

**ORGANIZED VILLAGE OF SAXMAN  
REGULAR MEETING – JULY 8, 2024**

**A. CALL TO ORDER**

The meeting was called to order by President Joe Williams Jr. at 6:16 pm.

**B. PRAYER**

Invocation was given by Vice President Nora DeWitt.

**ROLL CALL:**

President Joe Williams Jr.	P	Vice President Nora DeWitt	P
Secretary Caryl Williams	P	Treasurer Charles (Chuck Denny)	UE
Councilmember Carrie (Wallace) Denny	UE	Councilmember Mike DeWitt	P
Councilmember Trudi Swink	EX	UE = UnExcused; P=Present; Z=Zoom	

Others present: Tribal Administrator Charlie White, Bookkeeper Amy DeTienne and Maintenance Supervisor Rick Makua

**C. PUBLIC COMMENTS** None

**D. CONSIDERATION OF THE AGENDA**

Motion/Second Caryl Williams and Mike DeWitt to accept the agenda with addition of adding Strategic Planning Workshop. All in favor, motion carried.

**E. APPROVAL OF MINUTES** Defer to next scheduled meeting.

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|---|--|
| E.1. June 26, 2024 Special Meeting      |  |
| E.2. June 24, 2024 Regular Meeting      | E.13. May 1 & 9, 2023 Regular Meeting    |
| E.3. June 10, 2024 Regular Meeting      | E.14. May 22, 2023 Regular Meeting       |
| E.4. May 15, 2024 Workshop              | E.15. June 12, 2023 Regular Meeting      |
| E.5. May 13, 2024 Regular Meeting       | E.16. June 26, 2023 Regular Meeting      |
| E.6. April 29, 2024 Regular Meeting     | E.17. June 27, 2023 Workshop at 10 am    |
| E.7. March 4, 2024 Regular Meeting      | E.18. June 27, 2023 Regular Meeting      |
| E.8. February 8, 2024 Special Meeting   | E.19. July 26, 2023 Regular Meeting      |
| E.9. January 23, 2023 Regular Meeting   | E.20. September 13, 2023 Special Meeting |
| E.10. February 6, 2023 Regular Meeting  | E.21. October 14, 2023 Special Meeting   |
| E.11. February 21, 2023 Regular Meeting | E.22. November 11, 2023 Special Meeting  |
| E.12. March 6, 2023 Regular Meeting     | E.23. December 11, 2023 Regular Meeting  |

**E.22. The following minutes have incomplete notes and no packets. Deferred**

A roll call will be taken to ask if you have any Council packets of information regarding what action was taken during these dates. Your response will go on record and then we as a Council

will have to decide what to do next. If you have any documents please bring them to this meeting.

2024-01-08    2024-03-19    2023-04-14    2023-07-12    2023-07-06    2023-08-08

## **F. STAFF REPORTS**

**F.1. CCTHITA Social Worker Report – Jackie Johnson**    No report.

**F.2. Maintenance Supervisor Report – Rick Makua**

R. Makua gave a verbal report as follows:

- Did pressure washing on Schoolhouse Building
- Left for funeral leave and while away Mike Simpson covered for him
- Rented a man lift to cut down major tree branches at \$300 per day
- With Summer here he plans to cut grass and make repairs to the building
- Planning to wash the truck with power washer
- Plans to cut grass in front of Saxman on the water side this week
- Clearing the manholes at the Seaport

R.Makua said he wants to hire somebody as he needs a helper and he explained his reasoning. The Tribal Administrator will meet with him.

**F.3. Tribal Administrator Charlie White**

Tribal Administrator C.White stated he would get everything done on the withdrawal from CCTHITA for the July 22<sup>nd</sup> meeting. He is working on the hires for both open positions and this will be advertised in the paper for two more weeks. He discussed these two positions. The resolution on the bank signers has been distributed to the Council. He reported he received the funds on the reimbursement requests from CCTHITA and this is no longer an issue.

**F.4. Tribal Administrative Assistant Report - Vacant**

**F.5. President Report - Joe Williams Jr.**

President J.Williams received 2100 pounds of king salmon, 500 pounds of sockeye salmon and 600 pounds will be coming in tomorrow. He stated he received seaweed and is waiting for Chuck Denny to distribute them. He advised Kevin Hood the Secretary Agriculture will be here July 31<sup>st</sup> at 2:30 until 5:00 pm and wants to meet with Saxman. He reported receiving a phone call from Doug Clinton regarding 100 canoes coming to Saxman in 2027. He stated they were invited by members of the community (Candy Williams and her niece) and he wants to have one person be the contact for this. He asked for a written request and hasn't received it yet. Mr. Doug Shelton will come and talk about this in person if desired. He stated the National Roads

meeting will take place August 25<sup>th</sup> through the 28<sup>th</sup>. He hoped to bring the food grant distribution to a close by the end of July. The average request was for 7 fish.

