

**KARUK TRIBE  
COUNCIL MEETING AGENDA**

*Thursday, March 24, 2016, 3 PM, Orleans, CA*

**A) CALL MEETING TO ORDER – ROLL CALL**

**AA) PRAYER / KARUK TRIBE MISSION STATEMENT**

*The mission of the Karuk Tribe is to promote the general welfare of all Karuk People, to establish equality and justice for our Tribe, to restore and preserve Tribal traditions, customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance.*

**CH) APPROVAL OF AGENDA**

**EE) CONSENT CALENDAR**

**1. IT: Purchasing Account Agreement**

- Requesting approval of agreement 16-A-028 with Streakwave Wireless, Inc.

\*Agreement will setup a purchasing account with Streakwave Wireless in the amount of \$5,000 rather than using a credit card for purchases and maxing out credit cards. Procurement procedures will be used in accordance with our fiscal policies for purchases over \$3,000.

**1. Child and Family Services: Out of State Travel**

- Requesting approval for out of state travel to Columbia, South Carolina to attend Forensic Interviewing of Child and Adolescent Victims, Sunday, May 1<sup>st</sup> -Thursday, May 5<sup>th</sup>, 2016.

**2. Contract Compliance: KT and Happy Camp Sanitary District Agreement**

- Requesting approval of agreement 16-A-030 with Happy Camp Sanitary District. Agreement is for Karuk Tribe through IHS to assist with the construction of wastewater disposal facilities.

**3. Transportation: Procurement**

- Requesting approval to purchase Canon printer for Transportation Department in the amount of \$6,752.

**4. Transportation: Tribal Transportation Inventory**

- Requesting authorization of resolution 16-R-040 to approve the 2016 Tribal Transportation Facility Inventory Update.

**F) APPROVAL OF MINUTES (February 25, 2016)**

**H) OLD BUSINESS (Five Minutes Each)**

1.

**I) GUESTS (Ten Minutes Each)**

1. Carl Eastlick, Siskiyou Telephone
2. Pimnunihus Cename, Tribal Descendant

**II) DIRECTOR REPORTS (Ten Minutes Each)**

1. April Attebury, Judicial Systems Administrator
2. Lester Alford, TANF Director (written report)
2. Jaelyn Ownsbey, Grant Writer (written report)
3. Bari Talley, People's Center Coordinator (written report)
4. Dion Wood, TERO/Childcare Director (written report)
5. Emma Lee Perez, Contract Compliance (written report)
6. Alan Merrill, Education Coordinator (written report)
7. Erin Hillman, KTHA Director (written report)
8. Laura Mayton, Chief Financial Officer (written report)
9. Karen Derry, KCDC Operations Manager (written report)
10. Dora Bernal, HR Director
11. Alicia Derry, Self-Governance Coordinator (written report)
12. Leaf Hillman, DNR Director (written report)
13. Scott Quinn, Director of Land Management (written report)
14. Sandi Tripp, Director of Transportation (written report)

**K) REQUESTS (Five Minutes Each)**

1.

**M) PHONE VOTES (Five Minutes Each)**

1. Request approval to make an offer for a Yreka Home purchase, not to exceed \$150,000.  
Passed.

**M) INFORMATIONAL (Five Minutes Each)**

1.

**N) COMMITTEE REPORTS (Five Minutes Each)**

1. NCIDC Meeting Minutes
2. TERO Meeting Minutes
3. KTHA Meeting Minutes

**OO) CLOSED SESSION** (Five Minutes Each)

1. Enrollment (dinner break)
2. Taylor Super
3. Marshall Super
4. Stevie Albers
5. Sandi Tripp
6. Fatima Abbas
7. Barbara Snider
8. Tribal Council Members

**P) SET DATE FOR NEXT MEETING** (April 28, 2015 at 3PM, Yreka, CA)

**R) ADJOURN**

**Karuk Tribe – Council Meeting  
Meeting Minutes - February 25, 2016**

**Meeting called to order at 3:01pm by Chairman Attebery.**

**Present:**

Russell “Buster” Attebery, Chairman  
Robert Super, Vice-Chairman  
Michael Thom, Secretary/Treasurer  
Elsa Goodwin, Member at Large  
Renee Stauffer, Member at Large  
Charron “Sonny” Davis, Member at Large  
Alvis “Bud” Johnson, Member at Large  
Arch Super, Member at Large  
Josh Saxon, Member at Large

**Absent:**

None.

**Buster Attebery read the Mission statement and Sonny Davis completed a prayer.**

**Agenda:**

Renee Stauffer moved and Bud Johnson seconded to approve the agenda, 8 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

Arch Super moved and Josh Saxon seconded to approve the consent calendar, 8 haa, 0 puuhara, 0 pupitihara.

**Minutes of January 28, 2016:**

Renee Stauffer moved and Sonny Davis seconded to approve the meeting minutes, 7 haa, 0 puuhara, 1 pupitihara (Robert Super).

**Old Business:**

None.

**Guests:**

**1.) Todd Parker, Community Member:**

Todd is present to seek a contract for security services for the Tribe. He has been working with a company for two years and they have discussed the concept of providing security to the Karuk Tribe.

He reported that there is a plan for a packaged deal for patrol either armed or unarmed at the Tribes sites. They are thinking \$1,250 for their own patrol vehicle and costs related to that service. They are hoping to establish jobs for persons that are Tribal. Training can be provided and a guard card with a 40 hour class and fee. He noted that they can branch out into law enforcement after the initial training.

His company has provided security for government vehicles, clinics, buildings and similar locations. All officers are bonded and licensed by the State of California.

If a security officer is onsite then it will detour the thefts. They have a guard that could be available with the Tribes input on what and when the services are needed. They provide daily activity reports as well.

If there is a police, medical or fire incident then those are required to be reported which will be done. They would like the opportunity to branch into the Happy Camp area.

Robert asked how the guards detain persons. Todd reported that by law they carry cuffs and they will detain them until law enforcement arrives. They cannot chase someone but they do carry weapons. Robert asked if the security company has worked on Tribal land. Todd noted that no, but they have experience guarding a construction site at a casino. They are willing to get tribal specific training.

The \$1,250 per month includes standing guards and a patrol car. There will be a patrol vehicle that will check in with the standing guard. Arch asked if there are current locations they are also working at. Todd noted that they are not working locally but they are working on getting a contract at the Siskiyou County Fair. They have done that similar work as well.

The Council thanked Todd for his time and presentation.

**2.) Paula McCarthy, Tribal Member:**

Paula and Verna are present to announce the Basketweavers gathering at the end of April. They provided tickets for the Council to sell or others if they want to help. She is asking for donations for the raffle. They would like handcrafted donations. Last year, there were an estimated 39 prizes.

Buster thanked Paula and Verna for their continued efforts for the Basketweavers Gathering. Last year there was a fantastic turnout.

Paula thanked Sara and Erin for assistance in making tickets and the Admin office for allowing use of the Tribes equipment. Verna thanked the Tribe as well.

**3.) Debbie Bickford, Outreach:**

Debbie is present to update the Council on the Acorn Mini Grant and to answer questions or provide information. She reported that the activity of the "Big Boy Toy" challenge has been postponed. She updated the Council that the Forest Service is going to clear the blackberry bushes. She reported that the group challenged the 7-12 graders to design the course. They sent donation letters to various organizations for donations of items on a wish list. The group meets monthly with the Community Services District. The new water employee is on the committee as well so that assists in communication between both entities. Maintenance is a concern so they may need assistance from the Tribe. She would like support from the Council on maintenance needs for the obstacle course, over time. The High School principal is willing to utilize the course for students. Also, volunteers and porta-potties may be needed at some point. Josh asked what obstacle course maintenance is needed. Debbie noted that if there are some handy maintenance needs then those could be provided by someone who has experience with possibly one hour a week or so. Buster asked about the Big Boy Toy competition being cancelled. Debbie noted that there is a lot of volunteering needed to pull off the event.

Laura Mayton asked which fire crew. Debbie reported that it was the Forest Service.

Arch noted that in previous discussions the grant was approved by the Council and when she went on to projects, then the Council doesn't have any input into the activity. Debbie reported on the community involvement and that development as a requirement for the grant.

She reported on fundraising ideas. She will do a Mother's Day breakfast and Donkey ball in Yreka. She provided information and contact information to the audience.

**4.) Alan Merrill, Education Coordinator:**

Youth Council will arrive when school is out. The Youth Council arrived from the Happy Camp High School. The Council introduced them to the Youth Council and they afforded time for the youth to introduce themselves.

Conner reported that they have been doing quite a few activities for fundraising so far. They completed an Indian Taco Feed and Food Drive. They are conducting a crockpot cook off as well. They want to host an Easter Egg hunt for the Community. They have farmers market/fair for the community. They are going to hold a co-ed basketball tournament at the Wellness Center in April.

A tribal car wash is going to be planned. Annalee reported that the Youth Council is hoping to request washing tribal vehicles (20) and the Youth Council along with Cassidy supervising. They would charge \$50 per car for washing and detailing. KTHA, TANF and Administration have a combined total of 25 vehicles.

The Council will consider this and get back to the Youth Council. Buster explained what items are moved to closed discussion.

*Elsa excused herself at 3:49pm.*

Alan updated the Council on the Youth Council and their continued efforts. Paula asked if the Youth Council could hold a community car wash. Arch asked who represents the Orleans area. Alan will be reporting on that later with the Council. Arch asked that they get their picture and information into the Newsletter.

**5.) Jaclyn Ownsbey, Grant Writer:**

Jaclyn is present to provide her report and action items. She first sought approval of resolution 16-R-021. Renee noted that gathering willow was drafted to be in August but that timeframe should be in April. Verna explained that the materials can be gathered and used for another year but that may be difficult. Alan explained that having a collaborative working relationship with the USFS may be indicated at some point during gathering.

Renee Stauffer moved and Josh Saxon seconded to approve resolution 16-R-021, 7 haa, 0 puuhara, 0 pupitihara.

She then presented resolution 16-R-026 for the Senior Nutrition Program. It is for a van to replace their other vehicle.

*Elsa arrived at 3:57pm*

Arch Super moved and Renee Stauffer seconded to approve resolution 16-R-026, 8 haa, 0 puuhara, 0 pupitihara.

She will bring her last item to the Planning Meeting for Family Violence and Prevention Services.

Michael Thom moved and Sonny Davis seconded to approve Jaclyn's report, 8 haa, 0 puuhara, 0 pupitihara.

#### **Directors Reports:**

##### **1.) Lester Alford, TANF Director:**

Lester is present to review his report. He is having more child only cases. Work participation is about 50%. LIHEAP does not have any crisis funding but they anticipate funding in March. He reported on his continued activities of the TANF office. He provided information on the Obama Administration budget information. He has created his own childcare payment schedule. He will discuss that further with Dion. He is continuing to work on a Yreka remodel request to ACF and he also received approval for a vehicle purchase. He is continuing to work closely with Pat Hobbs and hopes to hire more counselors as time moves on.

He continues to work with the Education Coordinator to send children to education seminars. There are a lot of sports activity requests that he funds and they will begin to coordinate better communication between the agencies and TANF.

Josh asked why the Alaska Tribes are separate from the other Tribes and why the budget was increased in Alaska the most. Lester noted that this is more political because across the country domestic violence has increased. The cut to LIHEAP will impact services but they did increase funding in other social service programs. Arch commented that possibly inviting the Chargers agency to a meeting in Yreka, then that would provide good communication with the sports agency and the TANF program for the clients.

Arch Super moved and Bud Johnson seconded to approve TANF report, 8 haa, 0 puuhara, 0 pupitihara.

##### **6.) April Attebury, Judicial Systems Administrator:**

April is present to review her report. She did have a previous action item; however it is not prepared for presentation based on the strategic plan. She would like to be on the Planning Meeting agenda for follow up on her items. The timelines have been pushed back because of the agencies.

She then provided flyers for the community that will be distributed in the County, which will provide information to persons who may need resources.

Tanya updated the Council on teen dating violence activities. She reported that there were dances in all the communities. March will be "March against bullying" and if the community will support the march that would be great. Arch asked about services in Yreka. April noted that the funding is primarily funded for areas with little to no services.

April noted that she is working on struggles in filling positions which leaves lag time in expending her grant funding. She is hopeful to get another grant extension approved.

Elsa Goodwin moved and Renee Stauffer seconded to approve April's report, 8 haa, 0 puuhara, 0 pupitihara.

**7.) Leaf Hillman, DNR Director:**

Leaf is present to seek approval of action items. He reported that the consent calendar is working and he only has one item. He first sought approval of the Fire Adapted Communities, resolution 15-R-113 (amended resolution), and it is an exact same amount of items but not a funding change. Leaf reported that his closed session item will be postponed.

Today, two positions were filled for the fire program. Josh asked how the fire program is progressing this year. Dora reported that it is moving along.

Emma Lee noted that it is modification (1) to that resolution. The amount of funding hasn't changed but the work items are re-budgeted.

Buster noted that the Food Security Program has had a lot of participation in cultural activities. Leaf reported that yes, in the last month the program has been working with the kids. Lisa announced that with the youth camps they decided to move toward food and cultural activities such as deer and fish, or collection of acorns. Alan noted that the kids were very excited about the activities.

Josh reported that he went to a meeting regarding KHSA and KBRA. Since January, the State of California, State of Oregon and other agencies have been working on dam decommissioning in 2020.

Arch Super moved and Sonny Davis seconded to approve amendment (1) to resolution 15-R-113, 8 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Josh Saxon seconded to approve Leaf's report, 8 haa, 0 puuhara, 0 pupitihara.

**8.) Scott Quinn, Director of Land Management:**

Scott is not present.

Elsa Goodwin moved and Michael Thom seconded to approve Scott's report, 8 haa, 0 puuhara, 0 pupitihara.

**9.) Sandi Tripp, Director of Transportation:**

Sandi is present to review her report. She first presented resolution 16-R-013.

Josh Saxon moved and Sonny Davis seconded to approve resolution 16-R-013, 8 haa, 0 puuhara, 0 pupitihara.

She then sought approval of resolution 16-R-016 for funding transfers. This is a new process under the FAST ACT. She is very happy to report that this whole process has been done with work with staff, attorneys, Self-governance. Arch noted that the cover sheet hasn't been signed.

Arch Super moved and Sonny Davis seconded to approve resolution 16-R-016, 8 haa, 0 puuhara, 0 pupitihara.

She noted that her next action item has been sent to the Council via email. She noted that the document was approved previously but during review with other Tribes, collectively they identified an issue with a separate account for Federal Highways. Laura explained that different



checks and accounts would create an issue for the Tribe. Laura noted that with phone calls with attorney's and staff the language was changed. Sandi noted that it is under resolution 16-R-029.

Arch Super moved and Sonny Davis seconded to approve resolution 16-R-029, 8 haa, 0 puuhara, 0 pupitihara.

Josh asked about the previous resolution and it not being rescinded. Barbara explained that the previous resolution was approved but not submitted, so it wasn't enacted. Internally the process is to supersede the previous resolution because this one is different from one version to another. It will be tracked internally and stay in order, but be tracked internally as not submitted.

Her next action item is an agreement to allow for the Tribe to get funding in a RFA.

Sandi then reported that there has been damage to the red cap bikeway that was identified. The contractor is responsible to repair the road.

Josh Saxon moved and Renee Stauffer seconded to approve resolution 16-R-030, 7 haa, 0 puuhara, 0 pupitihara (Sonny absent for vote).

Sandi then reported that the stage bus is going to be discontinued on the 26<sup>th</sup>. This forces the Tribe to find alternate means for transportation for the transit needs to be met.

Sandi will also review the commute policy that will be reviewed.

Michael Thom moved and Robert Super seconded to approve Sandi's report, 8 haa, 0 puuhara, 0 pupitihara.

**10.)Bari Talley, People's Center Coordinator:**

Josh Saxon moved and Bud Johnson seconded to approve Bari's report, 8 haa, 0 puuhara, 0 pupitihara.

Consensus: to allow the brochure.

**11.)Maintenance Report:**

Provided for review.

Elsa Goodwin moved and Robert Super seconded to approve the maintenance report, 8 haa, 0 puuhara, 0 pupitihara.

**12.)Dion Wood, TERO/Childcare:**

Dion is present to review his report. He provided the meeting minutes from the TERO Commission and the Yav Pa Anav Committee. He noted that they were just approved. From his TERO Meeting there are two TERO Commissioners identified that he would request to attend training, April 19-20, 2016 in Washington.

Dion noted that he hasn't had a meeting since October due to Holidays and scheduling not matching up. Josh asked how come there hasn't been a meeting since October. Elsa commented that the TERO Meetings need to take place routinely. Arch reported that there were conflicting schedules as well.

Josh believes that it is difficult to approve travel when they haven't met since October. Dion noted that it is a regional meeting. Arch reported that the TERO Meetings are back on schedule now.

The travel request will postponed to a later date.

He then reported that there is going to be a face to face meeting with KCDC and other workforce components.

The EEOC has invited the Tribe to apply for a grant and the implications of taking funding from the EEOC and reporting. Dion noted that he would like to discuss this with Fatima when she returns. Dion reported that Hoopa already has this grant and have had it for years. Arch noted that the meeting should include a fiscal review. Dion will invite the necessary parties to the meeting.

May 9-10<sup>th</sup> is the TERO Strategic Planning. Council Members will receive an open invitation.

Dion would like to announce that a Tribal Member is starting up their own security company. He would like to have an RFP flown for security services to be fair and consistent.

Dion overviewed childcare and noted that he is glad that Lester is willing to work on their fee scale so that it is consistent.

Dion noted that the Summer Food Program will be moving forward. Josh asked about providing the services in Orleans. Dion will check into this. The lack of a trained USDA person to oversee the Orleans area will need some collaboration with that community on needs.

Josh Saxon moved and Bud Johnson seconded to approve Dion's report, 8 haa, 0 puuhara, 0 pupitihara.

### **13.) Emma Lee Perez, Contract Compliance:**

Emma Lee is present. She first introduced Susan Gehr and Crystal Richardson. They are working on the National Foundation Grant.

Susan provided an overview of the language grant program. Crystal has been assisting in coordination of language workshops.

Emma Lee provided a letter that she drafted for an appeal to HUD regarding ICDBG. Josh asked about the letter and which areas the Tribe will be contesting. Josh commented that there are other things that the Tribe is pursuing regarding this.

Josh Saxon moved and Robert Super seconded to approve appeal letter to Kimberly Korkin regarding ICDBG, 8 haa, 0 puuhara, 0 pupitihara.

Emma Lee noted that she included language into her report. Elsa noted that deliverables and expenditures should be provided which will show what the balances are and for what. Emma Lee will provide more information in her report.

Michael Thom moved and Elsa Goodwin seconded to approve Emma Lee's report, 8 haa, 0 puuhara, 0 pupitihara.

**14.) Alan Merrill, Education Coordinator:**

Alan is present to review his report. He updated the Council on the ongoing activities of the Education Department. Alan noted that Alicia provided a PowerPoint on Self-Governance and Tribal Office. The next youth Council Meeting is scheduled in Happy Camp next month.

Arch commented that the Youth Council should sit at the Council table so that they learn how to do governance meetings. Renee asked about the Orleans kids. Renee asked if Alan could provide information via Facebook for outreach. It seems that scheduling meetings during school time, means that Orleans will not be able to participate.

Alan did announce that the Education Committee would like to have sashes for the graduates. Elsa asked about the crockpot fundraiser, but Alan did not have the flyer so he couldn't reiterate all the specifics.

The Education Committee continues to meet and work on their items. They are working with collaborators on different activities in each community. They continue to set up college visits from schools to the Yreka area. He and Cassidy went to the StoryCorps training. He is working on career day and job fair days. Karen Derry and Frank Snider are on board for a career day, which will be to work with the youth.

Arch noted that the Youth Council did very well in Yreka.

Elsa Goodwin moved and Renee Stauffer seconded to approve Alan's report, 8 haa, 0 puuhara, 0 pupitihara.

**15.) Erin Hillman, KTHA ED:**

Erin is present to review her report. She updated the Council on the solar lighting at the Yreka Clinic.

Erin has submitted information to Alicia and DNR regarding land agreements.

The Happy Camp HIP Project is moving forward.

Erin reported that the smoking section for the Yreka Wellness Center will be addressed as it is a Wellness Center and making healthy choices. This is up to the KTHA BOC and they will develop a policy that coincides with a no smoking or drinking on or near the Wellness Center.

Interviews are ongoing to fill vacancies. Erin noted that there are additional insurance requirements on the Wellness Center. She is fine doing whatever the Council chooses to do. For outside agencies they will be asked for additional insurance.

Alicia and Erin will be working on a presentation for the Planning Session.

Erin asked about a market study that was done by KTHA. Erin noted that yes, for the LITCH project. Erin noted that if KCDC can use KTHA's market study for the Smoke Shop feasibility study. Josh asked if Karen had that information. Erin spoke with her about it but Karen has yet to request the information or have it shared with her.

Josh asked about the Tax Credit homes have cultural monitors. Erin noted that yes they do.

Josh Saxon moved and Renee Stauffer seconded to approve Erin's report, 8 haa, 0 puuhara, 0 pupitihara.

**16.) Laura Mayton, CFO:**

Laura is present to review her report. She provided the Council a contract with ROI and submit the contract to the NIGC. The Tribes lawyers have reviewed it and the gaming group believes this is the most final version to submit to NIGC.

The agreement with Porch Creek will include consulting services. Laura noted that Porch Creek is extremely dedicated to customer service and you can tell by their operations.

Renee Stauffer moved and Michael Thom seconded to approve agreement 16-A-031 ROI, 6 haa, 0 puuhara, 2 pupitihara (Josh/Elsa).

Laura then requested out of state travel for MaraLei and Tamara to NOFOA training. It is a good training that is specific to Tribes and specific to the finance department. It is in May in Arizona.

Arch Super moved and Bud Johnson seconded to approve out of state travel for MaraLei and Tamara to Arizona, 8 haa, 0 puuhara, 0 pupitihara.

She then sought out of state travel for Laura Olivas to Denver CO, March.

Josh Saxon moved and Renee Stauffer seconded to approve out of state travel for Laura Olivas to Denver CO., 8 haa, 0 puuhara, 0 pupitihara.

Josh asked Laura to forward that training information to Donalene Griffith to determine if she is interested.

Renee Stauffer moved and Elsa Goodwin seconded to approve Laura's report, 8 haa, 0 puuhara, 0 pupitihara.

**17.) Karen Derry, KCDC:**

Karen is not present, on travel.

Arch Super moved and Sonny Davis seconded to approve Karen's report, 7 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

**18.) Dora Bernal, HR Director:**

Dora is present to review her report. She reviewed recent hires for the Tribe.

Dora provided a proposal for staff on customer service training and team building.

She also provided COBRA insurance alternative that is being required to change due to a company buyout.

The training information is for the Tribes information. Laura Mayton noted that the Tribe doesn't do deposits. Laura recommends not providing funding up-front. Laura noted that there is a negotiation that can be done and possibly should be done.

Arch Super moved and Renee Stauffer seconded to approve Dora's report, 8 haa, 0 puuhara, 0 pupitihara.

**19.) Fatima Abbas, General Counsel:**

No report.

**20.) Alicia Derry, Self-Governance:**

Alicia first started off noting that it is an interesting time in Indian Country. The fiscal year 2017 budget has been rolled out which includes an increase. She noted that the Government settled CSC funding which was huge. If there is the ability for the Karuk Tribe to obtain some of that funding then she will seek it. Laura commented that the Tribe has already determined their amount and it is 2.2 million.

Alicia updated the Council on budget priorities. During budget meetings there have been some discussions on cap and aid. She has reached out to the ladies who are working on funding, and then she would like to continue to follow that funding stream ability.

KCDC had a meeting about opportunities that they are looking at. They have some work that they need to do.

She attended the judicial strategic planning which she liked and felt that the facilitators have done a great job.

She is working on a tax exemption form. Josh asked about the City of Yreka Meeting and the Police Department. Buster provided an update as well.

She gave the Youth Council a presentation on Self-Governance.

She went to a BIA Natural Resource Meeting. Amy Dutchke is retiring very soon. She attended a Tribal police meeting in Redding.

She Police Chiefs Association she attended. Hoopa Valley, Pullmah, Yurok Tribe were in attendance. CILS was present and it is a board. Alicia provided an explanation on PL280. With this discussion it was discussed amongst the group to review legislation regarding police officers both State and Federal.

Alicia provided a draft letters of intent for the Gaming Commission. Alicia has questions regarding the gaming commissioners. Laura updated the Council that there were three persons and there may be five persons. There are a couple components

Josh asked about work permits being issued by the Tribe. Alicia did review the legal opinion the Tribe received before however there needs to be additional work. She explained that they don't have to have a permit, but the Tribe will have to comply with the Federal Labor laws. Alicia noted that there aren't a lot of Tribes who have done this so she will work on this with Fatima.

The group had discussed working on getting work permits early in the school year to ensure getting them.

Policy review is still underway. The Yav Pa Anav group has been working on volunteer agreement.

Arch Super moved and Elsa Goodwin seconded to approve Alicia's report, 8 haa, 0 puuhara, 0 pupitihara.

**Phone Votes:**

1. Request approval of resolution 16-R-027 ICW. Passed.
2. Request approval of resolution 16-R-028 ICW. Passed.

**Closed Session:**

Consensus: to begin a FOIA process with HUD. Alicia will be assigned to this and work with Craig Tucker.

Consensus: for the ANA project lead to be Jaclyn Goodwin, so information sharing.

Consensus: to pull data information for the Orleans Clinic and have it for review at the next Health Board Meeting.

Consensus: for Barbara to assist on the trailer move.

Arch Super moved and Bud Johnson seconded to approve resolution 16-R-025, 8 haa, 0 puuhara, 0 pupitihara.

Dora Bernal – Arch Super moved and Sonny Davis seconded to approve a clerical assistant with changes, 6 haa, 0 puuhara, 1 pupitihara (Elsa) (Renee absent for vote).

Josh Saxon moved and Renee Stauffer seconded to approve all three position descriptions, 7 haa, 0 puuhara, 0 pupitihara (Elsa absent for vote).

Josh Saxon moved and Robert Super seconded to approve the clinic transporter/CHR position description, 8 haa, 0 puuhara, 0 pupitihara.

Josh motioned and Bud Johnson seconded to approve negotiation at \$113,000 pay annual after 3 mos (2 weeks year one, 3 weeks year two and 4 weeks after 3 years), 7 haa, 0 puuhara, 1 pupitihara (Arch Super).

Josh Saxon moved and Bud Johnson seconded to appoint Alan and Nadine to the Pikyav Committee, 8 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Renee Stauffer seconded to approve out of state travel for Cassidy Little and Nikki Harrison to March 13-17, 2016, 8 haa, 0 puuhara, 0 pupitihara. Josh requested that they do a report back to the Council upon their return.

Josh Saxon moved and Arch Super seconded to provide insurance for the Wellness Center, 8 haa, 0 puuhara, 1 pupitihara. Add discussion to the KTHA Planning Session.

Arch Super and Renee Stauffer to approve 5 \$40 business cards to the HC Yearbook, 8 haa, 0 puuhara, 0 pupitihara.

Consensus: to have the Chairman request a schedule from TANF employee and to also discuss the use of tribal vehicles.

Josh Saxon moved and Renee Stauffer seconded to allow Youth Council fundraiser for \$50 each up to 10 cars, 8 haa, 0 puuhara, 0 pupitihara.

Elsa Goodwin moved and Arch Super seconded to pay the \$70 for Tribal Member #TV bank fees, 5 haa, 3 puuhara (Michael, Sonny, Bud), 0 pupitihara.

Arch Super moved and Robert Super seconded to approve TBIC for Buster, 8 haa, 0 puuhara, 0 pupitihara.

**Next Meeting:** March 24, 2016 at 3pm in Orleans.

Bud Johnson moved and Renee Stauffer seconded to adjourn at 9:57pm, 8 haa, 0 puuhara, 0 pupitihara.

**Respectfully Submitted,**

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**Russell "Buster" Attebery, Chairman**

**Recording Secretary, Barbara Snider**

**Karuk Tribal TANF Program March 2016 Monthly Report  
For February 2016**

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**Program Summary**

**TANF**

**Work Participation Rate Report (WPR):**

Currently serving **66** clients (See attachment (A)) – KTCP-Active Cases as of 03/17/2015)

WPR = **20.00%** - (See attachment (B)) – KTCP – WPR – Orleans – (02/2016)

WPR = **40.00%** - (See attachment (B)) – KTCP – WPR – Happy Camp – (02/2016)

WPR = **71.43%** - (See attachment (B)) – KTCP – WPR – Yreka - (02/2016)

WPR = **50.00%** - (See attachment (B)) - KTCP – 01/2016

**N.E.W. Program**

2016 Budget = **\$39,154.00**    Total Expended to-date = **\$ 13,431.94**

**LIAP PROGRAM**

**LIHEAP (Energy Assistance)**

2016 Budget = **\$27,921.00**    Total Expended to-date = **\$19,531.58**

**GENERAL ASSISTANCE**

2016 Budget = **\$110,000.00**    Total Expended to-date = **\$77,054.89**

**CSD**

2015 Budget = **\$18,220.00**    Total Expended to-date = **\$10,107.88**

**Council Approval Request(s)**

**None**

- (Attachment (A))    TANF Active Cases (02/2016 Report)
- (Attachment (B))    TANF Work Participation Rate (02/2016)
- (Attachment (C))    N.E.W. Program (03/2016 Report)
- (Attachment (D))    LIAP - LIHEAP (03/2016 Expenditure Report)
- (Attachment (E))    LIAP - GA (03/2016 Expenditure Report)
- (Attachment (F))    LIAP - CSD (03/2016 Expenditure CY Report)



## Program Report

### Executive Director's Comments:

#### ACF:

I am currently preparing the 2017-2019 N.E.W. Plan. It is due in May 2016.

#### Office Space –

##### Orleans -

TANF move on-hold.

##### Happy Camp –

Need to build new ADA deck and ramp at the TANF office.

#### Appeals, Complaints and Grievances -

1 Appeal pending

#### Case Management –

##### Work Experience

We are steadily improving the quality and customer services to our clients.  
All cases are being audited to ensure the case file is complete and accurate.

