

**Ugashik Traditional Village
Council Meeting
May 23, 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

Date of Submittal: August 28, 2024

1.0 Call to Order by Hattie Albecker, President, at 9:30 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; Dolli Enright, IGAP Assistant, Mike Enright, BBEDC Liaison, Irma Rhodes-King, ARPA Projects Coord., and Rochelle Sanchez, ARPA Admin Assistant

Staff absent: Clementine Shangin, Tribal Administrative Assistant, Larry Carmichael, IGAP & Special Projects Manager (was working in Ugashik Village)

4.0 Tribal Members present: Margaret Turnbow, Nancy Flensberg

5.0 Accept Agenda

ACTION: Motion to Accept Agenda

1st: Fred Matsuno

2nd: Wesley Matsuno

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

6.0 Accept Meeting Minutes

ACTION: Motion to accept Meeting Minutes from April 25, 2024

1st: Fred Matsuno

2nd: Wesley Matsuno

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

7.0 Special Guest Presentation: None

Tribal Manager/Administrator Report to Council – May 23, 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 \$37,250.00 in assistance. \$35,000.00 in payments made to utility companies (46 payments) and \$2,250 for UTV fuel (3 payments). A total of 50 Tribal Members have received assistance.
 - CARES/ARPA 2,500 close out data: Total assistance: \$18,849. Nine tribal members helped. Now that the new ARPA \$2,500 program is in place, this one is closed.
 - The new 2024 ARPA \$2,500 rental assistance has just started. To date we are in the process of making payments for three tribal members. We have received eight applications that are being processed.
 - Housing Improvement Program – To date 34 Tribal Members have received assistance. 72 payments have been made and one to UTV for lumber. Total outgoing payments: \$297,819.84.

- **BBEDC Block Grant:** I submitted direct payment requests for CEC Enterprises in the amount of \$15,780 (\$13,150 direct payment, and \$2,630 in admin) from the 2022 CBG, as well as one for \$72,015 (\$60,012.50 direct payment and \$12,002.50 in admin) from 2024 CBG. I also submitted a reimbursement report for \$25,000 from 2023 CBG for the cost of the EZ Screen conveyor belt. I will be submitting several more over the course of the next few weeks and will have more to report on for next month's meeting.
Current balances of the open grants are as follows:
 - **2020: \$5,066.40.**
 - **2021: \$18,583.02**
 - **2022: \$277,096.33**
 - **2023: \$401,667.25**
 - **2024: \$557,267.60**

- **BBEDC –** We have one confirmed Arctic Tern worker (Quintus Delap) and two possible workers (Mikayla Enright and Dylan Enright) for this summer.

- **BIA - ICWA:** Modification 4 FY24 grant contract A22AV00625 funding in the amount of \$36,082 was received, and returned to the BIA Office. Funding has been drawn down from ASAP and is in our bank account.

- **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:

- **Health Aide:** Timothy Villar is returning as our EMT for the fishing season and should be in the village between June 20-July 31.
- **Audit** – Now that the 2021 audit has been approved, Betti and I are wrapping up the remaining paperwork to close that audit. Pete continues to work on 2022.
- **Flying – D Landing Craft:** Larry will have details.
 - The Flying D is going into the water this week. As of now the plan is for it to set sail to Ugashik around May 28th.
 - The Flying D will be in place to start serving as a tender by June 13.
- **Connex:** XX 5 connexes for the individual hybrid energy systems were delivered to the village via Brice Construction last week. The Flying D will be delivering more. Larry will have details.
- **Tribal Library** – Internet server has been installed (pictures included). The \$7,000 check from Alaska Tribal Spectrum was received and has been deposited. This funding is to cover the costs of computers, workstations, printers, and library furniture. I will be working on this over the next few weeks.
- **Lake & Pen Grid Resiliency Funding:** It will be for \$450K (\$150K for three years). Igiugig Village Council will serve as the lead Alaska Native Tribe. Hattie and I met with Brian Hirsch, from Deerstone Consulting to discuss what we can use this funding for. We discussed the following ideas:
 - **Fix and/or upgrade existing generators**
 - **Install/repair batteries**
 - **Upgrade existing wind turbines**
 - **Add new batteries or upgrade existing Community Center and Equipment Bldg Hybrid system to provide power to the new equipment bldg..**

I will be working with Brian to flesh out some of these ideas into a project description, with budgets.

