

**Summit Lake Paiute Tribe  
General Council Meeting  
Saturday, May 18, 2019  
Summit Lake, Nevada**

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**CALL TO ORDER:** Council Chairwoman Randi DeSoto called the General Council meeting of Saturday, May 18, 2019 to order at 9:48 am.

**ROLL CALL:** Secretary/Treasurer Eugene Mace Sr. called the roll: Chairwoman Randi DeSoto, present; Vice-Chairwoman Nedra Crane, present; Secretary/Treasurer Eugene Mace Sr., present; Council Member Philip Frank, present; and Council Member Steven Crane, present.

**STAFF:** Natural Resources Director, Rachael Youmans; Finance Director, Linda Quinn; Housing Manager, Austin New Moon; Enrollment Coordinator, Jenell Fellows; Tribal Coordinator Donna Komar; and James Waddell, Natural Resources Department Wildlife Biologist, present.

**GUESTS:** Jennifer Rovenpera and Craig Drake, BLM Applegate

## **REPORTS**

### **Council Reports**

**Chairwoman Randi DeSoto** had a meeting on May 13, 2019 with Ms. Youmans and Lee Ann Carranza and Sean Vogt from U.S. Fish and Wildlife Service. Ms. Crane and Ms. Youmans will be attending the meeting on May 29, 2019 from 11:00 am to 2:00 pm 6980 Sierra Center Parkway #120, Reno, Nevada at the new NDOW offices regarding the MOG for Lahontan Cutthroat Trout.

There were two Special Council meetings on May 16 and May 17, 2019 regarding the Personnel Manual. There will be many changes. Ms. DeSoto would like staff input. The Chairwoman also said she appreciated Ms. Komar and thanked her for taking the time to tackle the task. The Council has given much feedback thought to the Personnel Manual and added some of the new laws and regulations in regards to personnel. Some of those things will be incorporated into the new manual which is still in the draft phase. She talked about some of the things that they look at for the update. There will be changes.

Ms. DeSoto handled texts and emails. The Council sent Ms. Quinn to training in Sacramento, CA. Ms. Quinn said it exceeded her expectations.

There were things brought to her attention which she will handle at a later date with those involved in the situation. Across the board, she hopes that people can communicate with each other on a business level to function effectively. Working with the Personnel Manual over the past few days has emphasized what they should be doing and should be up-to-date with their policy and procedures.

She mentioned her availability on evenings and weekends and that everyone needs anything they should feel free to contact her. She will be out of town June 7, 2019 through

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June 9, 2019 and June 21, 2019 through June 24, 2019. She will have her phone and email is available. Contact her on her phone.

The one Tribal member who mentioned she put in for the Secretarial Election Committee and also for the Enrollment Committee, has withdrawn. It was sent in error. Another person called for information on the Secretarial Election. Ms. Komar called the BIA and talked to Marlis. Marlis said the SLPT request for a Secretarial Election was sent to the Western Regional office in Phoenix, Arizona on May 10, 2019. They are waiting for the authorization to move forward.

Ms. DeSoto did talk to Ms. Macko regarding changes to the draft minutes and the edits were made and sent out the final edit for this meeting. The recorder did not work during the May 16, 2019 meeting so Ms. Komar gave minute notes to Ms. Macko.

**Vice-Chairwoman Nedra Crane** attended the Annual Mid-year Tribal Enrollment Conference in Las Vegas, Nevada on April 23, 2019 through April 24, 2019. It was a good conference. It was regarding creating a stronger Nation. Some of the topics included: Where do you see enrollment in 50 years; Enhanced Tribal ID card which can be used as a passport; ICWA Child Welfare Act; Updating Records; All Season Procedure Developments; DNA - In How It Impact The Tribal Membership Management; Conflict and Management; and Definitions of common enrollment terms. It was good information.

Ms. Crane welcomed Ms. Fellows as Enrollment Coordinator. Ms. Crane feels that membership is important and that in the past it has been not a number one priority. Ms. DeSoto gave an overview of the history which explained that the focus had been on other things, but that the Tribe and Council are moving in a positive direction. She also welcomed Ms. Fellows.

On May 12, 2019 Ms. Crane tried to get into an ITCN conference by phone, but it did not work. They are still disorganized. There was a discussion of the current status of the ITCN.

Ms. Crane attended a meeting on May 13, 2019 with Ms. Youmans and Ms. Carranza and Mr. Vogt of the U.S. Fish and Wildlife Service. She will also attend the LCT MOG meeting with them on May 29, 2019.

May 16, 2019 and May 17, 2019 she attended the Special Council meetings on the Personnel Manual.