#### TANF Father/Motherhood is Sacred Training -

Scheduling new classes for this year. On Hold

#### Submitted By:



Lester Lee Alford, Jr  
TANF Executive Director

**Karuk Tribal TANF Program**  
**Active Cases as of**  
**03/17/2016**

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**Orleans TANF Office**

Total number of Child Only/Non-Needy families	2
Total number of One Parent families	6
Total number of Two Parent families	0
<b>Total number of cases is</b>	<u><u>8</u></u>

**Happy Camp TANF Office**

Total number of Child Only/Non-Needy families	11
Total number of One Parent families	4
Total number of Two Parent families	2
<b>Total number of cases is</b>	<u><u>17</u></u>

**Yreka TANF Office**

Total number of Child Only/Non-Needy families	18
Total number of One Parent families	18
Total number of Two Parent families	5
<b>Total number of cases is</b>	<u><u>41</u></u>

<b>Total number of Child only cases program wide is</b>	<b>31</b>
<b>Total number of 1-Parent cases program wide is</b>	<b>28</b>
<b>Total number of 2-Parent cases program wide is</b>	<b>7</b>
<b>Total number of cases program wide is</b>	<u><u>66</u></u>

**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 2 / 2016**  
**Orleans TANF Office**

**Type of Family for Work Participation**

One parent families	4
Two parent families	1
Child Only Family	4
<b>Total Cases Reported for this Period</b>	<b>9</b>

**Work Participation for All Families**

Cases that did the hours required	1
Cases required to work	5
<b>Work Participation Rate</b>	<b>20.00 %</b>
<b>2016 Work Participation Rate is 38%</b>	

**Client TANF Payments**

<b>Total Payments</b>	<b>\$6,537.01</b>
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**Number of Clients Participating by Activity Type**

049 - Unsubsidized employment	1
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	0
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	2

**Current Case Load by Site**

Humboldt County	4
Siskiyou County	52
<b>*Total Cases: 56</b>	

**Current Case Load by Staff**

KKING	6
LALFORD	2
LAUBREY	16
MCHARLES	16
RBAILEY	13



**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 2 / 2016**  
**Happy Camp TANF Office**

**Type of Family for Work Participation**

One parent families	4
Two parent families	1
Child Only Family	11
<b>Total Cases Reported for this Period</b>	<b>16</b>

**Work Participation for All Families**

Cases that did the hours required	2
Cases required to work	5
<b>Work Participation Rate</b>	<b>40.00 %</b>
<b>2016 Work Participation Rate is 38%</b>	

**Client TANF Payments**

<b>Total Payments</b>	<b>\$9,667.00</b>
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**Number of Clients Participating by Activity Type**

049 - Unsubsidized employment	1
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	1

**Current Case Load by Site**

Humboldt County	4
Siskiyou County	52
<b>*Total Cases: 56</b>	

**Current Case Load by Staff**

KKING	6
LALFORD	2
LAUBREY	16
MCHARLES	16
RBAILEY	13

**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 2 / 2016**  
**Yreka TANF Office**

**Type of Family for Work Participation**

One parent families	11
Two parent families	5
Child Only Family	15
<b>Total Cases Reported for this Period</b>	<b>31</b>

**Current Case Load by Site**

Humboldt County	4
Siskiyou County	52
<b>*Total Cases: 56</b>	

**Work Participation for All Families**

Cases that did the hours required	10
Cases required to work	14
<b>Work Participation Rate</b>	<b>71.43 %</b>
<b>2016 Work Participation Rate is 38%</b>	

**Current Case Load by Staff**

KKING	6
LALFORD	2
LAUBREY	16
MCHARLES	16
RBAILEY	13

**Client TANF Payments**

<b>Total Payments</b>	<b>\$20,088.74</b>
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**Number of Clients Participating by Activity Type**

049 - Unsubsidized employment	7
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	1
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	5



# Karuk Tribal TANF Program

## WPR - Monthly Summary for 2 / 2016

03/17/2016

### Type of Family for Work Participation

One parent families	21
Two parent families	7
Child Only Family	30
<b>Total Cases Reported for this Period</b>	<b>58</b>

### Current Case Load by County

Humboldt County	4
Siskiyou County	52
<b>*Total Cases: 56</b>	

### Work Participation for All Families

Cases that did the hours required	13
Cases required to work	26
<b>Work Participation Rate</b>	<b>50.00 %</b>
<b>2016 Work Participation Rate is 38%</b>	

### Current Case Load by Staff

KKING	6
LALFORD	2
LAUBREY	16
MCHARLES	16
RBAILEY	13

### Client TANF Payments

Total Cash Assistance Payments	<b>\$37,470.75</b>
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### Current AOD Case Load

CHOSTLER	9
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### Number of Clients Participating by Activity Type

049 - Unsubsidized employment	9
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	2
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	1
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	10

ATTACHMENT (B)

**Karuk Tribal NEW Program**  
**July 2015 - June 2016**  
*Active Cases as of 03/17/2016*

<b>PROGRAM TOTALS</b>	Total number Orleans Clients:	3
	Total number Happy Camp Clients:	4
	Total number Yreka Clients:	3
<b>Total number of cases program wide is</b>		<b>10</b>

<b>PROGRAM ACTIVITIES</b>	<ul style="list-style-type: none"> <li>0 - ABE/GED - Adult Basic Education/General Education Degree</li> <li>3 - OST - Occupational Skill Training</li> <li>4 - PSED - Post-Secondary Education</li> <li>0 - OJT - On the Job Training</li> <li>0 - WEX - Short-Term</li> <li>0 - WEX - Long-Term</li> <li>1 - JRT - Job Readiness Training</li> <li>0 - JS - Job Search</li> <li>1 - JDJP - Job Development &amp; Placement</li> <li>5 - JRS - Job Retention Services</li> </ul>
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<b>PROGRAM EXPENDITURE</b>	<b>2016 N.E.W. Program Grant Award Amount: \$39,154.00</b> <b>2016 Total Expenditures To-Date: \$13,431.94</b> <b>2016 N.E.W. Program Grant Amount Remaining: \$25,722.06</b>
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# Karuk Tribe 2016 LIHEAP Expenditure Report

03/17/2016

## EXPENDITURES TO-DATE

	<u>2016 Budget</u>	<u>2016 Actual</u>	
Total 2015 LIHEAP Expended-To Date:	27,921.00	<u>\$19,531.58</u>	70 %
Total Heating Assistance Provided:	\$0.00	\$18,093.66	108%
Total Cooling Assistance Provided:	\$0.00	\$0.00	0%
Total Weatherization (A/C) Assistance Provided:	\$0.00	\$0.00	0%
Total Weatherization (Heating) Assistance Provided:	\$0.00	\$858.72	31%
Total Crisis Assistance Provided:	\$0.00	\$579.20	21%

## TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households receiving Heating Assistance:	61
Total # of Households receiving Cooling Assistance:	0
Total # of Households receiving Weatherization (AC) Assistance:	0
Total # of Households receiving Weatherization (Heating) Assistance:	3
Total # of Households receiving Crisis Assistance:	3

## HOUSEHOLD SIZE SERVED

Household Size 1 =	31
Household Size 2 =	18
Household Size 3 =	10
Household Size 4 =	13
Household Size 5 =	11
Household Size 6 =	8



# Karuk Tribe 2016 General Assistance Expenditure Report

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## EXPENDITURES TO-DATE

Total 2016 <b>General Assistance</b> Expended-To Date:	<b>\$77,054.89</b>
Total <b>Emergency Assistance</b> Assistance Provided:	<b>\$13,946.61</b>
<b>Food Assistance:</b>	<b>\$6,277.84</b>
<b>Clothing Assistance:</b>	<b>\$2,921.05</b>
<b>Shelter Assistance:</b>	<b>\$4,747.72</b>
Total <b>GAWEP</b> Assistance Provided:	<b>\$710.00</b>
Total <b>In-Home Health</b> Assistance Provided:	<b>\$37,365.00</b>
Total <b>Burial</b> Assistance Provided:	<b>\$25,033.28</b>

## TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households received <b>GA Assistance</b> Assistance:	<b>184</b>
Total # of Households received <b>Emergency Assistance</b> Assistance:	<b>54</b>
<b>Food Assistance:</b>	<b>26</b>
<b>Clothing Assistance:</b>	<b>13</b>
<b>Shelter Assistance:</b>	<b>15</b>
Total # of Households received <b>GAWEP</b> Assistance:	<b>5</b>
Total # of Households received <b>In-Home Health</b> Assistance:	<b>1</b>
Total # of Households receiving <b>Burial</b> Assistance:	<b>21</b>

## HOUSEHOLD SIZE

Household Size 1:	<b>96</b>
Household Size 2:	<b>24</b>
Household Size 3:	<b>2</b>
Household Size 4:	<b>1</b>
Household Size 5:	<b>0</b>
Household Size 6:	<b>0</b>

# Karuk Tribe 2016 CSD Expenditure Report

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## EXPENDITURES TO-DATE

Total <b>2016 CSD</b> Funding Budget:	<b>\$18,220.00</b>
Total <b>2016 CSD</b> Expended-To Date:	<b>\$10,107.88</b>
Total <b>Food</b> Assistance Provided:	<b>\$1,642.11</b>
Total <b>Clothing</b> Assistance Provided:	<b>\$672.73</b>
Total <b>Shelter</b> Assistance Provided:	<b>\$478.00</b>
Total <b>Special Needs</b> Assistance Provided:	<b>\$7,315.04</b>
Total <b>Crisis</b> Assistance Provided:	
Total <b>2016 CSD</b> Funding Remaining:	<b>\$8,112.12</b>

## TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households receiving <b>Food</b> Assistance:	<b>6</b>
Total # of Households receiving <b>Clothing</b> Assistance:	<b>3</b>
Total # of Households receiving <b>Shelter</b> Assistance:	<b>0</b>
Total # of Households receiving <b>Special Needs</b> Assistance:	<b>0</b>
Total # of Households receiving <b>Crisis</b> Assistance:	<b>35</b>

## HOUSEHOLD SIZE

Household Size <b>1</b> =	<b>23</b>
Household Size <b>2</b> =	<b>6</b>
Household Size <b>3</b> =	<b>7</b>
Household Size <b>4</b> =	<b>3</b>
Household Size <b>5</b> =	<b>1</b>
Household Size <b>6</b> =	<b>1</b>

Grants Coordinator  
Council Report  
Jaclyn Ownsbey  
March 17<sup>th</sup>, 2016

**Action Items:**

Resolution 16-R-XXX in the amount of \$39,910.38 to the National Parks Service-Historic Preservation Fund for the Nanu'ávaha Karuk K-12 Curriculum Oral History and Documentation Project to create (5) videos to supplement the current curriculum and develop a "How-to" videography/oral history production manual.

**Updates:**

On February 26<sup>th</sup> I met with Susan Gehr and Crystal Richardson. They decided to continue to gather information to inform the ANA Language Grant for a submission in 2017. We want to look for other funding sources to continue to have a language program. I have been researching funding sources, and now we need to get some ideas on small projects that could be submitted to some of the grant sources.

I submitted the FVPS Grant after approval at the planning meeting. I also sent the small grant to NCIDC to Crystal Richardson for presentation at the NCIDC Board Meeting on March 12<sup>th</sup>, 2016.

Lisa Hillman had a project idea for a tribal youth videography project. We were searching around for funding, and decided we should submit something to the National Parks Service-Historic Preservation Fund, even though this particular category (Oral History) is extremely competitive. This will be a really neat project if funded. Tribal youth will learn to record, edit and finalize videos. These videos will be used with some of the current K-12 Curriculum Lessons to bring a more engaging and dynamic component to the current lesson plans. We also hope to inspire youth and the community to learn more about their rich Karuk culture and capture that information for future generations. The videos would also be uploaded onto Sípnuuk.

Due to time constraints and other projects I was unable to dedicate enough planning time to the ANA Environmental Regulatory Enhancement Grant, so we will try to plan ahead a little more on this for next year.

I continue to coordinate with Sue Burcell, who is developing the ANA SEDS Grant with a focus on Public Safety. We will download the grant package and fill out all of the forms, so it can be submitted before the April 6<sup>th</sup> deadline.

We originally thought we were not eligible for the Department of Education Indian Demonstration Grant because we are currently funded 2015-2019 for a project, but the Program Officer said as long as we have different objectives and preferably different partners we can submit a project. There is a needs assessment/data component that we will need to start working on soon as well as getting feedback and support from the parents and schools. We will need to have a partnership agreement with a local school.

We are considering developing a proposal for the FEMA Pre-Disaster Mitigation Grant. A few projects of interest are road decommission and hazard fuel reduction around communities.

I have met with Domenic Watts and he has expressed a need for some supplemental funding as their program is severally under-budget. They have removed the "salad bar" to reduce costs and are considering a "brown bag" lunch on Fridays to help reduce costs. I will continue to look for funding for things such as food and equipment vs. operational costs which would be more difficult to find through grants without some kind of "expansion of services".

Grant Status Report March 2016

<b>Grant Name</b>	<b>Due Date</b>	<b>Program</b>	<b>Comments</b>	<b>Responsible Party</b>
ANA Social and Economic Development Strategies	April 6, 2016	Community Safety/Law Enforcement	Awards 100k-400k per Budget Period (1-3 years)	Council, Sue Burcell, Grants Coordinator
ANA Language	April 6, 2016	Language	\$100K-\$300K per Budget Period (1-3 years)	Did not apply
ANA Environmental Regulatory Enhancement	April 6, 2016	DNR	\$100K-\$300K per Budget Period (1-3 years)	Did not apply
Sierra Health Foundation	March 14 <sup>th</sup> , 2016	Senior Nutrition Program	Up to \$15,000	SUBMITTED
First Nations Native Youth and Culture Fund	March 9 <sup>th</sup> , 2016	Education	\$5,000-\$20,000	SUBMITTED
Family Violence Prevention and Services	March 15 <sup>th</sup> , 2016	Tribal Court	Formula based	SUBMITTED
NCIDC Fund	March 12 <sup>th</sup>	Language	Small grant	Approved
IMLS Enhancement	April 1 <sup>st</sup> , 2016	Museum? DNR?	\$10,000-\$150,000	Lisa, Bari, Adrienne-In Progress
IMLS Basic	April 1 <sup>st</sup> , 2016	Library/Museum	\$7,000	Bari Talley-In Progress
NPS Historic Preservation Fund	March 31 <sup>st</sup> , 2016	Food Security/Tribal Youth	Up to \$40,000	Lisa Hillman and Grants Coordinator-In Progress
McConnell Fund – Shasta	March 2,	Arts,	Purchase of	Did not apply

Grant Status Report March 2016

Regional Foundation	2016	culture,rec, environment, community vitality, social services, children, youth, education	equipment or building related	
Native Culture Fund	Fall 2016	Arts, cultural revitalization, and cultural transmission		
Endangered Languages Documentation Programme	Open October 15, 2016 and close January 2017?	the documentation of endangered languages		
Homeland Security Pre Disaster Mitigation	Open February 10, 2016; close June 15, 2016	DNR?		

# REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

**REQUESTOR:** Lisa Hillman/Jaclyn Ownsbey **DATE:** 3/17/2016

**DEPARTMENT:** DNR

**DEADLINE:** 3/23/16 **AMOUNT:** \$39,910 **DATES FROM:** 7/1/2016 **TO:** 2/28/2018

**BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:**

The Karuk Tribe's Food Security Project Coordinator has been developing the Nanu'avaha K-12 Curriculum. This grant proposes to have (5) tribal youth trained to make videos and they will then develop (5) videos to supplement the K-12 Curriculum. Additionally the Video Production Trainer will develop a "How-to" Manual for future oral history projects.

REVIEW:	COMPLIANCE	CFO	OTHER:
NARRATIVE:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIRECT COST:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRIBAL RESOLUTION:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMMENTS:**

**COMPLIANCE:**

**CFO:**

**OTHER:**

**REQUIRED SIGNATURES\***

<b>REQUESTOR*</b>		<b>DATE</b>
<b>CFO*</b>		<b>DATE</b>
<b>COMPLIANCE*</b>		<b>DATE</b>
<b>CHAIRMAN</b>		<b>DATE</b>
<b>OTHER</b>		<b>DATE</b>



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**RESOLUTION OF THE  
KARUK TRIBE**

**Resolution No: 16-R-0**  
**Date Approved: March 24, 2016**

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE NANU'ÁVAHA: KARUK TRIBE'S K-12 CURRICULUM ORAL HISTORY DOCUMENTATION PROJECT TO THE NATIONAL PARKS SERVICE HISTORIC PRESERVATION FUND GRANT IN THE AMOUNT OF \$39,910.38.**

**WHEREAS;** the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

**WHEREAS;** the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

**WHEREAS;** the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

**WHEREAS;** the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

**WHEREAS;** the mission of the Karuk Tribal Council is to promote the general welfare of all Karuk people, to establish equality and justice for our Tribe, to restore and preserve Tribal traditions, customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance; and

**WHEREAS;** the Karuk Tribal Council supports the continuing efforts and expansion of the Nanu'ávaha Karuk K-12 Curriculum; and

**WHEREAS;** in Article 14 of the Declaration, the United Nations declared that States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including those living outside their communities, to have access, when possible, to an education in their own culture; and

**WHEREAS;** the Karuk Tribal Council endorsed the United Nations' Declaration on the Rights of Indigenous People on January 26, 2012; and

**WHEREAS;** there is a need for supplemental materials for the current curriculum such as videos and other digital media; now

**THEREFORE BE IT RESOLVED;** that the Karuk Tribal Council is committed to achieving the objectives and goals of the Nanu'ávaha: Karuk Tribe's K-12 Curriculum Oral History Documentation project proposal; now

**THEREFORE BE IT FINALLY RESOLVED;** that the Karuk Tribal Council authorizes the submission of the Nanu'ávaha: Karuk Tribe's K-12 Curriculum Oral History Documentation project to the National Parks Service Historic Preservation Fund Grant in the amount of \$39,991.30.

### **CERTIFICATION**

I, the Chairman, hereby certify the foregoing resolution 16-R-0 which was approved at a regularly scheduled Tribal Council Meeting on March 24, 2016, was duly adopted by a vote of \_\_\_\_\_ AYES, \_\_\_\_\_ NOES, \_\_\_\_\_ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which \_\_\_\_\_ voted.

\_\_\_\_\_  
Russell Attebery, Chairman

\_\_\_\_\_  
Date



# Fiscal Year 2016 Historic Preservation Fund Grants to Indian Tribes, Alaska Natives, and Native Hawaiian Organizations APPLICATION FORM

Please read the guidelines carefully before completing the application form. Complete all sections.

Applicants must apply to Grants.gov OR submit **one (1) original and three (3) copies** to the National Park Service: **By mail, courier or overnight service** to National Park Service, State, Tribal and Local Plans and Grants Division, 1201 Eye Street, NW, 6<sup>th</sup> Floor (2256), Washington, D.C. 20005.

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1. **Project Title** (10 words or less): **Nanu'ávaha: Karuk Tribe's K-12 Curriculum Oral History Documentation Project**

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2. **Name of Applicant:** Provide the legal name of the tribe or tribal department/organization, Alaska Native Corporation, or Native Hawaiian organization. If legal name and commonly used name are different, please provide both.

**Name** Karuk Tribe

**Address** PO Box 1016  
Happy Camp CA 96039

**Telephone** (530) 493-1600

**FAX Number** (530) 493-5322

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3. **Project Summary:** Briefly summarize your project in this space emphasizing the primary objectives and results (i.e., final products/deliverables).

The proposed Nanu'ávaha (English: Our Food): Karuk Tribe's K-12 Curriculum Oral History Documentation Project (**Nanu'ávaha**) will help to preserve and share Karuk cultural knowledge and language with tribal youth as well as throughout the Karuk Tribe Membership through the platform of the *Sípnuuk* (English: Storage Basket) Digital Library, Archives and Museum. The project will enhance the current Karuk K-12 curriculum lessons with the addition of videos that add an engaging cultural experience to the standard text. These videos will be created and developed by tribal youth with the training and guidance of a contract Video Production Trainer and Karuk Tribal staff.

Like many indigenous peoples, Karuk knowledge, skills, customs and religion have been passed down orally since time immemorial. The knowledge given to us by the *ikxaréeyav* (English: Karuk Spirit People) and learned through personal experience is at the very core of Karuk identity, teaching us our connection and responsibilities to each other and to the world. Much of this information is not common knowledge, however, even among Karuk People.

Through this project we hope to teach Tribal Youth both valuable modern-day technological skills, as well as engage and inspire them and our community members to learn more about our rich cultural heritage. Complementing the Karuk Tribe's K-12 Nanu'avaha Curriculum (K-12 Curriculum) with the **Nanu'ávaha** project's educational videos intensifies the project's significance: Research shows that learning about Native culture and language is fundamental to "the sense of well-being of Native children, and in turn, to their academic performance, self-esteem, and ability to succeed in a complex world." Current studies show that when a school values and utilizes the Native language and culture of the target audience in curriculum content, participating Native students exhibit higher self-esteem, less anxiety, and greater self-efficacy (Hakuta 2001). Furthermore, their resiliency to addiction, risky behaviors, and positive health and well-being is nurtured (Goodkind et al. 2011, Mmari, Blum & Teufel-Shone 2010). The inclusion of Native language and culture in school curriculum is also an important factor in Native American children's retention rates and school attendance (McCarty & Lee 2014; Mmari, Blum & Teufel-Shone 2010).

Overall goals for the project include: engaging Tribal Youth in Karuk culture through the use of contemporary technology including the production of videos; developing workforce-related skills and knowledge of Tribal Youth through the process of developing these products; increasing knowledge of Karuk cultural heritage to local school students and teachers through these video materials that compliment Karuk Tribe's K-12 Curriculum content, and; preserving Karuk Traditional Ecological Knowledge (TEK) and language for a broader audience and for future generations through uploading the final video products onto the Karuk Tribe's *Sípnuuk* Digital Library, Archives and Museum (*Sípnuuk*) and depositing the raw footage with the Karuk Tribal Historic Preservation Office (THPO).

Primary objectives and results: **Train Youth in Videography Skills**, resulting in at least five (5) tribal youth trained in basic production skills; **Preserve Tribal Heritage**, resulting in at least five (5) 2-15 minute videos that will preserve Karuk Traditional Ecological Knowledge (TEK) and Karuk language for future generations; **Sustain Project Video Production Skills**, ensuing through the access to and use of the basic "How-to" Video Production Manual (Manual) for aspiring videographers, and; **Project Outreach**, soliciting participation and resulting in informed communities and schools on this project and its video and Manual products, as well as where the latter can be accessed.

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4. **Tribal Benefit:** Briefly, what is the lasting impact on and benefit to the tribe if this project is funded? This should be explained in greater detail in the narrative (under 13.A. Grant Objectives) as well.

The project's short term benefits include training Tribal Youth will receive in the skills and knowledge needed to plan a video documentary; capture moving and stationary images; utilize best practices and techniques required for high-quality interviews and other audio recordings; and finalize a video product through editing and layout programming. Furthermore, these processes will also engage other students as they see their peers taking informed action and influencing their education on the local history and culture of their Karuk people.

This project will have a significant long term benefit, primarily on the local Karuk community. The current Nanu'avaha - Karuk K-12 Curriculum is a new addition to the curriculum of the local schools, the majority of them with at least 50% or more Native students. According to local school teachers and administrator, the curriculum has had a very positive impact on the students thus far, including higher participation rate among Native students due to the culturally sensitivity and specific relevance of the curriculum.

Secondary long-term benefits will be access to the videos and "How-to" Manual through dissemination to local schools, tribal departments, and via Sípnuuk. This digital library, archives and museum is a very recent initiative as well, with an official launch date of March 22, 2016. Tribal Members, as well as members of the academic, local and global communities will be able to view these educational videos about our cultural heritage, and/or use them to educate about diversity and the uniqueness of tribal cultures. Further, the Manual's use will ensure that the video production skills learned through **Nanu'avaha** will be sustained and put to continued use in preserving cultural heritage.

Difficult to quantify, yet nevertheless substantial short and long term benefits of viewing the final products include an augmented sense of well-being of the Native community, as well as elevated academic performance, self-esteem, and greater self-efficacy of our Native students.

5. **Total Amount Requested (not to exceed \$40,000, except Category 2.B.)**

**Applications must be received by 5:00 PM EST, Thursday, March 31, 2016**

<p>6. <b>Category</b> (You must check the number below for the category that your proposal best fits in. See the Application Guidelines for a description of each category. Select only one.)</p> <p>___ 1.A. ___ 1.B. ___ 2.A. ___ 2.B.          ___ 3. ___ <b>X</b> 4. ___ 5. ___ 6.</p>	<p>1. <b>Locating and Identifying Cultural Resources</b>          A. Survey and Inventory of Historic or Significant Places          B. Survey of Traditional Skills and Information</p> <p>2. <b>Preserving Historic Structures Listed on the National Register of Historic Places</b>          A. Project Planning (Plans for Preserving a Specific Structure or Site)          B. Repairing a Specific Historic Structure or Site</p> <p>3. <b>Comprehensive Preservation Planning</b></p> <p>4. <b>Oral History and Documenting Cultural Traditions</b></p> <p>5. <b>Education and Training for Building a Historic Preservation Program</b></p> <p>6. <b>Other Projects involving Cultural and Historic Preservation</b></p>
<p>7. <b>Is this a follow-up to a project previously funded by the HPF?</b> Yes ___ No <b>___X___</b>          If so, please explain the relationship to the earlier project in this proposal.</p>	
<p>8. <b>DUNS Number:</b> <u>145307930</u></p> <p><b>Applications without a DUNS Number will not be considered for funding</b></p>	

9. **Signature:** The original application must be signed and dated by the duly authorized Tribal Representative. Signatures must be original in ink. Please type or print name and title in the space provided.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** Russell Attebery

**Title** Tribal Chairman

10. **Project Director:** Who will be responsible for the supervision and management of the entire grant?

**Name** Lisa Hillman

**Title** Food Security Project Coordinator

**Address** P.O. Box 282 Orleans, CA 95556

**Telephone** (530) 627 - 3446 **FAX Number** (530) 627 - 3448

**E-Mail address** lisahillman@karuk.us

11. **Fiscal Management:** Who will be responsible for the fiscal management of the grant?

**Name** Laura Mayton

**Title** Chief Financial Officer

**Address** P.O. Box 1016 Happy Camp, CA 96039

**Telephone** (530) 493 - 1600 **FAX Number** (530) 493 - 5322

**E-Mail:** lmayton@karuk.us

12. **U.S. Congressional District(s)** CA 1 & 2

**Name of U.S. Representative(s)** Jared Huffman and Doug LaMalfa

**Applications must be received by 5:00 PM EST, Thursday, March 31, 2016**

13. **Project Description and Budget:** Describe your project on the following pages.

### **Grant Objectives.**

What results are you trying to accomplish with the grant? List the main objectives of the project.

In order to understand the scope of this project, and to understand the context of its conceptualization, it may be helpful to know that the mission of the Karuk Department of Natural Resources (DNR) is to *protect, promote and preserve the cultural/natural resources and ecological processes upon which the Karuk people depend*. DNR is dedicated to supporting and developing opportunities for our tribal youth to learn about and engage in cultural traditions, skills, lifeways, stories, and songs. This will support the goals of DNR's Strategic Plan; to improve tribal capacity to fill DNR management and technical positions; to encourage tribal youth to explore possibilities in TEK- and/or Western science based careers in natural resources; and to perpetuate tribal culture by teaching youth about traditional land and resource management practices that have cultivated and sustained our Native food, fiber and medicinal plants resources since time immemorial.

Through a multi-tribal, multi-agency collaborative project, five-year USDA-funded Food Security Grant led by UC Berkeley, the Karuk Tribe has leveraged its work developing its K-12 curriculum to further cultivate partnerships with five local school districts, three Indian Parent Committees, the Tribe's Education Department and Education Committee,

Native Curriculum Network, and the Indian Land Tenure Foundation. Lesson content is derived from traditional and current land and resource management practices, especially as they affect food, fiber, and medicinal plant resources, as well as Karuk culture, language and history. All lessons meet the California State Common Core Standards for English Language Arts, and pilot lessons have convinced five local school districts to implement the Nanu'ávaha Curriculum into their schools. Overwhelming success has led to requests for presentations about this culturally relevant and academically challenging curriculum at state and national education conferences.

With funding support given by the Karuk Tribe's Temporary Assistance to Needy Families (TANF) and by the Charles Carter Wentz Foundation, the Food Security Project Coordinator (Project Director) was able to competitively select one Tribal Youth to complete a three-minute video on "Fire and Acorns" with the support of a video production mentor in 2015. The resulting positive impact on this "at risk" teen and those – including school administrators and teachers- who have viewed his final video product was so pronounced, that it led to the conceptualization of this project proposal. Funded by the National Endowment for the Arts in 2014, 5 Tribal Youth were competitively selected to work with a competitively selected contract videographer and producer to interview and film cultural practitioners, as well as assist the contractor with editing the final Ikmaháhraam (English: Sweathouse) documentary video that lends tribal perspectives on traditional and contemporary forms of physical and spiritual healing. Additionally, in 2010, Bari Talley (People's Center Coordinator) worked with 7 Tribal Youth on a film project titled Karuk Voices. Tribal youth interviewed Cultural Practitioners and Tribal elders on a variety of topics including basket weaving, cultural values, and local history. This project was supported by a grant from the California Council for the Humanities' California Story Fund and the Karuk Tribe TERO Commission.

As stated in the Project Summary, the primary objectives for the project are:

**Train Youth in Videography Skills.** Through the first two (2) two-hour hands on workshops, tribal youth will learn how to: research and plan for subject area; document informed consent of interviewees; formulate and ask questions to interviewees, and; record and log footage. By the end of the first 6 months, we will have trained at least five (5) tribal youth in the basic skills needed to capture digital images and audio files for short videos that will accompany the K-12 Curriculum Lessons. After the final two (2) two-hour hands on workshops, participating tribal youth will learn how to edit and finalize their video products.

**Preserve Tribal Heritage.** Upon approval by the Karuk Tribal Council and by the end of the first year, we will publish at least five (5) 2-15 minute videos on various topics such as traditional food processing, native plants, historical and cultural significance of areas, Karuk basketry, etc., and distribute to at least four (4) local schools, six (6) tribal departments, and upload a digital copy (1) onto Sípnuuk. This objective will result in the preservation of Karuk Traditional Ecological Knowledge (TEK) for future generations.

**Sustain Project Videography Skills.** By the end of the 18 months, we will publish a basic "How-to" Video Production Manual (1) for capturing digital images and sound, editing, and finalizing video products, and distribute at least six (6) hardcopies to at least four (4) local schools, two (2) tribal departments, and upload a digital copy (1) onto Sípnuuk.

**Project Outreach:** Aspiring tribal youth videographers will be solicited within the first two months of the **Nanu'ávaha** project award through outreach flyers posted physically in all three major population centers in the Karuk Service Area and schools (8) and digitally via the Karuk Youth Leadership Council's social network (1). By the end of 18 months we will have presented all five (5) videos to at least four (4) of the local elementary schools, published an article about the overall project and its final products in at least one (1) local newspaper and in at least one (1) Karuk Tribal Newsletter.

### 13. **Project Description and Budget:** (continued)

## **B. Project Activities and Timelines.**

How and when will you perform the supporting activities to achieve the Grant Objectives?

This section should be used to explain all tasks required to achieve the objectives described above. Be specific about which tasks will be paid for out of the grant and which are being donated by the tribe or other sources. All grant activities should be accomplished within 18-24 months of the grant award. Grants are generally awarded in the June/July timeframe.

Overview of Grant Objectives:

**Train Youth in Videography Skills.** Through the first two (2) two-hour hands on workshops, tribal youth will learn how to: research and plan for subject area; document informed consent of interviewees; formulate and ask questions to interviewees, and; record and log footage. By the end of the first 6 months, we will have trained at least five (5) tribal youth in the basic skills needed to capture digital images and audio files for short videos that will accompany the K-12 Curriculum Lessons. After the final two (2) two-hour hands on workshops, participating Tribal Youth will learn how to edit

and finalize their video products. Upon selection of tribal youth, they will review and complete a Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe ([http://www.karuk.us/images/docs/forms/Protocol\\_with\\_Agreement\\_for\\_Intellectual\\_Property\\_Rights\\_of\\_the\\_Karuk\\_Tribe.pdf](http://www.karuk.us/images/docs/forms/Protocol_with_Agreement_for_Intellectual_Property_Rights_of_the_Karuk_Tribe.pdf)), as well as review and complete the Practicing Pikyav: A Guiding Policy for Collaborative Projects and Research Initiatives with the Karuk Tribe ([https://nature.berkeley.edu/karuk-collaborative/?page\\_id=165](https://nature.berkeley.edu/karuk-collaborative/?page_id=165)).

**Preserve Tribal Heritage.** Upon approval by the Karuk Tribal Council and at the end of the first year, we will publish at least five (5) 2-15 minute videos on various topics such as traditional food processing, native plants, historical and cultural significance of areas, Karuk basketry, etc. Shortly thereafter, at least fifty (50) will be distributed to at least four (4) local schools, six (6) tribal departments, and upload a digital copy (1) onto Sípnuuk. This objective will result in the preservation of Karuk Traditional Ecological Knowledge (TEK) for future generations.

**Sustain Project Videography Skills.** By the end of the 18 months, we will publish a basic “How-to” manual (1) for capturing digital images and sound, editing, and finalizing video products, and distribute at least six (6) hardcopies to at least four (4) local schools, two (2) tribal departments, and upload a digital copy (1) onto Sípnuuk. Raw materials will be stored on a secure hard drive with the Karuk Tribal Historic Preservation Officer (THPO).

**Project Outreach:** Aspiring tribal youth videographers will be solicited within the first two months of Project award through outreach flyers posted physically in all three major population centers in the Karuk Service Area and schools (8) and digitally via the Karuk Youth Leadership Council’s social network (1). By the end of 18 months we will have presented all five (5) videos to the Karuk Tribal Council, at least four (4) of the local elementary schools, published an article about the overall project and its final products in at least one (1) local newspaper and in at least one (1) Karuk Tribal Newsletter. Youth will also have the opportunity to present their final products to youth aged 10-13 participating in the Karuk Tribe’s summer Math and Science Camp.

