

**Ugashik Traditional Village  
Council Meeting  
February 23, 2024**

**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.  
Larry Carmichael, IGAP & Special Proj. Manager

**From:** Julie Gaumont, Secretary

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

**1.0 Call to Order by Hattie Albecker, President, 9:31 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; Larry Carmichael, IGAP & Special Projects Coordinator; Maurice Enright, BBEDC Liaison; Dolli Enright, IGAP Assistant, Clementine Shangin, Tribal Administrative Assistant and Irma Rhodes-King, ARPA Projects Coord.

**Staff absent:** Clementine Shangin, Excused

**4.0 Tribal Members present:** Eileen James, Margaret Turnbow and Nancy Flensberg

**5.0 Accept Agenda**

**ACTION: Motion to Accept Agenda, with the updated meeting date, from February 2 to February 23<sup>rd</sup>.**

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

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

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

**6.0 Accept Meeting Minutes from January 24, 2024**

**ACTION: Motion to accept Meeting Minutes from January 24, 2024**

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

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

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

## 7.0 Special Guest Presentation: None

## 8.0 Reports –

### Tribal Manager/Administrator Report to Council – February 23, 2024

#### Grants Update:

##### Assistance Programs:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
  - The 2023 \$750 Utility Assistance funding is now closed, now that the new 2024 program has begun. 62 Tribal Members have received assistance (58 direct utility payments, 4 purchased UTV fuel). Total expenditure: \$47,245.50 which includes disbursements, purchase of UTV fuel and obligated funds.
  - The new 2024 \$750 Utility Assistance program has started. To date we have provided \$26,131.51 in assistance. \$23,881.51 in payments made to utility companies and \$2,250 for UTV fuel. 35 Tribal Members have received assistance.
  - Nothing has changed with this program: ARPA rental assistance (continuation of the CARES-Act rental assistance program): \$14,349.25 ARPA funds expended, \$8,548 in direct payment and \$5,801.25 in UTV fuel purchased. Seven tribal members helped.
  - Housing Improvement Program – To date 33 Tribal Members have received assistance. 68 payments have been made and one to UTV lumber. Total outgoing payments: \$285,185.34
  - \$500 Walmart cards have been mailed out. To date a total of 88 cards have been distributed to Tribal Member households.
  
- **BBEDC Tribal Liaison Grant:** I forgot to mention last month that this grant application was submitted on January 12<sup>th</sup> and fully executed the following week.
  
- **BBEDC Block Grant: I am currently working on reimbursement reports for the Flying D M&O and for Personnel costs (Manny and John K). Current balances of the open grants are as follows:**
  - **2020: \$5,066.40.**
  - **2021: \$57,071.86.**
  - **2022: \$367,219.60** – A reimbursement request in the amount of \$65,000 has been submitted for Flying D M&O expenses
  - **2023: \$485,930.00** – A reimbursement request in the amount of \$75,000 has been submitted for Flying D M&O expenses.
  - **2024:** The grant application was completed and sent in on February 9<sup>th</sup>. I have received the grant award letter, which has been signed and sent back. I'm waiting for the fully executed grant award document. I have contacted Eddie Clark to let him know he can start ordering the supplies for the Fuel Depot housing and any materials he needs for the landfill extension. Grant amount: **\$750,000.00**  
**Also building a loft in the new equipment building.**

- **BBEDC – Arctic** 2024 grant application will be submitted by the end of this week.
- **BIA - ICWA:** Frist quarter report was submitted. I am currently working on the FY24 grant application. ICWA, while operating on a federal fiscal year, doesn't send out application packets with the tribe's budget allocation until sometime in late January or early February. I received the packet on February 8. It is due back to Gloria Gorman by March 8.
- **EPA – IGAP:** \$10,191.37 was drawn down from ASAP from the EPA for IGAP.
- **BIA – ATG:** As stated last month, our contract for FY24 is fully executed, with Modification 3 being fully executed. We drew down the \$288,444.00 from that Mod. We received another modification (Mod 4) in the amount of \$115,891. This paperwork has been filled out and submitted. The funds were drawn down and are in our account. We are in year two of our three-year contract.
- **BIA Roads** – Nothing new to report
- **NAHASDA** – Annual performance report was submitted on January 30.
  - FY21: \$34,041 total budget. \$23,829 budgeted for assistance and \$10,212 for Admin indirect costs. \$16,100 was spent for assistance to six tribal members. \$7,729 ended up getting unspent and was swept back to BBHA.
  - FY22: 39,388.50 total budgeted. ~~\$25,449.65~~ \$35,449.65 for rental assistance vouchers and \$3,938.85 for admin in-direct costs. \$5,800 has been spent on assistance.
  - FY23: 39,858.00 budgeted. \$27,901.00 for rental assistance vouchers and \$11,957.00 for admin. Total funds expended: \$3,865. Four families have been served.