She looks for more enrollment training with the same people from the training in April in Las Vegas. There is another session of enrollment training in November in New Orleans, Louisiana. In December she would like to attend the NAHASDA training.

Ms. DeSoto asked Ms. Fellows if she would also be interested in the November training.

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Ms. Fellows is also interested in Grant writing. She would also like to research funding that was given in the past to see if she could possibly access the funds again. Ms. Fellows also has a contact with one of the head grant specialist with the Grants Management Office (GMO) in Washington DC.

There was a discussion on clearing sanctions with the EPA and carrying sanctions on paper, although unnecessary, with BIA. It was the consensus of the Council to write a letter to the BIA requesting that the sanctions be removed.

**Secretary/Treasurer Eugene Mace** said he sat in on the meetings for the revision of the Personnel Manual on May 16, 2019 and May 17, 2019. It was interesting.

On April 22, 2019 he went to a meeting in Carson City, Nevada with the Nevada Indian Commission Board. It was with Sheryl Rupert. They talked about the application that was sent out for review. When they got a response they dropped it down to three reviews which they will take to the Governor to make a decision. They discussed Ms. Rupert's job and who will cover the work since she will leave the job on May 29, 2019. Ms. Komar said that Ms. Rupert called and wished the Council well.

Mr. Mace said he came in to sign checks.

**Council Member Philip Frank** stated he also attended the meeting with Ms. Rupert. He learned how the budgets at the State level work.

He attended the Personnel Manual Special Council meetings on May 16, 2019 and May 17, 2019.

He monitored the Cultural Survey with Great Basin Land and Water up at Summit Lake on May 6, 2019 and May 7, 2019. Basically it was a four-mile hike from section corner to section corner of Section 35. Wherever obsidian flakes are found it is considered a site. There were 15 found. There was one significant finding at the head of Toll House Canyon about two ridges over. They found an old mining claim as well. Ms. Youmans explained that Mr. Frank accompanied archeologists for the Grant modification she has been working on to implement conservation actions. This survey was needed to be able to fence the two new sections of land added which were formerly public land.

**Council Member Steve Crane** stated he attended the two Special Council meetings.

### **Staff Reports**

#### **Natural Resources Department (NRD) Report by Natural Resources Director Rachael Youmans**

Ms. Youmans passed her report to the Council.

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Spring is here. The accumulated snow has melted rapidly. In the past month, snow depth at the SnoTel site has diminished from 32 inches to 0 inches on May 7, 2019. The Tribal weather station had recorded 0.24 inches of precipitation in the past month, and temperatures have ranged from below 20 degrees to above 70 degrees. This means lots of water which is good. There has not been a spring like this for several years.

Throughout the month, NRD staff members have been monitoring the annual LCT spawn run at the fish trap. To date, 576 LCT have been processed moving upstream. This number is encouraging, as it is already higher than the total number of upstream migrating fish processed at the fish trap in any year from 2014-2018 and it is expected that the spawn run will continue for several more weeks, increasing this number. The fish are also looking very healthy.

Throughout the month, NRD staff members have been monitoring juvenile trout traps in lower Mahogany Creek. A total of 53 LCT have been captured in these nets. This number is considerably lower than the number captured last year, possibly due to higher stream flows this spring as compared with 2018.

Ms. Youmans was excited that Mr. Frank was able to participate in the cultural survey.

From April 30, 2019 to May 2, 2019 the Ms. Youmans and Fish and Wildlife Biologists II and III attended the annual LCT Interagency Meeting. The meeting offers an opportunity for those entities working on LCT conservation and recovery to come together to share progress updates, scientific advancements, and collectively address issues facing LCT. This meeting is normally held in January, but was postponed due to the federal government furlough and rescheduled. It was a wonderful meeting this year. Mr. Waddell said was incredible and the presentations were very interesting.

Ms. Youmans is continuing to participate on the LCT Management Oversight Group (MOG) Coordinating Committee. The committee has been prepping things for the MOG. It covers the whole range of LCT. Summit Lake is different than anywhere else in the range and so it has been given its own unit.

The department has been doing sage grouse tracking. From April 30, 2019 to May 16, 2019 NRD staff members have tracked radio-collared sage grouse. A total of 10 birds, six of which are currently nesting, have been located. A remaining six birds are hoped to be located soon. Of the 16 birds wearing collars, six were collared in previous years and ten are from 2019. In the last few days two more birds were found sitting on their nests. This is the most birds found on nest than in previous years.

The installation of the Field Station water system will be complete in the next week. Both the part-time equipment operator and the part-time maintenance worker will be

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there. The water will taste better in the Field Station after May 20, 2019 to May 21, 2019.