- **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:** **Conveyer belt is in the process of getting shipped to Naknek.**
 - **ARPA Hybrid Energy Systems:** Larry hopes to complete another 4-5 this coming summer. Troy has offered to help Larry, which could facilitate all of the remaining systems to be put together by the end of this summer.
 - **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.
 - **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)
 - Larry will have details on the Pumping Equipment
 - A new building covering the tanks and containment needs to be erected. **Materials have been ordered and paid for. They will get delivered to Naknek in time for this to be a post fishing project.**
 - **New Equipment Bldg:** **The new pad for the storage of heavy equipment attachments was completed and Mike and John have moved some attachments to it.**
 - **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. Logistics for it getting delivered to the village still need to be worked out.**
 - **Caribou Cabin/Covid Isolation House:** **Al Malagon has been in the village these past two week to work on getting this project completed. I don't have an update on it yet, but hope to have something to report by early next week.**
 - **Trencher – This has been delivered and is in the village.**
 - **Purchase Rock Crusher –** Larry will have updates.
 - **Extend Landfill:** **Eddie finished this project and I have included pictures.**

Staffing & General Information:

- Larry was in the village May 11-25. .
- Rochelle Sanchez started work on May 6. She has been working with Irma getting oriented and trained on the current and past ARPA programs. She has been a good addition to the office.
- I am planning on being in the village for our Annual Meeting by June 17 or 18. I plan on leaving on Monday, June 24. Betti will be there by June 19 and depart on the 23rd. Clementine should arrive by the 20th and depart by the 23rd.

Steven Alvarez – Tribal Administrator: Submitted via email on Wednesday, May 22, 2024

Questions to Steven

- Fred asked if the fuel truck could have been delivered by Brice? Steven stated no, he doesn't believe it was on Brice's agenda to stop and bring it down. Larry stated Brice is wanting to move the pole barn, fuel truck and conveyer belt. If everything goes right, they would deliver these for us.

Betti Malagon, Finance Manager FY24 May 2024 UTV Monthly Report

Monthly Routine:

- Bi-weekly Payrolls going smoothly. Timely IRS Tax Liability Deposits completed through EFTPS.
- Accounts payable, once approved, are processed timely. Am acclimated to two payables lists: UTV and Ugashik Enterprises, LLC..

Projects:

- **Budgets to Financial P&Ls:** Begin reviewing UTV grant budgets to ensure the P&Ls are in line with expenditures; UTV is 4 months to end of fiscal year 2024. Working with Steven on adjusting percentages for staff accordingly with staff fluctuations. ARPA Treasury and Enterprise, LLC are current.
- **EPA-IGAP:** April drawdown 2024 completed, funds were deposited to Key Bank 5/16/2024.
- **2022 Audit:** Pete continues with the 2022 audit. He submitted the final FY21 Audit documents report. He requested UTV's Management Representation letter be signed by Steven or Council President and returned to him. His signed Management Letter to the Tribe was also received.
- **ARPA Treasury:** The 4/30/2024 Annual expenditure/fund allocation report was filed timely.
- **Ugashik Enterprises, LLC:** Flying D payables have been very extensive this Spring, the Northrim bank account balance has decreased quite a bit.

Banking:

- Key Bank General account reconciliation will be finalized 5/22/2024 for April 2024 statement.
- Northrim Bank-Enterprises account reconciliation is incomplete for April 2024, I will work on this 5/22/2024.
- Bank of America credit card reconciliation was completed through April 24, 2024 statement.

