

**Summit Lake Paiute Tribe
Regular Council Meeting
Saturday, February 16, 2019
Administrative Office, Sparks, Nevada**

CALL TO ORDER: Council Chairwoman Randi DeSoto called the Regular Council meeting of Saturday, February 16, 2019 to order at 8:02 am.

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

STAFF: Natural Resources Director, Rachael Youmans, Finance Director, Linda Quinn, Tribal Coordinator Donna Komar

GUESTS: Tribal Member Melissa Eller

REPORTS

Council Reports

Chairwoman Randi DeSoto attended a webinar on Wednesday, February 13, 2019 for Making and Managing Sub Awards. There was a Power Point presentation which was very informational. Next week, Wednesday, February 20, 2019 the Council members will be attending interviews with Ms. Youmans for Natural Resource Department positions.

Ms. DeSoto has been checking emails, texts, and phone messages.

She received a request via messenger from a Tribal Member for Tribal ID cards. She did reply saying she would be in the office the following Wednesday and would help them. She also heard from an incarcerated Tribal Member again who wants to help the Tribe however he can. She also received a letter from a Tribal Member requesting to be on the Enrollment Committee. They only need one more person for a fully functioning Enrollment Committee.

One of the candidates for the Enrollment position interviews has withdrawn.

Vice-Chairwoman Nedra Crane reported that although she was scheduled to attend two ITCN meetings, they were cancelled. On Wednesday January 23, 2019 she went to Carson City, Nevada and met with Sheri Rupert. She attended a presentation put on by Department of Tourism, Culture Affairs, Commission of Chambers, Nevada Indian Commission for 2019 Tribal Legislative Forum. It was an introduction to the legislative process and how to testify before the Senate Committee. She explained the basic process and identified a few of the bills under consideration.

On January 28 through 30, 2019 she attended a workshop for Tribal Enrollment and Reconstruction. See explained what the workshop entailed especially Tribal Enrollment Audits and reconstruction of enrollment files after losing the files due a catastrophic

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event. It seemed everyone she met used Prodegy. She enjoyed the conference.

January 2, 2019 she attended the budget meeting. On February 6, 2019 she attended the Enrollment Coordinator interviews. On Tuesday, February 12, 2019 she attended the Nevada Legislative Day in Carson City, Nevada with Donna Komar and Randi DeSoto.

It was stated that a person must be on the authorized drivers list to be able to be covered by insurance while driving a company vehicle.

On February 2, Mr. Cowan attended the Special Council Meeting. Ms. Crane wondered if anything was received from him regarding what he had asked for. Ms. DeSoto said she had not heard from him.

Ms. DeSoto stated that there would be a Special Meeting on February 27, 2019.

The LCT MOG meeting she was scheduled to attend with Ms. Youmans on February 27, 2019 was cancelled. Ms. Youmans said she would talk further about it.

Ms. Crane met with the people of the ITCN on Tuesday, February 12, 2019. They are requesting a meeting with the Council. Ms. Crane would like to set-up a meeting with Desiree Quintana regarding child care.

Secretary/Treasurer Eugene Mace stated that he attended Biologist position interviews, the Enrollment Coordinator Interviews and the Special Meeting on the budget and came in to sign checks.

Council Member Phillip Frank stated he is still in the learning process like Mr. Crane

Council Member Steve Crane has been studying his manuals and learning how use the computer and internet. He attended the interviews and the webinar which he liked and learned a lot from it.

Staff Reports

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

Ms. Youmans emailed the Council her report.

The highpoints:

The weather has been crazy. The references for weather are the SNOTel site up in the headwaters of Snow Creek and the weather station by the Tribal administration trailer. In January 2019 the snow depth at the SNOTel site was 19 inches. On February 14, 2019 it was 34 inches and on Saturday, February 16, 2019 the snow depth was 35 inches. Ms.

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Youmans is excited with this. The temperatures ranged from 50 degrees to zero in the past month.

The road washed out in January but the road was repaired after the Federal government was active again.

Ms. Youmans called the program manager for the road programs she wants to work with the BLM on. She was told that they had received three million dollars in funding and received three or four times that amount in proposals. They are suspending any further proposal applications. She is hoping for them to open up for more applications for next year (2020).

The Lahontan cut throat trout Management Oversight Group (MOG) was to meet to endorse updated recovery goals and objectives which the coordinating committee has been working on. The meeting for February 27, 2019 was cancelled due to schedule conflicts for some of the members resulting from the Federal government shutdown. The meeting will be rescheduled. They are aiming for the end of April.