Pending the passing and signing of the contract, Great Basin Institute (GBI) noxious weed crews will be at Reservation May 28, 2019 to June 4, 2019 and June 10, 2019 to June 17, 2019 to do herbicide treatment and mechanical removal of noxious weeds.

There is a LCT MOG Meeting May 29, 2019

Grazing Meeting: There will be a grazing meeting with Soldier Meadows and BLM at the SLPT Administrative Office in Sparks, Nevada on Monday, June 3, 2019 at 5:00 pm. Ms. Youmans will double check with Soldiers Meadows and has talked to Garret Swisher of the Winnemucca BLM and got confirmation from him.

Ms. Youmans wants to set-up a good agenda for the meeting to keep on topic. The Council left the topics choices to Ms. Youmans. She will send it out to the Council beforehand to see if they may have any comments or additional topics.

Burning Man/Fly Ranch Stakeholder Engagement: She passed a copy of an email received which was a follow-up to the call Ms. Youmans received from Robert Ferry from the Land Art Generator organization. This organization has been hired by Burning Man to hold a contest to develop designs for infrastructure to be installed at Fly Ranch, a new Burning Man property. They see the Tribe as a key stakeholder in the design development process and would like to set up a meeting for Tribal input. Ms. Youmans does not feel she is the right person to deal with this. They are having a meeting June 13, 2019. They also sent this to Pyramid Lake. There is a feeling that they just want to be able to say they involved the Tribes and locals. It was decided that Ms. Youmans contact them to say the Tribe is not in favor and that she is no longer available to meet with them.

Next steps for heavy equipment shed: This has been a very long process. Over the winter the Natural Resources Coordinator and NRD Director have both attempted to contact Coast to Coast, the company hired to provide the metal heavy equipment shed. Attempts have been made previously but without luck. Efforts to obtain information and get the installation scheduled were increased in the previous month following access to the Reservation. Attempts to gain information were unsuccessful. The NRD Director has called various people within the company each day for the past two weeks and has received no information. On May 13, 2019 the NRD Director posted a comment on the Better Business Bureau (BBB) website regarding our issue, as it was discovered that this had aided in the resolution of issues for other individuals. When Ms. Youmans called Friday, May 17, 2019, she was told the shed would be installed the week of Memorial Day (May 27, 2019). She is hopeful that this will happen.

Noxious Weed herbicide application: Last year tamarisk trees were found. They tried to dig the trees out and found it very labor intensive and incredibly difficult. They grow along

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the shoreline. If any roots are left they will regrow. There is a particular herbicide made for these types of trees and approved for use near water. The application of the herbicide is very targeted. The tree is cut and the herbicide is painted on the stump of the tree with a paint brush. Ms. Youmans feels something must be done this year before the trees grow out of control. The labor intensive digging out of trees was not very effective. She is asking for the Council's support to move forward with this method to take care of the tamarisk plants as part of the noxious weed program this year. This is the only method Pyramid Lake uses and Ms. New Moon says it is working. The USDA and Extension both recommend this. Great Basin Institute was the labor for the Noxious weed program last year. The cost is not to exceed \$31,396. It is comparable or less than it would cost for the NDR to do it. Altera helped with the planning of the project and the Great Basin Institute non-profit is the trained labor force. It is in the budget in Fund 130, a BIA grant. It is the Consensus of the Council to move forward with the herbicide application.

Regarding the reed canary grass will need to be managed, because Ms. Youmans does not believe it can be eradicated. It has its own grant.

**MOTION: Vice-Chairwoman Nedra Crane moved to introduce and approve Resolution SL-15-2019, "Approval of Contract with Great Basin Institute for Noxious Weed Treatment Assistance" with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-15-2019 enacted at 11:36 am.**

UNR for assistance with new water quality project: Several years ago the BIA funded a study on primary production (measuring water quality), algae growing in the lake. The project was developed in conjunction with UNR. The funds awarded were only enough to buy the equipment. Ms. Youmans added some funds into the EPA Water Quality grant for UNR's assistance with the project as originally intended. Ms. Youmans passed around a statement of work from the contract with UNR. She presented a resolution and contract with UNR for \$25,212 from Fund 135.

**MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-16-2019, "Approval of Contract with University of Nevada Reno for the Water Quality Program Assistance" with a waiving of the reading. Council Member Philip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-16-2019 enacted at 11:46 am.**

**Procurement Permission:**

Hydroacoustic transducer: Mr. Waddell explained that the NDR purchased an echo sounder to count fish a year or two ago. Unfortunately not all the items needed were purchased at the time. In order to make the project work it is necessary to purchase a new transducer and some upgraded software. Currently it is a single beam system which has

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a very limited viewing area due to the shallow water of the Lake. A second transducer is required to double the field of view and the software to count fish. The cost is \$30,587. Ms. Youmans explained how the original funds (102-8) were still available.