Questions to Betti:

- ☐ Fred asked if following the audit, did Pete have any recommendations to our accounting system? Betti stated no, things were going well and he didn't find anything that needed attention. Steven stated that the primary concern with our financial process, was because so much of our funding is reimbursement, we spend money and submit for reimbursement. Essentially, we are borrowing money from another funding source and we are reimbursed and the money is paid back. Pete stated this isn't ideal, but we are stuck in this process.
- ☐ Wes asked about the Flying D expenses, do we need to replenish the account? Betti stated that there has been many expenses but the AGS freight and fishing contract will assist. Steven stated that he will be sending in reimbursements for BBEDC, approximately \$100,000.
- ☐ Hattie asked how much money was budgeted with BBEDC, Steven stated \$95,000 for 2024 and he has not submitted anything for reimbursement yet.

May 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, we are now fine tuning i.

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, Working with Troy

4.3 3 Hybrid systems in place, 2 working. RES finished Nancy's Hybrid, building 2 more

4.4 Still Looking into other funding for Water and septic development

hazcom and safety plans

Fencing posts removed so pole barn can be erected. Pole barn shipped and will be in Naknek on the 25th of May

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

ACE supply has invoice and parts are trickling in. 5/21

solid waste management plan

Crowley on Friday the 17th. We needed new fuel

Expanded the land Fill, still looking for funding, need to put the fence up.

Rear door for burner in conex , burn pipes need to be installed

fencing for landfill expansion in conex.

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

Early spring, no dust concerns, nobody in village.

EzScreen is sent 28' conveyer to AML Seattle in May, should be in Naknek now.

DOT had dropped off new grader for Landing strip... Pretty

Ongoing projects and concerns

Betti's Husband (Alberto) working on Covid house early May, parts on order from SBS delivered in conex. Missing parts *Alberto is diligent and has great attention to detail, Larry believes the Covid house will be really nice.*

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

Working on Flying D to launch on the 25th, numerous things need to fall into place

Ordered new anchor and chain, cable for ramp from Arctic Wire and Rope, to be delivered to seward this week

Signage for Flying D at this time is "Large logo back", things are crazy, may not be able to paint logo

Paul and Lacy Crane is a wash, cost us A lot of money for nothing.

Have welder on boat fixing stuff, ramp hinges, pulleys 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. Lots of moving parts to fix and or repair.

Last 2 conex's to be delivered seward on the 26th, if you got stuff, you need to get it to Rami's yard NOW.

Pacific Detroit Allison to come down on the 23rd to do maintenance on Flying D

I had 6 conex's delivered to the village by Brice construction, Allen to deliver the last 2 purchased 2 Jersey barriers for gravel and landfill this year.

I am in the village working on Fuel depot, fuel, incoming conex's, Hibred systems, Logistics for boat, payroll, suppliers, lots of stuff.

We have an issue with the new soft start water pumps... Troy to address later this year

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

New trencher for electrical, water lines in conex

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. I will purchased the extra 20#

Looks like the community center needs an new washer

Training & Conferences

Did monthly IGAP meeting with ANTHC,

Also talked to Santina to finalize FY25

Questions to Larry:

- ☐ Julie stated that we should have signage at the washing machine about what to and what NOT to wash....she observed people washing fishing gear, specifically, waders. Discussion and it appears that the brain of the washer was going out.
- ☐ Hattie stated that Bill took some stuff to the connex and the washer was not there, Larry stated that Rami put the washer in the connex last night.
- ☐ Fred asked if the connex was in the same spot as previously and the same combination number, Larry stated yes.

