

**Ugashik Traditional Village
Council Meeting
August 24, 2022**

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.
Maurice Enright, BBEDC Tribal Liaison
Dolli Enright, IGAP Assistant
Clementine Shangin, Tribal Admin. Assist.
Bre Hale, Administration

From: Julie Gaumont

Date of Submittal: September 17, 2022

1.0 Call to Order by Fred Matsuno, Vice President, at 9:03 AM PM Alaska Time

2.0 Council Member Roll Call by Julie Gaumont, Council Members Present: Hattie Albecker, President (on phone); Fred Matsuno, Vice President; Wesley Matsuno, Treasurer and Julie Gaumont, Secretary.

Council members absent: Stephanie Rosario, Member at Large

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

Staff absent:

4.0 Tribal Members present:

5.0 Accept Agenda –

ACTION: Motion to Accept Agenda –

1st: Wesley Matsuno

2nd: Julie Gaumont

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

6.0 Accept Meeting Minutes from July 21, 2022

ACTION: Motion to Accept Meeting Minutes from July 21, 2022

1st: Wesley Matsuno

2nd: Hattie Albecker

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

7.0 Special Presentation: None

8.0 Reports –

Tribal Manager/Administrator Report to Council – August 24, 2022

Grants Update:

- **American Rescue Plan Funding:** Implementation for the following program initiatives have continued.
 - \$650 Utility Assistance – To date 28 Tribal Members have received assistance. We have made 34 payments totaling \$17,776.07 (One person received an emergency assistance to prevent their utility from shutting down. He has yet to apply for the remaining balance.) There is \$39,943.93 remaining.
 - Previous \$500 Utility Assistance: 57 utility payments for 49 tribal households. A total of \$24,500.00 has been paid out.
 - ARPA rental assistance (continuation of the CARES-Act rental assistance program): We have processed three applications for a total expenditure of \$7,500.

- **Department of Treasury CARES Act:** Fully spent.

- **BBEDC Block Grant:**
 - Payment requests in the amount of \$264,625.00 are being reviewed for reimbursement.

- **BBEDC – Arctic Tern** \$6,000.00 2022 grant was received from BBEDC, of which we have spent: \$2,227.33 in wages and taxes. I will start working on the final report to them with P&L statements starting in October. Last year we still had expenditures into the fall months so we could not fully spend the grant. I want to make sure that we have that opportunity again this year. Final report is due by the end of the calendar year.

- **BIA - ICWA:** 2nd Quarter report was submitted July 28.
- **BIA – ATG:** I am currently working on the new three-year contract for FY23-26. Budget for year one of this grant is in your packet for review and approval. FY23 begins October 1, 2022 and runs through September 30, 2023.
- **BIA Roads–** New TTIP 6K1 Planning and Management funding in the amount of \$15,393.88 has been submitted. Resolution 2022-14 for this is in your packet as an action item. I am working with our grant officer on the 6V1 Tribal Shares document. This is funding for Planning, Road Maintenance, Design, Construction, Equipment Acquisition and Transit Ops. The amount allocated to UTV for this:
 - FY22 - \$201,344
 - FY23 - \$216,738.52
 - FY24 -FY26 - \$216,738.52 for each year.
 - Total Tribal Shares for 6V1 for fiscal years 2022 through 2026: \$1,068,298.72

- **NAHASDA –** Nothing new to report.

