 dated one & working That ASAP to get to Betti and due to BBHA by Friday 26th.

ARPA-HIP, 2024 ARPA 750 phase 4, and ARPA 2500 by Steven.

Thanks, Irma

Questions to Irma:

- ? Wesley asked about the leftover NAHASDA funds, if Julie could put them on the website. The flyer will be approved by Steven and Julie will put the information on the website.

VILLAGE STAFF MONTHLY REPORTS – April 2024

BBEDC Liaison

Regular monthly duties:

- Check emails post when needed.
- We helped pick up and burn garbage.
- Sit in on liaison zoom meeting.
- Help keep the community center clean.
- And other office duties

Special Projects:

- Changed Oil in Village generator
- Filled Community Center and Village generator with diesel
- Helped home owner get their house up and running

Questions to Maurice:

?

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.
- Also take pictures of residents' homes or property when asked to.
- I call Steven Wednesdays for any updates.
- 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 cleaned all the cupboards in kitchen, and I reorganized them.
- I've been working in the greenhouse with weather permitting.
- I got my office ready for the tribal library equipment to be put in.
- While Eddie is here in the village, I take pictures of all the projects and help with whatever he might need.

While Mikey in out of the village or working for Eddie I do the Liaison job for two hours a day

- Timecards.
- Check emails.
- Post when needed.

- Check on elders.
- And I attend the monthly Liaison zoom meetings.

Dolli Enright: IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

- ? Fred asked who is in the village, Dolli stated, Nancy, John, Hattie, Bill, Eddie, Dennis, John Ruhl, Tacoma and Manny.

Old business

9.0 Old Business/Follow up items:

9.a. Ugashik Land Lease Agreement – Steven stated Julie sent out this document and we should approve it, Julie stated for everyone to review. Wesley stated there is an edit, ELT, everyone to review and by Monday 5 PM

9.b. Summer EMT – Steven – Timothy is coming in, the paperwork has been completed. BBAHC stated not all of the supplies were received, however we did send them in....Hattie stated there is a lot of equipment that needs to be returned and the plane they sent doesn't accommodate everything.

9.c. Eddie Clark Contracts – Steven – building the loft in new equipment building and the pad for the heavy equipment attachments. Getting heavy equipment maintenance and repaired with Manny. Post fishing, do the loft in the new equipment building and fuel housing. Hattie stated that Eddie said it's good to have Manny there to do repair and maintenance.

9.d. Covid house – Steven/Larry - it should be completed by end of the summer.

10.0 New Business:

10.a SAVEC – Donation for new bldg. – they want to build a new building in Naknek and they are reaching out (they get BBEDC funding) for donations. Wesley asked what this is for, Steven stated it's for vocational education. Irma stated whoever helps them with any funding, they will have an area somewhere in the building that shows who is helping them, for example a conference room. Steven will forward the letter.....table for now.

10.b. Annual meeting – door prizes – Steven stated we need to discuss door prizes – Hattie stated Mikie had an idea of having prizes for people who attend the meeting and then prizes for all members. Margaret asked if there is going to be a way to attend via phone. Hattie suggested Zoom – discussion. Larry stated he would make it happen.

Steven stated last year the door prizes were: hoodie/cap, Alaska airline miles, gift card to Amazon, Walmart card. Irma stated that the tribal members included in the drawing were **voting** members.

Wesley asked if we could get tribal members input on door prizes. Hoodie/cap = last year's style. Gift card is a good idea. Alaska airlines miles – problem is UTV needs to make the arrangements, as transferring miles is expensive.

Eileen isn't sure about the 2 drawings, in person (people who have signed into the meeting) and not in person (members who HAVE voted)

Discussed 4 prizes per group.

10.c. – Approval of the 2021 audit

ACTION: MOTION to approve the 2021 audit

1st: Fred Matsuno

2nd: Wesley Matsuno

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

10.d. Summer Fuel Prices – Steven stated last year's prices were \$5.04 for diesel and \$4.95 for unleaded. Wesley stated last year the fuel prices were locked in, and he stated that there was a price change – Larry stated that the price went down and is now locked in.

ACTION: MOTION to retain fuel prices for 2024 at \$5.25 for diesel and unleaded gas

1st: Wesley Matsuno

2nd: Stephanie Rosario

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

11. Open forum:

Eileen questioned the land lease agreement under old business, Steven stated that in an effort to increase residency in the village, we are adopting a plan for folks to lease or purchase a plot of land, do improvements with the idea of increasing the village population and helping the village survive. The document was put together and vetted by our lawyer as an agreement between an individual and UTV. The lease is 25 years with options to renew. Hattie stated there is another interested party, and she directed him to contact Steven.

Larry stated Bristol Environmental might come out during the annual meeting – for BRIC

Fred asked about the latest word on fish and game finding a place in the village.....they are going to be staying with Brian Bennett.

Fred also stated we should put in electrical outlets in the new equipment building like the old one.

Next Mtg:

May 23 at 9:30 AM

Julie asked about Allen's successor, Larry stated we are a solid GO with Leah, she is involved with the repairs of the boat and she will be running the boat with Allen all year, with AGS and UTV.

MOTION to adjourn

1st: Fred Matsuno

2nd: Julie Gaumont

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

Adjourned at 11:23 AM Alaska time