Clementine Shangin

Regular Duties:

- I have been working weekly A/P (UTV & Flying D)
 - 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.
 - Help Steven with BBEDC reimbursement requests.
 - Facilitate mailouts.
 - Make airline reservations when needed.
 - Logging mail
-
- ✓ Ordered the steaks for annual meeting dinner
 - ✓ Dropped off freight (freeze) for annual meeting dinners

Questions for Clementine:

☐

May 2024 Council Report UTV Admin / ARPA Program Coordinator

ARPA Misc: Council, I apologize as the April figures for the 2024 ARPA 750 phase 4 were totally wrong. My thanks to Rochelle Sanchez for that catch as we were training. May2024 figures that Steven has now are correct for all ARPA.

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 and expecting the Q1 reimbursement of \$6435.00 (sent 4.15.24).
- FY22 readvertisement flyer was approved by Steven and thanks to both Clementine and Rochelle for the Tribal mail-out soon after April Council meeting.
- May 28th 2024 the fy22 Nahasda left over funds available

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

- Total Funds expended: \$ 10,500.00 with 7 Families served and 13 checks issued as of this evening 5.22.24 and expecting the Q1 reimbursement of \$6530.00 (sent 4.15.24).
- Completed 2024 BBHA HUD document and 2024 CPA letter from Pete McGee were emailed to BBHA and UTV now is in total compliance for FY23 and thanks to Betti for extra help with that.

A Warm Welcome to Rochelle Sanchez joins UTV as our UTV ARPA Programs Assistant here in the Anchorage Office. Mikayla Enright has been coming in sporadically to help with Admin.

I have had the pleasure of training with both these ladies in their respective fields working in as much training in the little bit of time before my summer leave starting 31May.

Rochelle Sanchez joins UTV with an extensive Tribal Administration background and we are concentrating on the ARPA areas of training in addition to other areas of Admin. Rochelle has completed the Nahasda Purchase Order process training. Rochelle has already worked Nahasda in a different area of Tribal housing construction and now with UTV in the voucher program.

I will be back in the office for regular part-time hours at the end of August and will be training with Rochelle on both the ICWA data report (her FBI report will be back by that time) and training in all steps of the October Nahasda quarterly reports. We are training in between working the 2024 ARPA 2500 program that just started on 5.20.24. I still need to cover the ARPA-HIP overview and almost done with that. Also, will have Rochelle start the process of renewing the embezzlement insurance that is required to keep Nahasda in compliance this Friday as it expires around mid-June. Any other training areas that is needed after end of May, I am always available for a phone call and via email as I will check my voicemail and email on a daily basis, so that is not a problem. Rochelle is also assisting Betti with Admin areas as well.

Thanks, Irma

5.22.24

Questions to Irma:

?

VILLAGE STAFF MONTHLY REPORTS – May 2024

Maurice (Mike) Enright BBEDC Liaison

Regular monthly duties:

- Check emails post when needed.
- Helped Elders at their home
- Filled in rut at airstrip
- Sit in on liaison zoom meeting.
- Help keep the community center clean.
- Send in timecards & residency forms.
- Help burn garbage with John and Dolli.
- And other office duties

Special Projects:

- Graded Potholes in the road
- Moved Attachments to the new Equipment Bldg. pad & put equipment in new E.B.
- Took Scrap to landfill scrap yard.
- Helped unload Barge.
- Helped Elder work on his 4-wheeler.

Questions to Maurice:

- ☐ Hattie asked if she could resend the info on the small grader?
- ☐ Mike stated to Julie that he has a whole binder of information from BBAHC that she is welcome to review and if there are any questions, he'd be happy to answer them.

Dolli Enright: IGAP Assistant & Interim Tribal Liaison

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 help Elders when needed.
- I take pictures of any concerns and any projects going on in or around the village and send to Steven.
- 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've been working in the greenhouse.
- Helped with the Tribal Library people doing the installation of the server.

While Mikey is 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.