**MOTION: Vice-Chairwoman Nedra Crane moved to approve the purchase of echo sounder components in the amount of \$30,587.63. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion approved at 11:56 am.**

There is training offered for use of this equipment and software. Ms. Youmans would like to send some staff to training. The Council gave its approval to send staff to training.

Truck: A new truck is needed to haul things. There is \$45,000 in fund 102. A flatbed truck would be best. This has already been approved. It may take an extra \$1000 to \$2000 to get what they want.

**Approval of Grant Applications:**

White Nose Syndrome Grants to States and Tribes: Mr. Waddell explained White Nose Syndrome for bats. This fungus is causing problems with hydration of bats nationwide. Summit Lake is an incredible habitat for bats. There is money available for study to determine type of bats, how many, and behaviors during different times of the year. There is an RFP. There can be passive monitoring using microphone without any handling of the bats. The findings would be sent to the national model. Currently Nevada does not have the fungus, but it would be valuable to learn about the bats at the Lake before the fungus is detected. Bats are a good part of the ecosystem.

**MOTION: Council Member Philip Frank moved to support the proposal to submit a White Nose Syndrome Grant for States and Tribes. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion approved at 12:10 pm.**

Tribal Wildlife Grant: Some of the ideas for this grant are:

- A study of golden eagles: the numbers are declining. This would entail using transmitters and monitoring the birds. This would help in determining the habitats they are using.
- Migratory birds study: Water fowl, bald eagles and others. Ms. Youmans and other biologists believe that the Black Rock Range is an important spot for birds migrating from North to South throughout the year.
- To continue the PVA Project: This would also use acoustic tags in fish to show the movement throughout lake to help with capture and study of habitat.
- Landscape Conservation Forecasting: This is in partnership with the Nature Conservancy to do some modeling leading to a management plan based on

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- current conditions and the effects of different possible changes.
- Amphibian Inventory and Monitoring: To monitor and inventory the amphibians using a similar technique to the bat monitoring to help understand the animals and their use of water.

Ms. Youmans has not narrowed it down to one project yet. She can only apply for one. Ms. Youmans is trying to be strategic in selecting grants to apply for.

There can be crossover on the sound monitoring and they can also use drones.

**MOTION: Council Member Philip Frank move to approve the grant application for Tribal Wildlife. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 12:12 pm.**

Ms. Youmans talked to Aaron (Great Basin Land and Water) who said that BTAZ is not a willing seller for any arrangement presented.

Comment letter: USDA Animal Plant Health Inspection Serves, Wildlife Service in Nevada is preparing a draft environmental assessment of predator damage management in Nevada. Mr. Waddell explained it was a plan to eradicate predators throughout the state using various methods. This includes coyotes, cougars, raccoons, skunks, bears, badgers, mountain lions, ravens, magpies and other birds for example. Ms. Youmans feels many of these are important species to the Tribe. They are calling for comments. Mr. Waddell is familiar with predators so Ms. Youmans wants to have his assistance in making the comments which are due June 10, 2019. The Chairwoman agreed to sign the comments letter.

The Natural Resource Department report concluded.

Jennifer Rovenpera and Craig Drake, BLM Applegate Office, entered the meeting.

**BLM Applegate Consultation:** Jennifer Rovenpera and Craig Drake  
Ms. Rovenpera passed out her report including maps. Mr. Craig began the report.

Boulder Lake Wildlife Guzzler: This project proposed by NDOW proposes to construct a wildlife guzzler on a slope between Boulder Flat and Long Valley. This is to provide useable water to the area.

New Sage Grouse Resource National Plan Amendments: The process is finally complete. It does not change much for Applegate, but actually helps with a waiver for sage grouse projects regarding timelines.

Twin Lakes Project: Twin Lakes Project covers 2200 acres on the Hays Range. This is a



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juniper cutting project. They are also analyzing Horse Lake. Mr. Drake also talked about the public land acquired to provide access and will be included in juniper cutting.

Mr. Drake and Ms. Rovenpera discussed the archeology and the methods of managing juniper.

Mr. Drake continued the report.

Rock Creek Water Gap: The proposed project is to install a temporary fence along Rock Creek to allow livestock access to water. The water gap would be located in the Rock Creek Riparian Enclosure and adjacent the western boundary of the Barrel Springs Traditional Cultural Property. After a cultural survey, rock art was discovered so a new solution will need to be found.