## **Project Activities (including responsible parties and funding sources) and Timeline**

### **July 2016 – Funding awarded**

#### **July-August 2016**

- Recruit Tribal Youth through Request for Qualifications and outreach flyers that are distributed through Tribal listserv, local bulletin boards, social media networks, and word of mouth (Project Coordinator: leverage)
- Solicit videography/digital media consultant to create a “How-to” manual and to train and mentor youth throughout project through Request for Proposals that are distributed through Tribal website, local bulletin boards, social media networks, and word of mouth (Project Coordinator: leverage)
- Competitively select Video Production Trainer (Trainer) and Tribal Youth participants (Tribal staff: grant funded indirect costs)
- Complete procurement and purchase equipment for digital media/video project (Project Coordinator: leverage/ Karuk Fiscal Department: grant funded indirect costs)

#### **September 2016**

- Coordinate with People’s Center Coordinator and Sípnuuk Assistant, and schedule four digital media/videography trainings to be held in Happy Camp and Orleans for Tribal Youth to learn how to document Karuk cultural heritage through video camera and iPads (Project Coordinator: leverage/ Trainer, People’s Center Coordinator, Sípnuuk Assistant: grant funding)

#### **September 2016-December 2016**

- Complete two training sessions with Tribal Youth. At the first training session, Tribal Youth will brain storm project ideas that will supplement the K-12 Curriculum and learn skills for researching and planning for subject area. The second training session will include providing participants with Tribal Council approved Informed Consent forms and Intellectual Property (IP) Protocol, and teaching/learning about best practices in documentation. Further instruction content will be on cultural sensitivity and best practices in interviews. The hands on component of this training session will be on formulating relevant questions to ask interviewees. Over their winter break from school, participants they will solicit the participation of a Tribal Elder or Cultural Practitioner to help inform support their project. (Trainer, People’s Center Coordinator, Sípnuuk Assistant: grant funding/ Tribal Youth: in-kind contribution)

#### **January 2017-April 2017**

- Complete third training session with Tribal Youth. At this session, Tribal Youth will learn the basic skills needed to capture digital images and audio files using new and existing Tribal audio/video equipment. At this point, Tribal

Youth will begin documenting the footage needed from their Tribal Elders or Cultural Practitioners and/or landscape. (Trainer, People's Center Coordinator, Sípnuuk Assistant: grant funding/ Tribal Youth and Tribal Elders/Cultural Practitioners: grant funded stipends)

#### **April 2017-June 30, 2017**

- Complete fourth training session. The final training session will teach Tribal Youth the skills they need to edit and finalize their video products and will be held at the Panámnik Computer Center using Tribal equipment. (Trainer, People's Center Coordinator, Sípnuuk Assistant: grant funding, Tribal facilities: leverage/ video, audio and computer equipment: leverage and grant funded)
- Develop a basic and learner-friendly "How-to" Video Production Manual on the steps and equipment needed to capture digital images and sound; edit; and finalize video products. By June 1, 2017, Trainer will submit digital draft of manual to Project Coordinator for editing and/or final approval. Suggested edits to the manual are submitted to Trainer by June 15, 2017. (Trainer: grant funding/ Project Coordinator: leverage)
- Upload the Tribal Youth's raw footage onto a hard drive and deposit with the Karuk Tribal Historic Preservation Office as per Tribal Protocol. (Sípnuuk Assistant: grant funding)

#### **July 5, 2017**

- Tribal Youth present their videos/digital media to the Karuk Tribal Council at a DNR/Council Meeting for approval consideration for public release. Pending approval, Tribal Youth will be given the opportunity to present their work to their mentors/cultural practitioners, and at the Math and Science Camp (*Yav Kuma Itapan* – We are good learners), a week-long program for local youth ages 10-13. This program is offered in collaboration with various Tribal Departments including Education, TANF, TERO, and Finance, providing a relevant viewing audience to the videos that will accompany the K-12 Curriculum. (Project Coordinator and Tribal Youth: leverage/ Tribal Council and Staff: leveraged costs at no cost to grant)
- Contractor submits final digital copy of "How-to" Videography Manual. (Trainer: grant funding/ Project Coordinator: leverage)

#### **August 2017**

- Upload videos and Manual to Sípnuuk by the end of August 2017. (Sípnuuk Assistant: grant funding)

#### **September 2017-December 2017**

- By the beginning of September, videos will be distributed to local schools and tribal departments. From September to December, Project Coordinator will ensure that these videos are incorporated into relevant lessons of the K-12 Curriculum and implemented at local schools. (Project Coordinator: leveraged USDA grant funding/ Environmental Education Coordinator: leveraged BIA funding)
- By the end of December, 2017, articles on the overall project and its final products will be published in local newspaper and the Karuk Tribal Newsletter. (DNR staff: leveraged funding).

#### **February 2018**

- Complete final Grant report and close-out grant (Project Coordinator: in-kind contribution/ Tribal staff: grant funded indirect costs)

To complete the project we will need some equipment and software. The Karuk Tribe has some equipment that can be used for this project and there will also be a few items that need to purchase with grant funds.

**Current Equipment List:**

iMac 2 GHz 4 GB and Monitor (\$379)  
Xerox 3210 Printer (\$329)  
(5) KCDC iPad (\$200)  
ViewSonic Projector (\$240)  
Canon PowerShot A2500 digital camera (\$200)  
(2) Canon Vixia HV30 (\$275)  
Video camera tripod (\$20)  
(2) Rode VideoMic (\$169)  
Canon 3CCD Digital Video Camera GL1 NTSC (\$400)

**Needed Equipment List:**

Certified Refurbished Mac laptop (2)  
Monitor (2)  
2T Hard-drive (2)  
Final Cut Pro X Editing Software (2)  
JBL Studio Monitor Speakers (2)

13. **Project Description and Budget:** (continued)

**C. Personnel Qualifications.**

1. Project personnel: If you plan to use tribal personnel for the project, briefly describe their experience and qualifications to successfully carry out the project. Describe their responsibilities and the amount of time each will dedicate to the project. Attach **brief** resumes and/or position descriptions for all key project personnel; **lengthy vitae or publication lists should not be submitted.**
2. Consultants: If you plan to obtain consultant(s) outside your tribe or technical assistance from universities, professional organizations, or other institutions, describe the criteria that will be used to **competitively select** these services.

1. Project Personnel

Project Coordinator - Lisa Hillman. As the Food Security Project Coordinator for the Karuk Department of Natural Resources, Ms. Hillman is able to leverage 156 hours of her USDA and TANF funded time to event and activity realization, grants management and reporting, Karuk language additions and edits, and outreach for objective goals pertaining to projects relating to regional food security and cultural revitalization issues. Responsible for the Tribe's K-12 Curriculum, she will integrate video materials into lesson content as per existing job responsibilities. Active in her Native Karuk culture and language, Lisa holds a Master's Degree in Education and is a regular volunteer at the Panámnik Computer Center.

People's Center Coordinator – Bari Talley. Ms. Talley maintains and oversees the People's Center, including the library assistant and volunteers involved in its operation. A Karuk tribal member, she maintains the museum collections and archives at the People's Center and also oversees the Library operations and a small giftshop. Previously, Ms. Talley served as Panámnik Center Coordinator where she helped individuals gain the computer and technical skills needed to obtain jobs, including giving job search assistance and providing educational opportunities through the computer center and distance learning center, which includes teaching videography skills to students of all ages. She works closely with the Project Coordinator on a number of projects, including the Tribe's K-12 Curriculum development. Bari will be funded at 83 hours to help coordinate the trainings in her Center and help assist Tribal Youth in Happy Camp to complete their projects. Holding a BA in Native American Studies, Bari is also a substitute teacher for the local elementary school.

Sípnuuk Assistant – Angela McLaughlin. Ms. McLaughlin is the current Digital Library Assistant. She has received training to assist with Sípnuuk and also some audio editing through a StoryCorp Project. With funding from this grant, Sípnuuk Library Assistant will work a total of 312 hours to fill needed infrastructural capacity with a focus on digital skills and also assistance coordinating and supervising tribal youth while editing.

2. Consultants:

Contracted Videography Trainer-To Be Selected- The Videography Trainer will be selected through a competitive process. The Project Coordinator will work with Karuk Contract Compliance Specialist and TERO Director to competitively select the most responsive proposal to our Request for Proposals. See attached Draft Request for Proposal for Videography Trainer.

Tribal youth-To Be Selected- tribal youth will be solicited through a Request for Qualifications and outreach through the Tribal listserv, local bulletin boards, social media networks, and word of mouth. See attached solicitation for tribal youth videographer.

Cultural Practitioners-To Be Selected-tribal youth will select Cultural Practitioners based on required expertise and specialty. They will work with the Project Director to help identify Cultural Practitioners who have been competitively solicited through an on-going request for qualifications for Cultural Practitioners through the Karuk Offices and website. See attached solicitation for Cultural Practitioners. Some Cultural Practitioners may be selected based on unique knowledge and expertise that will make them the only person that can provide those services.



13. **Project Description and Budget:** (continued)

**D. Budget.** This budget format is provided for your convenience. Each cost item should clearly show how the total charge for that item was determined. If more space is needed, please follow the budget format on a separate sheet of paper. All major costs should be listed in budget categories similar to those listed below, and all cost items should be explained in the narrative of the application and in the Budget Justification section below (section 13.F.). If you have any questions about cost categories, or how to formulate some of your budget items, please contact Madeline Konz at madeline\_konz@nps.gov.

1. <b>Personnel.</b> Provide the names and titles of key project personnel.				
Name/Title of Position	Wage or Salary	NPS Grant Funds	Match / Cost Sharing (if any)	Total
Lisa Hillman/Project Director			\$2496	\$2496
Bari Talley/People's Center Coordinator	\$1997	\$1997	\$	\$1997
Angela McLaughlin/Sípnuuk Library Assistant	\$5304	\$5304	\$	\$5304
			\$	\$
Subtotal		\$7301	\$2496	\$9797

2. <b>Fringe Benefits.</b> If more than one rate is used, list each rate and the wage or salary base.				
Rate	Salary or Wage Base	NPS Grant Funds	Match / Cost Sharing (if any)	Total
Lisa Hillman/Project Director % of			\$494	\$494
Bari Talley/People's Center Coordinator % of	\$209	\$209	\$	\$209
Angela McLaughlin/Sípnuuk Library Assistant % of	\$849	\$849	\$	\$849
% of	\$	\$	\$	\$
Subtotal		\$1058	\$494	\$ 1552

3. <b>Consultant Fees.</b> This should include payments for professional and technical consultants (including architects for Category 2.b. grants), and stipends for elders participating in the project. Consultants <b>must be competitively selected.</b>					
Name and type of Consultant	# of Days	Daily Rate of Compensation	NPS Grant Funds	Match / Cost Sharing (if any)	Total
Videography Consultant	40	\$450	\$18000	\$	\$18000
Elders/Cultural Practitioners(5 honoriums)	4	\$200	\$4000	\$	\$4000
Youth Videographers (5 stipends)	20	\$11.25	\$1125	\$	\$1125
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$23125	\$	\$23125

13. **Project Description and Budget:** (continued)

4. <b>Travel and Per Diem.</b> For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip.							
From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	NPS Grant Funds	Match / Cost Sharing (if any)	Total
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Subtotal					\$	\$	\$

5. <b>Consumable Supplies and Materials.</b> Include consumable supplies and materials to be used for the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Equipment category (Category 7, below).					
Item	# of items	Cost	NPS Grant Funds	Match / Cost Sharing (if any)	Total
Certified Refurbished Mac Laptop	2	\$849	\$1698	\$	\$1698
Thunderbolt Display Monitor Mac	2	\$999	\$1998	\$	\$1998
2 TB External Hard Drive	2	\$89.99	\$179.98	\$	\$179.98
Final Cut Pro X Editing Software	2	\$300.00	\$600.00	\$	\$600.00
JBL Studio Monitor Speakers	2	\$150.00	\$300.00	\$	\$300.00
Various Videography Supplies	1		\$	\$3456	\$3456
Subtotal			\$4775.98	\$3456	\$8231.98

13. Project Description and Budget: (continued)

6. Building Repair Materials. List all construction materials, such as lumber, bricks, shingles, etc., for a Category 2.B. grant.				
Item	Cost	NPS Grant Funds	Match / Cost Sharing (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Equipment. List all equipment items in excess of \$5,000 per unit. Items worth less than \$5,000 or that have a useful life of less than 2 years must be listed in the Supplies and Materials category.				
Item	Cost	NPS Grant Funds	Match / Cost Sharing (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

8. Other (specify).				
Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

9. Indirect Costs. If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. A copy of your most recent indirect cost rate must be attached, if indirect costs will be requested. Only indirect costs up to <b>25% of the grant may be charged</b> to the grant. *		
* The Direct Costs from items 1 -- 6 to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage (%)	Indirect Cost Rate Amount
\$7300.80	50 %	\$3650.40

\*NOTE: Indirect costs may be applied only to eligible direct costs in accordance with your tribe's Federally approved rate. Most indirect cost rates **exclude contracts** or pass-through funds above a certain amount. Please check your rate and apply it accordingly.

13. Project Description and Budget: (continued)

<b>Budget Summary</b>			
Category	NPS Grant Funds	Match / Cost Sharing (if any)	Total
1. Personnel	\$7301	\$2496	\$9797
2. Fringe Benefits	\$1058	\$494	\$1552
3. Consultant Fees	\$23125	\$	\$23125
4. Travel and Per Diem	\$	\$	\$
5. Supplies and Materials	\$4775.98	\$3456	\$8231.98
6. Building Repair Materials	\$	\$	\$
7. Equipment	\$	\$	\$
8. Other			
9. Indirect Costs	\$3650.40	\$	\$3650.40
<b>TOTAL PROJECT COSTS</b> <b>(Not to Exceed \$40,000 Federal</b> <b>Share, except Category 2.B.)</b> (Enter this figure in Item 5, on page 1 of this application)	\$39910.38	\$6446	\$46356.39

13. **Project Description and Budget:** (continued)

**E. Budget Justification.**

Provide a brief justification of all cost items listed in the budget. Explain why these cost items are necessary to accomplish the grant objectives and results listed in item 13.A. above.

**1. Personnel:**

- a) Lisa Hillman- Project Coordinator – will dedicate 156 hours (\$3,744) to this project. These are included as leveraged funding. She will oversee the implementation of all of the objectives and be responsible for the final report, this will include soliciting and selecting consultant, tribal youth and Cultural Practitioners and helping to coordinate and schedule videography trainings. As part of her position as Food Security Project Coordinator she is working on the K-12 Curriculum and will also dedicate volunteer hours to help ensure the project is a success.
- b) Bari Talley- People’s Center Coordinator – will dedicate 83 hours (\$2,452.32) to this project. She will assist tribal youth with the development and editing of videos. Ms. Talley has completed these types of video projects before and has a great rapport with local tribal youth.
- c) Angela McLaughlin- Sípnuuk Library Assistant – will dedicate 312 hours (\$1,622.40) to this project. She will be collecting and uploading the videos and raw data to Sípnuuk. She will have to assist with the coordinating of review and approval of material to be sure any culturally sensitive information is protected. Additionally she will assist tribal youth with editing their projects during after-school hours.

**2. Fringe Benefits:**

The fringe benefit rate includes FICA (6.2%), Medicare (1.45%), SUTA (6.2% of first \$7,000), Workers Compensation Insurance (.85%), Retirement (5%), and Health Insurance (\$703.85/month-3% of wages). A total of \$1,058.00 in fringe benefits will be required for the People’s Center Coordinator and the Sípnuuk Library Assistant.

**3. Consultant Fees**

- a) To Be Identified- Videography Consultant – the videography consultant will develop and conduct the videography trainings and also assist tribal youth with the finalization of their short films/videos. Based on previous projects we estimate the amount of time and effort it will take to mentor and train 5 tribal youth will be at least 8 weeks throughout the project period. This is budgeted at approximately \$450/day for 40 days.
- b) Cultural Practitioners – Karuk Cultural Practitioners hold knowledge and experience that really cannot be quantified in “worth or value”; however due to funding limitations and consistency among projects we will provide them an honorarium of \$200/day for 4 days for sharing their information for a total of \$4,000 for the project period.
- c) To Be Identified- Youth Video Producers – the tribal youth who are selected to participate in the project will be given stipends for their final videos that will be part of the K-12 Curriculum. 5 tribal youth will receive \$225 each for a total of \$1,125.00.

**4. Supplies and Materials**

The Karuk Tribe already has some equipment available to help assist with the complete of the project, identified on page 7 of the Application. Additional items needed include:

Qty	Item	Cost
(2)	Certified Refurbished Mac laptops	\$849 each
(2)	Thunderbolt Display Monitor	\$999 each
(2)	2 TB External Hard Drives	\$89.99 each
(2)	Final Cut Pro X Editing Software	\$300.00 each
(2)	JBL Studio Monitor Speakers	\$150 each

Various videography Equipment (Leveraged Equipment-current value):

iMac 2 GHz 4 GB and Monitor – \$379, Xerox 3210 Printer—\$329, (5) KCDC iPad (\$200 each)—\$1000, ViewSonic Projector—\$240, Canon PowerShot A2500 digital camera—\$200, (2) Canon Vixia HV30 (\$275 each)—\$550, Video camera tripod (\$20), (2) Rode VideoMic (\$169 each)—\$338, Canon 3CCD Digital Video Camera GL1 NTSC (\$400) for a total of \$3,456 in leveraged equipment.

**5. Indirect Costs**

Indirect costs are calculated at our Negotiated Indirect Cost Rate for FY 2015 with the U.S. Department of Interior @ 50% of wages: 50% of \$7,300.80 equals \$3,650.40 for grant charged indirect costs.

Applications must be received by 5:00 PM Eastern Standard Time,  
Thursday, March 31, 2016

**National Park Service**  
**Karuk Tribe's Xahávik Project 2016-2017**

	Year 1		Year 2	
	Grant Funding	Leverage	Grant Funding	Leverage
<b>Personnel</b>				
Project Director (0.075 FTE@ \$24/hr)		2,496		1248
People's Center Coordinator(0.04 FTE@ \$24/hr)	1344		652.8	
Sipnuuk Assistant(0.15 FTE@ \$17.00/hr)	3536		1768	
<b>Fringe Benefits</b>				
Project Coordinator		329		165
People's Center Coordinator	83		126	
Sipnuuk Assistant	566		283	
<b>Consultant Fees</b>				
Video Production Trainer (40 days@\$450)	11,250		6750	
Elders/Cultural Practitioner (5x4 days@\$200)	3,000		1000	
Youth Video Producers (5 Stipends@\$225 each)			1125	
<b>Consumable Supplies and Materials</b>				
Certified Refurbished Mac Laptop (2@849))	1,698			
Thunderbolt Display Monitor Mac (2)	1,998			
2 TB External Hard Drive (2@89.99)	180			
Final Cut Pro X Editing Software (2)	600			
JBL Studio Monitor Speakers (2)	300			
various videography supplies		3,456		
<b>Direct costs</b>	<b>24,556</b>	<b>6,281</b>	<b>11,705</b>	<b>1,413</b>
<b>Indirect costs</b>	2,440		1,210	
<b>Total per Year</b>	<b>26,996</b>	<b>6,281</b>	<b>12,916</b>	<b>1,413</b>
<b>GRANT TOTAL</b>	<b>\$39,911.30</b>			
<b>TOTAL LEVERAGE</b>	<b>\$7,693.84</b>			

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**Administrative Office**

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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Request for Qualifications****16-RFQ-**

**For More Information:** Lisa Hillman, (530) 627-3446 x 3016, [lisahillman@karuk.us](mailto:lisahillman@karuk.us)

**Proposal Deadline:** August 15, 2016 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from tribal youth interested in videography. They will participate in videography training and then document and edit documentation on cultural activities focused on traditional land management, Native food harvest and processing. The final film product may be used to support the Karuk Tribe's Nanu'avaha: K-12 Native Food System Curriculum. Tribal youth will work with the Food Security Project Coordinator (Coordinator) to select focus area for final videos.

In general, the respondent should have an interest in filming and editing videos. Background information on any cultural knowledge, and the details and origin of film documentation knowledge will be considered in the selection process.

**Scope of Services to be Provided:**

1. Shall participate in all required trainings on videography.
2. Shall create 2-15 minute video on topic selected in coordination with Coordinator, including editing.
3. Shall deliver all raw and edited documentation materials to Coordinator within one month of the activity.
4. Shall exhibit professionalism, general courtesy and respect to all people, including Tribal staff.

Please note the following: upon selection, the participant will sign the Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe: Research, Publication and Recordings that give all copyrights to this lesson to the Karuk Tribe. Upon formal request and approval by the Karuk Resources Advisory Board, rights may also be shared with the participant. A copy of this may be requested from the Karuk Department of Natural Resources.

**Responses must be hand, mail, or fax delivered by August 15<sup>th</sup>, 2016 no later than 5:00 (Pacific Standard Time) to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue



P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will be accepted at: (530) 493-2342  
Emails will be accepted at: emmaleeperez@karuk.us

**Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.**

**All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.**

**If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).**

**A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.**

**Price Page for 15-RFP-[XXX]:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each task:**

- Task 1: \_\_\_\_\_
- Task 2: \_\_\_\_\_
- Task 3: \_\_\_\_\_
- Task 4: \_\_\_\_\_

**List previous experience regarding curriculum development, teacher training, and presentations for activities below:**

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**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

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**Request for Proposals****16-RFP-XXX**

**For More Information:** Lisa Hillman, (530) 627-3446 x 3016, [lisahillman@karuk.us](mailto:lisahillman@karuk.us)

**Proposal Deadline:** August 15, 2016 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe requests proposal for the following Scope of Work for qualified vendor to provide Video and Audio Documentation for the Nanu'ávaha (English *Our Food*) Karuk K-12 Curriculum Oral History Documentation Project. Proposal responses should be all-inclusive, accounting for cost of video, audio and photographic equipment, labor costs and minor incidentals, such as mileage. The final product will be (5) 2-15 minute videos created by tribal youth and a "How-to" Video Production Manual for aspiring videographers. Please note that upon contract award that the vendor and any assistants will be required to follow the protocol laid out by the *Practicing Pikyav* document and sign an agreement to give all rights to this document of and all documentation gathered with Karuk Intellectual Property to the Karuk Tribe. Upon formal request and approval by the Karuk Resources Advisory Board, these rights may be shared in equal portion. Copies of these documents may be requested from the Karuk Department of Natural Resources.

**Task One - Training Tribal Youth**

**Train Youth in Videography Skills.** Through four (4) hands on workshops, tribal youth will learn how to: research and plan for subject area; document informed consent of interviewees; formulate and ask questions to interviewees, and; record and log footage. Participating tribal youth will learn how to edit and finalize their video products. By the end of the first 6 months, you will have trained at least five (5) tribal youth in the basic skills needed to capture digital images and audio files for short videos that will accompany the K-12 Curriculum Lessons. By the end of the project five (5) final videos of 2-15 minutes will have been created in collaboration with tribal youth.

**Task Two – Workshop Documentation**

**Sustain Project Videography Skills.** By the end of the 18 months, you will have created a basic "How-to" Video Production Manual (1) for capturing digital images and sound, editing, and finalizing video products.

**Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history. The vendor must have multi-media skills; videography, photography, audio recording, editing and production skills. Please list experience, where and with whom skills were learned, and the dates experience was amassed.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved. Note that the

vendor must have previous experience working with Indigenous People and will respect gender specific tribal regulations pertaining to cultural practices.

- 3) A lump sum price, with attached price page.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, fax, or email delivered by August 15, 2016 no later than 5:00 PM (Pacific Standard Time) to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will be accepted at: (530) 493-2342  
Emails will be accepted at: emmaleeperez@karuk.us

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**A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.**

**Price Page for 16-RFP-~~XXX~~:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each task:**

- Task One: \_\_\_\_\_
- Task Two: \_\_\_\_\_
- Task Three: \_\_\_\_\_
- Task Four: \_\_\_\_\_

**List previous experience below:**

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**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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## Request for Qualifications

**For More Information:** [Emma Lee Perez, Contract Compliance Specialist, 530-493-1600 Ext 2017, emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

The Karuk Tribe requests Statement of Qualifications for various areas of Cultural Practitioners to provide their knowledge and/or coordinate activities at Cultural Events. The Karuk Tribe will maintain a rolling list of Practitioner's Qualifications and keep them on file with the Contract Compliance office to reference/select from for upcoming Karuk Tribe Events (Excluding Ceremonies). Each Practitioner will be compensated as described below:

Active Participation of Less than 4 hours: \$50.00 Stipend  
Active Participation of 4-8 hours: \$100.00 Stipend  
Active Participation of multiple days: Up to \$300.00 Stipend

Areas of interest (but not limited to) are:

- ❖ Regalia making
- ❖ Preserving and Processing Native foods
- ❖ Basketweaving/Gathering
- ❖ Traditional knowledge of plants/animals/aquatic species
- ❖ Storytellers
- ❖ Karuk Language Speakers
- ❖ Other cultural and historical knowledge, including traditional land management practices

**Responses should include the following:**

- 1) Background information on the details and origin of knowledge.
- 2) Names and telephone numbers of three client references.

**Responses can be hand, mail, fax, or email to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
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**Qualifications Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Area of Cultural Knowledge (May list more than one):**

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**List details of origin of knowledge/background information for Cultural activities below:**

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**List up to three references with phone numbers below:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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**Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.**

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**If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).**



**Bari Talley, People's Center Coordinator**  
Report for Tribal Council Meeting on March 24, 2016  
Reporting Period February 18, 2016, to March 17, 2016

**Action Items:** None

**Grants**

**NAGPRA**

- **2015 NAGPRA Consultation/Documentation Grant – 10/01/2015 to 11/30/2017 Peabody Museum of Archaeology and Ethnology #NG-05-15-010-15**
  - o Cultural Practitioners have made recommendations for intergenerational knowledge sharing and we are in the process of getting confirmation and developing contracts.
  
- **2012-2015 NAGPRA Grant 06-12-GP-570 (Karuk Autry) – 2012 to September 28, 2014.** Met with Lylliam Posadas, Autry NAGPRA Coordinator by March 2, regarding next steps. Following are the notes I made from the conversation:
  - o The Autry will Inventory Karuk cultural items identified by our visit and well review Karuk labelled items to include everything we are entitled to.
  - o The Inventory will then be presented to the Autry Board for their information and approval.
  - o Approved Inventory will be published in the Federal Register and on the National Park Service website, so that other Tribes, can review (and make a claim). Publication stays up for 30 days (Lylliam will check on this to make sure).
  - o Once the Notice of Inventory Completion has been submitted to National NAGPRA and has been up for 30 days with no additional requests or inquiries by other tribes, a Notice of Intent to Repatriate will be then published with National NAGPRA after which the Autry Museum has 90 days to return the requested cultural items. By then all the documentation and approvals would have been squared away, and that time will likely mostly consist of physically pulling all the items and working with the Karuk Tribe on how the items should best be returned

Lylliam has scheduled a meeting with the Autry Conservator on Monday, March 21, to follow up on identifying items containing contaminants, as well as a meeting scheduled with Senior Director, Collections and Conservation to outline how to move our repatriation request through their repatriation committee and on to the next steps!

- **NAGPRA Repatriation Grant # (Benton County Historical Society & Museum)**
  - o Dr. Pete Palmer has sent his final bill and is working on getting reports to us.
  - o Interim and Final Reports due June 31, 2016.

**IMLS**

- **IMLS BASIC GRANT NG-05-15-0107-15**
  - o final financial and the final narrative both due 10/29/16.
  - o Library books and magazines (only \$100 left in this budget )

## People's Center Report for Tribal Council Meeting on March 24, 2016 (continued)

- **IMLS Museum Services Grant MN-00-15-005-15** - Working with Adrienne Harling to establish weekly hours for digitization of family collections.
- **2016 IMLS Native American Library Services grants are due April 1, 2016.** Working with Adrienne Harling, and Lisa Hillman to finalize grant proposals. Plan to present resolutions to submit applications for Basic and Enhancement grants at the Planning Meeting on March 31.
- **Cultural Resource Fund** – preparing documents for participation and equipment loans.

### Other People's Center activities and program:

**People's Center Museum** – Phil Albers will be doing four Wednesday evening classes at the People's Center in April, "From the Sea, From the Mountain, Carving & Regalia necklaces (more information to follow).

**Chartkoff Artifact Review:** On March 8, the PCC (Bari Talley), representatives from PCAC (Josh Saxon, Lisa Hillman, Leaf Hillman, Robert Attebery), Tribal Historic Preservation Officer (Alex Watts-Tobin) and Arch Techs (Analisa Tripp & Vikki Preston), spent a day reviewing the artifacts repatriated from the University of Michigan, Joe Chartkoff, and planning the documentation process and repatriation steps. The arch techs created a spreadsheet, and are photographing the collection items (March 16) as part of the process. A collaborative report will result.

**Tribal Stewardship Cohort Program** - Attended week long training with Angela McLaughlin, February 21-26 at Washington State University in Pullman. Need to develop Mukurtu site for training completion by June 2016, presenting site to Cohort in May, at our last week of on-site training.

**Basketweavers Gathering** – – Thanks to Verna for mailing out Flyer, Agenda, Registration to promote the gathering scheduled April 22-24, as well as organizing and printing tickets for Raffle. Prizes are being donated—tickets are on sale.

**Sípmuuk Digital Library, Archives & Museum** – launch scheduled for the end of March.

**Herbarium & Native Plants Garden** – The Bio Tech team, Ben Saxon, Heather Rickard and Kathy McCovey have been cleaning out and putting in plants around the People's Center—mostly by the creek. We are looking for the Herbarium cabinet to arrive soon. This project is in collaboration with the Jepson Museum on the U.C. Berkeley campus. Look for educational event announcements in the spring.

# TERO Department Report – February 2016

Program	Total Budget	Expended to Date	Balance	% Expended
TERO	72,243.00	18,669.67	53,348.77	26%

## TERO Summary

### Casino Project

TERO is looking forward to the face-to-face meeting with the developer to learn our role in the strategy for recruitment, hiring and training for casino positions. I receive calls on a regular basis with questions and interested applicants.

### EEOC Grant Meeting

We have scheduled a special meeting for the TERO Commission, General Counsel, Self-governance and Contract Compliance to review the EEOC grant requirements. The meeting will be held on April 1<sup>st</sup> at 2pm in the Admin Fishbowl. We will review any concerns regarding accepting the grant. Some concerns are the reporting requirements and jurisdictional issues. We hope to have all concerns resolved to be able to make a recommendation to the Council to accept the grant annual grant of 26K to augment the TERO budget. If we move forward with a recommendation we will present it to the Council in April.

### Cultural Monitor Questions

We have 4 of the 24 individuals who took the cultural monitor training screened and ready to go for dispatch. When some do not pass a UDA screening, they are banned from working for us for a year. There are many who have not been screened as of yet. There were about 6 existing employees who were at the training also. We were asked to bring the question to the Council regarding the Cultural Monitor job description as it reads “Must be a Karuk Tribal Member or descendant” in the past, monitors had to be enrolled as a member or descendant but the new interpretation is that they have to have Karuk lineage without being enrolled. We need this clarified by the Council as to the intent for monitors. It has also come to my attention that the new certification is good for five years and in the past it has always been for only 2 years. We have always agreed that monitors need ongoing training along with experience in the field

### TERO Strategic Planning

TERO had originally scheduled May 9<sup>th</sup> and 10<sup>th</sup> for our strategic planning but the dates were pre-empted by a mandatory CCDF training at the Region IX offices at the same time. The TERO Commission will determine new dates at our next meeting on March 23<sup>rd</sup> the new dates will be announced at the Council meeting.

**Fire Line Safety Training for Vendors**

TERO sponsored the required training for individuals who want to contract with the Forest Service during fire season. The class was held on March 4<sup>th</sup> with 23 individuals receiving certification. We will hold another class on April 29<sup>th</sup>. Normally one would have to leave the river to get this training. The class will cost \$70 per person.

**CHILD CARE**

**Child Care Budget:**

Program	Total Budget	Expended to Date	Balance	% Expended	# of Families Served
CCDF FY 15	74,924.94	13,942.33	60,982.61	19%	5
CCDF FY 16	57,969.94	0	57,045.00	0%	N/A

**Child Care Summary**

**Child Care National**

A lot is going on at the national level for Child Care. I could keep that first sentence in all future reports. The deadline for comments on the Tribal Plan Pre-print is March 18<sup>th</sup>. Comments have been submitted through the National Indian Child Care Association. The Feds want to divide Tribes by the size of their child care funding allocation making the Karuk Tribe a “Small Grantee Tribe”. Small Tribes will have a shorter application process but will be held accountable in common areas with the Medium Tribes and Large Tribes such as background checks, Health and Safety, Quality and Consumer outreach and education. This new way for ACF to look at Tribes does not sit well with me as it is another example of how Tribes are perceived in Washington. We are a headache to them not the Nations that we are. In a national webinar I respectfully stated that Tribes are not fast food restaurant menu items.