## **Projects:**

- **Audit** – FY22 audit is ongoing.
- **Flying – D Landing Craft:** Larry will have details.
  - The Flying D is in dry-dock in Seward.
  - The survey/inspection is getting done next week on Monday and Tuesday. Larry will be in Seward for this.
  - Insurance for this year has been secured and paid for.
  - Work needed this winter: Crane repair, Paul/Lacy crane maintenance and installation, paint boat, work on ramp, move refrigeration unit, survey, and inspection.
- Larry is working on the connex purchases and will have more details in his report
- **Tribal Library** – I have completed all the preliminary work needed to get UTV's Tribal Library started. I worked with representatives from MuralNet to get this done. A Billed

Entity Number (BEN), and an E-Rate Productivity Center Portal was created. A Letter of Agency was drafted and I added the consultants: Valerie Oliver from the State of Alaska and Kate Norem from MuralNet. I am submitting the documents to Alaska Tribal Spectrum for the \$5,000 start up funding.

- **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 Sceptic:** New Carpet and flooring.
  - **New gravel site:** We will be re-ordering the conveyer belt for the EZ Screen machine. We have received a quote of approximately \$28K (not including freight from Seattle) and will be finalizing this in the next few weeks.
  - **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 has sent an estimate of \$49,877. I have given him the OK to order supplies. This is budgeted in the 2024 BBEDC Block Grant.
  - **New Equipment Bldg:** Insulation and flooring tabled to 2025. Eddie has sent an estimate of \$11,750 for building a loft for the back wall.
  - **Road to the Win-Ray:** This project has been tabled until 2025.
  - **Disposal work on Win-Ray:** Tabled until 2025.
  - **Fuel Truck:** I contacted Eddie and let him know that we would like for him to get the batteries charged and start the truck up to ensure that everything is working.
  - **Caribou Cabin/Covid Isolation House:** Needs to get completed this spring.
  - **Purchase Brush Hog –** Larry is working on this.
  - **Purchase Rock Crusher –** Rami is helping us find one for sale.
  - **Extend Landfill:** Larry is working on a grant from ANTHC for \$50,000 that may cover the costs of this. He will have more in his report. Eddie's estimate for this is: \$38,275.00

## **Staffing & General Information:**

- Dolli attended the Alaska Forum on the Environment conference the first week of February. She is currently on leave from the 12<sup>th</sup>-27<sup>th</sup> of February.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, February 21, 2024

## **Questions to Steven**

- ? Mike asked about the fuel farm containment, are there any plans on getting patches for the liner? Larry stated he will contact Eddie and find out what type of patching material to use. Mike stated there is another type of patch.....Larry will find out the recommended procedure to fix.
- ? Mike asked about a pad at the new equipment building for the attachments. Mike stated John suggested this, like a 100 x 100 pad so that everything will be all together and much more convenient.
- ? Irma stated Steven's explanation was correct about the ICWA grant.
- ? Julie asked about Bo's well pump, will there be one ordered for him? Larry stated he will take care of it this week.

## **Betti Malagon, Finance Manager FY24 February 2024 UTV Monthly Report**

### **Monthly Routine:**

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

### **Projects:**

- **EPA-IGAP:** January drawdown 2024 completed, funds were deposited to Key Bank last week.
- **2022 Audit:** Pete continues with the 2022 audit. He took control of the Accufund software over the past weekend for updates and transferring accounting data.
- **ARPA Treasury/Enterprise LLC:** Am working on ARPA Treasury and Ugashik Enterprises, LLC funds in preparation for UTV Council's March workshop. ARPA Treasury funds need to be budgeted out by end of year 2024 and fully expended by year end 2025. Enterprises, LLC needs to reimburse UTV's Key Bank General fund, I will put together figures for the UTV Council to review authorize a transfer to reimburse funds expended for the Flying D. This will be reviewed/discussed for accuracy with Steven prior to presentation to UTV Council.

### **Banking:**

- Key Bank General account reconciliation completed through January 2024. Account balance is in great shape, BIA-ATG FY24 funds came through, plus an additional amount for Contract support.
- Northrim Bank accounts were reconciled with the close out of the ARPA fund CD's. Interest earned was \$17,818.80.

Bank of America credit card reconciliation was completed through Dec. 24, 2023 statement. Reconciliation for January 24<sup>th</sup> is still pending, Clem is still working on PR's for this statement.

## **Questions to Betti:**



## February 2024- 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 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 **Need to accommodate the warm up cycle, there are claims created.**
- 4.4 Looking into other funding for Water and septic development

### hazcom and safety plans

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Fencing posts to be removed so pole barn can be erected.