Dugway Cattleguard and Fence: The purpose of the project is to relocate the cattle guard on Dugway Road to a more favorable location higher up the road. A new fence (700 feet long) would need to be built to tie in from the cattle guard to the existing allotment fence.

North Cowhead Grazing Renewal: They are working to renew the grazing rights but there are issues since it is a high density cultural site and is a sage grouse habitat.

Bitner Grazing Permit Renewal: Most of the allotment is in special dispensation per Ms. Rovenpera. Mr. Drake said the rancher does everything the old fashioned way with horses.

Nevada Coleman Permit Renewal: This is the next for renewal which needs a summary report.

Fire: Mr. Drake is short staffed so they will be down an engine. He cannot find engine captains. It is hard to compete with CalFire and new fire crews of the PG & E who pay up to double what the BLM can pay.

Eagle Fire Sagebrush Planting Project: The proposed action is to plant approximately 5,000 sagebrush seedlings in areas that burned as a result of the 2018 Eagle Fire which burned 2,100 acres of public and private land in northeastern California. Approximately 12 acres would be hand planted using BLM Fire and Resource personnel.

Juniper and Fuel-break Maintenance Project: The purpose of this project is to perform maintenance work on existing juniper reduction and fuel-break projects that were completed between 1997 and 2013. Treatments would focus on removing young juniper and other vegetation that have since grown back after the initial treatment.

Applegate Firewood Utilization Project: The purpose of this project is to improve

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fuelwood utilization within current and future fuelwood collection areas within the Applegate Field Office. A small or medium sized excavator would be used to move (yard) cut material no more than 300 to 600 feet within a designated fuelwood collection area to a native surface or gravel road. This will give people a safe opportunity to collect firewood with a required permit.

Hazard Fuels and Vegetation Management (HRVM) Programmatic EA Update:  
This programmatic EA proposes to address tree mortality on public and private lands throughout California. The programmatic EA analyzes the impacts from various fuel-reducing methods including manual felling, pile burning, understory burning, mechanical treatments, mastication, and associated infrastructure (i.e. landing areas and temporary roads). Following the conclusion of a 30-day comment period that ended August 8, the BLM California State Forester is currently reviewing and addressing all public comments and revising the document accordingly.

FirstNet Permanent Cell Facilities

This project would include the installation of two new cell tower facilities at Fox Mountain and Vya. The Vya facility would be located near Vya, Nevada and The Fox Mountain facility would be located at Fox Mountain peak near other existing radio towers. These sites have also been identified as a critical site to the FirstNet network. The FirstNet network will be a nationwide broadband network dedicated specifically to emergency responders.

Applegate Interpretive Panels: A total of 18 interpretive panels are proposed throughout the Applegate Field Office to highlight the historical events and natural phenomena of the area. Panels are proposed on BLM lands in both California and Nevada as well as on private lands and within county road right-of-ways. Three of the 18 panels are reproductions of existing panels at the Pit River Campground, but the remaining panels are new. For additional information, Ms. Rovenpera included maps and interpretive panel draft documents.

Fandango Road Repair Project

The proposed action is to repair approximately 176 feet of road bed that was damaged as a result of water runoff. In addition, approximately 0.69 miles of intermittent brushing along both sides of the road would occur primarily on public lands managed by the Forest Service.

Mosquito Acquisitions: The Mosquito Valley Ranch was purchased by a foundation created with funding from Ruby Pipeline. It is called the Sage Brush Habitat Conservation Fund. They want to sell the BLM 1200 acres which provides access from Barrel Springs Road up into the Calcutta area. The foundation is also willing to sell easement up to the Hays Range.

Nevada Rock Art Foundation: They were out last summer to continue doing survey work

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and recorded seven sites. They are producing a Massacre Lake Petroglyph Site Brochure.

Public Art Gallery 3-D Power Point: Ms. Rovenpera presented a slide program which used photos recorded by drone. The first part details the conditions and considerations that were necessary in using drone technology. The second part detailed some of the history of the recording of the sites. There was a discussion about historical assumptions and the handed-down tales of Native Americans which do not match. Many artifacts and Native history has been suppressed or misinterpreted. There were some great drone photos which could not be seen any other way. There are some virtual tours.

The next meeting Ms. Rovenpera of BLM Applegate will attend will be in August 17, 2019 at the Sparks, Nevada Administrative Office.

Ms. Rovenpera and Mr. Drake left the meeting.

There was a short break.