**F.6. KIC/OVS Advisory Health Board Report – Nora DeWitt**

Not meeting until Wednesday.

**G. OLD BUSINESS**

**G.1. Schoolhouse Rental Agreement**

**BACKGROUND:** OVS is waiting for the revised agreement to come back from The City of Saxman. If there are any further changes these need to be approved by OVS. Once this process is done either payment of rent will be made or the City may forgive the rent and offer a transfer of the building to OVS.

No progress on this. President J. Williams asked the Tribal Administrator to send an email to the City of Saxman Administrator stating OVS would like to have the rental agreement now and have it set as it is now. He asked for him to be copied on the email. This was deferred to next regular meeting. It was noted this document was needed for the 2023 audit.

**G.2. Daanaa Saati Board of Directors (CDC) Cash Call**

**BACKGROUND:** Nora DeWitt reported a verbal cash call was given at the Daanaa Saati Board of Director's meeting held in June. OVS Tribal Council asked for a written report on what has been accomplished with the last \$40,000 that was provided by OVS. Once received OVS will consider authorizing release of this payment.

No report was received, thus no action was taken.

**G.3. Traditional Food Grant Submitted Report (both Narrative and Financial)**

**BACKGROUND:** A copy of the final report that was submitted to the granting agency that provides the written narrative and financial close out has been requested. Far North Strategies advised at the last meeting they had not submitted this report but would send it once submitted. This was referred to the Foods Grant Committee.

**G.4. Traditional Food Grant Next Award Period**

**BACKGROUND:** At the last meeting this was brought up and it was mentioned the funds would not be as much as before and there should be another round but nothing definite has been received. This is to remain on the agenda until notice is provided and action is taken. This was referred to the Foods Grant Committee.

**G.5. Wood Mizer Status of Fund Reimbursements and Plan Of Action**

**BACKGROUND:** The Council was advised the Forest Service has provided an email that they released their share of payment on this grant. Denali Commission has advised they have approved their share of this grant. This is to remain on the agenda until these funds have been received and appropriate financial transactions are done ensuring the reimbursement to ARPA. Also what is the plan of action or Business Plan for this project?

This was referred to the Wood Mizer Committee

#### **G.6. IGAP Program Coordinator and Project Drawdown**

**BACKGROUND:** This position was to be advertised and Council is desiring an update. Also what is the status of the drawdown?

This was referred to the EPA-IGAP Committee

#### **G.7. Administrative Assistant Job Opening**

**BACKGROUND:** This position was to be re-advertised and Council is desiring an update.

#### **G.8. ICDBG Grant Program**

**BACKGROUND:** At the last Council meeting there was discussion on using these funds and the City of Saxman's CDBG grant to build a warehouse. Council was advised OVS would be using the ICDBG grant funds to apply for this with the assistance of THRHA. Resolution number, and voting certification was done and signed and left on the Tribal Administrative Assistant's desk for the Tribal Administrator to provide to Jackie Pata along with the last two copies of our audits.

#### **G.9. Tribal Employment Rights Office (TERO)**

**BACKGROUND:** Council was asked to read the TERO Ordinance and be familiar with it so that it could be discussed as the State of Alaska will be doing a road project through Saxman.

This was referred to the TERO Committee

#### **G.10. Espresso Machine**

**BACKGROUND:** President J. Williams asked for consideration to sell the Espresso Machine. At the last Council meeting the Council wanted to check on the fair market value and to make sure there are no grant stipulations as CCTHITA provided the grant funds to purchase this. This was referred to the Economic Development Committee.

President J. Williams asked the Council to recognize that the Tribal Administrator has been out sick and dealing with a personal family issue and he would like to defer this to the next scheduled meeting. A reminder was given that at the last meeting this was referred to the Economic Committee and they have not met yet.

**G.11. Heat Pump Grant Program**

**BACKGROUND:** An update on the status of this grant application is requested. This was referred to the Grants Committee.

**G.12. Property Purchase on Lot between Eagle and Totem Row**

**BACKGROUND:** OVS Tribal Council was advised CCTHITA Employee Desiree Duncan was going to come to Saxman and a report is requested on the status of this purchase. President J. Williams advised Desiree Duncan of CCTHITA will be here tomorrow.

**G.13. CCTHITA REIMBURSEMENT FOR 2023 AND 2024**

**BACKGROUND:** The arrears for OVS reimbursement came up in the meeting on April 29<sup>th</sup> and then again at the last meeting an update on this is requested. Funds have been received and this was previously reported on under Tribal Administrator's Report.