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

ACE supply will have New updated quote by this Friday 1/26, in process of getting this ordered.

### solid waste management plan

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Talked to Bob from Crowley on Monday, He will be sending me a quote on fuel prices..... 8K diesel, 2K unleaded?????or more???

Competing for funding to expand land Fill, sending in pricing and time line. Potential of \$50k, no answer yet. 2/20

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

Got quote from Eddie on landfill expansion, if we get funding this will be done in the spring.

Getting second quote from another general contractor on landfill expansion. Still waiting 2/20

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, and will get back to me the first week of March. 2/20

### air quality and Dust control

Late fall, no dust concerns.

EzScreen has given us a new 28' conveyor vs 24' that was used as a comparison, Can ship now to Seattle. Also \$10K cheaper..

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

Meeting with Allen and Willy (surveyor) next week 2/26-27 to complete Survey of Flying D.

Ongoing repair of Crane, getting price update as of 2/20

Getting welding quote for boat, also need deposit for parts and labor.

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

Refurbishing Paul and Lacy's crane so it can be delivered to the boat by March 15<sup>th</sup>.

Getting RES moved downstairs this spring **Leah is a certified refrigeration person.**

Putting steel plate on ramp to decrease plow of boat in water.. IE: make it faster. Welder will be onsite in early March

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

We are still hoping to have DOT 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 6 used, 1 new, 1-5 door will come in this year.

I have contacted AML on fees of our extra conex's to Naknek. \$1579.75 each

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 have gotten the lease paperwork from the Lawyer, still need to final lease/purchase paperwork this meeting. **Mark is ready to purchase the lot next to Bo.**

Justin and Mark are interested in purchasing or leasing a lot!!! Need to help him out!!!! **Justine is working with someone to purchase a lot.**

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#

**Welder needs to purchase a lot of steel for projects on the Flying D – RSW, gussets and dropping down the landing craft \$5k to purchase material**

### Training & Conferences

Dolli and I went to AFE February 5-9<sup>th</sup>

ACTEM coming up march 26<sup>th</sup>-29

Dolli and I are got our HAZWOPER cert renewed. At AFE

### **Questions to Larry:**

? Fred asked if he ordered the brush hog? Larry stated no, we have a large excavator, he has a quote and it's currently 30k that will go onto the excavator. The brush hog is 3 x 4 feet. Fred asked if it would be compatible to anyother equipment out there? Larry stated no, unless we purchase an entire brush hog. He stated this is the least expensive way to accomplish this. The problem is, the excavator is too much volts.

Hattie stated we are looking for reach, the brush will need to go way off of the road, also, we need it for the airport. The excavator has the reach.

? Hattie asked if he worked with Eddie on this brush hog, and suggested that he might want to discuss with him.

? Wesley stated that Justin was interested in a lot, and he's interested in Roy's old place. Larry stated we might have an issue with beach access. Fred asked about the access issue.....for Roy's old place, there are folks using Roy's old place to access the beach because of the mud. Hattie stated Bill and Mike use it.

? Irma stated the brush hog issue, the cost relation adjusting the excavator for the brush hog can be expensive.

? Hattie is leaning towards purchasing a separate brush hog.

? Larry stated that if folks want to ship crate, let him know.

### **Clementine Shangin – Tribal Administrative Assistant – read by Steven Alvarez**

#### **Regular Duties:**

Clementine's father passed away last night and did not create a report, however she is doing her regular duties.

Steven stated the air quality monitors have been ordered and delivered, however the instructions are all in Chinese and she's trying to find the documentation in English.

Fred asked if the monitors are the same as what Dolli had? Steven stated no, those are no longer available.

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

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## COUNCIL REPORT FEBRUARY 2024 – IRMA RHODES-KING

Nahasda FY21 – 34,041.00 close out data: ( 16,100.00 rental expended, 10,212.00 Tribal admin expended, 7729.00 swept back to BBHA as not enough apps). 6 Tribal Family served and 22 cks processed.

Nahasda FY22 – 39,388.50 pass thru funds ( admin 3938.85 & vouchers 25,449.65  
**\$35,449.65**)

Total funds expended : \$10,170.00 ( includes check pending) with 7 Families served and 13 checks processed

Nahasda FY23 – 39,858.00 pass thru funds ( 11,957.00 admin & for rental vouchers 27,901.00).

Total Funds expended: \$3865.00 with 4 Families served and 4 checks processed.

A huge thank you to Clementine for UTV's final approval from BBHA finance direct to use fy23 as she had to resend budget, resolution and MOA because the rep was on medical leave and no one at BBHA was working Mike Laughlin's emails.

Nahasda Misc: APR ( Annual Performance Report) was sent on 1.30.24 to BBHA. 2 new Tribal Households approved by BBHA.