**Financial Report by Ms. Linda Quinn, Finance Director**

**UPDATE:**

- eLOCCS Access Authorization Form sent to HUD: There has been no response received to the request for Austin New Moon and Donna Komar to have access to eLOCCS.
  - Completed Fund 133: NFWF # 43455, Sub Award with Great Basin Land & Water has been invoiced and the finance department is just waiting for the funding of \$2,500.00.
  - Conference room chairs and a filing cabinet for Finance office were purchased.
  - The Finance department is still waiting for an approval of the Indirect Cost rate for 2019. There was some questions regarding Enrollment meetings and asked for the General Ledger. Ms. Quinn feels it should be received fairly soon.
1. MONTHLY BUDGET REPORTS: Ms. Quinn went over the Summary of Account Balances. Ms. Quinn passed out new comparative summaries which are more detailed. Ms. Quinn explained the new reports. Ms. DeSoto requested that Ms. Quinn send these reports out electronically instead of printing them. Ms. Komar mentioned she was available to do training for the Council Members on how to use their laptops.
  2. Fisheries A19V00561: Fund 141 received \$71,520 for Mod 1 for the full annual funds requested of \$96,589. Chairwoman DeSoto signed the award modification.
  3. Ms. Quinn is happy to report she can now create and maintain budget summaries. Dee and Ms. Quinn had the one-on-one training with an Abila specialist who

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walked them through the process. She was able to complete eight grant summary budget reports and hope to get the balance done after the annual audit.

4. The Audit with Blue Bird is swiftly approaching on May 28, 2019 – May 31, 2019. Ms. Quinn has been working with Mr. Carslaw to load year end balances among other journal voucher entries. They are prepared.
5. Ms. Quinn attended the monthly webinar April 30, 2019 was on Time and Effort Reporting. It had great information on providing consistent timekeeping records. The next webinar will be Wednesday, May 22, 2019 on “Effective Internal Controls.” It usually starts at 11:00 am however they only e-mail Ms. Quinn the time of the session a day or two before. She encourages everyone to attend. Please let the office know if a ride is needed.
6. Ms. Quinn attended a workshop in Sacramento, California on Grant writing. It was a detailed workshop with hands on group training in the steps required to write a successful grant. The grants she participated in writing were reviewed by the trainers, their critiques were so helpful. It allowed her to see how the agencies look at the applications. The basic do’s and don’ts were discussed. A list of grant sources was provided. Overall it was a great training focused on tribes learning to compete for funding from all sources, not just grants for tribes. They even discussed direct and indirect costs. Hopefully Ms. Fellows and Ms. Quinn can find some Administration grants.

**MOTION: Vice-Chairwoman Nedra Crane made a motion to go into Executive Session for Personnel for ten minutes. Council Member Philip Frank seconded the motion. Chairwoman Randi DeSoto called the Vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. The Council went into Executive Session.**

Council returned from Executive Session.

The Financial Report was concluded.

### **Housing Manager Report by Austin New Moon**

#### **Updates:**

May 2, 2019 Ms. New Moon received a letter from HUD stating the funds for 2019 Indian Housing Plans are now available. The Tribe was awarded \$74,594. The funding approval/agreement has been signed off on May 15, 2019 by Chairwoman DeSoto and was scanned and emailed back to HUD Representatives, Patricia Ojeda-Gomez and Cheryl Dixon the same day.

May 6, 2019 she received a letter from HUD stating they have reviewed the Annual

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Performance Report. Comments were made regarding the Activities Partial Accomplishment. There is a copy of this letter included in her report. She read the letter.

Ms. New Moon has now taken a few calls from Tribal Members asking about assistance. She has not received any applications. She did make two attempted phone calls to those on the waiting list that she has numbers for and she also mailed an application to those on the waiting list. She spoke to three applicants. One waiting list individual has already purchased a home. She left messages and did hear from a few who stated they would be getting an application in to her to see if they qualify for any assistance. She also took a phone call from a member who received assistance through Public Housing and was under the impression the rental assistance is income and wanted to claim that to help him secure his unit with Reno Housing. Ms. New Moon informed him he would not be eligible as he is already receiving subsidized government assistance and the rental assistance is not income that is paid to the household. She again explained that's not the way this program works.

Ms. New Moon created a little housing station in the front lobby, it has policies and the applications and checklist so anyone can grab one if they do come in. With the help of Ms. Fellows and Ms. Quinn, they were able to get all the chairs put together in the conference room.

Ms. New Moon is continuing to work on the Criminal Background Policy.

**Trainings:**

She has attended the following webinars

- Uniform Physical Condition Standards (UPCS) Inspection Training Inside and Outside of Units
- Minimizing Negativity in the workplace – May 7, 2019
- Roberts Rules of Order – May 7, 2019
- Executive Director Expectancies – May 7, 2019
- Housing Support – May 9, 2019
- NAHASDA Refresher – May 13, 2019
- Positives of Conflict – May 13, 2019

She will be attending the ONAP IHP/APR Training on May 21 and 22, 2019 in Reno at the Whitney Peak.