The staff was busy working on more data. They are also working a report due in March and also finished all the reports that were due in January.

The Biologist 3 position was offered and he will be starting on Tuesday, February 19, 2019.

Mr. Mace asked about the Maintenance Worker position. Ms. Youmans explained that there had been no Native applications received and wants to open the position to the public on Tuesday, February 19, 2019. The part-time man, Mark, is more a heavy equipment operator.

Discussion Topics:

- There is a discussion that the office wants to get a new phone system. Ms. Youmans would like to take the old system to the reservation. It has more handsets, the right number needed. The Council felt it was a good idea.
- Ms. Youmans would like to obtain some things for the new field season.
 - A new truck: There is \$45,000 in Fisheries contract. She is looking for three or more quotes and will present them soon.
 - New computers and software for the new employees: There are funds for electronic equipment in Fund 108. The Council gave her the go ahead.
 - Staff living quarter comfort items: In the old administration trailer and bunkhouse there are no comfortable places to sit. She wants to get some new furniture. In the old administration trailer she wants a dining table so people can prepare food. She would get money out of the Fisheries contract. The Council agreed.
 - Safety and Emergency Response upgrades: The Tahoe Rim Trail

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Association offers wilderness first aid classes. She would like to send four to eight people to the training. It is more expensive than a Red Cross first aid training but well worth it and necessary for the remote location of the Reservation. The cost is \$265 per person. Ms. Youmans would like to build it into the budgets in the future. The Natural Resources Department has personal locator devices which are used by the staff who go far from the base of operations for certain activities, and which sends messages, GPS locations and can call the helicopter if necessary. There is an AED as a precaution and she wants to invest in updating the first aid kits and medicines for a trauma kit. The Council agrees and gives permission to purchase the training and necessary items. Since there are more new people Ms. Youmans would like to purchase more cold weather gear with Ruby funding. She estimates the need for four pairs of coveralls. Council gave permission to purchase.

- Use of the Admin email account: There are times a “generic” email is preferred for some specific uses like online purchasing or bid solicitations. Ms. Youmans would like permission to use it at least as a trial rather than paying for an additional email address. Ms. Komar said it was not being used often. Ms. Quinn agrees. The Council gave the Natural Resource Department permission to utilize the Admin email address.
- There was a request for proposals for Noxious Weeds due by March 5, 2019. This year they are requesting a letter of support from the Tribal Chairperson. This also applies to the rangeland inventory proposals. Neither of these grants allow Indirect costs. These are all competitive funds. Managing noxious weeds is an on-going battle and is important. Ms. Youmans explained which proposals were being considered and what they entailed. She asked for Council support. NRD has been utilizing Great Basin Land and Water to do the actual work with on the ground NRD representation.

Chairwoman Randi DeSoto called for a vote in support of a letter of support signed by the Chairwoman in support of applying for Noxious Weed funding: 4 FOR, 0 AGAINST, 0 Abstained. The vote was in support.

The previous range inventory is in the process of being completed. The new proposal will ask for funds to inventory the new additional Reservation land. Ms. Youmans explained what the proposal entailed.

Chairwoman Randi DeSoto called for a vote in support of a letter of support signed by the Chairwoman in support of applying for Range Inventory funding: 4 FOR, 0 AGAINST, 0 Abstained. The vote was in support.

- Webinar on the Native Farm Bill Coalition: NRCS has money in the Native Farm

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Bill for conservation. Ms. Youmans listened to the webinar because this could be a source of funding in the future. It is a large bill that occurs every five years. She explained the Farm Bill and the Native Farm Bill Coalition. In order to join the Coalition all that is needed is a letter of support. The Council took a vote and voted in support of joining the Coalition.

Great Basin Land and Water Grant: One action is to install a new wildlife friendly fence on the newly acquired 941 acres. This is also in a sage grouse and wild horse area. Ms. Youmans is proposing to put an additional drift fence at the top of the canyon. This grant also provides for maintaining the fencing. She is also hoping to improve and maintain the roads on the reservation including mowing on the sides of the roads. There are also parcels of land targeted for acquisition. Some of these actions need to go through NEPA first for cultural and biological impact. The Bureau of Reclamation (BOR) has asked if Summit Lake would like to coordinate the cultural survey in the area where the new fencing will be put up. Ms. Youmans explained how the BOR would mostly conduct the survey and the options the Tribe might have a part in. Mr. Crane and Mr. Frank volunteered to be the designated contacts and would like to walk with the archeologist during the survey. The BOR is asking what the plans are for the land acquisition: conservation or development. They need something stating that the plan is not for development in the near future so that the intention for the land matches the intention of the funding from BOR. The Council agreed that Ms. Youmans can tell the BOR that these lands are for conservation purposes.