The Feds issued an Information Memorandum regarding CCDF and TANF coordinating together. Here is a web address to view it:

[http://www.acf.hhs.gov/sites/default/files/occ/ccdf\\_acf\\_im\\_2016\\_02.pdf](http://www.acf.hhs.gov/sites/default/files/occ/ccdf_acf_im_2016_02.pdf)

TANF and Child Care are coordinating more than ever, but could have a better focus on coordinating for child care. We are working on coordinating our payment rates as was reported at the last council meeting. We will work on more coordination. This information memorandum is more evidence that the Feds are slowly integrating early childhood programs such as TANF, Child Care, Head Start, Early Head Start, Infant and Maternal care and Home Visiting programs. I have heard of a proposed demonstration program that would integrate these programs similar to the 102-477 Demonstration project.

### **Child Care State**

I will be attending the CA-QRIS Consortium state-wide meeting in Woodland March 16<sup>th</sup> and 17<sup>th</sup>. I will be representing all CA Tribes as the Tribal Child Care Association of California Co-Chair. This will be the first time ever tribes are intentionally involved in CA since this initiative began five years ago. I will have an opportunity to speak to the state-wide group with representatives from every county. I have provided a hand-out that lists each tribe in Ca and the county where they are located. The list includes what type of child care services they provide. Our issue from the beginning is Tribes having access to the multitude of training opportunities that the QRIS provides. I also have arranged to meet with our Federal Child Care Program Specialist from Region IX after this meeting.

Our TCCAC Executive Committee retreat will be held at the end of March (28 – 29<sup>th</sup>) hosted by Redding Rancheria. This is an important meeting for our fledgling association. One of our main goals is to gain more attendance by Tribes in CA. Currently there are approximately 36 Tribal CCDF Grantees in CA and we usually see only a handful at our quarterly meetings.

Our next Tribal Child Care Association of California meeting will be April 12 – 13<sup>th</sup> in Sacramento.

### **Child Care Local**

The Summer Food Program will be held this year from June 13<sup>th</sup> through August 19<sup>th</sup> in both Happy Camp and Yreka at our Head Start centers. TANF is funding the bulk of the program this year. TANF will be putting out an RFP for a Summer Food Program in Orleans. It would be great if we could get the Orleans Elementary to let us use their site, TANF will inquire about this.

We held our first meeting for this years' Yav Kuma Itapan – Math Science Camp. It will be held either the last week of July or the first week of August. I am happy to say that through our coordination with TANF we will be able to provide transportation to and from Orleans for more Orleans youth to be able to participate. TANF will also provide the bulk of the funding for this annual program as well. We will also coordinate with the Summer Food Program for lunches the week of the camp. Our next meeting will be on March 30<sup>th</sup>.

Once the CCDF funding application is approved (Tribal Plan Pre-print) I will have a short time to pull together the plan requirements for ongoing funding. I will need to hold a public hearing, conduct a service area child count, and determine payment rates and more. The plan pre-print is due to be submitted on July 1<sup>st</sup>.

Respectfully Submitted,  
Dion Wood

**Emma Lee Perez – Contract Compliance Report  
For Council Meeting on March 24<sup>th</sup>, 2016  
Reporting Period February 18<sup>th</sup> - March 17<sup>th</sup>, 2016**

**Action Items:** None as of 3/17/2016

**Consent Calendar:** See attached

**Contract Compliance Update:**

**Project Title:** Department of Community Services and Development

**Deliverables/Line Items:**

**Salaries and Wages-**The Karuk LIAP Administrator salary will be charged to the program at 15%.

**Education Tutoring Program/Tutoring -** The costs included in the expenses line item is for support for tutoring services in the Education Program.

**Youth Winter Warmth-** The Karuk Tribe has determined winter needs for youth in low-income families.

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**Senior Nutrition Program Support-** The Karuk Tribes Senior Nutrition Program provides homebound and mobile senior citizens and their companions with one nutritious meal per day.

**Achieved during report period:**

*Funds continue to support team sports, safety net services for LIHEAP program and partial wages of the LIHEAP coordinator. The next report is due: May 20<sup>th</sup>, 2016*

**Expenditure/ Progress Chart –**

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Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
01/01/2016-12/31/2016	12	2	9.5	0%	Y
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
03/20/2016	Yes	3/16/2016	03/20/216	Yes	3/16/2016
<b>Comments:</b>					

Date: 03/16/2016  
 Time: 10:31:36AM

**Grant Expenditures, Encumbrances & Appropriations**

User: EPEREZ  
 Page: 1

KARUK TRIBE

For Period From 01/01/2016 To 02/29/2016  
 Selecting on DIV from 606312 to 606312

ACCOUNT DESCRIPTION	APPROPRIATIONS	FEBRUARY EXPENDITURES	JAN - FEB EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
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6063-12-7101.00						
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6063-12-7102.00						
SUTA	279.00	33.08	57.89		221.11	20.75
6063-12-7103.00						
WORKERS COMP	72.00		0.77		72.77	1.07
6063-12-7105.00						
RETIREMENT	225.00	27.50	64.90		160.10	28.84
6063-12-7300.00						
TRAVEL	1,100.00				1,100.00	
6063-12-7500.00						
TUTORING	2,500.00				2,500.00	
6063-12-7501.00						
SENIOR NUTRITION PROGRAM	2,000.00				2,000.00	
6063-12-7503.00						
YOUTH PHYSICAL ACTIVITY	5,000.00	500.00	1,000.00		4,000.00	20.00
6063-12-7504.00						
SAFETY NET SERVICES	18,220.00	4,854.88	6,373.50		11,846.50	34.98
6063-12-7600.00						
ELDERS COMMUNITY NEED	3,500.00				3,500.00	
6063-12-7601.00						
WINTER WARMTH	1,500.00				1,500.00	
6063-12-7601.05						
HEALTH INSURANCE	509.75	160.47	269.56		240.19	52.88
6063-12-7999.00						
IDC	2,250.00				2,250.00	
<b>Totals for : 606312 (CSD Direct 16F-5101)</b>	<b>42,000.00</b>	<b>6,187.92</b>	<b>8,836.05</b>		<b>33,163.95</b>	<b>21.04</b>
<b>Report totals</b>	<b>42,000.00</b>	<b>6,187.92</b>	<b>8,836.05</b>		<b>33,163.95</b>	<b>21.04</b>

**Project Title:** National Science Foundation – Language Grant

**Deliverables:** Project Goal #1: The project will bring together fluent Karuk language speakers for six meetings to which they and other members of the Karuk language community will bring audio recordings, photographs to be described and/or Karuk language materials that they would want to donate to the Karuk Language Archives.

Project Goal #2: The second goal involves archival processing of the materials created by the Karuk Tribe’s Language Program. The PI will write a finding aid to be published on the Karuk Dictionary and Texts website for the Tribe’s materials using *Describing Archives: A Content Standard* (2013), the guide book for writing archival finding aids, and the PI will write a finding aid for the Karuk language materials created and collected by the Karuk Tribe’s Language Program.

**Achieved during report period:**

As funded by the NSF Documenting Endangered Languages grant, we have set dates and towns for the gatherings of Karuk language folks to talk about preservation of their language materials:

- April 16 - Happy Camp, CA
- June 3 - Yreka, CA
- July 16 - Orleans, CA or Eureka/Arcata, CA
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The locations of the final two dates depend on the availability of the preservation archivist written into the grant.

March 14<sup>th</sup>-16<sup>th</sup>, 2016 was the Live Your Language Alliance Conference (LYLAC) at Humboldt State University.

Susan Gehr gave a presentation on how to access Karuk and other Native language materials in archives, especially HSU's Center for Indian Community Development (CICD) Collection. This presentation is related to the archives and preservation emphasis of our Karuk DEL grant. The handout for that presentation is attached. *On a related note, Box 58 of the CICD collection contains the minutes of HSU's Native American Advisory Committee, of which Karuk Council member Josh Saxon is a current member.*

Crystal Richardson facilitated Karuk language games and immersion activities at the LYLAC. She assisted tribal members with registration for the conference. Language teachers, master speakers and the language community in general have been contacted to submit their input on future language projects. Outreach to the language community continues as staff seeks applications for the DEL sponsored language events.

**Expenditure/ Progress Chart – separate chart required for each grant**

Program	Code	Total Budget	Expenses to date	Balance	% Expended
NSF-Language	4063-00	\$100,000	\$7,706.33	\$92,293.67	7.71%
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06/15/2015 -11/30/2016	18		7	7%	
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
06/15/2016	No	N/A	06/15/2016	No	N/A
<b>Comments:</b>					



Date: 03/16/2016  
 Time: 11:00:24AM

**Grant Expenditures, Encumbrances & Appropriations**

User: EPEREZ  
 Page: 1

KARUK TRIBE

For Period From 01/01/2016 To 03/31/2016  
 Selecting on DIV from 406300 to 406300

ACCOUNT	APPROPRIATIONS	MARCH EXPENDITURES	JAN - MAR EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	EXPENDED and ENCUMBERED %
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4063-00-7015.01						
LANG COORDINATOR	16,200.00		1,771.00		14,429.00	10.93
4063-00-7101.00						
F/B FICA/MED	3,320.10	106.71	515.65		2,804.45	15.53
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4063-00-7103.00						
F/B WORKERS COMP	1,892.10				1,892.10	
4063-00-7105.00						
RETIREMENT	2,170.00				2,170.00	
4063-00-7300.00						
TRAVEL	4,200.00				4,200.00	
4063-00-7500.00						
SUPPLIES	5,540.00				5,540.00	
4063-00-7500.01						
PUBLICATION COST	500.00				500.00	
4063-00-7500.02						
DATA STORAGE FEES	1,000.00				1,000.00	
4063-00-7600.00						
CONTRACTUAL	3,500.00				3,500.00	
4063-00-7600.01						
PARTICIPANT COST	10,087.00				10,087.00	
4063-00-7601.05						
EMPLOYEE HEALTH INSURANCE			32.52		32.52-	
4063-00-7999.00						
INDIRECT COST	21,700.00				21,700.00	
<b>Totals for :</b>	<b>100,000.00</b>	<b>1,588.07</b>	<b>7,706.33</b>		<b>92,293.67</b>	<b>7.71</b>
<b>406300 (NSF AWARD 1500605)</b>						
<b>Report totals</b>	<b>100,000.00</b>	<b>1,588.07</b>	<b>7,706.33</b>		<b>92,293.67</b>	<b>7.71</b>

Compliance continues to review, monitor and post RFPs and review and approve contracts, grants, agreements and other related documents as requested by staff.

Submitted,

Emma Lee  
 Contract Compliance Specialist

**Emma Lee Perez – Contract Compliance Report  
For Council Meeting on March 24<sup>th</sup>, 2016  
Reporting Period February 18<sup>th</sup> - March 17<sup>th</sup>, 2016**

**Action Items:** None as of 3/17/2016

**Consent Calendar:** See attached

**Contract Compliance Update:**

**Project Title:** Department of Community Services and Development

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KARUK TRIBE

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06/15/2015 -11/30/2016	18		7	7%	
<b>Progress Report Due Date</b>	<b>Completed?</b>	<b>Date Completed.</b>	<b>Fiscal Report Due Date</b>	<b>Completed?</b>	<b>Date Completed.</b>
06/15/2016	No	N/A	06/15/2016	No	N/A
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Date: 03/16/2016  
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KARUK TRIBE

For Period From 01/01/2016 To 03/31/2016  
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Submitted,

Emma Lee  
 Contract Compliance Specialist

# Education Program Report to Council

For March 24, 2016

Prepared by: Alan Merrill, Education Program Coordinator

## Action Item: Travel/Training Request

- ❖ To take Alan, Debra and Cassidy to the Confidentiality and Minor Consent workshop in Yreka on April 6, 2016. This workshop is being offered by the National Center for Youth Law through the Siskiyou County Office of Education. Cost is \$10 per registrant

## Community Information

- ❖ KYLC Basketball Tournament will be held April 16<sup>th</sup> and 17<sup>th</sup> at the Wellness Center in Yreka
- ❖ There was an informational night held in Orleans on March 3<sup>rd</sup>
- ❖ KCDC and Education Program are working together to bring a Career Day to Happy Camp on May 5<sup>th</sup>

## Karuk Youth Leadership Council:

- ❖ We have added two students to the Youth Council from Orleans and are reaching out to at least three more
- ❖ Yreka KYLC held a bake sale in Tribal Housing and at Walmart in Yreka March 11<sup>th</sup> and 12<sup>th</sup>
- ❖ HC KYLC is teaming up with the community to volunteer for the Easter Egg hunt
- ❖ Happy Camp KYLC attended the Tribal Council meeting in February.
- ❖ HCKYLC held a Food Drive in Happy Camp giving the donations to the Resource Center
- ❖ The next co-council meeting is Sunday, 3/20/16 in Happy Camp

## HEG Update:

- ❖ There were a total of 4 ½ year grants allocated

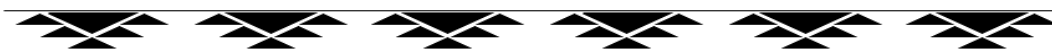
## Education Committee:

- ❖ Our meeting set for March 16<sup>th</sup>, was cancelled due to most of the committee being out of town and busy before, during and after
- ❖ Our next meeting is scheduled for April 20<sup>th</sup> at 1:30 in the Fish Bowl

## Conferences/Workshops/Seminars/other:

- ❖ SSC and a student attended the AIHEC in Minneapolis, MN March 13-17<sup>th</sup>
- ❖ SSC is escorting students from HCES to the California Conference on American Indian Education in Redding, CA March 17-20<sup>th</sup>
- ❖ Director, SSC and two students will be attend the CTC Leadership and Certificate Program in Redding, CA April 24-29<sup>th</sup>
- ❖ Webinar: Suicide Prevention in Our Schools
- ❖ Webinar: We R Native- great website to utilize

Yôotva, thank you all, and if you have any questions or comments please contact me via e-mail ([amerrill@kark.us](mailto:amerrill@kark.us)) or via phone (ext.: 2034)



**Old Business:**

*Solar Parking Lot lights:* Charles has identified which lights are not working and this information was given to Brian so that he can take the needed steps to get them operating again.

*Sliding Doors- Headway:* These have been ordered (they truly have).

*Orleans Elder ramp:* This contract has been cancelled.

*Process Server:* We have awarded a six month contract to a Tribal firm.

*Yreka TRO:* The job description has been updated.

*Fiscal Clerk JD's:* These job descriptions were updated and approved at the Planning Session. The Payroll/Billing Clerk position is ready to be advertised.

**Community Meetings:**

Community meetings on the subject of Pet Policy, Maintenance, Security and a Ceiling Rent Increase have concluded. The results of the pet policy survey were distributed to the Council and the Board. The Ceiling Rent increase has been passed by the Board and will be implemented on July 1, 2016. We anticipate that the next round of community meetings will take place prior to the submission of the 2017 Indian Housing Plan to gather community input on the IHP.

**LIHTC:**

Pacific Power and Light has provided their requirements for the power to the LIHTC homes. The change order to cover the cost was approved by the Board on March 16<sup>th</sup>. Additionally, the change order to add the Bid Alternate 1 for the construction of wood sheds for the LIHTC homes was also approved on March 16<sup>th</sup>. The funding to pay for these change orders is the additional equity we obtained from the higher pricing of our tax credits (\$.94 proposed, \$1.01 obtained).

**Trust Applications:**

The Consultant continues to work on these applications. When we return we are scheduling a conference call with Jenny Kim so that we can provide her with some additional guidance on how to move forward.

**Wellness Center Coordinator:**

We have hired Tribal Member Jeanne L. Burcell for this position. She comes to KTHA with a wealth of experience from working with youth sports, and in the juvenile justice system.

**Force Account Crew (Comstock):**

We have hired experienced James Bearchild to work as Construction Crew Member I on the Force Account Crew. James has many years of experience with all aspects of construction.

**Wellness Center Insurance:**

Per the recommendation of the Board and Council we will explore charging additional fees to outside groups who need to provide insurance for an event that they want to hold at the Wellness Center.

**Leasing Ordinance:**

The presentation at the Planning Session served to push this issue toward the lower end of our priority list. Having been provided with two very informative presentations on the Hearth Act, and its applicability to our program, we can see it is not an urgent need.

**Planning Session:**

This was one of the better Planning Sessions and there was a lot of valuable information shared. Unfortunately, one very important project was not discussed. This was the security of our administrative facility in Happy Camp. The

modification of this building to build in security features has been discussed every year since 2012. We should have discussed this in detail on the last day of the Planning Session and so because this is a huge concern for our staff; it needs to be discussed before we submit our Plan for 2017.

**Water Feasibility Study- Orleans:**

Paul Gregson's presentation helped to clarify the issues with the OMWC and OCSD. It also provided to us direction on how to work out these issues. Ed Goodman's presentation on the Tribe's Water Rights helped to reinforce that direction. I will make contact with Emma Lee and Leaf so that we can continue this work.

And finally,

Thank you to the Board and Council for attending the Planning Session and being supportive of the work that we do. And thanks to the KTHA staff who work their rear ends off to get ready for this event. I know that they get burnt out on it, but without them it would not happen. Maybe next year we can plan for this event to occur in Yreka at the Wellness Center in the upstairs conference room. It will save A LOT of money!



**Karuk Tribe Housing Authority  
Board of Commissioners  
Tenant Meeting Minutes  
January 11, 2016  
Yreka**

**The meeting was called to order at 10am by Elsa Goodwin, Chairperson.**

**Roll Call**

**Present**

Elsa Goodwin, Chairperson  
Dolores Voyles, Secretary  
Charlene Naef, Treasurer  
Randy Hobbs, Commissioner  
Gabriel Montgomery, Commissioner  
Scott Quinn, Commissioner  
Arch Super, Interim Commissioner

**The prayer was provided by Arch Super.**

**The mission statement was read aloud by Dolores Voyles.**

**1) Approval of the Agenda for January 11, 2016**

Charlene Naef moved and Scott Quinn seconded to approve the Agenda for January 11, 2016. 6 yes, 0 no, 0 abstain. Motion passed.

**2) Approval of the Minutes for December 28, 2015**

Charlene Naef moved and Arch Super seconded to approve the Minutes for December 28, 2015. 6 yes, 0 no, 0 abstain. Motion passed.

**3) Old Business**

Arch asked if there is a better way to follow up on the old business items; Erin will include updates in her report as they are completed or have new information, she will continue to refine a method that allows them to get information on the pending items.

Elsa asked how they can get updates on questions on the tenant balance reports. Since that report comes to them at the Director Meeting, Ann will need to include updates / responses in her Tenant Meeting report or at the following Director Meeting. If they have questions, they can always ask at the following meeting.

Arch asked about the Red Cap Road handicapped ramp. They have advertised it for two rounds without any site visits; they are now doing direct contacts with local contractors to attempt to get a bid.

Did the Asip floor get completed? Yes, the flooring is in place, the transition slips were on order and will be installed this week.

They asked about the Indian Meadows home replacement project. The first advertisement yielded no bids, the second advertisement only returned one bid and it exceeds the available budget. They will go out for a third round and see if they can obtain a bid within budget. It is not uncommon to have little response on modular home projects in Happy Camp and the budget does not allow for stick built.

They asked about the force account crew completing the project. The crew is not trained in modular home installation and setup so that would be a risky and potentially expensive option to pursue. Another option that the

homeowner presented was selling the home to repay the existing loan and then using the HIP funds to purchase another home. That is allowable, if the home can appraise and sell for enough to cover the loan.

Randy asked about the modular companies in Southern Oregon and their advertised prices which seem reasonable. Those are starting prices, the delivery and setup, especially as far as Happy Camp raise those prices and do not always include all of the costs to complete the project. HUD regulations require bidders to be licensed, bonded, and insured and to submit a bid bond. It is likely those vendors do not need the business bad enough to jump through all of those hoops. Dolores asked if they can train someone to do the modular setup. They should not shift the force account crew to learning that new trade when they have other projects they need to be working on.

The staff can contact some vendors directly and find out if any would be interested in bidding. Randy asked if he would be overstepping his bounds if he asked the mobile home vendors why they are not bidding on the home projects; that would not be a problem if it is just information gathering as long as he is not soliciting the bids.

Arch asked about the rent adjustment for the tenant in Orleans who reached elder age; Ann confirmed the individual is only 61 and not yet an elder.

Arch asked if there are ways they can improve the turnaround timelines for evictions and getting the paperwork served. Erin has drafted an RFP and will be advertising for that service with guidance from Ed to ensure they remain at “arms-length” from the case to meet the court standards.

Arch asked about the flooring in the gymnasium, it was reinstalled and they are back up and running.

They asked about the employment vacancies. The Yreka TRO closed Thursday; they are waiting for HR to schedule the application reviews. The Orleans position was offered and declined, they offered it to the second choice candidate and they have accepted.

Arch asked about the outreach with tenants about maintenance and work orders. That will be one of the topics at the community meetings they will be holding in all three sites during the coming weeks. She encourages Board attendance at those meetings along with the Council district reps. Erin states they fell behind with quarterly community meetings and will do better with that this year.

Scott asked if they have gathered the information to set a rental rate for the Wellness Center. Erin is going to have to assist Rachel with that task. She will distribute the draft policies for the center for their review today as well. Rachel needs to reach out to other similar facilities to see what they are using for policies, user agreements, and rental rates so they don't start from scratch. Scott asked if there are any regulations that govern access and use of the facility since it was built with NAHASDA / ICDBG funding, Erin will find out. She would like to see the most common types of use outlined in the policy so they can be approved by staff, requests outside of those parameters would come to the Board so they can easily schedule events in the Center to keep it busy.

Arch asked if the Tribe was notified about the FEMA unit, Erin told Buster directly that they donated that unit to them and they just need to come and get it. Elsa requested that Erin send a letter giving the Tribe thirty days to remove the trailer so it is documented.

#### **4) Tribal Council Liaison**

Elsa asked if Steve had the generators in Orleans that are not functioning properly repaired; they were waiting for parts and now they are waiting for the vendor to get to the repairs. The issues with the Camp Creek home generator were resolved. Erin's thought about replacing them would be a long term strategic decision that would be made at a different point in time. If the units were damaged by the tenants they should be responsible for the costs. There are locks to secure the units, but they were vandalized and tampered with. There are also tenants who will not allow staff to work on the equipment when they go to troubleshoot the unit.

They need to get the tenants to the community meetings and ensure they understand that they have to meet them half way and allow housing staff into their homes to make the repairs. If they do not want to cooperate, they should live elsewhere. If they have an issue with a staff member they need to submit a formal complaint so that it can be addressed. The main issue with the tenant in question was that they didn't want to have to move their belongings out of the way to allow staff into the home.

Elsa states that when staff attempt repairs and are denied access it needs to be documented. They do since they have similar issues with inspections.

#### **5) Ann Escobar**

Ann's written report was included in the packets. The holiday hams and stockings were distributed. The winners of the holiday decorating contest were chosen and all received \$25 visa gift cards. The Yreka elders dinner was held and had about 35 attendees. Lisa and Randy have not been going to Orleans due to the active slide downriver. Lisa has stayed in contact with the tenants via phone.

She has been working with the attorney on the evictions and provided updates on their status.

The foster family preference points, foster family vouchers, and elder caregiver lease addendum policies were included for review and approval. The preference points and lease addendum policies have been provided to them at two prior meetings. This is the first draft of the voucher policy they have received. Ann asked if they agree with a six month recertification that foster care is being provided so they can monitor it more frequently than annually, they agree that is reasonable.

Elsa asked if they have done research into the market rents and if \$6,000 per year would be adequate to provide assistance to the families through vouchers. Ann's concern with the voucher option is that if they issue a voucher and the family stops providing the services and cannot afford to remain in the home without assistance, they will lose their home.

Elsa states the goal was to have as many options to assist Tribal Members with providing foster care to Tribal children. Ann feels like adding preference points to help them gain a housing unit should be implemented and they should see if that addresses the need before adding another option.

Consensus: To carry the policies to the February 1 meeting.

Randy asked if the policy language was reviewed by the attorney. No, unless there is a question about the regulations or laws they adopt their own policies to govern housing services.

Ann asked if the additional information for vacant units is what they were looking for. Yes, but they are curious why it was so long from the unit prep completion date to the first offer declination. The policy allows for 10 days between each notice which can take awhile if the offer is not accepted. They state that if she and the staff have recommendations on how to make those timelines work better they should suggest them.

Gabe asked how many foster family vouchers would be awarded if they implemented that policy. It would be very low since there are not many families providing that service and it would only be for Karuk foster children.

Arch Super moved and Charlene Naef seconded to approve Ann's report. 6 yes, 0 no, 0 abstain. Motion passed.

#### **6) Richard Black**

Richard is present to review his written report.

The Comstock unit is continuing. There were delays with the City and the unpermitted work which resulted in them having to nearly rebuild the home. There were some delays with the drywall texture; the contractor will be providing some training to the staff while on site doing that work. They continue to strive for their original

scheduled completion date of March 1. They need to make sure they notify Tribal staff if they will fall behind as soon as possible.

The 1 to 5 bedroom plans and engineers estimates will be finalized in the near future, he will meet with the contractor this week. Those plans will be used for the 1 and 2 bedroom homes on Second Avenue and also on the Skyline and Indian Creek properties. Elsa believes the Second Avenue homes should be prioritized since they need more small units.

There are modifications to the plans for the Fort Jones home replacement necessary before they can get permits to begin construction. There may be a change order for the design contract to make those changes. Hopefully construction can begin within a month.

The tax credit homes should begin the week of January 18 and the groundbreaking is January 29.

They received one bid for the Phase Two work on the Wellness Center that was significantly over budget. There was confusion by the estimator when preparing the bid that contributed to that overage. The staff have reviewed the plans and identified alternatives that can lower the costs for the project without having to modify the designs.

The proposed revisions would include revising the walls in the addition so that they could still have the exercise room but also be able to relocate the computer center to the new building centralizing their services in one facility. The revisions would also clarify finishes to match the rest of the facility and other changes that were made to the rest of the facility during Phase One; there are many decorative features on the exterior that are unnecessary and expensive.

The proposed new space for the computer center is only 12" difference from the existing center. Having security, a coordinator, and the computer center staff all in the center would allow more staff on site to manage the facility and monitor access and usage.

The vacated computer center would allow for better office space for construction and maintenance staff, which would then free up an office in the administration building for the new TRO for the tax credit homes solving many office space issues.

The finished second floor would remain the same as planned with the press box and a couple of walls removed to make the conference room larger along with a bathroom.

Scott asked why there are so many bathrooms being added to the lobby area. It is because the public restrooms only have three stalls. When the gym is not in use they hoped to block the locker rooms to prevent unnecessary access to that area and the gym.

Scott asked if the utility stub outs and manholes were marked to prevent damage, yes.

They asked if Phase Two includes paving and additional parking. No, they have asked Sandi to provide that through transportation funds. They do not know if she has added it to her inventory yet though. Erin will work with Sandi to schedule a meeting to look at the site and possible options for additional parking. She should be in Yreka for the Council Meeting so that might be a good day to look at it.

Randy asked how they are dealing with the mud in the parking lot at the facility. It is not mud; it is dirt that contaminated the gravel during construction. There are rugs at each door that they have been wiping their feet on and it has been keeping it clean without troubles.

Gabe asked if there will still be space for other exercise classes, martial arts, boxing, yoga, etc. Yes, the exercise room is huge so half of it would be exercise equipment and the rest could be for other activities. They could add an accordion wall to allow for dual use without distraction or difficulty hearing if needed. Larger groups could

use the gym space for those activities when there is not open gym by properly scheduling the activities and managing time.

Elsa thought that the original grant allowed office space for Public Health. That is inaccurate; there was not office space for that position. They were only supposed to offer health outreach activities with the community in the facility not be based there. Originally they had contemplated the computer center and Resource Developer being in that facility to work with the community.

Elsa does not see how the changes are saving them money since it is the same square footage. The savings are through finishes and reducing the number of walls / doors in the addition.

They asked if there are alarms on the exterior doors so they know when they are opened. No, there are no alarms; if they are locked they cannot open them from the outside, only from the inside.

Randy asked what type of exercise equipment would be in the room; it would self-serve equipment be similar to what is in hotel fitness centers which would not even take up a full half of the room. Scott asked if there is storage to put the mats and supplies away in between activities, they could add storage easily. They could also use the upstairs area for yoga and other activities.

Scott asked if the changes suggested require modifications to the plans. No, it will just be changes made to the scope of work not taking it back to the engineer to edit the design plans.

Scott Quinn moved and Dolores Voyles seconded to accept the proposed changes to Phase Two of the Wellness Center. 6 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Scott Quinn seconded to approve Richard's report. 6 yes, 0 no, 0 abstain. Motion passed.

### **Closed Session at 1:02pm for Tenants Present**

Charlene Naef moved and Dolores Voyles seconded to waive policy and approve a lease addendum for Tenant #LP-003-1216-01 (PA) to add SK to lease after paying \$160, entering into a \$200/month payment agreement, and requiring budgeting class. Any violations, including a missed payment, will revoke the addendum. 6 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Gabriel Montgomery seconded to waive policy and allow a 24 month payment agreement for Tenant #LR-003-1467-05 (JG) to repay the balance of \$3,550. Tenant must take a budgeting class and report income changes within the required timeframes. 6 yes, 0 no, 0 abstain. Motion passed.

### **Open Session at 2:26pm.**

#### **7) Brian Gonzalez**

Brian was present to review the written report.

The unit with methamphetamine contamination was taken care of and thoroughly checked before they cleared the unit for tenancy. He will usually work on prioritization with Ann when starting unit prep so the most needed unit is done first based on the waiting list.

Landscaping is done for the season; they are ordering benches and trash cans and ashtrays for common areas. They suggest a designated smoking area for the wellness center to discourage smoking in front of a facility that promotes wellness. Perhaps Sandi has an extra bus stop that could be used. The government requires smoking areas be 25' from the entrance and air intakes of buildings.

The local garbage collection company has free recycling stations they will be installing in the community for the tenants to promote recycling. The first will be at the end of Kutchy Kawtch. They would like one on the other

side of the community for the elders and new tax credit homes. They would like to see a recycling center in Orleans for those tenants since the Happy Camp community has them already. It is difficult to encourage them to recycle when they don't pay for the garbage service but still would be helpful.

They have had several roof leaks on the apartments and plumbing issues they are working on. The quote for roof replacement was submitted so hopefully that will be approved in the coming budgeting session.

Siskiyou Fire is coming to charge the fire extinguishers as well as provide a tenant training on how to use them, monitor them to make sure they are charged. Smoke alarm batteries are being changed as well as replacing the units to more current models.

Vehicle maintenance has been kept current, studded tires were installed and the lights were checked and wiper blades were changed for the winter season. Scott asked who oversees the vehicle maintenance schedule, Brian does and he tracks it on a spreadsheet and does them at the same time so it is easy to monitor. They do the oil changes at the local oil change company every three months. Scott asked if they give a discounted rate for so many at one time, no but Brian is working with them on that and if not, take them somewhere else. There are other vendors in Yreka that will offer the service. They used to use A1 auto but the costs kept rising and every time they would recommend repairs that were unnecessary. They could also use the dealerships too.

The gym floor was reinstalled last week so the center was open for the weekend. Scott asked when they will be able to tell if their revisions will help. They learned from the removal and reinstallation how to get it right. They are also looking at options to add a humidity function to the HVAC unit so that it maintains the correct level. They also used a dehumidifier which collected 10 gallons per day from the concrete moisture coming out. The manufacturer has also provided guidance on what to expect from the floor and what to maintain the levels at to avoid cupping (not warping) which is not permanent damage to the panels, it is normal and expected. They recommend 12 months for the floor to acclimate and adjust to the environment and concrete moisture. They will keep the bumpers away from the edges to allow for air circulation when not in use so it does not puddle again. Another alternative might be a vapor barrier under the flooring. The air circulation, proper air temperature, and correct humidity will all help. Brian is purchasing industrial size fans to keep the air moving as well.

He is working with the vendor on the non-slip materials for the Elder ramps for a slightly different version from what Steve installed in Orleans.