ARPA-HIP, 2024 ARPA 750 phase 4, and ARPA 2500 Steven has the update on these programs already. I am working the ARPA utility requests as timely as possible.

The requirements are, the bill needs to have the tribal members name, account number and a balance due amount. This information

ICWA: ICWA grant report fy24 q1 sent 1/25/24 and now researching for my newsletter subject.

I will be calling in my February Council Report from home.

### Questions for Irma:

? Wesley asked about NAHASDA 2022, she reviewed.

**Nahasda FY22 – 39,388.50 pass thru funds ( admin 3938.85 & vouchers 25,449.65  
**\$35,449.65**)**

**Total funds expended : \$10,170.00 ( includes check pending) with 7 Families served and 13 checks processed**

### Questions to Irma:

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## VILLAGE STAFF MONTHLY REPORTS – January 2024

- Check emails post when needed.
- We cleared the airstrip and ramp of snow.
- We got the community center sewer unplugged.
- We helped pick up and burn garbage.
- Helped elder get his power going.
- We check oil and anti-freeze in village generator.
- Sit in on liaison zoom meeting.
- We started to fix tire flat on the grader.
- Help keep the community center clean.
- And other office duties

When I say we I mean John K. and myself

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

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

- Wesley asked about John Ruhl's hybrid system, John contacted Bob Ruby and is working through it.
- Fred asked if can tell us about the Health Cooperation meeting? He stated that he hasn't gone yet, he has only had a background check done.
- Mike stated the freezers in the blue building, the generator didn't auto start, but when he started it, all of the freezers kicked on at once and was lugging. He suggested that everyone move their freezers out once they have their hybrid system.
- Julie stated that they empty and unplug the freezer when they leave and as soon as the hybrid system is set up and running they will move it out of the equipment building.

### **IGAP Assistant (On Leave)**

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'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:

- While Mikey is out of the office I do the Liaison job a couple of hours a day doing.
- Timecards
- Check emails
- Post when needed
- Check on elders
- And any other office duties.

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

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

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

9.a. Set up everything needed for the state and feds for the tribal library, he will submit the necessary paperwork for the \$5,000 start up. Still waiting on AFN for their funding, he will reconnect with April Furguson. Moving forward and will have \$\$\$ to purchase materials, equipment and capital purchases to create the library and this library will allow for yearly capital funding.

9.b. Trencher, Larry stated he's found options, Ditch Witch new over \$20,000 or used one on consignment for \$8,500.

Also can be used for underground plumbing. Some people's yards got torn up, Larry stated that the line had to be below 4'. Wes stated we need to discuss it in executive session and invite Larry.

Larry stated he sent out a questionnaire for sewage, and we need to discuss it in executive session. Need to determine exactly what to spend on systems and what we are going to offer.

9.c. Lot Leases – executive session.

9.d. ~~Firetruck~~ Fuel truck Purchase – Steven, Eddie stated there has been a lot of snow, but it's been melting and he will review. More next month.

9.e. Connex Purchase – Larry – Larry stated that 20' connex, he opted giving 6 used and 1 new and a 5-door for the village. Now has to get them down there to the village. Use AML to deliver, they will use them and we have to pay \$1,579. Ida's and Mike's connex will go on Flying D, as they are next up for hybrid energy systems. Minimum of 2 and max of 4 can be shipped on the flying D. Discuss further in executive session.

Wesley stated that there will be electrical material to be sent out on the Flying D. Larry stated if it's smaller stuff like conduit, it's easy money.

## **10.0 New Business:**

### **10.a. – 2024 – 04 Resolution for ICWA 2024**

**ACTION:** MOTION TO APPROVE RESOLUTION FOR ICWA 2024-04

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

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

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

**Reminder in person council work session on March 18 and 19, 2024**

## **11. Open forum**

Margaret stated her question was answered, it was in regards to the air quality monitors.

Eileen stated Larry or whomever is digging up trenches, isn't he supposed to put them back as they were? Larry stated he's doing as good as he as he can do, there were cave ins and he didn't put down the dirt after digging it, they can go back and reseed and try to get it back to what it was.

**Next Mtg: March 18, 2024, 9:00 AM Alaska Time in person in the conference room.**

## **12. Executive Session @ 11:19 AM**

**MOTION to go into Executive Session**

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

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

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

**MOTION to go come out of Executive Session at 1:43 PM Alaska Time**

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

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

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

**MOTION to sell offer the sale of plat 94-08 lot 6 to Mark Bisonette for \$10,000 plus a legal fee of \$1,000.00**

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

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

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

**MOTION to go Adjourn at 1:43 PM**

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

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

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

**Meeting concluded at 1:46 PM Alaska Time**