Projects:

- **Audit** – The auditors (Pete Magee and his associate) are working with Betti and I getting the necessary information needed to conduct their audit. Things were on hold while Betti was dealing with her father's passing and then contracting Covid. We are working on gathering the necessary information to finish the 2019 audit, so Pete can start on our FY 2020.
- **Flying – D Landing Craft:** We will be discussing this in detail on Wednesday afternoon and Thursday. Maritime lawyer, Mark Manning will be joining us via Zoom on Thursday at 10:00 AM. I have sent out a preliminary agenda for items that need to be discussed for this part of our meeting.
- **Fuel for 2022:** Larry will report on the status and the sales of our fuel to village members.
- **2022 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)
 - **New gravel site:** Larry was planning on working on this once the screen-machine was delivered by Allen. However due to weather conditions, the delivery happened after Larry left. It is now in the village and Larry is planning on getting the gravel made when he returns to the village in September.
 - **Fuel Depot:** Eddie Clark will be creating the containment pad for this project and is now planning on being in the village September 16.
 - **New Equipment Bldg.:** Materials are in Naknek. This project will start next spring.
 - **Road to the Win-Ray:** This project has been tabled until 2023
 - **Road to Disposal site for Win-Ray:** Eddie Clark completed this project last month.
 - **Barge Landing Final Phase by Eddie Clark -** Eddie mentioned that all that needs to get done is placement of more higher-level gravel at the shoreline. Once Larry gets the screen machine, he can start making gravel.
 - **Doors and Gutters for Cannery:** Materials are in Naknek and were not delivered by Allen. We will be discussing this in our in-person sessions.
 - **French Drain for warehouse:** This will happen when Larry returns to the village in mid-September.
 - **Win-Ray Disposal –** Larry dug a large burial pit at the end of the road that Eddie made. He successfully disposed of the metal waste that was on the barge and dumped it into the burial site out by the landfill.
 - **Fuel Truck Repair:** When the fuel tank facility is completed, the truck will be moved to the Barge Landing so it can facilitate the pumping of fuel into the 5,000-gallon fuel tanks.
 - **Cannery outdoor lighting Install:** Larry will be able to get to this after the gutters are installed. This will probably not get done this season.
 - **Caribou Cabins:** The materials for this are in the village. We need to discuss the cost of getting this cabin built, where it will go and what preparations will be needed to get it done.

- **All CARES-Act and ARPA projects: I am only listing projects that have updates since our last regular Council meeting.**
 - **Utility payments in the amount of \$650 for all tribal households: *The third phase of \$650 utility payment has started.***
 - **Three new \$2,500 rental assistance applications have been processed.**

Staffing & General Information:

- Irma is on leave and will return to work in October after her mother is taken care of.
- Bre Hale has been on board since early June, training under Irma's supervision. She is filling in for Irma while Irma is gone. She has been doing a good job.

Steven Alvarez – Tribal Administrator: Submitted via email on Tuesday, August 23, 2022

Questions to Steven:

- ☞ Maurice asked if some of the money can be used to repair the main road, Steven stated yes, we'd need to plan – who would be doing the repairs, man hours, materials, etc.
- ☞ Wesley asked about the charges for flats, Steven stated it is a monthly rental charge. We have 2-40 foot flats which are holding the new building. The 20 footer will be returned.
- ☞ Wesley asked about Fred's email, regarding dogs in the community building. Steven stated yes, the discussions have been made.

Betti Malagon, Finance Manager August 2022 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; Timely IRS Tax Liability Deposits.
- View and Research Profit & Loss financial statements by grant class as general ledger accounts are still needing correction
- Prepare monthly reports for UTV Council monthly meetings, July attendance excused
- Process Tribal Member assistance funds upon application completion and approval

Projects:

- EPA-IGAP: Per recent communication with EPA, Santana requested of her staff to take UTV off restriction for FY 2023 as documentation on FY22 drawdown requests were accurate (award FY23 as a normal grant without Special Condition financial review). Pending Response. I've been pulling documents for additional drawdowns for this fiscal year.
- Audit-FY19 & FY20: UTV Audit's still on hold since UTV's Annual meeting. Time has not been on UTV's side, Steven and I haven't gotten together to discuss where we are at yet.

Financial:

- Key Bank General account monthly reconciliations are completed timely, check book is up to date.