Arch asked what the current unit prep timelines are; after the policy revision they have 7 to 10 working days as a minimum in good condition and 10 to 20 working days as a maximum for poor condition. He tries to coordinate any sub work such as flooring to meet the timeline and not add to their time in the unit so it moves quickly.

When other things come up such as the gymnasium and health and safety work orders they put everything else on hold which adds to the turnaround.

Charlene asked about the status of the Water Feasibility Study and how that is progressing. Their consultant is gathering information on the water rights and their shares with Orleans Mutual and they will be holding another conference call to talk about it.

Elsa asked if the Orleans elders are happy with the non-slip materials installed on the elder ramps. Steve has not heard anything negative from them. It was only installed in Orleans; it is more functional than aesthetic.

Charlene Naef moved and Dolores Voyles seconded to approve Brian's report. 6 yes, 0 no, 0 abstain. Motion passed.

#### **8) Steve Mitchell**

Steve reviewed his written report.

Unit prep continues, annual repairs are done as time allows, work orders are current. The landscaper has assisted maintenance with some projects.

The maintenance shop is almost done however they are still unable to find the sewer connection. Both the local provider and local plumber have been to the site as well as reviewing old drawings. Instead of having to cut into the road they are looking at a packaged sewage lift / grind station to pump it to the blue house sewer connection point which connects to the elders' development. Originally that lot was likely connected to the same line that ran across to the log building in the 1970's. When Jacobs Way was finished and the Elders homes were built it may have capped off that line.

The resident center in Happy Camp is out to bid for design services, bids should be received in early February. The building will look similar to the Maintenance Shop but will be much larger and with many more interior walls and finishes inside.

Arch Super moved and Randy Hobbs seconded to approve Steve's report. 6 yes, 0 no, 0 abstain. Motion passed.

Scott asked about unit prep on Kevin's report from December 3 and still ongoing on December 23. Steve noted that does not include weekends or holidays so it is within the timelines. 20 calendar days to complete unit prep would be good since they rarely get full days in and sometimes only have one employee working on it with other tasks that come up. Scott asked what KTHA standards are when they turn a unit around. Their expectation is that it look new as if it has not ever been lived in. That helps them feel like they are getting a new home that makes them want to maintain it.

#### **9) Erin Hillman**

Erin's report was included for review.

She spoke to Dwayne Peterson and Roberto Beltran about the shares being transferred to the Karuk Tribe from the Salstrom documents since they were concerned with a delinquent account, it turned out to be the home that the property owner still lives in. They will work through the issues that surround the shares and monthly billing and how that fits into the water rights and the feasibility study work that is being done.

The APR was submitted. The LOCCS system is being updated.

The audit was completed last week and they have another clean audit. The staff worked hard to make that happen and go smoothly. The one inspection that was missing is still being looked for, it was not a problem or concern for them since it was the only item missing from the files. Ann is implementing a system to monitor them as a result of this to get them taken care of; Scott would like to see all files reviewed annually. HDS may also have an option that could assist in monitoring the inspections and re-certifications to ensure they are done annually to prevent any audit findings. This tenant had extenuating circumstances with a death in the family, medical issues, staff turnover, etc.

The foster family policies were included for review. The eviction RFQ was reposted for a second round. A draft is being prepared to advertise for a process server. The Wellness Center floor was reinstalled. The eviction ordinance is under review with Fatima. The force account crew continues to work on Comstock. The fee to trust consultant will be coming out to gather information to get the process started to get the applications together for submission. The time extension was granted for the Fire Crew NRCS thinning project.

Two USFS landowner agreements were received for hazardous fuels reduction work to be done on the Tishawnik and Shivshaneen parcels similar to the ones they did for Happy Camp. Erin wanted to get the Tribe's review done before getting Board approval. She also wants to compare the changes to the last MKWC document are incorporated into these agreements to so they are consistent.

Michael will be attending Negotiated Rulemaking in DC and HUD will be covering his travel. Erin will still attend as an alternate.

There is no new information on the negotiated rulemaking, reauthorization, or their new grant award. It should come soon now that the appropriations bill is done.

She included the maximum rent option they requested after the last review which is a \$200 per month increase to each unit size phased in at only 20% per year, for five years. This will be a topic at the community meetings; she will provide the information to the tenants at that time. She will also give them the fair market rents for the local communities so they can still see theirs are much lower and the last date the rents were increased.

She included the draft maintenance policy edit allowing elders in non-elder units to get maintenance at 50% of the going rate. The policy does not currently have a set rate indicated. This was discussed at length at the quarterly meeting; Erin raised all of the concerns with staff availability and unit prep and work orders taking precedent and them not being likely to get it done. The Council and Board still agreed to have Erin proceed with this policy being implemented. It adds to all staff duties to do this, the TRO, the maintenance staff, fiscal, everyone has more work.

The summer youth can focus on elders, and the self-help program would be a great source for free help if they had anyone participate in that program.

Scott offered an option where they cover 50% of their maintenance costs if they get it done by private parties and submit the invoice to Housing.

Elsa states that KTHA is responsible for maintaining the units until they are conveyed since it is their asset. Erin clarified, that is for repairs that impact the integrity of the home, they are then supposed to invoice the homeowner for that cost since they did not do it. Brian suggests they service the main components on a routine basis to avoid it breaking down like they do the woodstoves.

The policy used to require annual inspections; the homeownership units have extended timelines if they have good inspections so they might not catch things until after an extended period of time. Erin supports more frequent inspection of the homeownership units.

Ann states there are many lease purchase tenants who follow the policy by doing their own maintenance. There are also provisions in the policy for certain things to be reimbursed by KTHA if submitted properly.

Erin understood this would only apply to yard work or light maintenance such as changing a bulb or faucet washer, etc. not major components of the home.

Arch suggests that this go to the quarterly meeting for further discussion. That has already occurred and the outcome was to proceed with the policy edit after Erin expressed the concerns that staff have with adding another task to their plate.

Steve hopes that if there is a system that allows for staff to work on homeownership units that the tenants are billed for the costs and it be paid. It needs to be something clear and easily interpreted and implemented by staff. The true problem is lack of staff to fulfil the work order requests and unhappy tenants when they cannot attend to their requests due to other higher priorities. Elsa states there are other programs that can help with this; TANF, GAWEP, family members, etc. They don't need to add to their staff's duties.

Results: Policy approval did not pass for lack of a motion after extended discussion.

Erin wants to be sure it is clear the policy was drafted as directed and it was the Board's final decision to not implement the policy change.

Delphic Elementary School has requested use of the wellness center February 12-13, 2016 for free with KTHA keeping the snack shack proceeds in exchange for running the snack shack. There is a Tribal League wanting to



have a tournament that same weekend who is willing to pay a rental fee, cleaning deposit, and provide additional insurance which should take precedence over a non-Tribal use that doesn't provide any revenue. Another revenue source would be a gate fee that KTHA keeps. They need to know what the operating costs are to set a realistic rental rate.

There has been interest from the Booster Club and the Youth Leadership Council in doing concessions to raise funds. The purpose of KTHA keeping the revenues is to offset the costs to run the facility so if another group did any fundraising they would have to share the proceeds with KTHA somehow.

Results: Request denied, they do not want to allow the facility to be used for free.

Erin included information for BOC training by NAIHC in Phoenix, February 17-18, 2016 if anyone is interested in attending that, she will ask again on February 1. Charlene asked if there will be any training of that type at the annual session in Hawaii.

She included the draft pet policy for their review. She will gather input from the tenants at the community meetings to gauge if they want pets.

She also distributed the draft policies for the Wellness Center so they can review that and submit any comments they have.

She states that Siletz has proposed June 23 in Lincoln City for the next O-Link meeting.

Scott Quinn moved and Randy Hobbs seconded to approve Erin's report. 6 yes, 0 no, 0 abstain. Motion passed.

#### **Closed Session at 4:20pm**

Dolores Voyles moved and Arch Super seconded to approve Resolution 16-R-01 to open and close escrow and obtain title and settlement services for the refinancing of Home Loan #1463 previously approved, including the standard limited waiver of sovereign immunity language. 6 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Charlene Naef seconded to approve Agreement 16-A-02 for title and settlement services for the refinancing of Home Loan #1463 previously approved, including the standard limited waiver of sovereign immunity language. 6 yes, 0 no, 0 abstain. Motion passed.

Scott Quinn moved and Arch Super seconded to approve Home Replacement #6520 up to \$200,000. 6 yes, 0 no, 0 abstain. Motion passed.

#### **10) Personnel**

Nothing to record.

#### **11) BOC Only**

Nothing to record.

#### **12) Executive Director Only**

Nothing to record.

Charlene Naef moved and Dolores Voyles seconded to adjourn at 5:35pm. 6 yes, 0 no, 0 abstain. Motion passed.

**Submitted by,**

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**Dolores Voyles, Secretary**

**Recording Secretary, Sara Spence**

**Karuk Tribe Housing Authority  
Board of Commissioners  
Tenant Meeting Minutes  
February 1, 2016  
Orleans**

**The meeting was called to order at 10:03am by Elsa Goodwin, Chairperson.**

**Roll Call**

**Present**

Elsa Goodwin, Chairperson  
Dolores Voyles, Secretary  
Randy Hobbs, Commissioner  
Gabriel Montgomery, Commissioner  
Scott Quinn, Commissioner  
Arch Super, Interim Commissioner

**Absent**

Charlene Naef, Treasurer, Excused

**The prayer was provided by Scott Quinn.**

**The mission statement was read aloud by Arch Super.**

**Quorum is established.**

**1) Approval of the Agenda for February 1, 2016**

Arch Super moved and Dolores Voyles seconded to approve the Agenda for February 1, 2016. 5 yes, 0 no, 0 abstain. Motion passed.

**2) Approval of the Minutes for January 11, 2016**

Arch Super moved and Gabriel Montgomery seconded to approve the Minutes for January 11, 2016. 5 yes, 0 no, 0 abstain. Motion passed.

**3) Old Business**

Arch asked about the ramp for NJ; it was advertised for two rounds without bids. The staff has directly solicited bids from two contractors. The individual is scheduled to return home tomorrow, earlier than expected so there is no way the work can be done prior to that. Scott asked about the pre-fab option, Erin states the staff has not yet looked at that option.

The Asip flooring is reportedly complete; Steve will do the final inspection today.

The Indian Meadows home replacement project is out to bid for a third round; there have been no new bids so far. The homeowner asked about the option of selling the existing home and purchasing another home, Erin explained that the existing home would have to appraise and sell for an amount that could repay the existing loan, then another home could be purchased, if it appraises and can be purchased for an amount below the HIP award. Randy has not yet spoken to Palm Harbor homes but plans to. Erin also got contact information for a transportation vendor she saw passing through Happy Camp.

The process server RFP is posted and closes on February 19.

The Yreka TRO position had three applicants; the two Tribal applicants were offered skills testing, only one took the test and did not pass. Erin will speak to them about the position further today. The position description requires modifications to generate interest from qualified applicants; with a salary range of only \$10-13/hour for the level of responsibility and skill the position requires they are not getting applicants.

The new Orleans Landscaper/Maintenance Engineer, Nartel Briley, starts today.

Erin reviewed the ICDBG grant to see if there is any reference to prioritizing use and there are no restrictions, they can set their own parameters, within the equal opportunity guidelines. Erin noted that their recollection was correct that originally there were offices for the Public Health Nurse (Annie Smith) and the Resource Development Manager (Florraine Super). Because all of the medical staff are at the clinic it did not make sense to put that position in the Wellness Center by themselves so the Security Coordinator was instead put in the facility. The Resource Development Manager would move in Phase Two when the computer center is shifted to that facility as approved at the last meeting. Instead of having an office the Public Health Nurse will coordinate activities and outreach with the community by planning events in the facility.

Erin provided written notification to Buster that they can have the remaining FEMA trailer including a 30 day deadline for removal. She does not know what has happened since then.

Arch asked about paving for the wellness center parking lot and if Sandi has included that in her inventory. Sandi was present in the audience and confirmed that she and Richard have spoken and will meet at the site on February 9 to look at the existing parking area and options for a secondary parking lot. She will add it to her inventory as a project, have her engineer look at the options and provide advice on the best location and then have the construction documents drafted to advertise the project and get it done with her program funds.

She also noted the deteriorating condition of the other roads in Yreka. They will be re-sealing all of the roads with the exception of upper Apsuun which will be done after the construction of the new homes is complete. Gabriel asked if that includes the section of Campbell road between Thook and Yellowhammer. Unfortunately, that is a City road, she previously reached out to them and offered funding to get it done and was told they had it on their radar already. Then, when the paving was done they only did from Comstock up and claimed the reason was they didn't have enough money which is frustrating.

Arch has some questions about the payment agreement approved at the last meeting; they can discuss that in closed session.

Elsa asked Steve about the Elder generators in Orleans. They have one that is still not repaired, the electrician indicated that the part came in and the work should be done this week. Scott asked if these are repairs that staff could do with proper training. No, it is beyond small engine repair, plus they are propane fueled which adds another layer of complexity. The charging components and controllers have had issues which require electrical knowledge.

Dolores asked if the generators run the entire home when the power is out. Steve explained they are not designed to run the entire home and only certain breakers are wired into the generator so that the larger items do not overload it. For example, the generator would run all of the lights and the cook stove and the outlet that serves the refrigerator but if they have an extra fridge or freezer in their garage, it would not be powered. They could plug in a space heater but it does not run the whole home unit. They have radiant heat kerosene heaters to provide warmth when the power is out. If they wanted to upgrade the generators to whole home units that would be a large cost they would need to budget for at the Planning Session.

It was suggested to provide the tenants a refresher on how the generators work and what they will operate in a power outage. Erin states that is something they can discuss at the community meeting in Orleans; it is very important that the Board members attend those meetings in each community.

Steve has not had a chance to look at the fence that was damaged in Orleans by vandalism, he will have the staff ensure it is repaired

Elsa asked about the request from the Orleans Elders for additional lighting around their garages. Steve confirmed there are lights at the entry doors to the garage but will have staff look to see if they can do something about additional lighting.

There was discussion regarding the status of the vacant units in Orleans. One is nearly complete; they are only waiting on a hearth for the woodstove. The other unit has tested positive for methamphetamine residue requiring special care to prep it which will take longer.

Elsa asked about the references to runoff at the duplex units in Happy Camp. Steve has directed Leonard to keep a close eye on that during storms to prevent any issues with runoff on the County road as that was their primary concern. None of the tenants have submitted any complaints about it, it has been preventative action.

Randy commended them on the condition of newly prepped units, he recently visited an apartment in Yreka and it was in fantastic condition.

Elsa asked what type of outside building is being demolished on Shan D. There was an old shed on the property that the tenant kept and used for storage; now that they have left they are demolishing it.

Elsa asked about the water feasibility study and how that is going. The consultant is pushing for connection to the community system versus expanding access at the site through Orleans Mutual. The attorney has some suggestions on what information should be shared with the consultant prior to making that decision. The next conference call has not been scheduled so that they can discuss their options further. Housing does not have the money to connect to the Orleans water facility even if the feasibility study identifies that as the best option. It will take many years and likely in excess of a million dollars to complete the project, if NAHASDA funding is used, IHS cannot contribute to the project. The LAFCO boundary would need to be modified and the water usage zoning will require changes too which all add time to the equation. Erin will request an initial draft from the consultant.

The reality is that they will likely not be able to construct any additional homes in Orleans for many years and will need to start thinking about reallocating those dollars to projects that can be completed.

Dolores asked about the bus stop to be used as a smoking area at the wellness center. Erin has asked Brian to look into that, however, she does not want to encourage smoking anywhere near the facility since the purpose is to promote healthy lifestyles. She suggests they post the no-smoking signs on the building and if there are any ashtrays they be far away from the building.

Arch asked if there is anything the maintenance staff can do to improve the amount of time it takes to get a unit available for offer after a tenant leaves. He suggests better planning, for example, when the unit in Orleans had a move-out inspection identifying the need for a hearth, they could have ordered it then so they would not delay occupancy because they are waiting for something to come in. Steve states that specific example was due to the fact that they usually have them in stock and discovered there was not one on the shelf. There are many, many other factors that cause delays during unit prep: the condition of the unit, staff availability, emergencies, special projects, work orders, backordered items for supplies, illness, holidays, staff meetings / training, etc. There is not one specific thing they can point to as the cause. Arch asked that if they can come up with any suggestions to improve turnaround that they bring them forward so that the Board can support them.

Steve stated that if they had a fully functional electronic inventory system that would have solves this situation but will not fix everything. Randy asked if there will ever be a designated purchasing agent to track and monitor their inventory, currently that is a duty for an employee who has other functions.

Scott would like to see photos for each unit move-out condition type at the Planning Session and in addition to the number of unit preps done, what the condition type breakdown is so they can start tracking trends on how the units are left and perhaps change their management methods. Erin states they already use that information to prioritize their schedule based on the waiting list and emergent need for getting that unit prepped and offered.

#### **4) Tribal Council Liaison**

Nothing to add.

#### **5) Ann Escobar**

Ann's written report was included. She was impressed by the turnout at the community meeting in Yreka; it gave them time a chance to present new ideas and review the proper process for submitting work orders. She thought the information was well received by the tenants who were there. She thanked the Board members who were at that meeting.

Security continues to work in all three communities. They were prepared for a water shutoff in Orleans with water for the tenants affected but the project was canceled.

She thanked them for allowing the tenant and security staff to work in the wellness center while they try to fill the position, it helps them interact with the tenants in a positive manner.

Ann noted that during the past three financial audits over 100 tenant files were reviewed. There was one inspection missing and it was an elder unit with both tenants ill in out of the area care facilities, one of which passed away. Those extenuating circumstances were the cause of the missing inspection. She wanted them to know that the inspections and re-certifications are maintained and the staff is doing their job keeping up to date.

One Yreka eviction is being served a writ which will result in them taking control of the unit. In Orleans one tenant left the other case was won by default so they can proceed with taking control of the unit. The Happy Camp eviction was won by default so that will also proceed with KTHA resuming control of the unit.

Erin pointed out that Dora sent notice to the employees who have KTHA debt, they did not respond. There needs to be enforcement from the Tribal side to get any results. Elsa and Arch asked Ann to assist them in finding out what she sent to Dora, what Dora sent to the employees, and when it occurred so they can follow up and help. Dolores would like to be sure the document they received explained what they needed to do. Because it was a policy revision they can threaten the employee with disciplinary action if they do not comply.

Randy asked if there are any circumstances where the payment for a lease purchase unit would change. No, when there are additional amounts due for utilities, improvements, or maintenance there would be a payment agreement for that in addition to the lease payment.

Ann has a recertification schedule for the tenants and will audit those. She did not bring the previous tenant and TARS reports with her to answer questions from the last meeting. She asked if they have additional guidance on how to report back on those questions. They want her to email her responses to the questions within a week of the Director meeting, if they have questions they will ask at the following Tenant meeting.

Elsa asked about the stats for the vacant TRO position. Ann will prepare the report for those tenants.

There was discussion regarding the offers and length of time to occupy the unit. The current policy allows for two notices each with five business days to respond. Because the five business days are from the date mailed, they do it twice in case it gets lost in the mail or they have a bad address. The applicants are supposed to keep their information current but do not always. Ashlee tries to call them on the phone to confirm they know there is an offer, if she can.

Policy Change Recommendation: To revise the policy to one offer with 10 business days to respond.

The Elder Caregiver Lease Addendum and Foster Family Preference Points Policies were included for approval. They have been reviewed several times and are ready for approval.

Arch Super moved and Gabriel Montgomery seconded to approve the Elder Caregiver Lease Addendum policy. 5 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Dolores Voyles seconded to approve the Foster Family policy. 5 yes, 0 no, 0 abstain. Motion passed.

Scott is not fully comfortable with giving additional preference for foster care families since it will allow them to rise above natural born families. That was the direction they were given, to allow them to get to the top of the list, their family has a higher need, and it is very rare. Following discussion, he supports the change.

Arch Super moved and Randy Hobbs seconded to add 50 preference points for foster families to the Admissions Preference. 5 yes, 0 no, 0 abstain. Motion passed.

The last policy to be approved is for Foster Family Vouchers. Ann's recommendation at the last meeting was to not approve the policy and wait to see if the additional preference points address the need. The policy was developed as an additional option. This policy would apply an annual limit to the amount of voucher assistance given; if they exceed that amount it would end without coming back to the Board for additional assistance. They currently only have one family on a six month voucher, they will have to come back to the Board for an extension when that expires.

Erin's likes having this policy as an additional option that gives parameters for approval at the staff level so they can take action quickly without additional board direction. The Council also requested this policy be added at the Quarterly meeting in November.

This would not allow non-Tribal families who have Karuk foster children to qualify; they must be BOTH a Tribal Member Family with a Karuk Member Foster Child. KTHA does not have a role in licensing the foster families; they are just offering a program to assist with housing for foster families.

Scott Quinn moved and Randy Hobbs seconded to approve Foster Family Vouchers. 5 yes, 0 no, 0 abstain. Motion passed.

Gabriel Montgomery moved and Arch Super seconded to approve Ann's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **6) Richard Black**

Written report only, not present.

Elsa asked about the Comstock project and if everything was subbed out; no only the items that required specialized skills or equipment, they included a training component so the crew could learn new skills.

Randy Hobbs moved and Scott Quinn seconded to approve Richard's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **7) Brian Gonzalez**

Written report only, not present.

Randy asked about the unit with a fair condition move out but unit prep delayed for nearly a month. It is because they prioritize the most needed unit based on the waiting list. When there are emergency repairs and work orders they stop unit prep. If other units are in worse condition they will leave the easiest for later, unless there is an urgent need (homeless, high rent, substandard housing, overcrowded, etc.). The crew is staggered between work

orders, unit prep, and other special projects like removing / reinstalling the gym floor, or setting up for the Groundbreaking.

Gabe asked about the references in the work log for cleaning dumpsters. It is to pick up trash that overflows or is disturbed by animals. Sometimes it is removing non-garbage items such as TVs, etc. that are left outside of the dumpster since they will not pick those items up.

Scott Quinn moved and Randy Hobbs seconded to approve Brian's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **8) Steve Mitchell**

Steve was present to review his written report.

They have two unit preps; one in HC and one in Orleans. They touched on the Orleans unit that is contaminated with hazardous waste from methamphetamines, they have to be careful when starting that one. There is a practice and equipment to test the walls/surface to see if there is residue present; it does not provide a specific level, just presence. Brian has reached out to Public Health to get guidance on this before so there is information available, law enforcement may also have information on that as well to ensure they handle it properly. There is also the potential for staff training for the TRO and Maintenance staff specific to this.

The resident center in Happy Camp is out to bid for design the anticipated turnaround will allow for construction this summer.

Erin asked if the Tribe has begun working on their ICDBG Grant and if they will still obligate that grant to the Orleans Community Facility. That is still unknown; finding a location with later is a challenge still in that community. Erin would like to know as soon as possible if they will not be obligating the ICDBG grant since they can redirect those funds to other projects rather than holding them for a project that might not happen. They can discuss that at the Planning Session.

Arch Super moved and Gabriel Montgomery second to approve Steve's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **9) Erin Hillman**

Erin reviewed the old business items not covered.

The solar lights in Yreka were not on because of the cloudy conditions so the batteries did not charge properly. Elsa states that when she and Richard looked at them, there were only some that didn't work and he had indicated the batteries needed to be replaced since they only last five years. Erin will confirm with staff this week and have Charles monitor them nightly to see which are working during the nighttime hours.

The new employee will purchase tables and chairs for the Wellness Center after hire. Elsa states she received numerous complaints that the Wellness Center is not open. Erin states that is inaccurate because the staff are keeping it open regularly with reduced hours of Tues-Thurs 3-7, Friday 3-8, Saturday 1-6. They posted the schedule on the doors and handed out flyers. These hours cover the highest use times.

Elsa stated that the other staff should not be allowed to staff the center; it is not allowable for them to be paid for that time. That is true in some positions, but for Housing funds as long as they are doing an allowable housing activity, it is allowable. They are staggering shifts and it only takes each employee away from their jobs for a couple of hours per week. It does not negatively impact their operations or services and they get positive interaction with the tenants.

Erin made that day-to-day decision as the Director. The Housing Authority has put a lot of time, effort, and money into getting that project finished, they need to do everything they can to keep it open because it is being used and if they close it, they will have a hard time getting them back. Gabe and Ann confirmed that usage has remained high for both youth and adults which shows it is beneficial to keep it running.

Gabe asked if the children can have access to the lockers for their gym shoes. That was not the intended purpose of the locker rooms; they were for events and tournaments, not day to day usage. They have been keeping the locker rooms closed to prevent children playing in there and in the showers. They were going to explore an alternative storage system for the gym shoes and backpacks during day to day use. Erin will also have the new employee follow-up with the TANF program on the shoes for the kids and Nike for their native American and diabetic programs.

Gabe asked if they will implement a usage fee for non-Indians to assist with operating costs. Erin states that would be a good comment in response to the policies distributed and for the new employee to explore after they are hired. If they can get their comments and suggestions to the staff they can incorporate them.

The Lease Purchase inspection schedule will be looked at for revisions as discussed.

The community meetings started with Yreka first, there were about 25 attendees at the meeting. There were no comments on the maximum rent increase once they understood who it would impact. They presented the information and asked the tenants to submit written comments on the content from the meetings. There was a survey distributed for the pets to find out what their thoughts are. Once she has all of them she will compile the results. She will send them a copy of the Pet Survey.

The first meeting was held with the fee to trust consultants and they have begun their information gathering, the title status reports have been requested for all fee lands, they will be working with them to prioritize the parcels.

The groundbreaking was held, the community meeting will be February 19 for the tax credit homes. There is a high level of interest from the community and existing tenants on how to apply for those homes. They will submit the same application and start a new waiting list. The income levels are lower at 60% of median income rather than 80% and there will be more frequent inspections of the units due to the investor relationship.

Erin spoke to Geneve Markussen who wants to use the wellness center February 13-14 for an all Indian tournament. KTHA will run the snack shack to generate income. Geneve is willing to mentor someone on how to run the tournament once they fill the vacancy. Erin compiled the costs for the facility in her report so they can see what their daily / hourly costs are to determine a reasonable rental rate. They will need to set a rate today so that they can do this as the first rented event.

They have already implemented mechanisms to track the snack shack proceeds so there are internal controls with checks and balances.

Randy asked who will be in charge of security for the event. The group who rents the facility will be responsible for controlling their attendees and teams. KTHA staff will only be there to open / close the facility and run the snack shack. The person who is holding the tournament has extensive experience in running events with high usage and attendance, they also previously ran the wellness center for Quartz Valley. The user / rental agreement includes the rules. They will also provide additional insurance and sign release of liability forms to cover any damage and injury.

Arch states Florrine might recall the rental rates for gyms when they would rent other facilities for tournaments. Brian can do a pre-event walk through and post-event walk through to make sure it is in the same condition as when they got there.

Consensus: To set the rental rate for the All Indian Tournament on February 13-14, 2016 at \$200/day plus a \$100 cleaning deposit. KTHA will be named as additional insured for damages.

The Youth Leadership Council has expressed an interest in running concessions. KTHA will run this event so they can find out the revenues and determine a fair amount for a group to pay in exchange for doing the snack shack. Arch will coordinate the schedule, Scott, Randy, and Gabe will all volunteer. Erin can bring anything they might need from Medford on Saturday and will check in to see how things are going.



She included the handouts from the community meeting regarding maximum rent and how the increase will be implemented. It included the previous increase date and amount, fair market rents, proposed increase, and examples of how it would impact different income levels so they could see how it would change their rent, once they walked them through the information they could see that it would not be a huge impact. The proposed increase of \$200 over five years is 20%. If they followed inflation the increase would have been 26%.

Agreements 16-A-03 and 16-A-04 with MKWC and USFWS to do fuels reduction work at Tishawnik and Shivshaneen in Orleans similar to the work they have done in Happy Camp were included. After further consideration, Erin states there are still edits needed; she would like them to table them for completion before approving them. Their only role in the agreement is as the landowner.

NAIHC has requested they sponsor a tee on the golf course at the annual conference for \$250.

Arch Super moved and Scott Quinn seconded to approve sponsorship of \$250. 5 yes, 0 no, 0 abstain. Motion passed.

They need to determine who will attend the AMERIND/NAIHC conference so that the registrations can be done and the hotel arrangements finalized. Erin, Ann, and Jeri do not plan to attend. The only staff member that Erin can recommend sending is Sara since she works with the insurance, human resources, and construction projects so the sessions would be most relevant for her. Randy and Dolores are unavailable. Charlene usually attends.

Dolores Voyles moved and Randy Hobbs seconded to approve travel for Charlene Naef, Scott Quinn, Gabriel Montgomery, Elsa Goodwin, and Sara Spence to the AMERIND/NAIHC Annual Conference in Honolulu, Hawaii, May 8-11, 2016. 5 yes, 0 no, 0 abstain. Motion passed.

There is a NAIHC BOC training in Phoenix February 17-18, 2016. They will be coordinating them to come on site in June sometime since that is available through their Technical Assistance.

Elsa noted that they should not schedule anything June 13-17 that will be the Council Planning Session week.

The O-Link meeting is June 23. Erin needs to know who will attend with her and Ann, it will be in Lincoln City, Oregon. Gabe would like to go and Charlene usually attends.

Scott Quinn moved and Dolores Voyles seconded to approve travel for Erin Hillman, Ann Escobar, Gabriel Montgomery, and Charlene Naef to Lincoln City, Oregon for the O-Link Meeting, June 22-24, 2016. 5 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Gabriel Montgomery seconded to approve Erin's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **10) Jeri Bartow**

Written report only, there was no Director Meeting in January. She included a request to transfer funds to replenish the Low Rent Checking Account.

Scott Quinn moved and Dolores Voyles seconded to transfer \$500,000 from account #4093423 to account #4542241 and liquidate CD #48232951 for approximately \$500,000 with the proceeds going into account #4542241. 4 yes, 0 no, 0 abstain (Gabriel Montgomery not present for voting). Motion passed.

Arch Super moved and Randy Hobbs seconded to approve Jeri's report. 5 yes, 0 no, 0 abstain. Motion passed.

#### **Closed Session from 2:13pm to 3:30pm**

Scott Quinn moved and Randy Hobbs seconded to deny the request for refinance and proceed with foreclosure on Loan #1475. 5 yes, 0 no, 0 abstain. Motion passed.

Arch Super moved and Gabriel Montgomery seconded to deny the request for payment plan and proceed with foreclosure on Loan #1407. 5 yes, 0 no, 0 abstain. Motion passed.

A request was received from an elder in a non-elder unit to receive the same rent/utility rates as Elder communities. The staff will gather additional information on all elders living in non-elder units so that options can be evaluated for elder tenants in the same situation. This will be revisited February 15.

Arch asked about the payment agreement and Lease Addendum for SK and the 24 month payment plan approved at the January 11 meeting. Ann will get that information from the TRO.

Elsa asked about the delinquent payment agreement in Happy Camp and if they determined if the Spouse can take over payments. Ann will ask the TRO.

**11) Personnel**

Nothing to record.

**12) BOC Only**

Nothing to record.

**13) Executive Director Only**

Nothing to record.

**Next Meeting Date:** February 15, 10am, Director Meeting, Happy Camp

Scott Quinn moved and Dolores Voyles seconded to adjourn at 3:31pm. 5 yes, 0 no, 0 abstain. Motion carried.

**Submitted by,**

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**Dolores Voyles, Secretary**

**Recording Secretary, Sara Spence**

**Karuk Tribe Housing Authority  
Board of Commissioners  
Closed Session Director Meeting Minutes  
February 15, 2016  
Happy Camp**

**The meeting was called to order at 10am by Elsa Goodwin, Chairperson.**

**Roll Call**

**Present**

Elsa Goodwin, Chairperson  
Robert Super, Vice Chairperson  
Dolores Voyles, Secretary  
Charlene Naef, Treasurer  
Randy Hobbs, Commissioner  
Gabriel Montgomery, Commissioner  
Scott Quinn, Commissioner

**Quorum is established.**

**The prayer was provided by Dolores Voyles, Commissioner.**

**The mission statement was read aloud by Robert Super, Vice Chairman.**

**1) Approval of the Agenda for February 15, 2016**

Robert would like to discuss the proposal to discontinue YPD in Yreka. There will be a City Council meeting Thursday to discuss it; they can add that to informational.