There are interviews for biologist and technicians on Wednesday, February 20, 2019. There will be three applicants for biologist and four technicians. Ms. Youmans will post the maintenance worker position to the public.

MOTION: Vice-Chairman Nedra Crane moved to go into Executive session for 15 minutes for Personnel. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 9:49 am.

Executive session concluded.

The Natural Resources Department report concluded at 10:15 am.

Financial Report by Ms. Linda Quinn, Finance Director

UPDATE:

- The Berkley Net audit of our Workers Comp policy for 12/19/2017 – 12/19/2018 resulted in an overpayment of \$2,801.00 which has been received and banked.

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- Two employees will start on Tuesday, February 19, 2019; Housing Manager and Natural Resources Biologist 3.
 - Charles Carslaw met to discuss close out of 2018 programs on February 7, 2019. Progress was made. The electronic processing suggested by Mr. Carslaw was a huge success. Less money and stress to staff. It is a WIN/WIN. All W-2's and 1099's processed.
 - IT Company came in on February 15, 2019. There are only good things to report. Ms. Quinn mentioned what was done and was pleased with the quality of work.
 - Webinar Series for 2019 from Federal Grants Management Training: Procurement under Uniform Grants Guidance January 31, 2019 and Making and Managing Sub Awards February 13, 2019. Next webinar is March 28, 2019, Managing Property under the Uniform Grants Guidance.
 - 1st Quarter NAIHC (National American Indian Housing Council) Activities Report was shared.
 - Ms. Quinn still working on getting information from BIA regarding the Federal background check which was addressed in a letter from Marilyn Bitisillie, Carson City, BIA. She has made several phone calls and is waiting for a response.
 - Time permitting Ms. Quinn plans to listen in on two webinars: Indian Affairs Indian Loan Guarantee and Insurance Program from a banker's perspective on March 6, 2019 and MIP Abila, Reports - Tips and Tricks, February 20, 2019.
1. BlueBird CPA's engagement letter to complete the 2018 Annual Audit outlines expectations for both parties. Chairwoman DeSoto signed the letter.
 2. BUDGET REPORTS: Summary of Account Balances was discussed. The audit will be set for May 28 through May 31, 2019. Mr. Mace asked how much funding the Tribe would receive for 2019 CTGP. Ms. Quinn stated the usually \$150,000 is received for operating funds for the year. BIA is behind in allocating funds but should catch up soon.
 3. Ms. Quinn attended a conference with the Nevada/California Indian Housing Association and found it very good. Ms. Quinn recommended joining. Annual Membership Fee of \$100 to Nevada/California Indian Housing Association was approved for payment out of HUD money.
 4. Loss Prevention Visit Confirmation and Recommendations Report. Liberty Mutual Workers Comp. Insurance thru 12/19/2019. Safety Data Sheets were recommended. This was discussed with Rachael Youmans. The SDS from

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Summit Lake will be brought here and copied with additional SDS's downloaded by Dee creating an electronic version of downloaded SDS's to bring the recommendation to completion. There will be copies at the Reservation and saved digitally at the office.

5. eLOCCS Access Authorization Form was rejected for Donna Komar as they stated the dates were not the same (Authorized user and Approving Official), Ms. DeSoto will have the newly prepared form notarized. An Authorization form for Austin New Moon will be completed after she gains access to REAC.
6. The 2018 Indian Housing Plan Annual Performance Report was reviewed by Council and will be posted for a 30 day public review. Any comments received will be reviewed at the next meeting on March 16, 2019. Council will follow up approval at their next meeting as the 2018 APR is due by March 30, 2019.

The Financial Report concluded.

Tribal Coordinator report by Donna Komar

IT Support –

- DTS on-boarded our offices on Friday and went to work on upgrading our systems. Ms. Komar asked Ms. Youmans to have her staff document their issues and they could have DTS address them. The company gave SLPT a credit, because of the wait to get them in this week.
- Ms. Komar asked if the Council wanted her to work with IT and the staff to get everything Inventoried. The consensus of the Council is to have Ms. Komar take charge of this activity.
- Since they are being charged by the hour she suggested they have all IT needs go through one person so that frivolous requests are not being asked of the \$105.00 an hour company. It was the consensus of the Council for Ms. Komar to be the point of contact for the DTS Company
- Called Rito and let him know we appreciated him, but they went with a Company. He was very gracious.