**G.14. CCTHITA WITHDRAWAL**

**BACKGROUND:** The Status of documents that need to be submitted to BIA and CCTHITA for our withdrawal of the 93-638 program funding and the IRR Roads funding. OVS Council was advised this would all be done by July 22<sup>nd</sup> and an update is requested.

Tribal Administrator C. White felt that July 22<sup>nd</sup> is a good date and will have all the documents done for the withdrawal from CCTHITA. He explained if OVS withdrew all of the funds it would help with the Tribe's in-direct rate. Processes and enrollment count needs were discussed.

**G.15. Transportation Improvement Plan**

**BACKGROUND:** CCTHITA Representatives discussed this at the last meeting and was going to send this to the Council so we can review and see what our Transportation Plan is currently. This has not been received and an update is requested. This was deferred to the Roads Committee.

**G.16. TABLET PROBLEMS**

**BACKGROUND:** In accessing Council emails the address showing is Central Council Tlingit & Haida not OVS. This needs to be corrected. Also our phone system needs to be corrected and Winona's name needs to be removed. Also the Microsoft office has not been purchased for our tablets. The one on our tablets is the free 30 day one. We need to purchase the business one as it covers 10 tablets. Status of addressing these problems. This was deferred to Administration to work out.

**G.17. BANK AUTHORIZATION AND CHECK SIGNERS**

**BACKGROUND:** Minutes were done, signed and left on the Tribal Administrative Assistant's desk for the Tribal Administrator to submit along with the resolution to the bank. Do we need anything further and have we gotten the new signature cards?

A copy of the resolution was provided to the Council. It was noted this was approved at the last meeting. Administration will carry out getting this done with the bank.

#### **G.18. AUDIT 2022 RESPONSE TO AUDIT COMMENTS**

**BACKGROUND:** In reviewing the minutes the audit comments required a response and a copy of this response is requested.

Bookkeeper A. DeTienne was asked to locate the audit response and she will reach out to our auditor for a copy.

#### **G.19. AUDIT FOR 2023**

**BACKGROUND:** OVS Tribal Council was advised the auditor is going to retire and will not be able to do our audit. So now we must obtain another auditor. What is the status of this? Are we going to do an RFP (Request For Proposals)?

This was discussed and C.White will check our Procurement Ordinance to see if Request for Proposal (RFP) is required. It was mentioned in the past we had to prove solicitation by providing a copy of our RFP request.

#### **G.20. FAR NORTH STRATEGIES CONTRACT STATUS**

**BACKGROUND:** A copy of the last two signed contracts with Far North has been requested and has not been received. The Tribal Council would like these to be able to discuss specifics of the contract and employee responsibilities and duties.

This was referred to the Grants Committee. It was noted one copy of the contract (12/21/23) was signed but one wasn't. It was requested to provide a signed copy of the contract continuing services. It was explained the contract is ongoing until cancelled with a 30-day written notice. President J. Williams explained his intention was to give them authority to Counsel and there was no additional charge for these services.

#### **G.21 CONTRACT WITH CALM HARBOR ON DIALYSIS PROGRAM**

**BACKGROUND:** OVS Tribal Council approved \$120,000 to Calm Harbor Clinic for the Dialysis Program they are establishing with a provision of a percentage share to OVS. Status of this proposal is requested.

Motion/Second Nora DeWitt and Caryl Williams to have a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) written by the Tribal Administrator regarding the 5% fee coming to OVS and the check is not to be released until this document is signed and returned to OVS. All in favor, motion carried.

## **H. NEW BUSINESS**

### **H.1. Invoice to date for Minutes project FY2023 and Jan-May 2024.**

**BACKGROUND:** An invoice was requested from Nora DeWitt and Caryl Williams for preparation of delinquent minutes. This was deferred to executive session.

### **H.2. July 31, 2024 meeting with Under Secretary of Agriculture 2:30 pm to 5:00 pm at the Tribal Office** Councilmember were asked to attend this meeting.

### **H.3. 2027 Canoe Journey one hundred canoes to Saxman; form a committtee 1. Nora DeWitt, Chair, 2. Mike DeWitt and 3. Chuck Denny**

It was noted that the invitation was extended by Candy Williams and her niece to have Saxman host this event.

### **H.4. Who can attend the transportation meeting August 25<sup>th</sup> through August 28<sup>th</sup>, 2024 in Durant, Oklahoma**

Nora DeWitt was asked and she did not know as she had some health challenges and needed to check with her doctor.

Mike Dewitt was selected as the alternate and will confirm when he knows his schedule.

Chuck Denny will be asked to see if he is available.