- Bank of America credit card reconciliation, completed through June, July statement should be ready to print later this week.
- Not ready to present P&Ls by class, pushing off the FY23, October 2022. monthly council meeting. Steven and I haven't had time to compare figures, good Fall Project.

Thank you all for your condolences and the beautiful bouquet of flowers, it's been a rough year losing two immediate family members.

Questions to Betti:

- ☐ Wesley asked the P & L - profit and loss, has she done a P & L for Ugashik Inc? Betti stated not yet, she will have it ready for the Flying D meeting. Larry stated that the billing hasn't been finished for 2021, so the P&L will not be accurate or complete. He also stated the expenses are higher than revenue.
- ☐ Wesley asked if she has spoken to Steven about coming on board full time. Yes, she will talk with Steven and is interested.
- ☐ Fred asked about the IRS issues, Betti stated we are still in limbo. We have paid what we owe, and they will review our petitions for monies to be returned.

august 2022- Environmental Program Update

Larry Carmichael Environmental Program Coordinator

Program Updates.

- 1.1 Sent in 3rd quarter paperwork
- 2.2 Verifying property lines of village members to see what property that will be suitable for sale or lease.
- 3.3 Stephen Price came out and recertified Land fill for another 5 years.
- 3.4 Not doing backhaul this year, I am working with Zender so we/flying D can be vessel for BB area backhauls.
- 4.5 Fuel depot outer barriers roughed in and will be finished this year
- 4.7 Bric funding now in final stages, hoping to implement work with Bristol Environment.

hazcom and safety plans

Reviewing all fire extinguishers in village to replace, it would seem the extra Fire extinguishers have disappeared.

Fuel farm tanks delivered to village. Eddie will install bladder in Sept. when gravel is made.

Tiny home delivered, are we going to build it? I will cover the side panels with plastic for future construction.

solid waste management plan

Stephen Price came out and recertified the village land fill. We are doing good!

We have an incinerator trailer, do we want another incinerator for it?? \$23K, Life span is 5-7 years per Tok welding

Moved excess overflow from barge landing that was on Village members property.

Opened up area at land fill with excavator, now we need to fill it up.

Are we going to put other Steel in this hole?? IE trucks, barrels, old fuel tanks, Misc??

Removed steel from barge and put in land fill , also put barricade up for safety and uncontrolled dumping

BRIC grant with Bristol Environment okayed, now I am doing training from FEMA

Fabricated temporary door for landfill as bear tore them off.

Ordered doors from Ak Woodstove. I will be installing them in Sept. Tok welding quoted \$3200.00 to install, Wow!

air quality and Dust control

Using the Fire truck to spray down the roads,

Going to winterize fire truck in September.

Setting up maintenance routine for IGAP truck.

Ongoing projects and concerns

Delivered fuel to village members.

We purchased fuel for village members, a lot went out that was not requested. Individuals with preexisting orders ended up not receiving complete order.. We need to better on this.

When I talked to Glen Alsworth from Lake Clark about fuel he said IF we brought in AV Gas, bring in 10,000 gallons and he will purchase it.

Victoria Briggs has a 13,000 gallon tank, does the village want to make an offer to buy?

The property next to Barge landing, how much should we offer the financial institution for these 3 acres?

While in village in July/Aug. I used Excavator and found that CMI sent out machine with minimal fluids. IE coolant and Hydraulic fluid, shall we complain?? Steven stated yes, Julie agreed

Working on maintenance cheat sheet so we keep Excavator in good working order.

I am in the village from September 6th- 19th to work on gravel pit, incinerator doors, French drain.

Wells assessments came in from Johnny (hefty Drilling). \$105K for 5 each 6" wells

Connex's tiny home setup at the basketball court.

Propane tanks now for purchase in village, also sending back empty tanks for refill The empties are on the Flying D.

Tiny home removed from the boat, I got them out of the elements. I will put plastic on wall panels in Sept.

When are we going to build tiny home??? Whom???

I will be purchasing 6 each shovels and rakes for gravel manipulation in the fuel depot.