Enrollment Coordinator –

- Vetted the 130 requests for an application received on Indeed.
- Phone interviewed 25 requesters.
- Sent applications or received application from Native preference and others for ten candidates.
- Set interviews for five
- One declined the day of the interviews

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- The Council will review the remaining candidates. If the chosen one accepts, Ms. Komar was given permission to send letters to the other applicants thanking them for their interest.
- She asked if the new Enrollment Coordinator person would be responsible for ICWA. The answer was no.

Trainings for 2019-

- The Progeny Training needs to be scheduled, she has tentatively reserved Wednesday, March 6, 2019. Ms. DeSoto mentioned that she will no longer be available on Wednesdays due to a change in her work.
- NAGPRA – Tribal Historic Preservation & Cultural Monitoring March 25-27, 2019 GSR
- Trainings during the Gathering of Nations – April 25-27, 2019 – Pow Wow ticket included – Need to move on this soon. Ms. Crane is interested in Robert's Rules of Order.
- Understanding ICWA training. March 25-27, 2019 Grand Sierra Resort – Possibly send Enrollment Coordinator.
- The past month Ms. Komar arranged Ms. Crane's travel to Vegas for her Enrollment Training.

Tribal Day at the Legislator – Senate/Assembly- Ms. Komar enjoyed it very much.

- Tribes displayed flags – There is a need for flagpole – and someone to be in charge of the SLPT Flag. This is usually a veteran. Mr. Mace volunteered.
- Banning together
- Anna Camp, Museum Curator in charge of artifacts from the Stewart School needs consultation on SB244 -

Employee Handbook/Personnel Manual-

- Ms. Komar recommended the elimination of the "appointed" employee classification – Use Temporary and put temporary 1 day to 2 years. Change classifications to Temporary, Probation and Regular. It really doesn't matter if they are part or full time. Leave is calculated by a percentage.
- There was a discuss of Salary Employee's vs Hourly

Other Information-

- Application for Enrollment Committee
- Former Member – Relinquished – wanted to be re-instated. The rules state that once someone have relinquished, they cannot become a member again. Her relinquishment resolution was not signed by the Secretary/Treasurer. Ms. Komar will check the minutes.
- Working on a Phone System without a monthly fee attached.

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- Mailed out minutes to Jerri Lynn Barlese from September through December 2018 and will send out January once they are approved at this meeting.
- Put together an Acronym Cheat Sheet for the Council
- Education packet requested by Jessica Jacobs – Sent out

Council Mail-

- Volkswagen Environmental Mitigation Trust Funds
- US Census – Information packet and Boundary needs – She asked who would take on this project; her or Enrollment.

The Tribal Coordinator report concluded.

MOTION: Vice-Chairwoman Nedra Crane moved to into Executive Session for 15 minutes for Personnel. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 11:23 am.

The Council returned from Executive Session at 11:53 am.

MOTION: Secretary/Treasurer Eugene Mace moved to approve candidate Melissa Ann Eller as a member of the Enrollment Committee. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 2 FOR, 0 AGAINST, 2 ABSTAINED. Motion carried at 11:54 am.

Enrollment Coordinator position was accepted by Claudia. It will be a part-time position due to budget and cost. The Council consensus was to make the position part-time. She will come in for orientation on Tuesday, February 19, 2019 and the official start date will be determined later.

Minutes

Ms. DeSoto thanked Ms. Macko for sending out the minutes for review prior to going out of town.

It was stated that the Base roll for 2018 must be sent to the BIA.

Ms. DeSoto explained what happened with the Enrollment Committee. Mr. Cowan will receive a letter asking if he wants to remain on the committee and that Ms. Eller has been made a member of the Committee and that there is still a need for two more people for the committee to become operational again. Ms. Eller will receive a letter stating that she has been accepted as a member of the committee and that two more people are required for the committee to become operational again. The Enrollment Coordinator is an employee

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and not eligible to be on the committee.

MOTION: Vice-Chairwoman Nedra Crane moved to approve the minutes of Regular Council Meeting of Saturday, January 19, 2019 with a waiving of the reading. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Minutes approved at 12:05 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to approve the minutes of the Special Council Meeting of Saturday, February 2, 2019 with a waiving of the reading. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 12:06 pm.

The next meetings are:

Special Council Meeting on February 27, 2019 at 2:00 pm.
Regular Council Meeting on March 16, 2019 at 8:00 am.

MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Meeting adjourned at 12:08 pm.

CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the February 16, 2019 Council Meeting were approved by the Council during a duly held meeting March 16, 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.

3/22/2019
Date

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