### **H.5. Tribal Administrator to write a letter to the Alaska Department of Transportation Commissioner Introduction of the Organized Village of Saxman TERO Ordinance**

The TERO Committee will work with the Tribal Administrator on this letter.

## **I. EXECUTIVE SESSION**

### **Proprietary and Personnel Matter**

Motion/Second Nora DeWitt and Mike Dewitt to recess the meeting to allow for this Executive Session at 7:41 pm.

Motion/Second Nora DeWitt and Mike Dewitt to call the meeting back to order at 8:52 pm. All in favor, motion carried.

Motion/Second Nora DeWitt and Caryl Williams to defer Agenda item H.1. Invoice to date for Minutes project FY2023 and Jan-May 2024 to the next meeting when the full Council is present. All in favor, motion carried.

Motion/Second Nora DeWitt and Caryl Williams to authorize the Committee Chairs to contact the Tribal Administrator for the needed information for the Council Committees. All in favor, motion carried.

## **J. UNFINISHED BUSINESS**

### **J.1. Resolution to the First Bank for authorized check signers**

This was approved at the Council meeting held on June 24, 2024.

### **J.2. Strategic Plan Review**

This is to be placed on the next Council meeting agenda for the full Council to address.

**This was distributed at the meeting with two additional Committees added on. One was the TERO Committee and the other was the Grants Committee.**

### **Saxman IRA Committees:**

- **COMMUNITY DEVELOPMENT:** 1. Nora DeWitt, 2. Caryl Williams, 3. Chuck Denny
- **CONSTITUTION:** 1. Chuck Denny (Chair), 2. Caryl Williams 3. Nora DeWitt, 4. Carrie Denny
- **ECONOMIC:** 1. Caryl Williams (Chair), 2. Mike Dewitt, 3. Nora DeWitt, 4. Trudi Swink
- **ENROLLMENT:** 1. Nora DeWitt (Chair), 2. Caryl Williams, 3. Chuck Denny, 4. Carrie Denny
- **EPA – IGAP:** 1. Nora DeWitt (Chair), 2. Trudi Swink, 3. Mike Dewitt
- **FINANCE:** 1. Chuck Denny (Chair), 2. Trudi Swink, 3. Nora DeWitt, 4. Caryl Williams
- **FOOD GRANT:** 1. Nora DeWitt (Chair), 2. Caryl Williams, 3. Trudi Swink
- **GRANTS:** 1. Nora DeWitt (Chair), 2. Joe Williams, 3. Trudi Swink
- **NEGOTIATE:** 1. Joe Williams (Chair), 2. Nora DeWitt, 3. Trudi Swink, 4. Mike Dewitt
- **POLICY:** 1. Nora DeWitt (Chair), 2. Trudi Swink, 3. Chuck Denny, 4. Mike Dewitt
- **ROADS:** 1. Chuck Denny (Chair), 2. Mike Dewitt, Carrie Denny
- **TERO:** 1. Nora DeWitt (Chair), 2. Mike Dewitt, 3. Chuck Denny
- **TRANSBOUNDARY:** 1. Chuck Denny (Chair), 2. Mike Dewitt, 3. Carrie Denny
- **WOOD MIZER:** 1. Chuck Denny (Chair), 2. Caryl Williams, 3. Mike Dewitt

## **K. NEXT MEETING DATES**

July 22, 2024 2<sup>nd</sup> regular monthly meeting for July

August 5<sup>th</sup> and 19<sup>th</sup> regular monthly meeting for August

July 10<sup>th</sup> Enrollment Committee meeting at 11:00 am



**L. COUNCIL/PRESIDENT'S COMMENTS**

Councilmember Mike DeWitt mentioned the property that used to belong to Gladys Natkong was for sale by the current owner through Coastal Reality.

President Joe Williams stated there is a home in Saxman that was lost to foreclosure. He stated this is now owned by one company they just want to sell this property. He mentioned he discussed with them the thought of OVS cleaning up the property and they discount the purchase price.

**M. ADJOURNMENT**

Motion/Second Mike DeWitt and Caryl Williams to adjourn the meeting at 8:58 pm. All in favor, motion carried.

Submitted By: Caryl Williams  
Prepared by: Caryl Williams, Secretary

Signed by: Joe Williams Jr. Date of Meeting: July 22, 2024  
President Joe Williams Jr. Council Approved

*Handouts not in the packet but distributed at the meeting:*

*Council Committee listing*

*Invoice for delinquent minutes project*

*Revised Agenda*

*Far North Strategies Contract December 20, 2023*

*Proposal 2023 OVS 5-Year Strategi Plan*

*Resolution #24-07-69 Authorizing Checking account signers & access for Info*

*Appendix A Public Facilities Operation and Maintenance Plan*