Training & Conferences

Dolli will be getting her Notary paperwork renewed after she gets her named change.

At this point we have ordered 1k of gas and has sold 1250 gallons,

Questions to Larry:

- ? Fred asked if the people purchasing fuel have paid? Larry stated some people are using funding from BBEDC and ARPA funding. Larry is keeping a spreadsheet of fuel purchases. Steven stated there is an issue – he puts out the word of fuel needs, but when the fuel is in the village and is available, there were a lot more people asking for fuel that were not on the original list for fuel orders. That's why we have sold more gas than we had ordered. We need to come up with a plan, who will be delivering the fuel, how will they be billed?
- ? Fred asked if we have reliable pumps for the fuel? Larry stated no, not yet. Fred asked in the meantime, do we have something to use? Larry stated no, but most of the sales has been made to people with 55 gallon tanks. And he has something to use for the others (*I didn't hear what it was*). Discussed who has access to the gas, currently Manny, Mike and Dolli.
- ? Wesley thanks Larry for moving the mental off of the barge.
- ? Wesley asked if he has completed the inventory for the tiny home, Larry stated yes, but the pull sheet isn't very descriptive vs. what is there. Wesley asked if we have all of the lumber, Larry confirmed we have the large components. Wesley stated he spoke to Dennis and Dennis stated a lot of people are reluctant to do this work because of missing pieces.

- ☐ Wesley requested Larry to take care of 3 items:
 - Cover and wrap the west end of the BCI joists near Arts' property
 - Cover and wrap the dock crane controls
 - Remove the lifting straps and slings from the crane, and store them in the cannery
- ☐ Fred asked who is going to tamp down the dock logs? No one has been tasked to do it, Steven stated we don't have the crane to use the hydraulic hammer. Fred stated it should be done soon because the longer it waits, it will be harder to do.....Hattie stated can't we use the loader with the hammer and pound it back down. Hattie stated it should be done every spring. Fred asked if Hattie could speak to Eddie about it.
- ☐ Maurice stated, in regard to the fuel pumps, he thinks the 12 volt ones should be fine.
- ☐ Maurice suggested - for the dock pilings, can't we use the compactor? Hattie asked if the compactor would be too heavy for the dock? Mike stated there are certain pilings that heave up, can we remove them and span them – just a suggestion. Fred stated it's something we can explore with the construction company that put them in.....Steven stated he'll look at the contract and see if we can go back to them to see if it's feasible to replace the wood columns with metal.
- ☐ Maurice stated the ones that are heaving are the wooden ones, at the high tide frost line. Apparently, the frost heaves more on wood than metal.

AUGUST 2022 – STAFF REPORT

- ARPA Phase 2 Utility Assistance: 25 applications completed, 8 active and processing.
- ARPA-HIP: 7 applications completed, 7 active and processing applications, 1 pending.

GENERAL DUTIES

Answering the phone, responding to emails, logging mail, and copying/filing paperwork. Before Irma left for her personal leave, she was training me on the ARPA programs, FY21' research for invoices to put on current AP, and some training on the SFH Audit.

Questions to Bre:

- ☐ Fred stated he's happy to see the records of applications vs. completed, active and processing.

Tribal Administrative Assistant Report – Clementine Shangin

Regular Duties:

I have been working 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
- Completed new ARPA Utility Assistance mailing
- Gathering fiscal information for Steven's BBEDC Block grant reimbursement reports

Questions to Clementine:

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VILLAGE STAFF MONTHLY REPORTS – August 2022

BBEDC Liaison:

- Got back to work on August 1
- Check emails and post when needed
- Check airport conditions
- Help keep community center clean
- Sit in on liaison zoom meeting
- Send in time cards
- And other office duties

Maurice Enright
Ugashik/BBEDC Liaison

Questions to Maurice:

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IGAP Assistant

Monthly Duties

- I keep the roads clean in the village.
- I do the monthly visual landfill inspection at the end of each month.
- I pick up garbage on Mondays and Thursdays and burn with weather permitting.
- Keep the C-Center clean.
- Call Larry on Wednesday for any updates.
- I do other tasks or projects that are assigned by the Environmental Coordinator or the Tribal Administrator.
- And I pick up and deliver mail when needed.
- I post emails when needed.
- And any other office duties.
- And I scan and email timecards when they are to be turned in.