She would like permission to attend Environmental Training in Rapid City, South Dakota June 25-27, 2019. This is a free training. Just room and travel would be needed. It was the consensus of the Council to send Ms. New Moon to Rapid City, South Dakota June 25-27, 2019 for a free training for Environmental Training. Travel and room will be needed.

Ms. New Moon also asked permission to attend the Pathways Home and Native

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American Homeownership Guide training in Phoenix, Arizona in July 15, 2019 through July 19, 2019 which is a week-long. It is also free training with only travel and room required. This is the training she needs to certify herself in home ownership counseling. It is the consensus of the Council to send Ms. New Moon to the Pathways Home and Native Home Ownership Guide training in Phoenix, Arizona on July 15 through July 19, 2019.

Ms. New Moon would like permission to attend NAHASDA Essentials. It will be in Reno, Nevada. The location is TBD most probably at Whitney Peaks. It is also a free training in July. Permission was granted.

She provided a list of trainings if the Council is interested.

Nevada/California Indian Housing Association scholarship was posted on the website with the aid of Ms. Komar.

The Housing Manager report concluded.

**Enrollment Coordinator Report, Jenell Fellows**

Ms. Fellows thanked the Council for the opportunity.

Ms. Fellows gave an overview of her assessment of the Enrollment files. She found many inconsistencies, things that are out of place. She found some transcripts which correlated with what she was thinking.

She has a pretty aggressive agenda of things she would like to do. Identified what she would like to do to the records: identifying them, making sure there are no errors, duplicates etc. Ms. DeSoto stated that she had a copy of minutes of the latest meeting in regard to duplicates. That is a guideline that was approved by the Council. She will send it to Ms. Fellows.

ICWA inquires: There are a lot of individuals who proclaim that they are Native American with parents who were adopted, fostered or wards of Tribal Court and have no documentation. At this point they are not eligible, but she told them if they find documentation, family members, whatever, send it to the Enrollment Department for re-evaluation.

Some Tribes are going through a DNA component to prove that the child belongs to that Tribe. It is also being used as a component to disenroll individuals. This is food for thought for the future to allow open access to enrollment for the members rather it is through DNA or descendancy. If there is anyway the Enrollment department can prove heritage it is an important thing for the Tribe.

The Enrollment Department will need to wait for the Secretarial Election to be approved or not. She researched for Enrollment Department policies. Ms. DeSoto said to reference

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the Ordinances. Most of them are consistent but a few are outdated. She would like to make some recommendations.

She wants to talk about the DNA Ancestry Tribal Lineage Tracing System implementation and introduction. Ms. Fellows feels it was pertinent that the Enrollment Department has vitals and statics services and be able to provide a Notary for individuals who require certified copies. Other enrollment departments are involved in permitting. This would be another good service.

Progeny-Ms. Fellows would like to move from Progeny 8.0 to Progeny 10. The cost is \$8600. Training would cost another \$1600. This would be for up-to five people to get SLPT records up-to-date. It will also give access to files across the nation.

If the Tribe goes to descendency the membership numbers could quadruple in two years. Ms. Fellows says she has approximately 20 members that fall under the descendency category.

Ms. Fellows ran into two people with the same ID number. She researched it and the BIA seemed to have changed one, but she can find no information as to why or how this happened. Ms. Fellows will contact Bernita Simpson to aide in straightening this out.

Ms. DeSoto explained the history of when the Tribe first got Progeny and duplicated numbers started. Ms. Fellows is trying to reconcile the duplicate numbers and ensure that the Tribe has the most consistent, accurate records to date. Ms. DeSoto said the system was outdated.

Ms. Fellows thanked the Council and said she was excited to get things going.

### **Tribal Coordinator report by Donna Komar**

#### **IT Support**

- The new server is installed.
- New computers are installed and data is transferred.

#### **Other Information-**

- Mr. Crane's phone needs to be fixed again. It is a nightmare. She is sending it back again.
- Ms. Komar needs a different picture of Mr. Crane.
- Laptops and cell phones: Ms. Komar wants to schedule some time with each one of the Council members to do one-on-one training with her in the month of June. She will contact the Council members to set dates.
- Sara Huerta is applying for Educational aid.

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- Power Pole prices starts at \$10,000. More information is need for a more accurate cost. This is the information for Mr. Gallegos.
- Office lease expires in May of 2020. The dental office previously considered is back on sale for a new price of \$750,000.