Questions to Dolli:

- ? Hattie asked if the tribal library is up and running? Mike stated yes, it's up and running but someone needs to sign off on it....the only concern he has is the plug in Dolli's office the outlet something is wrong with it. There is an extension cord now from Mike's office to Dolli's office
- ? Irma suggested for the library, could there be a small ICWA related department? Steven stated no, it's completely separate. Mike stated the internet worked the same as Starband, but you have to have a SIM card.....Steven stated he will get additional information when he talks to the guy.

Old business

9.0 Old Business/Follow up items

9.a. Tribal Library Update – Steven: Server and antenna installed Some issues and hope to have them resolved today. He will give an update. He will work with Hattie and whoever else would like to assist with the setup, computers, cubicles, etc.

Fred stated it sounds like we'll need special equipment to access the internet outside of the community center. Steven stated yes.

Larry stated the new library is on 2.5GHZ, non-commercialized bandwidth. Have to have a SIM card to use it. He brought microsim cards. Basically starting a niche market. He asked if there could have an adapted device to access the service. The radius of coverage is 1 mile in each direction. Hattie stated the person she spoke with, said it was 4 miles.....Steven stated he will speak with the person and get some additional information. Fred requested that Steven send out the info he receives, Steven stated he would.

For now the issue is for mobile devices, there is a hiccup.

9.b. Covid house – Steven/Larry: Larry stated AI is just finishing with the flooring – should be done today. Starting the skirting and countertop. He believes when everyone gets to the village, everything should be completed. Steven asked if Dolli could take some photos and send out, she said she would and send them out today.

9.c. Fuel Delivery – Larry: Larry stated Crowley came in and delivered 10,000 gallons of diesel and 2,000 gallons of gas. Larry will be bringing back fuel additives because the fuel has had issues.

9.d. Annual Meeting – door prizes – Clementine: Steven stated Clementine is ordering door prizes, half this month and half next month.

Fred asked if they tested the remote call ins for the meeting, Steven stated yes, it has been tested and the equipment has been ordered and is in his office. When they get to the village, they just need to decide on the configuration.

10.0 New Business:

10.a. Annual meeting: Steven stated we will do Zoom, when the agenda goes out, it will have the zoom invite info and he will be able to send via email the dial information, as well as post to the website.

Steven stated a lot of ballots have been sent in.

11. Open forum:

Margaret stated she's happy that Zoom has been set up for the annual meeting.

Wesley brought up the bonus for staff and council, why was the minutes regarding the bonus' removed from the website. It is an issue of transparency and is asking why the minutes were removed. It was explained that the minutes contained private, personnel information, that was the reason the minutes were removed from the website.

There was much discussion surrounding the bonus', it was also explained that bonus' were given in leu of raises.

Irma stated that she believes Ugashik Village has a wonderful council and a great tribal administrator who knows the ARPA grant and what is allowed and would not spend monies incorrectly, he follows the grant parameters. She further stated that with the additional federal funding, after Covid hit, we implemented several programs that benefited tribal members and these additional programs significantly increased the staff and council workloads. Again, the council decided, in leu of an annual raise, a bonus would be given to office staff, a bonus is a one-time gift and a raise would be an obligation to pay employees at a higher rate of pay.

Maurice stated that he and Dolli are available 24/7, and asked why they didn't receive a bonus? He stated that Dolli hasn't received a raise. It was explained that bonus' were given to office staff because of the increased workload because of the additional funding received by the government.

Please note this meeting was NOT recorded and during this discussion period, many people were talking at the same time and it was extremely difficult to determine who was speaking and what they were saying, so not all of the discussion is in the meeting minutes.

Next Mtg:

12. Executive Session @ 11:32 AM

MOTION to go into Executive Session

1st : Julie Gaumont

2nd: Stephanie Rosario

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

MOTION to go come out of Executive Session

1st: Julie Gaumont

2nd: Fred Matsuno

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

MOTION to adjourn at 12:20 PM

1st: Fred Matsuno

2nd: Wesley Matsuno

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

Adjourned at 12:20 PM Alaska time