Special Projects:

- When Mike is out of the office, I also work from 8 to 12 and do the Liaison for 3 hours.
- Take pictures of summer projects in the village.

Dolli Enright
IGAP Assistant & Interim Tribal Liaison

Questions to Dolli:

- ? Larry asked when will she have her notary done? She stated that she has to go to Anchorage to complete this.

8.0 Old Business:

8a – ARPA Programs Update – Steven - We are in the 3rd phase of utility payments and they have mostly been coming in via email. Housing improvement program is a little more in-depth, sometimes they are going to the tribal member other times the vendor. Tribal members are very happy for this funding.

Steven stated that not everyone has applied.

With regards to the other ARPA funding, they are summer projects to be discussed with Eddie.

Julie asked about the funding for heads of households, we received information from Irma, but we have not determined what will happen in the event of bedroom rentals, rental of trailers, etc., for head of household tribal members living on the same property. We need to make a decision on this, we can be more lenient because this is the ARPA money and not CARES – which were more restrictive funds.

Wesley stated we need to set up some sort of barrier on the old airport near Ida's property so people don't encroach on her property. Larry stated we could put up concrete barriers.

Larry stated we need to address the access to the Winray burial site. Hattie stated it would be covered up, Larry stated we need to decide what to do with the rest of the Winray, about 1/3 of it can be put in the current hole.

8b – Summer Projects Update – Larry –

Larry has dug a big hole and the metal has been deposited, we need to decide what to do with the barge before next year, it needs to either be moved further away from the barge landing or sell it.

Tiny home – received most of the parts, all the big stuff. Need to discuss the building of the tiny home, the foundation. Justin and Rick are folks who want to move into the village, what property can we sell them?

He moved the stuff from Ida's property and blocked it off.

Mikey stated there is gravel under the basketball court. The tiny home footprint is 20x26, the current gravel under the court is probably 20x20. We can take apart the basketball court and use the lumber for something else.

Steven stated we have been discussing the location and the fact that it's a temporary isolation unit for Covid. Temporary placed somewhere and in the future, it can be purchased and moved. Wesley stated he has reviewed the plans and the house cannot be built on skids. We had discussed this option.....

Discussed backhaul – Julie suggests burying what we currently have and start fresh and backhaul items in the future. Hattie agrees. Maurice agrees, but added for the vehicles, we need to make sure the fluids are drained, and tires are removed. Hattie also stated that we can bury the Winray substructure near the river.

Steven stated we need to have a timeline, funding, who will be doing the work. Steven and Larry will come up with logistical plan and budget.

9.0 New Business:

9a –Resolution

RESOLUTION 2022-13 - Bureau of Indian Affairs – Aid to Tribal Government Funding

Motion to accept:

1st Wesley Matsuno

2nd Hattie Albecker

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

RESOLUTION 2022-14 - Bureau of Indian Affairs – Tribal Transportation Program

Motion to accept:

1st Hattie Albecker

2nd Wesley Matsuno

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1

10.0 Open Forum-Tribal members

Next Meeting:

Next Mtg: Friday, September 23, 2022, at 1:00 PM Alaska Time

11.0 Executive Session Moving Executive Session to Thursday afternoon

ACTION: Motion to Adjourn Council Meeting (morning session) at 11:05 am Alaska Time

1st: Wesley Matsuno

2nd: Hattie Albecker

Motion passed: Yes: 4; No: 0; Abstain: 0; Absent: 1