Charlene Naef moved and Randy Hobbs seconded to approve the Agenda for February 15, 2016. 6 yes, 0 no, 0 abstain. Motion passed.

**2) Approval of the Minutes for February 1, 2016**

Scott Quinn moved and Charlene Naef seconded to approve the Minutes for February 1, 2016. 4 yes, 0 no, 2 abstain (Charlene and Robert). Motion passed.

**3) Old Business**

Elsa received the email that Ann sent to Dora. The Council will assist where they can with enforcement. They need Ann to notify KCDC of their employees who have debt since Dora did not send anything to those employees.

Elsa asked about the Headway doors, they have been ordered. A contract was awarded for the Red Cap ADA ramp. There will be additional lighting installed on the elders' garages in Orleans to address the concerns that it is too dark. Scott suggests the solar motion lights, they work well.

Elsa asked if the flooring in the Asip home was finished. Yes, it was done and inspected. The pedestals for the washer and dryer were purchased and offered to the homeowner, however they were declined. Robert suggests they get a written declination from the tenant in case it resurfaces later.

Ann reported back on the two payment agreements approved at the January meeting for SK and JG; both agreements were honored.

**4) Tribal Council Liaison Report**

Elsa asked that when there is any communication with Council regarding Housing matters that it be copied to her, as the Housing Liaison, so that she is aware of the issue.

There were two questions about getting Cameron assigned to Tribal work orders, which should be requested through Daniel and Fred. The other was a tenant complaint which was referred to Erin so that she could look into it.

Elsa also noted the schedule change for Smith River; they will only be there Monday through Wednesday.

### **5) Previous Tenant and TARS Reports**

The reports were distributed for review.

Elsa received a request from Lester to find out how they can notify TANF early if the rent is not being paid, rather than it coming to their attention after an eviction notice has been served. Without a signed release of information they cannot discuss tenant matters with the TANF program. They should not get in the habit of taking care of tenants business for them; if they need help they need to reach out to their TRO or TANF for help, rather than having Housing asking for them.

Elsa asked about the accounts that have not had payments for an extended period of time. Ann states the reports are always one month delayed. This report includes only January payments. It is only February 15 so they cannot enter all of the payments until after the month ends. Ann states that there are many different scenarios; sometimes the balance will be high but then when documentation is submitted for a rent adjustment it can be lowered. Or of the tenant has no income but has not submitted the documentation the rent will continue at the maximum rate until the verification is submitted. Erin asked that she start indicating in the notes/comments what the circumstances are so that they can understand. Another issue is lease purchase units and how many months they are behind, the policy allows for them to move to a rental unit when they fall two months behind. There are also issues with lease purchase tenants paying more than 30% when their income changes after they enter into the purchase agreement.

Robert asked about the Yreka tenant that has rent of \$200 and a balance of \$2,277 does that mean they were 10 months behind on their rent before entering eviction. Erin states they would have to look since sometimes the rent amount changes month to month.

They asked about the Orleans eviction, it will be a default judgment. However, there is still a lock out notice that must be served which was a challenge with the tenant. There is a post and mail service method that can be used to prevent it from taking any longer since the tenants continue to be in and out of the home.

Elsa asked about the large balance for the Happy Camp tenant. They lost employment and there has been discussion with the spouse about taking over the payment agreement, if that is not done it will proceed to eviction notice.

Robert states that if any of the Board members know of individuals on the list who are employees they should point that out to Ann so that they can be sure they catch them all.

Charlene asked about the FEMA trailer they donated to the Tribe. Erin does not know if action has been taken; the Council reported that Josh is working on procurement to get it moved. The thirty day deadline is approaching so Erin will email them to remind them what the date is. There was an individual who wanted to purchase the trailer if they don't take it. There is also still the list of names drawn from before that they could return to.

Elsa asked why there are self-help tenants on the TARS report, if they are behind aren't they ineligible. They appear on the report because HDS pulls any tenant with a balance, regardless of the reason. They are not technically behind but the TRO has not yet done the self-help adjustment making it appear that way.

They asked about the tenants who have such large variances between the starting balance and current balance. It is again because of varying reasons such as delays in submitting documentation, income changes, etc. Sometimes the adjustment creates a negative balance; sometimes it creates a very large balance.

Scott asked what they accept as income verification. It must be either a check stub or a letter from their employer verifying the employment change. There are some employers who have very cumbersome rules for releasing information such as Walmart and the employees do not receive a check stub or direct deposit receipt. They have to make a special request for that information and it takes a long time.

The list of Previous Tenants with a balance goes to all Tribal programs monthly because they cannot provide them assistance LIAP, GAWEP, TANF, etc. if they have not entered into a payment agreement and made payment for at least 90 days so there are many eyes on the report to try and catch where they can initiate payment agreements.

#### **6) Jeri Bartow**

The financial report includes a draft of the Investment Policy. She used several different templates to put together something that could help them in their new discretionary investment strategy. She removed the higher risk investments. At the investment seminar she attended they recommended first drafting a policy for investing and then doing an RFQ for an investment firm and/or financial advisor to oversee those investments.

Scott asked about some of the asset classes which were not included in the policy, she has not included the most risky investments as options. The policy would require at least annually reviewing the investments. They will receive monthly reports so they can make changes more frequently if they see an issue.

Erin would like to add Discretionary to the title of the policy with formatting that matches the rest of the policies. The existing Financial Management policy identifies the amount of uncollateralized investments cannot exceed 10% of their discretionary funds.

Any earnings will become discretionary funds. Scott asked if there are limitations upon the types of stocks they can buy. Jeri states that is where the investment advisor comes in and reports to them regularly so that they can monitor their investments and make changes when they see fit. They would receive regular reports and could sell, trade, or buy based on performance of the investments.

Scott would be interested in adding a limitation to the class of stocks they purchase that would limit their exposure to losing the investment if the business closes. Jeri will make the requested changes and bring it back again.

The financial statements were included for review.

Jeri noted that checks that have not been cashed within 6 months of issue are within the banks discretion to reject. There were no IHBG draw downs in January, there was a new petty cash account added for the cash register at the Wellness Center Snack Shack.

There were comparisons from 2015 to 2016 included which show the largest variance in construction projects, there are many in process that were not last year this time.

Charlene Naef moved and Scott Quinn seconded to approve Jeri's report. 5 yes, 0 no, 0 abstain. Motion passed. (Robert not present for voting).

#### **7) Erin Hillman**

Erin reviewed the old business items included in her report.

The ramp for the elder has been awarded and construction will begin, the elder was sent home early which was unexpected.

The landowner agreements with MKWC are under self-governance review, it was determined through the process that the Tribe and DNR had not seen the contracts before they were sent to KTHA as the Landowner to review. They will complete the Tribe's review before bringing it back to KTHA for approval.

Ann is working on the Lease Purchase Inspection frequency language.

The HIP home was bid and they have finally received a second bid that is within budget so they can award and move forward on the project.

The Wellness Center will have a bench and ashtray installed away from the entrance; the user agreement specifically states the users are not to use tobacco products.

The TANF assistance for gym shoes was being handled by Teresa Valin and Rachel who are both gone, they will pick that back up once the position is filled.

Scott asked if they can invite the Tribal Maintenance staff to the methamphetamine training if there is no large cost. They should be able to do that once it is scheduled.

She included the position papers and meetings they attended in DC last week and provided a verbal update. They had the opportunity to meet with their representatives in person while there and discussing their unique challenges and needs for Tribal Housing programs.

There are disagreements in naming NAIHC as the training and technical service provider named in the bill. They are getting what they need from them and much better training than through HUD. In the past NAIHC competed for those funds and was awarded the contract for providing those services. The reauthorization of NAHASDA and pending budget appropriations, including revisions to the funding levels, were discussed during their visits. They explained how the LIHTC project is impacted by the pending reauthorizing pending and how that impacts Investors interested in funding Tribal projects through that program.

The fee to trust consultant continues working on those applications, the priority listing was provided to them.

The wellness center tournament went well. There was a new facet involving vendors at the event, they have not addressed in their policy yet. They need to get releases from those vendors and also set a fee for them to set up their sales booths. The next tournament will be February 27-28. Ann states the snack shack was very busy with a lot of Youth Council volunteers working; they do not have the final tally of how much they brought in.

The Education Department has requested a fundraiser in April at the center.

There are interviews pending for February 26 for the Wellness Center Coordinator and Construction Crew Member I. She has not received confirmation from Dora that those have been scheduled yet.

After Fatima returns from leave they will get final approval of the Eviction Ordinance. They will work on a Leasing Ordinance next under the HEARTH Act.

Elsa asked if KTHA told KCDC they needed to move their smoke shop. No, Erin spoke to Karen about their desire to replace the trailer with a stick built structure that is built to code and connected to the water and sewer services. Erin offered any information that could help them be successful in getting that done and getting proper water services to the facility. They invited Erin to participate in the planning for that facility. Elsa states that it was communicated to her that they were asked to remove the trailer from its current location. KTHA is supportive of an effort to pursue a convenience store in that location because it can serve the tenants; they also shared information with them about market tax credits and connected them with Travois to apply for those credits to fund the project. Erin will confirm with them that KTHA fully supports KCDC wanting to expand that facility.

The Planning Session agenda had to be shifted slightly because they have to adjourn at 4pm on Tuesday due to a conflict in the meeting room they will be using. The Quarterly Meeting was moved up to Monday afternoon and will help it flow through the rest of the sessions. Most of the Council's requests and questions can be handled then and if they have anything else the staff will have time to work through there.

Erin has reconsidered her decision to not attend the NAIHC/AMERIND conference after discussion; there are regional and legislative meetings that she should attend. Robert would like to attend as well now that he is back from leave.

Gabriel Montgomery moved and Scott Quinn seconded to approve travel to the AMERIND/NAIHC Annual Convention in Honolulu, Hawaii May 8-11, 2016 for Erin Hillman and Robert Super. 5 yes, 0 no, 1 abstain (Robert). Motion passed.

There is a request from the Enrollment office to store records in the KBC building. There will be three locking, fire-proof cabinets. They were going to put them in the IT half of the building, which can be approved by the Tribe, but they could not allow them unsupervised access to that area due to the computer servers. They will require full access to them at all times to do research. They are concerned how often they will need to access the building because there are unsecured personnel and financial records in that facility. The Tribe really needs another medical facility or another wing on that building so that they have adequate space. The bathrooms at the administrative complex are an option as well.

Consensus: To deny the request from Enrollment for storage space in the Housing portion of the KBC facility.

The Nevada California IHA meeting is scheduled for March 22-24, 2016 in Sacramento. Ann can attend, Charlene usually attends the sessions too, Gabe and Elsa are interested as well.

Dolores Voyles moved and Robert Super seconded to approve travel to the Nevada / California IHA Meeting, March 22-24, 2016 in Sacramento, California for Elsa Goodwin, Gabriel Montgomery, Charlene Naef, and Ann Escobar. 6 yes, 0 no, 0 abstain. Motion passed.

Charlene Naef moved and Scott Quinn seconded to approve Erin's report. 6 yes, 0 no, 0 abstain. Motion passed.

### **8) Construction**

Contract 16-C-10 with M. Peters for the Indian Meadows Home Replacement project in the amount of \$161,568 was included for approval. It has been advertised for three rounds with two budgets received; this bid is within the budget available.

Scott Quinn moved and Charlene Naef seconded to approve Contract 16-C-10 for \$161,568 with M. Peters Inc. 6 yes, 0 no, 0 abstain. Motion passed.

Change Order #2 for the Happy Camp Maintenance Shop will not be presented today because Steve is evaluating the costs the contractor provided before moving forward.

Contract 16-C-12 with KAS & Associates for the A/E services on the Happy Camp Resident Center in the amount of \$51,887.40 was included for approval. There were four bids received this is the lowest responsive, responsible bidder.

Scott Quinn moved and Randy Hobbs seconded to approve Contract 16-C-12 with KAS & Associates for the A/E services. 6 yes, 0 no, 0 abstain. Motion passed.

### **9) Voucher Request**

Charlene Naef moved and Randy Hobbs seconded to approve a three month voucher for DG, including security deposit to be repaid if TANF will not cover it. 6 yes, 0 no, 0 abstain. Motion passed.

### **10) Elder Request**

Scott Quinn moved and Charlene Naef seconded to deny the request from JB and rejecting the proposal to reclassify the elder units. 4 yes, 1 No (Randy), 1 Abstain (Dolores). Motion passed.

### **11) Informational**

Two thank you letters were included from the Orleans and Klamath River Volunteer Fire Departments for the \$250 donations they made. Scott has heard that the Orleans Fire Department has been asked to move from the MKWC location to another site that will be very expensive. If there is anything Housing can do, he would like to pursue that. They are volunteers and the agency that puts out the fires in their housing community. They have had a small piece of land donated to move to. Scott suggests that maybe Erin call Penny and thank her for the letter and ask about the move and if they are pursuing grant funds for their relocation. Erin states there are many grant sources for volunteer fire departments.

### **12) Yreka Police Department**

There will be a meeting at 6:30pm on February 18 in Yreka to discuss the proposed discontinuance of the Yreka Police Department. Yreka is the only community that has a police presence on Tribal lands.

Erin and Ann will prepare a statement for Robert to read at the meeting as the Vice Chairman of the Housing Board of Commissioners on their behalf, Ann and the Security Staff will also attend. It is a conflict with their Orleans Community Tenant Meeting that evening so Erin cannot attend. They will also submit a written letter.

Dolores asked about interviews and how they know if they are supposed to be there. Dora will send out the appointments for screenings and interviews and they are supposed respond letting her know they plan to attend so she can keep track. Even if numerous Board Members are present, they get one collective vote.

### **13) Second Quarter 2016 Meeting Dates**

The dates were set for the second quarter of 2016.

### **14) Personnel**

Nothing to record.

### **15) BOC Only**

Randy verbally resigned effective the end of March. They will wait for written notification prior to taking action to fill the vacancy.

There was discussion about conflicts of interest, specifically Board Members making requests outside of Board Meetings directly to the Executive Director rather than through the Board.

There was discussion regarding proper processes for travel, using the credit cards, and what to do when travel is cancelled or needs to be changed.

### **16) Executive Director Only**

Nothing to record.

**Next Meeting:** March 7, Tenant Meeting, Happy Camp 10am.

Charlene Naef moved and Robert Super seconded to adjourn at 2:50pm. 6 yes, 0 no, 0 abstain. Motion passed.

**Submitted by,**

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**Dolores Voyles, Secretary**

**Recording Secretary, Sara Spence**



**Karuk Tribe  
Council Report from Laura Mayton  
Meeting Date: March 24, 2016  
Location: Orleans**

**ACTION ITEMS**

I do not have any action items at this time.

**FISCAL YEAR 2015 AUDIT**

We should be receiving our fiscal year 2015 audit report in time to distribute at the March 24, 2016 Council meeting.

**FINANCIAL HIGHLIGHTS FROM FISCAL YEAR 2015 AUDIT REPORT**

The Karuk Tribe received an unqualified opinion and is once again considered to be a low risk auditee.

Net assets of the Karuk Tribe and its entities increased from \$55.5 million on 9/30/2014 to \$62.0 million on 9/30/2015. The \$62 million is broken down as follows:

Cash and cash equivalents for the Karuk Tribe and its entities totaled \$20.5 million on 9/30/2015. This compares to \$23.1 million on 9/30/2014.

Amkuuf Smoke Shop made a profit of \$400 thousand.

3<sup>rd</sup> Party revenue for Health and Human Services totaled \$3.8 million for the fiscal year ending 9/30/2015. This compares to \$2.9 million for fiscal year 2014 and \$2.3 million for fiscal year 2013.

The SEFA report shows activity (cash receipts or cash disbursements) on well over 100 grants during fiscal year 2015.

The Tribe's Department of Natural Resources grew in fiscal year 2015. The Western Klamath Restoration Partnership accounted for much of this growth.

**CASINO PROJECT**

I am working on a summary of the Casino Project for the Council. I did not have it complete in time for this report, but I hope to have it available by the March 24, 2016 Council meeting.

**KARUK TRIBE MYTH VS FACT (DRAFT)**

Please see draft of flyer requested by Josh for public posting. This is just a draft. I am looking for feedback from the Council to see if I am going in the right direction or if you were thinking of something completely different.

**BROADBAND PROPERTY STATEMENT**

I have completed the State of California Board of Equalization Property Statement for broadband equipment located off trust land. I expect to receive a bill based on this report soon.

**Myth:** The Karuk Tribe only provides medical, dental and mental health services to Native Americans.

**Fact:** The Karuk Tribe offers medical, dental and mental health services to Natives and non-natives in the communities of Yreka, Happy Camp and Orleans. 35% of visits are by Native Americans and 65% of visits are by others. The Karuk Tribe spent over \$8 million dollars on public health in fiscal year 2015.

**Myth:** The Karuk Tribe receives 100% of the money needed to operate the Senior Nutrition Programs in Happy Camp and Orleans from grants.

**Fact:** The Karuk Tribe does not receive all of the money needed to operate the Senior Nutrition Programs from grants. Grants are supplemented from patron donations and by the Karuk Tribe. The Karuk Tribe is budgeting a contribution from the Tribe to the Senior Nutrition Program of about \$50,000 for fiscal year 2016. In Happy Camp 18% of meals are served to Native Americans and 82% are served to non-natives. In Orleans 64% of meals are served to Native Americans and 36% are served to non-natives.

**Myth:** Native Americans who live in Tribal Housing do not have to pay rent.

**Fact:** Native Americans who live in Tribal Housing do have to pay rent. The amount charged for rent is reduced and is based on the number of people who live in the household and the household income.

**Myth:** The Karuk Tribe is a burden to society. My taxes would go down, and our communities would be better off if the Karuk Tribe did not receive government funds.

**FACT:** The Karuk Tribe and its entities employ over 200 people, and payroll plus fringe benefits total more than \$10 million per year. As one of the largest employers in in the area, the Tribe has a positive affect on the economies of our communities. The Karuk Tribe provides many services to the Communities of Yreka, Happy Camp and Orleans. The primary source of revenue used to pay for these services comes from grants. If the Karuk Tribe stopped applying for and receiving grants, the government would still spend the money, but the benefits would not go to the communities where we live.

**Myth:** The Karuk Tribe receives funding based on the number of Tribal members and enrolled descendants. The Tribe counts me in order to receive more funds, but they do not provide services to me.

**FACT:** Funding is not received based on the number of Tribal members and enrolled descendants. Grant funds are generally received to provide a particular service. Eligibility for the service is usually determined by the funding agency.

## KCDC Council Report

3/24/2016

**Computer Centers** – The Happy Camp Community Computer Center had 81 people utilize the center for a total of 344 visits in February! The Center also hosted a Smart Phone Basic class which included handouts, a video, and hands on instruction.

Frank is collaborating with the Education Department in planning a “Career Night” in Happy Camp. For more information please contact Alan, Cassidy, or Frank.

Frank is also collaborating with the TANF Program and planning a “Financial Skills for Families” training utilizing First Nations Development Institute curriculum.

Renee, Lester, and I are meeting on March 17<sup>th</sup> to discuss the Orleans Community Computer Center and we will keep you updated on the discussion.

**Head Start** – The desk review for follow-up on findings in 2014 has been completed and we are awaiting the results. Deputy Director Donna Goodwin, CFO Deanna Miller and I had multiple phone conversations with our Head Start Specialist WJ Strickland and with the reviewers and we have additional information to get to our Specialist with a March 14<sup>th</sup> deadline.

We now have 2 applications for the Head Start Director position and will be doing interviews on March 22, 2016 in Yreka. During the interim the position will remain advertised as “open until filled.”

I have further discussion for closed session regarding an incident that occurred on March 15<sup>th</sup> at the Yreka Center.

**Náa Vu’ra Yeéshiiip** – The position for the 20-hour per week Clinician position for the NVYS will remain open until filled. Our Clinician is currently performing chart reviews and closing cases from the previous Director that haven’t been seen for an extended period of time or have refused services.

**Energy/Biomass** – February 29<sup>th</sup> and March 1<sup>st</sup> the KCDC Board members and staff traveled to Blue Lake, CA for a strategic planning session to tour their green energy projects. We also met with staff at the Schatz Energy Research Center at Humboldt State University to see what they are working on and how they can perhaps help us in our endeavors. It was a very informative trip both to Blue Lake and Humboldt State. The Blue Lake Rancheria Council is very forward thinking and their Rancheria has been nationally recognized for their work in renewable energy. It was a pleasure meeting with them and their staff and seeing firsthand what they have accomplished toward energy self-sufficiency.

I have also been in contact with Pacific Power to see who would be a contact person for us in working toward energy self-sufficiency and have yet to receive a name from them. I will be following up on this in the next couple of weeks.

**8(a)** –As stated in the joint meeting with Council and the KCDC Board, Aah Industries has been put on hold until we have additional documents reviewed by legal counsel.

**C Store** – The feasibility study for a possible expansion of the Amkuuf Shop to a convenience store is currently taking place. KTHA and the enrollment department have provided requested information for the study and completion is tentatively scheduled for June.

- KCDC staff assisted with 1 local business start-up in February and assisted with introductions for an information gathering meeting for the business in March
- A Native American Entrepreneurial Empowerment Workshop has been confirmed and will be held in May. This process began over 10-months ago and we are just now able to get on their calendar. The workshop is sponsored by the SBA (Small Business Administration) through the RedWind Group. I received a call from the RedWind Group and they are awaiting final location approval from the SBA and at that time we will confirm the date of the training.

**Closed Session** – Karuk Head Start

Respectfully submitted by:

Karen Derry, Economic Developer/Operations Manager

# **Karuk Community Development Corporation**

## **Board Meeting Minutes**

KCDC Office Happy Camp, CA  
January 13, 2016

### **A. Call to order**

**Marsha Jackson called to order the regular Board Meeting of the Karuk Community Development Corporation at 5:31 on January 13, 2016 at KCDC office.**

### **A. Roll call**

**Present:** Marsha Jackson, Randy White, Michael Thom, Sonny Davis, and Emma Lee Perez.  
**Absent:** Bill Tripp, and Glenda Hockaday

**B. Blessing:** Sonny Davis

**C. Mission Statement:** Read by Randy White

### **D. Agenda: No Changes**

Michael Thom motioned, Emma Lee Perez seconded to approve January 13, 2016 Agenda. Motioned passed.

### **E. Approval of minutes from December 09, 2015 – Changes:**

1. Add to B. Sonny Davis blessed the meeting.
2. Add under 8(a), charter and by-laws sent to Fatima, in house counsel.
3. Remove the word “accept” from motion to table CFO’s report.
4. Under election, add Michael Thom, seated as appointed by Council.

Randy White motioned, Michael Thom seconded to approve Minutes for December 09, 2015, with changes. Motioned passed.

### **F. Guest – Fatima Abass**

After her review, Fatima presented 2 versions of the structure of an 8(a) business per by-laws and per her purposed recommendations of an 8(a) structure. Fatima strongly suggested KCDC use her purposed Section 8(a) structure. Discussion followed. Fatima and Karen will set up a meeting with Kevin and Eric in early February.

### **G. Directors reports**

#### **1. Head Start – Donna Goodwin-Sanchez – Present – Written Report submitted and attached**

- a. Both Head Start sites are fully enrolled.
- b. All Head Start Teachers are working on completing their education.
- c. Discussion on funding help with the playground in Yreka, the HC location playground is fantastic, Yreka should be the same. Discussion followed, Michael Thom discussed his vision of a new Head Start building, the concept for a central kitchen with an Elders Center on one side and Head Start on the other allowing for community lunch. Discussion followed.

- d. Marsha requested information on a new printer in the Yreka site, discussion followed on what was purchased at the end of the year.

Randy White motioned, Sonny Davis seconded to accept the Deputy Director's written report. Motioned passed.

**2. Naa Vura Yeeshiip – Matthew Hilliard –Present – Written submitted and attached**

- a. Discussed biggest challenges, Happy Camp High School, working with kids there is difficult. They will not allowing on site group sessions. Really need another person to help with the load.
- b. Discussed Jackson Street School and their progress with bullying. He announced they are having an assembly in March to bring awareness on the bullying issue.
- c. Discussed the need for a complaint procedure.
- d. Matthew is re-certified in TF-CBT (Trauma Focused Cognitive Behavioral Therapy).
- e. Discussed other grant opportunities for case management possibly partnering with housing (crime prevention) Randy suggested that HUD has money.
- f. Matthew reported on the Yav Pa Anav meeting. Discussion followed.

Randy White motioned, Michael Thom seconded to accept the LCSW's written Naa Vura Yeeshiip report. Motioned passed.

**3. C F O – Deanna Miller –Present – Written Report**

- i. Presented budgets, grant contract budget report and Admin budget report, discussion followed.
- ii. Michael brought up the 5% of Amkuuf proceeds for education, is more than being spent on Computer Center Wages and Head Start Short Fall.

Emma Lee Perez motioned, Randy White seconded to accept CFO report. Motioned passed.

**a. Storage Report – Linda Zink – No Report**

**4. ED/OM– Karen Derry – Present – Written Report**

Reported on:

- a. **Amkuuf** – finally fully staffed at Smoke Shop.
- b. **Computer Center** – There will be a Career Day in the spring; more information will be provided at a later date, discussion followed. Frank has been given access to the Tribal web site to allow for KCDC corrections. Frank will be offering a Smart Phone education training at the computer center, more information will be provided at a later date.
- c. **Head Start** – Karen presented Head Start job descriptions for approval at tomorrow's Council meeting. Head Start bus was once again vandalized and gas was stolen. Karen is working on an annual Head Start report with DG-S, she will have the report available at the next Board Meeting.
- d. **Planning Retreat** – Karen will look into setting up retreat for 3<sup>rd</sup> week in February at the Blue Lake Casino and report back to the Board ASAP.

- e. **“C” Store** – Karen spoke with Housing Director, there is no problem in regards to a “C” store at the current location of Amkuuf. Discussion followed on the water issue. Presented the contract for review and approval.

Randy White motioned, Michael Thom seconded to approve contract 16-CDC-002 with Whitener Group, for feasibility study of “C” store, with changes. Motioned passed.

- f. **Bio Mass** –
- g. Congress extended the tax credits for wind/solar, discussion followed regarding funding.
- h. **8 (a)** – Information has been submitted to in house counsel.
- i. **Job Description** – Action item – Karen is requesting approval of Clinician job description.

Michael Thom motioned, Emma Lee Perez seconded to approve job description for Naa Vura Yeeshiip Clinician. Motioned passed.

- j. **Out of state travel** – Karen is requesting approval for travel to the Annual Travois Indian Country Affordable Housing & Economic Development conference in Nashville, TN. April 3-7 2016.

Michael Thom motioned, Randy White seconded to approve out of state travel for Karen and Deanna to attend the Annual Travois Indian Country Affordable Housing & Economic Development conference in Nashville, TN April 3-7 2016. Motioned passed.

Randy White motioned, Sonny Davis seconded to accept the CEO report. Motioned passed.

**H.** Old Business: none

**I.** New Business:

- 1. Collection Contract – moved to closed session.

**J.**

**K.** Closed Session –KCDC Board

**L.** Adjournment

Emma Lee Perez motioned, Randy White seconded to Adjourn at 8:41 pm

**Next Board Meeting date February 10, 2016**

**Respectfully Submitted,**

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**Marsha Jackson, Board Chairperson**

**Recording Secretary, Linda Zink**



# **Karuk Community Development Corporation**

## **Board Meeting Minutes**

KCDC Office Happy Camp, CA  
February 10, 2016

### **A. Call to order**

**Marsha Jackson called to order the regular Board Meeting of the Karuk Community Development Corporation at 5:30 on February 10, 2016 at KCDC office.**

### **A. Roll call**

**Present:** Marsha Jackson, Randy White, Michael Thom, Sonny Davis and Glenda Hockaday.

**Absent:** Emma Lee Perez.

**B. Blessing:** Sonny Davis

**C. Mission Statement:** Read by Deanna Miller

### **D. Agenda:**

1. Add Karen to Closed Session

Glenda Hockaday motioned, Randy White seconded to approve February 10, 2016 Agenda with changes. Motioned passed.

### **E. Approval of minutes from January 13, 2016 – Changes: None**

Michael Thom motioned, Glenda Hockaday seconded to approve Minutes for January 13, 2016. Motioned passed. One abstains.

**F. Guest** –None.

### **G. Directors reports**

#### **1. Head Start – Donna Goodwin-Sanchez – Not Present – Written Report submitted and attached**

- i. There were 2 applications for Bus Monitor/~~Aid~~ Cook Assistant, discussion followed on the difficulties regarding hiring for that vacant position.
- ii. Attachment “C” for Head Start has been approved by Council.
- iii. Head Start National Conference in May hopefully new Director will be hired by then.
- iv. Lights at the Yreka Center were discussed, need to be replaced they are old. Marsha will ask Dee Kelner, Principal at the Seiad Elementary School how the received their funding to replace their old lights.

Glenda Hockaday motioned, Sonny Davis seconded to accept the Deputy Director’s written report. Motioned passed.

#### **2. Naa Vura Yeeshiip – Matthew Hilliard –Present – Verbal**

- i. Matthew reported on the new reporting format that they will be using in the future.
- ii. He reported on cultural events coming up in May for the Yreka area and that they are open to the public.
- iii. The Board cautioned to be very careful with using volunteers.

Michael Thom motioned, Sonny Davis seconded to accept the LCSW’s Verbal Naa Vura Yeeshiip report. Motioned passed.

**3. C F O – Deanna Miller –Present – Written Report**

- i. Deanna reported on the drawdowns are current.
- ii. 4 of 5 last year's fires have been invoiced.
- iii. Board requested a copy of the repurchase account bank statement.

Glenda Hockaday motioned, Randy White seconded to accept CFO report. Motioned passed.

**a. Storage Report – Linda Zink – Present - Written Report**

- i. 2 units are available
- ii. Board requested Linda to post a flyers notifying public of available Units.

**4. ED/OM– Karen Derry – Present – Written Report**

- i. **Amkuuf** – reported on repairs to gate. Reported on revenue comparison form January 2014, 2015, 2016. Discussion followed.
- ii. **Computer Center** – Karen referred to Frank's report, see attached.
- iii. **Head Start** – The Director's job description was approved by council and is currently being advertised. Attachment "C" for Head Start was approved by Council at the January meeting and will be added in the Karuk Tribe's Personnel Policies. The Bus Monitor/Cook Assistant job description was approved by Council and is currently being advertised, it closes Feb. 9. 2016.
- iv. **"C" Store** – A meeting has been scheduled with the Whitener Group at 9:30 am in Yreka, February 23, 2016 for the "C" store kick off. Karen met with Scott Quinn regarding location of "C" store. Discussion followed.
- v. **Bio Mass** – Karen is still researching biomass feed stock, discussion on property followed.
- vi. **8(a)** – Fatima Abass will be unable to make the meeting on February 8<sup>th</sup> to discuss the Aah Industries, Inc. Charter and shareholders agreement. In her absence she has directed everything to Self-Governance. Someone from the Board will attend. Karen suggested the Board consider hiring our own council, discussion followed.
- vii. **Other business** – EDA Training will be held in Portland on February 25<sup>th</sup> and 26<sup>th</sup>. Deanna and Karen will both be attending.
- viii. **Quote** – Kelly provided quotes for the printing equipment. One from Canon and one from Ray Morgan Company. The Board requested Karen to proceed with the procurement process and bring to the Next Planning Meeting.

Randy White motioned, Glenda Hockaday seconded to accept the CEO report. Motioned passed.

**H. Old Business:**

- i. **Phone Vote** – To approve the Naa Vura Yeeshiip part-time Clinician, 20 hours per week. 4 yes, 0 no, 0 abstain, 1 unavailable. Motion Passed.
- ii. **Phone Vote-** To approve the Yreka Head Start Bus Monitor/Cook Assistant. 4 yes, 0 no, 0 abstain, 1 unavailable. Motion Passed.

**I. New Business:**

- i. **Planning Retreat** – Is scheduled for February 29<sup>th</sup> through March 2 at Blue Lake.