**Council Mail-**

- Mobile Cell Towers – Applegate Office – Over 75 miles from the Reservation. Ms. Komar replied to them that SLPT would not be making comments.
- Grazing allotments in Oregon – Map enclosed – Over 75 miles from the Reservation. Ms. Komar replied to them that SLPT would not be making comments.
- Humboldt-Toiyable National Forest – Mineral Exploration – Over 75 miles from the Reservation. Ms. Komar replied to them that SLPT would not be making comments.

**Personal Manual**

This is being done to bring it up-to-date and protect the Tribe legally. It will be renamed the Employee Handbook. Ms. Komar will collect every Personnel Manual printed. Ms. DeSoto asked that everyone please give all their Personnel Manuals to Ms. Komar. Everyone will get the new Employee Handbook. This way everyone will be on the same page.

The rough draft of the manual was discussed at Special Meetings. Ms. Komar gave an overview of the changes of Personnel Manual to create the new Employee Handbook.

- Addition of a welcome
- Addition of a Mission Statement
- Addition of Equal Opportunity Page
- Changes in Definitions
  - No Tribal Executive Administrator –Done by the Chairwoman now
  - Part-Time
- Hiring Process removed and made into its own Policy
- Employee Status (what an employee is)
  - Introductory Period-no longer probation
  - Temporary Employees
  - Exempt Salary-Management (directors)-no overtime
  - Exempt Hourly-overtime with pre-authorization
  - Regular Hourly
  - Part-Time
  - Other Employee status
- Added a chapter on Notification
- Changes to Dress Code
- Added Employee Code of Ethics and Morals and Discipline



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- Progressive Discipline System
  - Employee Counseling Documentation Form
  - Employee Record of Disciplinary Action Form
  - These records go into the official Personnel file
- There was a discussion about retaliation or harassment. There is a Harassment policy
- Personal personnel files will be locked and in only one location. They can be kept for three years while payroll records must be kept for five years.
- Pay procedures
- Pay period is Saturday through Friday
- Pay checks are issued on every other Wednesday by noon.
- Direct deposit.
- Employee Performance and Wage Review Policy
- Percentage raises must be documented
- Employee Evaluation
- Training and Development-not many changes
- Comp Time-occasional and with authorization
- Leave-several additions: Military, Domestic Violence-must have documentation
- Chain of Command
- Delegation of duty
- Monitoring Employee Activity and Privacy-computers, files, the email system belongs to the Tribe and there is no expectation of privacy but the desk is private.
- Updated the Email Usage Policy
- Timesheets-no time clocks-There was a discussion of "grace period". Ms. Komar would like input.

Ms. Youmans thanked Ms. Komar for taking on the task of updating the policies. Ms. Youmans added that she discovered that the GAP Grant (coming in October) can pay to make sure all the policies are correct. It might be a good idea to get it put in the grant budget a review of the Employee Handbook by a lawyer or HR person to make sure it is being changed to the best it can be. Ms. Komar said it was a good idea and that it needs to be reviewed every two years. Ms. Youmans was given the okay to investigate getting money from the GAP Grant.

## **OLD BUSINESS**

Great Basin Land and Water: Mr. Mace wanted to know what was going on with the Land Grant. Ms. Youmans explained that the modification is in the process of being reviewed by the Bureau of Reclamation. The deadline is the end of September. The idea is to get the modification approved and then get an extension. She is trying to do as much as possible ahead of time.

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Next meeting:

Saturday, June 15, 2019 Regular Meeting at the Reservation from 8 am to 5:00 pm.

**MINUTES**

**MOTION:** Vice-Chairwoman Nedra Crane moved to approve the Saturday, April 20, 2019 Regular Council meeting minutes with corrections. Council Member Steven Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 4:45 pm.

**MOTION:** Vice-Chairwoman Nedra Crane moved to approve the Thursday, April 19, 2019 Special Council meeting minutes with the waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 4:46 pm.

**MOTION:** Vice-Chairwoman Nedra Crane moved to adjourn. Council Member Philip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Meeting adjourned at 4:47 pm.

**CERTIFICATION**

I, Eugene Mace, Sr., Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the May 18, 2019 General Council Meeting were approved with corrections by the Council during a duly held meeting June 15, 2019 at which there was a quorum present, and the Council voted:

4 - FOR 0 - AGAINST 0 -ABSTAINING, Chairwoman Randi DeSoto did not vote because there was not a tie vote.

7/02/2018  
Date

Eugene Mace, Sr.  
Eugene Mace, Sr.  
Secretary/Treasurer  
Summit Lake Tribal Council