**J. Closed Session –KCDC Board**

**K. Adjournment**

**Randy White motioned, Glenda Hockaday seconded to Adjourn at 8:30 pm**

**Next Board Meeting date March 9, 2016**

**Respectfully Submitted,**

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**Marsha Jackson, Board Chairperson**

**Recording Secretary, Linda Zink**

## Council Report

Office of Self-Governance

March 2016

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### Projects/Meetings/Events:

- Orleans Community Meeting
  - Resident Deputy for Orleans: Sheriff Downey is seeking a resident deputy for Orleans. He is looking for an experienced individual who will be a good fit for the community and an individual that will be flexible with patrol times so the needs of the community can be met. Because the assigned area will be Orleans, that deputy will have to live within 30 minutes of Orleans. Therefore, the availability of housing for a deputy is a concern. Sheriff Downey has been able to increase his budget through Measure Z, and has been able to hire more staff. At the end of February he filled 15-20 positions, not all were Sheriffs, but he is trying to get more officers out to remote areas. Measure Z is a ½ cent tax in Humboldt County and revenues generated can be utilized for essential services. The tax will expire in 2020.
  - Hoopa Tribal MOU: An MOU between the Hoopa Valley Tribe and the Humboldt County Sheriff's office was signed. Sheriff Downey had pulled that contract last year. The new MOU will allow for greater coverage of the Sheriff's office.
  - Orleans community members expressed their frustration with a lack of law enforcement and generally want to see change. The idea of a resident deputy was well received by those present. However, there was also an underlying concern about substance abuse and the issues associated with that, gun safety, fires, and general community safety measures.
  - Humboldt County Supervisor Ryan Sundberg briefly discussed the Humboldt County marijuana ordinance. He stated it was drawn up and pushed through quickly just to ensure something was in place for this year's growing season. There is a permitting process being implemented to prevent/mitigate environmental harm. Growers will be required to get permits based on the size of their growing operations and proximity to watersheds. They anticipate having an environmental impact report this summer. The Board of Supervisors is looking to put an excise tax on marijuana grows on the November ballot.
- Indian Law Webinar: Basic conference attended via webinar. Gave updates on Criminal Law, ICWA, Tax issues, Marijuana topics, etc.
- 100% Federal Medicaid Assistance Percentage Webinar: Webinar discussed the new guidance for the updated policy. Medicaid is funded by states and the federal government. The federal government reimburses states no more than 83% of their Medicaid expenses. Tribes are treated differently because in certain circumstances Tribes can recover 100% of costs. Tribes and other

## Council Report

Office of Self-Governance

March 2016

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entities have been advocating for a broader interpretation of the 100% reimbursement policy to go beyond just IHS facilities. This policy has been expanded and in late February the Centers for Medicare & Medicaid Services (CMS) announced this information to the States. Now, 100% FMAP may be reimbursed regardless of what services the tribal facility can actually provide comparative to other like facilities under Medicaid, but rather, services authorized under IHS rules and the Medicaid state plan. Also, an expanded scope of services is possible for eligible patients through coordinated care agreements.

- Regulation 1616: Participated in a conference call regarding state tax preemption by non-Indian retailers for on-reservation sales of meals, beverages, and food. The State Board of Equalization is trying to clarify their regulation regarding this matter. By trying to clarify the issue, other issues have been brought to light. The final regulation should be complete by May 13<sup>th</sup>.
- Tobacco: California is close to increasing the age requirement to purchase tobacco from 18 to 21. The bill is awaiting the governor's signature. Raising the legal age to purchase tobacco would be a health benefit but an economic loss. The state board of equalization estimates that CA would lose \$68.4 million in revenue. CA has already been experiencing losses from the Master Settlement Agreement, which is in part prompting consideration of a similar Master Settlement Agreement with Tribes.
- The BIA & IHS released draft Contract Support Costs policies. Consultations will be coming soon.
- Helped coordinate the Consultation meeting with USFS.
- Housing Planning Session: Participated in the annual housing session and presented on the HEARTH Act.
- Opioid and heroin abuse is a hot topic. Planning to attend the National Rx Drug Abuse and Heroin Summit next week. This should be an excellent source of information with solution based approaches. There have been bills introduced in the House and Senate to award grant funding to combat the national epidemic. The CDC just released a new guidance report for clinicians encouraging a shift in the current methodology of prescribing pain meds. The President's budget also includes a request for funding to combat the issue.

### **POLICY MATTERS OF INTEREST:**

- RAISE Act (S. 2580) – Introduced in the Senate; would extinguish the Bureau of Indian Education (§4(a) and create an independent “Indian Education Agency” within the Department of the Interior. (§3(a)) Would also require annual consultation with Tribes regarding the implementation. (§5(a))

## **Council Report**

Office of Self-Governance

March 2016

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- Indian Trust Asset Reform Act (H.R. 812) – Passed the House and has been forwarded to the Senate for consideration. Would allow a 10 year pilot project for Tribes to develop their own plans for managing trust assets. Would allow for “Forest Land Management Activity” among others.
- Las Vegas Paiute Tribe – Planning to build a medical marijuana cultivation, production, and dispensary facility.

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**Department of Natural Resources**

39051 Highway 96  
Post Office Box 282  
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Phone: (530) 627-3446  
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# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Orleans Medical Clinic**

39051 Highway 96  
Post Office Box 249  
Orleans, CA 95556  
Phone: (530) 627-3452  
Fax: (530) 627-3445

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**DEPARTMENT OF NATURAL RESOURCES  
TRIBAL COUNCIL REPORT  
March 2016**

Please accept the following information as the Department of Natural Resources written report for the upcoming Tribal Council Meeting.

WATER QUALITY COORDINATOR/ Susan Corum

FISHERIES PROGRAM/Toz Soto

The Fisheries Program is now working on field projects including: Juvenile Salmon outmigrant monitoring, PIT tagging and detection studies, water temperature monitoring, groundwater assessments in the Seiad Creek Habitat Project Reach and Lamprey Radio Tagging Study. Crews are working in collaboration with the US Fish and Wildlife Service and operating rotary screw traps and fyke traps in the mainstem Klamath River near Kinsman Creek. Traps are operated five days per week and check once every 24 hours. Fish are measured weighted and check for PIT tags or other marks. Flows from Iron Gate dam have been moderate so far, but are expected to rise significantly once snow begins to melt which will make trapping more difficult.

Water conditions in the upper Basin are looking much better this year with nearly 100% of average snow pack and rainfall. Klamath Lake is 95% full and could spill if rain continues. If spill occurs it will be the first significant spill from the lake since 2011 and will help reduce fish disease infection rates. The drought has caused extremely high rates of infection in juvenile salmon during the past three years.

Preliminary results of predicted Salmon runs are not looking good for the upcoming years and we should expect low salmon returns to the Klamath next season and possibly for multiple years. This is obviously a result of many factors including prolonged drought and effects of dams and diversions, but also poor ocean survival caused by the warm water related to El Nino occurring in the Pacific. The El Nino causes a weaker ocean upwelling current with less nutrients stored on the ocean floor making it up to the water surface where it feeds the food chain with the growth of plankton. These events result in low ocean food production and therefore lower salmon survival. New studies are suggesting that fish will not only be fewer in numbers, but smaller in size due to the lack of food resources. We should expect the PFMC to restrict the river and ocean fishery starting this year and possibly into the future.

Other program working includes; report writing, proposal writing and planning for upcoming projects.

For more information regarding the program please contact Toz Soto at [tsoto@karuk.us](mailto:tsoto@karuk.us) or 627-3116.

## NATURAL RESOURCES POLICY ADVOCATE/ Craig Tucker

## WATERSHED RESTORATION PROGRAM/ Earl Crosby

Through the latter portion of February through mid-March we have or will provide input and assistance towards various projects within DNR;

- 1) Participated in Western Klamath Restoration Partnership Meeting
- 2) Provided input at Western Klamath Restoration Partnership Core Team Meeting
- 3) Participated in Western Klamath Restoration Partnership Prescription and Purpose and Need workgroups.
- 4) Multiple Monday calls in discussion with Klamath National Forest on regards to Westside Salvage Project
- 5) Attended the Elk Creek Watershed Condition Framework Meeting w/KNF
- 6) Began work on the Orleans Fire BAER work which includes fuels reduction and revegetation of riparian tree species.
- 7) Participate in the North Coast resource Partnership Tribal workgroup calls.
- 8) Attended the Gov-Gov meeting with the USFS Region 5 Leadership.
- 9) Participated in the North Coast Regional Water Quality Control Board Staff to Staff discussions regarding Westside.
- 10) Providing assistance in the ongoing legal challenges to the Westside Project.

In conclusion, we would like to thank the Tribal Council for their continued support. I would encourage any Tribal Council Member who can please arrange a time when you can visit the crew as they appreciate it. If you have any questions, please do not hesitate to call me at (530) 469-3454 or email me at [ecrosby@karuk.us](mailto:ecrosby@karuk.us)

Earl Crosby  
Watershed Restoration Coordinator



FOOD SECURITY PROGRAM COORDINATOR /Lisa Hillman

Project Coordinator has been working with tribal staff to draft, revise and finalize two grant proposals and one MOU that will be presented by others. Hillman will be in attendance to help answer any questions the Karuk Tribal Council may have. Staff Reports attached below:

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Ben Saxon's Report:

Monday 2/15/16 - Tishaannik with Heather: Pruned 2 apple trees and started on a 3rd apple tree . Additionally collected several mugwort plants to transplant into Happy Camp People's Center Garden.

Tuesday 2/16/16 - Larson's Orchard with Heather and Ben: We burned one large brush pile. While the pile was burning, Ben made some big cuts on a big pear and cleared dead wood off of newly cleared large apples. Heather pruned one large pear and one cherry seedling. We also dug blackberries around old fig and collected several sword and bracken ferns to transplant at the People's Center Garden.

Wednesday 2/17/16-Met with Indigo Mack in Happy Camp to discuss upcoming highschool grafting demonstration. We walked around the perimeter of the high school to identify trees we could possibly prune with the high school students. There did not appear to be trees on the school property, so we considered doing more of an in-class grafting demo and perhaps donating a tree to plant on the school grounds.

We shared the grafting flyer (for March 24th) with Lisa Aubrey to post at TANF and tentatively planned to prune trees at Aubrey Ranch March 16th.

Thursday 2/18/16- Ben and Heather met with Jill Beckman to discuss revisions to the food grove tap forms and to come up with a survey form for Orchard Revitalization. Jill will get back to us with a draft.

Stormy did grinding and leeching of Acorns with TANF in Community Room. There were 5 participants.

Friday 2/19/16-Meeting with Ron, Stormy, Ben, Heather to confirm March schedule. Discussed field trip at the high school as tag-team collaboration between traditional foods and fruit tree grafting with the Food Security Team, tentatively for March 9th. Daryl "Day Pay" Memorial Garden Volunteer Day 2/25/16

Heather and Ron from DNR FSP, along with Tanya Chapple and Nancy Bailey from MKWC, facilitated a volunteer work day at the Daryl "Day Pay" McCovey Memorial garden from 10am-2pm. We had 15 participants who bravely worked through the rain. MKWC and DNR provided tools, and some volunteers brought their own chain saws and pruning tools. MKWC provided lunch for the group, catered by Nancy Doman.

We cleared fallen limbs, pahíip (pepperwood) sprouts, iththárip (fir) sprouts from throughout the entire garden and burned in brush piles. We cleared approximately 500 ft2 of Himalayan Blackberry where we planted 15 willow cuttings. We planted about 7 new rattlesnake plantain plants, 8 new wild ginger plants, 6 mugwort plants, 3 thimble berries, and 10 trailing blackberry cuttings. The pile of aging woodchips was used to

mulch forest floor-loving species. We attempted to gently aerate bed of imyúha (soap root) and indian potatoes.

Ron, Nancy and Sprout discussed the possibility of incorporating native edible mushroom cultivation into the garden. Sprout has experience inoculating logs with turkey tails, reishi, and oyster mushrooms. It could be a nice addition to the garden to provide and demonstrate further food and medicine to learn about, as well as further support the habitat as a whole. We will be in further contact to potentially organize a workshop at the Day Pay Memorial Garden. Monday 2/29/16

Ben and Heather cracked 10 gallons of acorns for Kathy McCovey to process during the week.

Ben and Heather visited Tishaanik and between the two of them pruned 2 large pear trees and one large apple tree. We better positioned prunings to appropriate burn piles. We agreed that we were done with pruning for the year, and hope to return to burn the piles.

Heather Rickard's Report:

Tuesday 3/1/16 and Wednesday 3/2/16 The food security team, including Ron, Ben, and Heather, attended the 13th WKRP workshop. This was my first orientation opportunity to WKRP, and here are some of my personal reflections. My goal was to learn more about the scope and intentions of WKRP and how the Karuk Food Security Program is currently involved and how we could be involved in the future.

I see that the group is comprised of people from different professional backgrounds, with different responsibilities and agendas. They have so far laid the groundwork - with the helpful facilitation of the Fire Learning network - of establishing zones of agreement, guiding principles, strategies, and goals and objectives. The prescription group has started drafting prescriptions which were evaluated by the group as a whole. I can see that this collaboration is meeting in an historically new zone together, and that the work that they are proposing to do is unprecedented. I noticed that although the group is acknowledging the past and present sophistication of Traditional Ecological Knowledge and wants to incorporate it into future planning, the aim was not towards decolonizing the management paradigm (which is I guess pretty obvious, considering it's a "partnership" and considering all of the partners... ha!).

I understand that the Food Grove Surveys that the Food Crews produce will be considered in planning, but will remain confidential.

There was just a little discussion of planting native plants after treatments. The main planners suggested that this is a level of detail that may be too much to incorporate at this point in time. I wonder if this is part that Food Security may have a role in playing. Specifically, I am thinking that we could either be propagating culturally significant plants to transplant (if that's plants or seeds, off-site at a nursery or seed-producing patch?), or if that's just tending in place (like finding and gathering near-by seeds before the burn and scattering them after the burn?), or do we just want to monitor and see what comes up after treatments?? All of this could and should be done with young people! I wonder if actively re-planting culturally significant plants at the right time may prevent noxious weeds from over-taking potential "glades" and meadows after treatment. Perhaps this would be interesting to do a little of both re-planting and not (letting things surface as they may?)?

Thursday 3/3/16

Emailed with Tina King, Lisa Aubrey, Stormie, and Kathy regarding future TANF workshop to collect basket materials. Possible dates to harvest are March 30 or April 6. Confirmed that Mark Dupont has soil available at Sandy Bar for plant starts and container gardens, but it will require amendments. This may be a donation (\*Heather needs to check). We will also be needing to get soil for potted trees we will be grafting as well as pots.

Friday 3/4/16

SOD Stream Monitoring: Ben, Ron, and Heather met with Brendan Twieg to begin stream monitoring for Sudden Oak Death. We learned how to set a set of two "bait leaf traps", of 5 leaves each, in both Aikens Creek and Red Cap Creek. The leaf traps use a certain species of rhododendron which are particularly good indicators for *Phytophthora ramorum*. They are grown in sterile lab conditions at UC Davis, and they will be delivered to us as needed. We are to check the traps every 3 weeks at first, changing to 2 weeks when the weather warms up. If we can, we should collect leaves first thing in the morning on Friday and put them in the fridge for Brendan to pick up that same day. We will continue to communicate about this coordination. We hope that we will get accurate results in this effort, and that they will be clean of any sudden oak death disease!

Monday 3/7/16

Ben and Heather visited Bull Horn Orchard on Donahue Flat. We were fortunate to get to hear a bit of the history from Leaf before we left for the field. Leaf explained that it was an 80 acre homestead owned by Chris Bullhorn in the early 1950s, the likely planter of the surviving fruit trees. He lived there with his wife and built a beautiful cabin out of one single sugar pine tree. The boards were feet wide and cabin-long, perfectly straight grain, and well preserved because of naturally occurring resins. There was no road to the house, and apparently his wife literally went crazy from the isolation. She was moved to a mental institution on the coast and Chris commuted back and forth for years until it became too much and he sold the place to Howard Williams. Howard Williams built another cabin on the side of the meadow, and again, because there was no road, he had a hard time living there and ended up selling the place. When the forest service obtained the property, they burned down the cabins.

The trees at Bull Horn Range in size and are planted along the upper edge of the meadow. They – like the rest of the native meadow species – are being rapidly encroached upon by fir trees. Ben and Heather limbed fir trees shading out fruit trees, cutting down small firs when possible. We exposed approximately 2500 ft<sup>2</sup> of sunlight, pruned 2 medium apple trees, started one large apple tree, and piled limbs in burn piles.

Tuesday 3/8/16

Heather prepared a Power Point presentation for Denise Bearding's Biology class in Happy Camp. The presentation was designed to consider Food Security/Sovereignty in Karuk Territory, past and present. It included attention to the importance of Traditional Ecological Knowledge in the modern land management paradigm, importance of fire, and tending resources according to the seasons. Additionally some information about the biology of fruit trees and history of fruit tree cultivation and grafting was included.

Wednesday 3/9/16

Ron, Kathy and Heather presented in Mrs. Bearding's 4th period class @ 11am. Ron and Kathy provided an overview and cultural perspective on Food Security and land tending. Heather discussed orchard revitalization and demonstrated how to graft a cherry tree. We

discussed the potential to return to her classroom, with more focused lessons in the future, potentially starting by focusing a lesson around climate change.

Thursday 3/10/16

Ben and Heather pruned 3 peach trees at the Orleans community garden which were grafted last year. We also planted 3 chestnut trees in the vicinity donated by Dylan Sullivan.

Ben and Heather also pruned 6 fruit trees @ the Orleans River Park, across from the Orleans Store.

Friday 3/11/16

Heather led a work-day in the orchard of Karuk Elder, Jeanerette Jacups-Johnny, with 4 Forest Service AmeriCorps volunteers: Amanda, Lauren, Steven, and David as well as neighbor, John. We pruned two large apple trees, raked up branches, moved wood from the yard into the woodshed, cleared 200 ft<sup>2</sup> of blackberries, and started a burn pile for all the brush. Heather gave a short lesson on fruit tree restoration pruning, and everyone got to try something they hadn't done before. It was a fun day.

Ron Reed's Report

2/29 I participated in the Day Pay Memorial Native Plant Park clean up with MKWC and the public. The native plant garden was weeded, existing piles were burned, plants were transplanted into the garden and inspiring conversations took place. One of the conversations was about propagation of mushrooms into the future. Native mushrooms are to be propagated in the garden, as long as they are native. Alder or Oak logs will be inoculated with some mushroom spores and they will begin growing in the garden. Planning still needs to occur in these regards. A fabulous lunch was provided by Nancy and it was enjoyed by all.

3/1 The 13th Western Klamath Restoration Partnership Workshop took place at the Karuk DNR Comm. Room. The KT FSP has participated in design by providing Traditional Food Assessment data to the WKRP Core team for prescriptions and analysis. This information is being kept confidential by the KT while utilizing the information to strengthen the Traditional Ecological Knowledge and Western Science "zones of agreement." This effort, data collection efforts inside of the WKRP footprint, will be helpful to optimize the traditional management perspective of the KT in management opportunities moving forward in this process. There was a field trip up to the Karuk tribally owned Sims's Gulch prescribed burn area. This was a very interesting place due to the fact that there was very opposing positions taken by the USFS, the Karuk tribe, MKWC and the community. The dialogue was very important for future collaborative efforts.

3/2 On this day there was a scheduled field trip to the Roger's creek WKRP Focal Area by way of Patterson Rd. This was a plantation in a serpentine soil unit. A major Elk connectivity corridor as well as an ancient Karuk tribe transportation route was the main concerns. Traditional plants were discussed at great length and Nolan Colegrove gave a USFS perspective that allowed for Karuk tribal participation in the planning and management activities of the project. The second stop was the conversation of what management prescriptions would be most useful for the management of the plantations in regards to the Karuk Tribal perspective and community private property holders. A lot of discussions, but ultimately, agreed substantially about future management priorities.

3/3 The final day of the workshop was held up at the Salmon River Restoration Council's office at Sawers Bar. This was their third meeting and is just getting underway in the process. The morning was a time for people to connect by telling the group "their story." The connection that was made during this process was very important to the "community Building" that needs to take place in this type of management process. A mapping exercise took place involving the group and the proposed focal area of the "Yellow jacket Ridge Area" by the Forks of the Salmon. Connections were made with the trails guy out of the Fort Jones Forest Service, Dean Mcbroom Cultural Resources from the Shasta Nation and others. A meeting was slated between Dean and me, slated for 3/8 at 9 am at the DNR Fisheries building. We will be discussing cultural resources and a possible trip into the marble Mtn. Wilderness area.

3/4 On this day Ben, heather and me met with Brendan Twieg to begin stream monitoring in regards to the Sudden Oak Death (SOD). Stream monitoring of Aikens Creek and Red Cap Creek was the subject of the meeting. We talked about the leaf traps themselves and the process of not contaminating the data set. The coordination of the data was talked about and agreed upon. This data will be transferred via Fed Ex to the UC Davis labs in Davis, Ca. This process is very important and is ongoing. 3/7 There was no weekly FSP meeting due to a conflict in our schedule. The first part of the day was dedicated to office work. Catching up on weekly reports, workshop reporting, and email correspondence. Also, I have been in preparation for an upcoming talk to the Happy camp High School Biology class. Spending time getting familiar to the K-12 Curriculum to provide a talk at the Yreka Jackson Elementary School on their Indian Day is another thing I studied. I also met with Max Creasy at the Ti bar Roots and Shoots Unit. The discussion was based on the aesthetics and cultural usefulness of the burn. Burn piles, lop and scatter, pile brush and Fir tree removal were all discussed to great length.

3/8 I met with dean Mcbroom from the Shasta Nation (Forks of the Salmon) about the objectives of Cultural Resource management involving the WKRP meeting that took place the previous week. While the objectives of cultural management is quite similar things are pretty sensitive and an understanding between Bill Tripp, Dean and I is quite manageable in the future management involving the WKRP. I provided an interview for a Food Sovereignty magazine. Jennifer Sowerwine put Alix Wall from in touch with me to provide a tribal perspective on the food security work that we are all is doing.

3/9 HC TANF I met with Lector Alford to discuss the seasonal activities that will be occurring this of this year. The team would like to continue the raised bed garden who while we work on a Memorandum of Agreement with the Karuk Tribe to revitalizing a garden right next to the TANF office in Happy Camp. Additional; emphasis will be put into making a "Salmon Pit" to cook salmon, horse shoe pits, flowers and other thing to make the garden space look nicer, grow food and provide a place to gather for future tribal events.

Kathy McCovey, Heather Rickard and I provided a "talk" to HC High School Biology students in regards to Fire ecology, Traditional Food and Fiber and Orchard Revitalization. The students, teachers and administrators were very gracious to our effort. Additional students and teachers alike attended the presentation. The group was interactive and great enthusiasm was shared by all. Additional requests were made in for our involvement with other classes at the school.

The community garden at the HC Elementary School was attended by the Karuk Tribe, MKWC and AmeriCorps. Clean up, weeding, and some planting all took place as the weather was bad but permitting. More garden space will be utilized this year and the production of food will be utilized by the school next fall!

3/11 The KT FSP continued our work involving TEK, traditional food and fiber and orchard revitalization within the local school systems as we traveled up to the Forks of the Salmon to speak to the school. Ben Saxon, Stormy Jackson, and I all provided talks involving Art and traditional plants, Traditional Food Demonstration with Acorns and a tribal perspective addressing TEK, respectively. The school was celebrating a birthday so we were provided a fabulous tri tip steak dinner. The students were advanced in Watershed Education and the interaction between the students and teachers was rewarding to both groups.

Angela McLaughlin's Sípnuuk update:

Frank Lake Batch Update: I have Franks' high priority folders (68) in staging with Batch 008 waiting for when I return to processing his materials.

Sibyl Diver Batch Update: Sibyl Batches 011 to 014 remaining items are staged and will be processed at a later time. Her remaining Batches 015 to 028 are on hold still to get Franks, Marks and Curriculum Items in Sípnuuk.

Mark DuPont Batch Update: I have Marks high priority folders (9) in staging with Batch 003 in process.

Batch Processing: Batches are being processed and uploaded as they are completed to help us in getting as much on the site as possible.

AFRI Food Security Collection: We are at 692 items in the collection as of this morning.

WSU Update: I am working on the Mukurtu sand box site they have allowed me to play with. I am also working on the assigned home work assignments in preparation for our last WSU visit coming up in May. They are requesting a grant summary of what we would like to fund so they can help us start a grant process during the May visit. I would like to work with Lisa to figure out what area I should try to get a working Grant for.

Safety and Emergency Plan for Sípnuuk: Still working to complete this item and I am in the process of writing the Emergency plan. (Maps, floor plans, etc.) I have not had time to do any of this lately as the other items are keeping me quite busy!

Research: I have not had time to do any of this lately as the other items are keeping me quite busy!

Yôotva for your continuing support of the Food Security Project.

## ADMINISTRATIVE OPERATIONS MANAGER /Donalene (Sissie) Griffith

GSA information:

Still waiting on confirmation of vehicles placed for ordering.

Daily Tasks:

Continue to work daily on processing invoices for payment. (Currently have active 40 contracts)

I continue to work with the DNR Coordinators on the budgets/fund codes.

Do up Budget Modifications as needed for Food Security, Watershed, Water Quality, Fisheries.

Budget preparation for the coordinators

Budget preparation for submitting proposals for funding projects

Tracking budget line items. Tracking In-Kind Match for grants.

DNR – Leaf Hillman

Working on EE&A's for Coordinators review.

Processed Invoice for Mary Kate Lowry contract – 16-C-028

DNR – Bill Tripp

BIA Climate Change – Budget Mod. has been completed and sent to HC for processing for additional funds to be added to the original budget. Carley working on this project.

WKRP - Working on getting a budget mod. up to HC for adding of Mod. #3 that was approved, and then will get modifications ready for approval for contractors.

Submitted Resolution, expenditure plan, voucher to BIA for processing – Invoice No. #3

RAC Funding – Waiting on response of RAC funding.

RTRL – Received the funding, and budget has been set up. Still waiting on the IDC funds to come to the Tribe. Alicia Derry doing follow up with BIA and keeping me updated

Processed invoice for Jessica Stauffer Contract – 15-C-052

Watershed – Earl Crosby

Submitted Resolution, expenditure plan, voucher to BIA for processing – Invoice No. #1, Westside Recovery

FISHERIES – Toz Soto

Prepared budget mod. for new budget code.

Prepared budget mod., for existing budget to fix line items. – various fund codes

Water Quality – Susan Corum

Prepared budget mod. for new fund code for PacifiCorp #9.

Procurement – YSI Incorporated for approval for repair of existing equipment

Food Security:

Processed invoice for payment for Stormie Polmateer contract – 16-C-006

Processed invoice for payment for Vikki Preston Contract – 16-C-028

Processed invoice for payment for Analisa Tripp Contract – 16-C-042

Policy Advocate – Craig Tucker

Budget Mod. for AFA 2014 fund code, moving funds within line item.

Waiting on the status of GSA Vehicle request.

THPO – Alex Watts-Tobin

Reviewing two agreements for Alex for approval for the cultural monitor Projects.

Agreement with PG&E

Agreement with Caltrans

## THPO/ARCHAEOLOGIST/Alex Watts-Tobin

The THPO attended the Society for California Archaeology meeting in the last month, and has offered to coordinate a panel on Native American Archaeology in the 2017 conference.

- On the WKRP project, the THPO-Archaeologist attended some sessions of the WKRP workshops, and participated in the discussions. The project is moving to the stage of prescriptions; the THPO and Arch Techs have spent one day out in the field to assist the prescription team with assessment of cultural resource concerns. The team will contribute to this project as time permits
- The Arch Techs have come back and are working on four projects: the WKRP, Orleans, the Rural Broadband Project, McWC Fish Habitat projects. The THPO is negotiating agreements with KCDC to see if the Arch Techs can be brought on as regular employees and could be paid benefits. The THPO is working on some MOUs with the IT department and with MKWC to cover the grant projects, and working on an agreement with the Dental program to get computers for the Arch Techs to work on.
- On the Westside Project, The THPO-Archaeologist has delivered to Klamath National Forest the Archaeological report for the remaining sites within the Westside area. In all, 28 sites have been identified. We are now in Phase II of the Westside project, in which Klamath is investigating planting schemes. The Karuk will be visiting the field to assess the planting plots for cultural resources. The THPO has delivered the Modification Request #2 to KNF, which covers tasks and deliverables from Karuk staff associated with that project. The THPO and DNR Director attended a meeting on 3/16 with the KNF supervisor. Some changes will need to be made to the request document and budget based on feedback from the Forest. All the same, the request will cover substantial staff time associated with that project. The THPO has had very little involvement in the development of the complaint against KNF: the Programmatic Agreement and Cultural Resources work is planned out in case the project moves to the implementation phase. If it goes ahead, the project will involve hiring, at least, an Archaeologist and Cultural Monitors.
- The Cultural Monitor Training in Happy Camp took place at the end of February. There were 28 attendees, and the event was taught by the Humboldt State University CRF program. There were four attendees from Maintenance, two from Housing, and four from the K-1 crews, and one member of council receiving cross-training skills. Nine attendees were given a UA test that day, and so there was a marked improvement in getting prospective Monitors through the hiring process compared to the event in Yreka in August 2015. There are various monitoring jobs happening at the moment: with Siskiyou Telephone, Caltrans, PG&E, and the Tribal Housing and Casino projects in Yreka. The class was laid on to increase the pool of monitors for those projects.

## DEPUTY DIRECTOR OF ECO-CULTURAL REVITALIZATION/Bill Tripp



## ASSISTANT FIRE MANAGEMENT OFFICER/David Medford

Overview for March 2016:

- The EMT course is still pending approval from SSV
- Currently hired two permanent positions:
  - o Prescribed Fire and Fuels Specialist
  - o Wildland Fire Operations Specialist
- Planning on advertising and hiring a third crew of 10 people this year to be fireline qualified and put active and available for fire assignments into ROSS. So, In other words we will have three crews this year.
  1. Wildland Fire 20-person Type 2 Initial Attack crew
  2. 10-person wildland fire/fuels Brush & Disposal (B&D) crew and
  3. 10-person project fuels crew

Fire Readiness:

- Fire and Fuels Crew members from last year have UDS scheduled and completed.
- Training:
  - o March 18th a RT-130 Wildland Fire Refresher scheduled.
  - o March 8th a Basic First Aid/CPR course has been postponed until April
  - o Physicals, Pack test and Basic 32: April.
- Vehicles:
  - o All Tundra's are parked at the Ranch for vehicle inspection
  - o GSA1 and GSA2-Parked in Happy Camp at the Ranch
  - o On February 15th ordered two service utility crew cabs
  - Talked to GSA on March 17th to confirm order is placed
- Finally, I will need to request permission from Council to submit to the BIA Certifying Official status in IQCS not to be able to sign red-cards but to be able to run Individual Responder Development Plans, IRDP and maintain Interagency Fire Program Management, IFPM qualifications in IQCS.

## GIS SPECIALIST/DATA STEWARD/Jill Beckmann

Jill Beckmann Projects:

- Plan for WKRP Workshops (first week of March), including helping to plan the agenda, organizing Prescription Work Group data, and creating maps.
- Plan for and attend WKRP landowner meeting (before workshops).
- Plan for and attend WKRP Proposed Action planning meeting.
- Assist Food crew with Orchard Surveys. I need to find some more time to work on this, but plan to help with this as soon as possible.
- Provide assistance to Kenny as needed with the Transportation department projects. Complete facility maps for the Long-range transportation plan.
- Conduct debriefs with consultants who bid on the Cultural Resources Database and Geographic Application RFP.
- Continue to organize WKRP prescription work group meetings, keep meeting notes and data. Provide briefing documents to Core Team and facilitate discussions. Draft units are now being field verified by the Prescription Work Group. I am providing

technical support and data stewarding for these field trips, and Kenny is attending most of the field trips to ensure that the data is properly recorded.

- Continue to manage WKRP document storage, calendar, and email lists. I spent a good amount of time this month updating and improving the email lists.
- Provide needed data and documents to WKRP members as requested.
- Do cursory analysis of Elk habitat restoration potential within the WKRP Happy Camp Subgroup's proposed pilot project.
- Between 1/19/2016 and 5/13/2016, I am working 25 hours per week. I am completing coursework at Humboldt State in pursuit of a Graduate Degree. My research is to be determined, but I hope to study something that is of relevance and helpful for the Karuk Tribe in restoring the ecocultural landscape. This semester I am taking Advanced Fuels Management, Disturbance Ecology, and Silvics.

#### Kenny Sauve Projects:

- Worked with Sandi Tripp to develop a Karuk trail system to put into her inventory and long range transportation plan. Digitized trails from KRAB and updated trails based on KRAB revisions.
- Worked with Sandi Tripp creating strip maps for Old Hwy 96, Katihsraam Wellness Center, and 5 Karuk trails to put in her inventory.
- Worked with Alex Watts-Tobin to start a viewshed analysis for the area of potential effects for WKRP.
- Attended Rx workgroup field meetings. Verified GIS based prescriptions. Collected field data on iPads and exported data into ArcMap. Edited data in ArcMap based on field data. Created maps for members of the Rx workgroup.
- Attended WKRP workshop.
- Worked with Earl Crosby to create a map for revegetation project.
- Created and printed maps for the WKRP workshop.

#### Jill Beckmann Meetings/Training Attended:

- 2/18 Meet with Food Crew to talk about Orchard Surveys
- 2/19 WKRP Salmon River Subgroup Meeting
- 2/19 WKRP Workshop Planning Meeting
- 2/25 WKRP Landowner meeting
- 3/1-3/2 WKRP Workshop
- 3/3 WKRP Salmon River Workshop
- 3/4 Cultural Resources Database and Geographic Application RFP Debrief

#### Conference Calls

- 3/9 Paul Hessberg presentation on Restoring Fire-prone Landscapes
- 3/11 TREX planning Conference Call
- 3/14-3/17 WKRP Proposed Action Planning Meeting

#### Kenny Sauve Meetings/Training Attended:

- 2/22, 2/23, 2/24, 3/8, 3/9, 3/16 Rx workgroup
- 2/18 Met with Food Crew
- 2/25 Land owner meeting at Somes Bar work Station
- 3/1, 2/3, 3/3 WKRP workshop

- 3/7 Meeting with Sandi Tripp about her long range transportation plan and strip maps
- 3/7 Meeting with Alex Watts-Tobin and the Arch Techs to start viewshed analysis

Jill J. Beckmann  
GIS Specialist / Data Steward

Kenny Sauve  
GIS Technician II

Department of Natural Resources  
530-496-3342 (work)

### ENVIRONMENTAL COORDINATOR/ Carlotta Whitecrane

#### EPA GAP & PPG

- Meeting the PPG Grant Program Objectives
- Delayed- Preparing FY 2017 PPG Proposal, guidance letters to come out in March
- Begun planning earth day, coordination with Yurok

#### Regional Tribal Operation Council

- Upcoming RTOC retreat with TSC breakout meeting
- Region 9 Northern California outreach

#### Tribal Science Council

- TSC Conference call (s) 2.17 & 18, 2016, 2.22.16, 3.7.16

**SCOTT QUINN, DIRECTOR OF TRIBAL LANDS MANAGEMENT**  
**Directors Report for Council Meeting on**  
**March 24, 2016**

(February 18, 2016 to March 17, 2016)

**LAND MANAGEMENT PROJECTS**

**1. Project Title: Tebbe Property Fee to Trust**

**Description:** Project to put a portion of the casino parking into trust status.

**Status:** Property is in Trust.

**Remaining:** Mt Shasta Title (MST) needs to issue a Title Policy. I resent instructions, and asked for an update on 1/21/2016 and 2/12/2016 and 3/17/2016. I also included a table of previous correspondence and cc'd the CA Insurance Commissioner, MST Area Manager, Fatima Abbas, and Council.

**2. Project Title: Yreka WME MH Park Property Fee to Trust**

**Description:** Project to put the White Mtn. Estates Mobile Home Park in Yreka into trust.

**Status:** On 12/2/2015 I requested Title Commitment on the proper ALTA form. I resent instructions, and asked for an update on 1/21/2016 and 2/12/2016 and 3/17/2016. I also included a table of previous correspondence and cc'd the CA Insurance Commissioner, MST Area Manager, Fatima Abbas, and Council.

**Remaining:** MST needs to issue a Title Commitment. Once the application is deemed complete; the BIA will publish a Notice of Application (NOA), NEPA compliance, Title Opinion, Legal Description review, Notice of Decision (NOD), Recording Instructions to the Title Co., Acceptance of Conveyance (AOC), and final recording of the new deed at the BIA and County. A final Title Polic will also be issued by the Title Co.

**3. Project Title: Tynes and Rail Road Property Fee to Trust**

**Description:** Project to put the Tynes and Menne Rail Road property in Yreka into trust.

**Status:** A Fee to Trust Application needs to be drafted and sent to the BIA. On 11/6/2015 the BIA indicated that a Phase II environmental report will be required (see consent calendar). On 3/17/2016 I ordered the Title Commitment.

**Remaining:** Assemble and submit the fee to trust application. Once the application is deemed complete; the BIA will initiate the Fee to Trust Process per 25CFR 151.

**4. Project Title: Orleans Community Center Fee to Trust**

**Description:** Project to put the Orleans Community Center/KTHA Maintenance property into trust status.

**Status:** *NO CHANGE.* Solicitor is reviewing the Title Commitment and has an issue with one of the exceptions and the Humboldt Land Title Company has not got back to us regarding our 10/1/15 request to remove the exception. I requested a new commitment on 1/21/2016. On 2/17/2016 I talked to the BIA who said they would check on the status.

**Remaining:** BIA needs to complete the Fee to Trust Process per 25CFR 151.

**5. Project Title: Bunker Hill Fee to Trust**

**Description:** Project to put the Bunker Hill property into trust status.

**Status:** Caltrans recorded a Quitclaim on 11/13/2015 to clear a cloud on the title. I requested a new title commitment from MST on 1/21/2016. MST sent me the Quitclaim for the tribe to sign. I revised the Quitclaim.

**Remaining:** *NO CHANGE*. I need to have Chairman sign/notarize Quitclaim and send to MST. BIA needs to complete the Fee to Trust Process per 25CFR 151.

**6. Project Title: Sharps Road Mill Property Cleanup**

**Description:** Project to demolish three large mill buildings

**Status:** The contractor has completed the demo of the old buildings. Everything looks pretty good.

**Remaining:** *PROJECT COMPLETE*.

**7. Project Title: Happy Camp Fire Protection District Agreement**

**Description:** Develop an MOA with the HCFPD to pay fees associated with fire protection on tribal trust parcels in support of future fee to trust applications.

**Status:** I've drafted a MOU and submitted to Alicia Derry and Fatima Abbas for review.

**Remaining:** Complete staff review, and get Council Approval.

**8. Project Title: Beverly Manor Lease**

**Description:** Negotiate and develop a lease for a portion of the building. I'm working with Joshua Stanshaw and Patricia Hobbs to make sure their programs (Behavioral Health, Child & Family Services, Drug & Alcohol, etc.) are met.

**Status:** The Lease was negotiated and Council approved. Tenant improvements will be completed before our move-in on May 1, 2016.

**Remaining:** *PROJECT COMPLETE*.

**9. Project Title: Purchase Single Family Home in Yreka**

**Description:** Identify a single family property in Yreka to be purchased.

**Status:** We are in escrow for a 2/1 home in Yreka. I ordered a general home inspection.

**Remaining:** Complete buyer investigations and escrow.

**10. Project Title: Old Somes School Purchase Agreement**

**Description:** Work with multiple parties to draft a purchase agreement and potential easements, etc.

**Status:** I met with the parties at the DNR on 3/11/2016. I completed a draft agreement and gave it to Fatima Abbas for review on 3/16/2016.

**Remaining:** Staff review and negotiation with parties.

**Land Items to Note:**

- I talked to a tribal member with allotment land in Hamburg, and taxation of a fee portion of it.
- Researched the draft Yurok reservation expansion bill at Alecia Derry's request.
- I checked on the TSR for the KTHA Low Income Tax Credit Project. It has been assigned to a BIA examiner.
- The BIA sent me the Federal Register Notice for a proposed regulation change to allow alternate forms of title evidence. This is VERY good news.

**Land Projects to be Initiated:**

- A. KR RV Park Manager Contract Extension**
- B. Update Land maps for KTHA Fee to Trust Consultant**
- C. Draft Karuk Department of Tribal Lands Management Mission Statement**

*"The mission of the Karuk Office of Tribal Lands Management is to expand Karuk Indian Country and manage our tribally owned property to its best use for the benefit of our members."*

**ACTION ITEMS FOR APPROVAL:**

# TERO Department Report – February 2016

Program	Total Budget	Expended to Date	Balance	% Expended
TERO	72,243.00	18,669.67	53,348.77	26%

## TERO Summary

### Casino Project

TERO is looking forward to the face-to-face meeting with the developer to learn our role in the strategy for recruitment, hiring and training for casino positions. I receive calls on a regular basis with questions and interested applicants.

### EEOC Grant Meeting

We have scheduled a special meeting for the TERO Commission, General Counsel, Self-governance and Contract Compliance to review the EEOC grant requirements. The meeting will be held on April 1<sup>st</sup> at 2pm in the Admin Fishbowl. We will review any concerns regarding accepting the grant. Some concerns are the reporting requirements and jurisdictional issues. We hope to have all concerns resolved to be able to make a recommendation to the Council to accept the grant annual grant of 26K to augment the TERO budget. If we move forward with a recommendation we will present it to the Council in April.

### Cultural Monitor Questions

We have 4 of the 24 individuals who took the cultural monitor training screened and ready to go for dispatch. When some do not pass a UDA screening, they are banned from working for us for a year. There are many who have not been screened as of yet. There were about 6 existing employees who were at the training also. We were asked to bring the question to the Council regarding the Cultural Monitor job description as it reads “Must be a Karuk Tribal Member or descendant” in the past, monitors had to be enrolled as a member or descendant but the new interpretation is that they have to have Karuk lineage without being enrolled. We need this clarified by the Council as to the intent for monitors. It has also come to my attention that the new certification is good for five years and in the past it has always been for only 2 years. We have always agreed that monitors need ongoing training along with experience in the field

### TERO Strategic Planning

TERO had originally scheduled May 9<sup>th</sup> and 10<sup>th</sup> for our strategic planning but the dates were pre-empted by a mandatory CCDF training at the Region IX offices at the same time. The TERO Commission will determine new dates at our next meeting on March 23<sup>rd</sup> the new dates will be announced at the Council meeting.

**Fire Line Safety Training for Vendors**

TERO sponsored the required training for individuals who want to contract with the Forest Service during fire season. The class was held on March 4<sup>th</sup> with 23 individuals receiving certification. We will hold another class on April 29<sup>th</sup>. Normally one would have to leave the river to get this training. The class will cost \$70 per person.

**CHILD CARE**

**Child Care Budget:**

Program	Total Budget	Expended to Date	Balance	% Expended	# of Families Served
CCDF FY 15	74,924.94	13,942.33	60,982.61	19%	5
CCDF FY 16	57,969.94	0	57,045.00	0%	N/A

**Child Care Summary**

**Child Care National**

A lot is going on at the national level for Child Care. I could keep that first sentence in all future reports. The deadline for comments on the Tribal Plan Pre-print is March 18<sup>th</sup>. Comments have been submitted through the National Indian Child Care Association. The Feds want to divide Tribes by the size of their child care funding allocation making the Karuk Tribe a “Small Grantee Tribe”. Small Tribes will have a shorter application process but will be held accountable in common areas with the Medium Tribes and Large Tribes such as background checks, Health and Safety, Quality and Consumer outreach and education. This new way for ACF to look at Tribes does not sit well with me as it is another example of how Tribes are perceived in Washington. We are a headache to them not the Nations that we are. In a national webinar I respectfully stated that Tribes are not fast food restaurant menu items.

The Feds issued an Information Memorandum regarding CCDF and TANF coordinating together. Here is a web address to view it:

[http://www.acf.hhs.gov/sites/default/files/occ/ccdf\\_acf\\_im\\_2016\\_02.pdf](http://www.acf.hhs.gov/sites/default/files/occ/ccdf_acf_im_2016_02.pdf)

TANF and Child Care are coordinating more than ever, but could have a better focus on coordinating for child care. We are working on coordinating our payment rates as was reported at the last council meeting. We will work on more coordination. This information memorandum is more evidence that the Feds are slowly integrating early childhood programs such as TANF, Child Care, Head Start, Early Head Start, Infant and Maternal care and Home Visiting programs. I have heard of a proposed demonstration program that would integrate these programs similar to the 102-477 Demonstration project.



### **Child Care State**

I will be attending the CA-QRIS Consortium state-wide meeting in Woodland March 16<sup>th</sup> and 17<sup>th</sup>. I will be representing all CA Tribes as the Tribal Child Care Association of California Co-Chair. This will be the first time ever tribes are intentionally involved in CA since this initiative began five years ago. I will have an opportunity to speak to the state-wide group with representatives from every county. I have provided a hand-out that lists each tribe in Ca and the county where they are located. The list includes what type of child care services they provide. Our issue from the beginning is Tribes having access to the multitude of training opportunities that the QRIS provides. I also have arranged to meet with our Federal Child Care Program Specialist from Region IX after this meeting.

Our TCCAC Executive Committee retreat will be held at the end of March (28 – 29<sup>th</sup>) hosted by Redding Rancheria. This is an important meeting for our fledgling association. One of our main goals is to gain more attendance by Tribes in CA. Currently there are approximately 36 Tribal CCDF Grantees in CA and we usually see only a handful at our quarterly meetings.

Our next Tribal Child Care Association of California meeting will be April 12 – 13<sup>th</sup> in Sacramento.

### **Child Care Local**

The Summer Food Program will be held this year from June 13<sup>th</sup> through August 19<sup>th</sup> in both Happy Camp and Yreka at our Head Start centers. TANF is funding the bulk of the program this year. TANF will be putting out an RFP for a Summer Food Program in Orleans. It would be great if we could get the Orleans Elementary to let us use their site, TANF will inquire about this.

We held our first meeting for this years' Yav Kuma Itapan – Math Science Camp. It will be held either the last week of July or the first week of August. I am happy to say that through our coordination with TANF we will be able to provide transportation to and from Orleans for more Orleans youth to be able to participate. TANF will also provide the bulk of the funding for this annual program as well. We will also coordinate with the Summer Food Program for lunches the week of the camp. Our next meeting will be on March 30<sup>th</sup>.

Once the CCDF funding application is approved (Tribal Plan Pre-print) I will have a short time to pull together the plan requirements for ongoing funding. I will need to hold a public hearing, conduct a service area child count, and determine payment rates and more. The plan pre-print is due to be submitted on July 1<sup>st</sup>.

Respectfully Submitted,  
Dion Wood

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**Karuk Dental Clinic**

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Fax: (530) 493-5364

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**Sandi Tripp**

**Department of Transportation Director**

For Council Meeting on March 24, 2016

Reporting Period – February 18, 2016 to March 17, 2016

**TRIBAL TRANSPORTATION IMPROVEMENT PROGRAM (TTIP)**

**PROJECT SUMMARIES**

The following summaries represent the current Official TTIP projects. When we receive the new Official TTIP, currently in process with FHWA, I will incorporate all new projects planned for FY 2015 - 2019.

**Project Title: Red Cap Road Bike Way**

**Phase 1 - Complete 2015**

**Phase 2 – Construction to begin spring 2016**

Description: Reconstruct Red Cap Road - shoulder widening pedestrian and bicycle safety.

**Status: In Process - Fully funded through a grant from FHWA TTP Safety Funds and State of California Dept. of Transportation and Karuk Tribe TTP Annual Allocation.**

Phase 2 of the project has been awarded to Sundburg Construction and we will start actual construction Phase in spring 2016.

As noted in last month's Council Reports, I had expected to start vegetation removal on Phase 2 a bit later in the year; but, due to the March 1<sup>st</sup> Avian Survey deadline we started the tasks on February 16<sup>th</sup> and as planned we completed the project tasks on schedule. I am happy to report that working with the DNR-Fire and Fuels Program Supervisor and crew members worked out great; and, I really appreciate their professionalism and work ethics!

**Project Title: Asip Road Ext. 815**

Description: Reconstruction

**Status: Complete FY2015** - Construction phase and project review has been completed. The DOT Road Maintenance Crew completed a seal coat project on this PF and the stripping is complete. I expect this project will extend the life of the surface 10 years.

### **Yellow Hammer PF 815**

Description: Repair and Maintenance of the Yreka Head Start Parking Facility

**Status: Complete** 11/15 - To ensure longevity of this facility the DOT Road Maintenance Crew has completed the site preparation, crack sealing, seal coating and stripping for this PF. I expect this maintenance will extend the life of this facility for at least another 5 years.

### **Yellow Hammer PF 825**

Description: Repair and Maintenance of the Yreka KTHA Maintenance Parking Facility

**Status: Complete** 11/15 - To ensure longevity of this facility the DOT Road Maintenance Crew has completed the site preparation, crack sealing, seal coating and stripping for this PF. I expect this maintenance will extend the life of this facility at least 5 years.

### **Project Title: Happy Camp Complete Streets Project**

Description: Reconstruction - Safety Project

**Status: In Process** - This project is planned for SR96 in Happy Camp from the west end of town where Second Avenue meets SR 96 to the east end of town where Old Highway 96 meets SR 96.

As noted in previous Tribal Council Reports, I am in coordination with Caltrans D2 and they are currently in the process of developing a Project Study Report (PSR) for this project.

### **Project Title: Tishawnik Hill Bikeway and Trail (Upper/Lower)**

Description: New construction and Reconstruction of the Upper and Lower Roads

**Status: In Process** - This project has a short range and long range element. The short range element is the repair and reconstruction to the two short routes identified by the Tribe and FEMA; and, the long range element is the bikeway and trail project that will span from the Eye See Road to Camp Creek road on Hwy 96.

**Status of the short range element:** This Project Bid Package was advertised with a bid deadline of March 10, 2016. At close of business on March 10<sup>th</sup>, 2016 we conducted a public bid opening and selected the low bidder, West Coast Paving and Chip Sealing, Inc. to implement all aspects of reconstruction of Upper and Lower Tishawnik Roads. Please see the attached Construction Contract 16-C-053 for your review and approval. The construction phase of this project will begin in early spring 2016.

### **Project Title: Orleans Community Safety Corridor Project**

Description: Reconstruction / Safety Project

**Status: In Process** - This project is on SR96 and I have been working with Caltrans to identify the project perimeters and preliminary objectives. Through a coordinated effort between the Karuk DOT and Caltrans D1 we developed a Project Initiation Form (PIF) for this project.

During this reporting period I have been in coordination with Caltrans and we met at the Caltrans D1 offices in Eureka to discuss next steps for this project. Caltrans has no funds to prepare a PSR and since this project is on our TTIP, I expect that we will fund the PSR development and try to obtain full project funding through the State Active Transportation Program.

### **Project Title: Katimin Road**

Description: Reconstruction

**Status: In Process** - This route has significant safety issues and is identified as a priority facility by Ceremony Leaders and the Karuk Tribal Council. We recently implemented some maintenance tasks on this facility so as to ensure access throughout the ceremony season and fishing season. I expect to coordinate with all interested parties and develop a design plan that will meet the collective need for this

very sensitive site. I will be reporting to Council on the progress of this project as new information becomes available.

**Project Title: Itroop Road Construction (Phase II)**

Description: Reconstruction and extension of Itroop Road

**Status: In Process** – This project has a short and long range element:

Short Range Element: I have word of the DNR receiving funding for some fuels reduction up on the old Evans Property and my short term project is part of their match/in-kind contribution. I will be coordinating with Emma Lee and with DNR to ensure project completion as per milestone dates. Long Range Element: Should KTHA decide to construct new homes on that property the Karuk DOT will partner with KTHA to ensure construction of a fully designed route for residences.

**Project Title: Rural Transit Route - SR96**

Description: Rural Transit Route between Orleans and Happy Camp

**Status:** The route that we have funded for the last years several years terminated back on February 26, 2016. I would like to discuss future transit plans with Council at your convenience.

**Project Title: Somes Bar Work Cnt. Road & PF**

Description: Repair and Overlay

**Status: In Process** – This project is expected to be completed in FY2016-To ensure longevity of this facility the DOT Road Maintenance Crew will complete a site evaluation, AC repair, crack sealing, seal coating and stripping for this facility. I expect this maintenance will extend the life of this facility for at least another 5 years.

**Project Title: Yreka Clinic PF (including the TANF site)**

Description: Redesign and Reconstruction of the Yreka Clinic Parking Facility

**Status: In Process** - During the FY 2016 we will be completing a site survey, design and environmental process, for the Clinic Project. In FY 2017, we will complete the process of reconstruction of this facility. I will keep Tribal Council up to date on this project as new information becomes available.

**Project Title: 2% Planning**

1.) **General Project Coordination and Planning Efforts**

**Status: In Process** All projects associated with the Karuk Tribe Transportation Department require extensive coordination and collaboration. During this and all future reporting periods I will ensure Tribal Council is updated as new information becomes available.

2.) **Update of the Karuk Tribe Long Range Transportation Plan (LRTP)**

**Status:** In Process - The Karuk Tribe DOT is working on updating the current LRTP. We plan to incorporate all transportation facilities, including, but not limited to roads, trails and river access points. I am meeting with our Consultant through conference calls and emails to develop documents, maps and coordinate Tribally specific information exchange to ensure the document meets our needs.

3.) **Tribal Transportation Improvement Program (TTIP) Update**

**Status:** During this report period I developed a new TTIP for FY 2016 – FY 2020 and received approval from Tribal Council on October 1, 2015. I have still note as of yet received the Official TTIP from FHWA. I will be revising the TTIP again to incorporate the Planning

#### 4.) **Tribal and Regional Coordination during Quarterly Period**

**Status:** Requested to participate on the Calif. State Dept. of Transportation Surface Transportation and Reauthorization Working Group, attended and participated in monthly Tribal Council and Planning meeting. Attended BIA Road Inventory Training, Attended the North Coast Tribal Transportation Commission meeting (NCTTC), HCAOG Technical Advisory Committee(HCAOG TAC), FHWA Safety Management System Steering Committee(SMS Steering Committee), Karuk Resources Advisory Board Meetings(KRAB), Caltrans TERO Sub-Committee meeting, Caltrans Native American Advisory Committee (NAAC), Caltrans California Transportation Plan 2040 (CTP2040), Quarterly National Tribal Transportation Program Coordinating Committee Meeting (TTPCC), Caltrans FAST Act Implementation Technical Advisory Board and Federal Transit Administration TraMS Training.

#### **Project Title: Road Maintenance**

*I am very proud of the work our DOT Maintenance crew completes, as our recent projects noted above are prime example of well managed coordination, team work and professionalism. The Crew has been able to accomplish more force account projects this year than all the past years combined and I hope that in the near future we will do most all our jobs through force account.*

**Description:** Road maintenance funding provides staff and operational coverage for the activities listed below, as performed by a crew from the Karuk Tribe Department of Transportation.

#### **Activities**

- Vegetation Removal on Red Cap Road in Orleans
- Equipment repair and maintenance
- Seal Coating
- Street Sweeping
- Debris and brush removal from roadside and gutters
- Minor roadway patching/crack sealing
- Curb painting
- Road striping
- Crack Sealing
- Parking Facility Seal Coating
- Grading, ditch and drainage maintenance
- Ongoing route review to identify maintenance and project needs

### **Expenditure/ Progress Chart**

Program	Code	Total Budget	Expensed to date	Balance	% Expended
Federal Highway Administration (FHWA)	2231	\$2,697,235	\$204,630	\$2,492,604	7.5
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/15 - 10/1/16	12	5	7	30%	N
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
3/30/2016	no	n/a	4/30/16	No	n/a
<b>Comments:</b>					

## Action Items

**#1** – Construction Contract # 16-C-053 – West Coast Paving and Chip Sealing, Inc. has been selected as the low bidder to perform all tasks associated with the reconstruction of two roads in the community of Orleans that were damaged in the fire of 2013. This project is partially funded through FEMA and Karuk DOT TTP funds are being contributed to the project to cover the 25% match that is required by FEMA.

**#2** – Out of State Travel – Sandi Tripp, Alicia Derry and Sonny Davis or interested Tribal Council member(s) to attend the Tribal Transportation Program Coordinating Committee meeting.

This travel is fully reimbursable, for me as a Committee Member. **The travel dates are from May 3 – 6, 2016, in Salamanca, New York.** Additionally, I would like to request out of state travel for Alicia Derry to attend this meeting, as well as, Sonny Davis or any other interested Tribal Council member. Alicia would benefit from the information exchange at this meeting as this is a National Committee that was established pursuant to 25 CFR Part 170. Our purpose is to provide input and recommendations to the Bureau of Indian Affairs (BIA) and the Federal Highway Administration (FHWA) in developing policies and procedures for the TTP that deals with Regulation.

Possible Item(s) for Approval: (Currently in the development phase) Contract Modification for WHPacific and additional work on our new Long Range Transportation Plan.

**Consent Calendar:**

**Resolution #16-R-040** - Requesting authorization for the Bureau of Indian Affairs (BIA) to place TTP facilities listed in (Appendix A) on the BIA Tribal Transportation Program (TTP) Facilities Inventory System for the purposes of completing the 2016 annual update of the Karuk Tribes 1997 Long Range Transportation Plan (LRTP).

**Closed Session:**

- Position Description revision
- Staff VISA



# DRAFT Agenda 1

## Tribal Transportation Program Coordinating Committee

### TBA

,NY May 3-5, 2016



#### Monday, May 2, 2016

Travel Day to meeting

Meeting room: TBA

Breakout room: TBA

#### Tuesday, May 3, 2016

<b>Time</b>	<b>Description</b>	<b>Presenter</b>
8:00 AM	Welcome	Chair
8:10 AM	Welcome & Prayer Host	TBA, Host
8:40 AM	Role Call	Secretary
8:45 AM	Introductions	Chair
8:50 AM	Review and Approve Agenda	Chair
8:55 AM	TTP Program Review and Briefing reports	Sparrow, Gishi
9:45 AM	Status of Letter: _1505May07,TTPCC ltr-to FHWA+ASIA re MtgPolicy,passed by Motion 7	Sparrow, Gishi
<b>10:00 AM</b>	<b>BREAK</b>	
10:15 AM	Public Comments	
10:30 AM	Continuation of 1 <sup>st</sup> Day Program briefings	Gishi, Sparrow
10:45 AM	Committee Workgroup Assignments	Workgroup Chairs
11:00 AM	DTFH6115C00025 FHWA Tribal Project - Request for Peer Review	Ms. Valerie Southern and Richard Rolland
<b>12:00 Noon</b>	<b>LUNCH</b>	
1:00 PM	Break into Workgroups	Workgroup Chairs
<b>3:00 PM</b>	<b>BREAK</b>	
3:15 PM	Workgroups	Workgroup Chairs
4:30 PM	Plan for Wednesday	Full Committee
5:00 PM	Recess for Day	





**DRAFT Agenda 1**  
**Tribal Transportation Program Coordinating Committee**  
**TBA**  
**,NY May 3-5, 2016**



**Wednesday, May 4, 2016**

<b>Time</b>	<b>Description</b>	<b>Presenter</b>
8:00 AM	Welcome, Prayer and Introductions	Chair
8:15 AM	Committee Workgroup Assignments	Committee
8:45 AM	Public Comments (If Needed)	
9:00 AM	Break into Workgroups	Workgroup Chairs
<b>10:00 AM</b>	<b>BREAK</b>	
10:15 AM	Workgroups (Cont.)	
<b>12:00 Noon</b>	<b>LUNCH</b>	
1:00 PM	Workgroups (Cont.)	
<b>3:00 PM</b>	<b>BREAK</b>	
3:15 PM	Workgroups	
4:30 PM	Plan for Thursday	Full Committee
5:00 PM	Recess for Day	

**Thursday, May 5, 2016**

<b>Time</b>	<b>Description</b>	<b>Presenter</b>
8:00 AM	Welcome, Prayer and Introductions	Chair
8:15 AM	Committee Workgroup Assignments	Committee
8:45 AM	Public Comments (If Needed)	
9:00 AM	Break into Workgroups	Workgroup Chairs
<b>10:00 AM</b>	<b>BREAK</b>	
10:15 AM	Workgroups (Cont.)	Workgroup Chairs
<b>12:00 Noon</b>	<b>LUNCH</b>	
1:00 PM	Full Committee, Report Out of Workgroups	Chair
	1. Workgroup 1	
	a. Handouts	
	2. Workgroup 2	
	a. Handouts	
	3. Recommendations/Motions	
<b>3:00 PM</b>	<b>BREAK</b>	
5:00 PM	Adjourn Mtg	

G.

## NOTICE OF AWARD

To: West Coast Paving & Chip Sealing, Inc.  
508C E Oberlin Road  
Yreka, CA 96097

### PROJECT DESCRIPTION:

This is a construction contract for completion of the **Tishawnik Roads Project**.

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for BIDS dated February 2, 2016, and the contract documents package.

You are hereby notified that your BID has been accepted in the amount of \$ 87,740.80

You are required to execute the Agreement and furnish CONTRACTOR'S Performance and Payment BONDS, if required, to the OWNER within ten calendar days from the date of this Notice to you. In addition, you are required to furnish a certificate of insurance before the Notice to Proceed will be issued.

You are required to submit a plan for the maximum utilization of Indian and Alaska Native workers. Notice to Proceed will not be issued until the OWNER has received and approved this plan and the TERO Officer has issued a TERO Permit enumerating the plan. Reference General Provisions Section 49. If you need information on Indian Employment, contact Dion Wood at (530) 493-1600 ext. 2030

If you fail to execute and furnish the Agreement and any required BONDS within ten days from the date of this Notice, the OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this **NOTICE OF AWARD** to the **OWNER**.

Dated this 24th day of March, 2016,

Karuk Tribe  
(Owner)

By \_\_\_\_\_  
Russell Attebery

Title Chairman

H.

**Karuk Community Health Clinic**

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**Karuk Tribe**



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**KARUK TRIBE  
CONSTRUCTION CONTRACT  
CONTRACT NUMBER 16-C-053**

This Agreement, made this 24<sup>th</sup> day of March, 2016, by and between the **Karuk Tribe**, hereinafter called "**Owner**" and **West Coast Paving & Chip Sealing, Inc.**, hereinafter called "**Contractor**."

Witnesseth: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete **all construction (including obtaining necessary permits), inspection and commissioning of the Karuk Tribe's Tishawnik Roads Project in Orleans, California.**
2. The Contractor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. **The Contractor will commence the work required by the Contract documents within ten calendar days after the date of the Notice to Proceed and will complete the same by 5 p.m. July 1, 2016.**
4. The Contractor agrees to perform all of the work described in the Contract Documents and comply with the terms therein for the sum of **\$87,740.82** as shown in the Bid (Proposal) documents.
5. The term "**Contract Documents**" means and includes the following:

Advertisement for Bids  
Information for Bidders  
Bid/Bid Schedule  
Bid Bond  
Contractor Questionnaire  
Non-Collusive Affidavit  
Statement of Qualifications  
Notice of Award  
Agreement  
Payment Bond  
Performance Bond  
Notice to Proceed  
Change Order Information  
General Conditions



Karuk Tribal Employment Rights Policy  
Special Provisions  
Davis-Bacon Wage Determinations  
Technical Specifications  
Project Plans

6. The Owner will pay to the Contractor in the manner and at such times as set forth in the General Provisions such amounts as required by the Contract Documents.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

In Witness Whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in  2  (no.) copies, each of which shall be deemed an original on the date first above written.

OWNER: KARUK TRIBE

WEST COAST PAVING & CHIP SEALING, INC.

BY: \_\_\_\_\_  
Russell Attebery

BY: \_\_\_\_\_  
Aaron M. West

TITLE: Chairman

TITLE: Owner

P O BOX 1016

508C E. Oberlin Rd.

HAPPY CAMP, CA 96039

Yreka, CA 96097

TEL: 530-493-1600

TEL: 530-842-7283

FAX: 530-493-5322

**BID SCHEDULE**

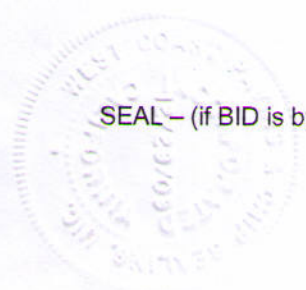
Bid Schedule Items					
Item No.	Description	Est. Quantity	Unit	Unit Price	Total
1	Mobilization/Demobilization	1	LS	7500	7500.00
2	Roadway Excavation and Embankment	1	LS	16810	16810.00
3	Class II Aggregate Base (6" Min. Thk.)	517 (F)	CY	38	19646.00
4	Hot Mix Asphalt (Type A ¾" Max., 0.25' Min. Thk.)	305	TON	132	40260.00
<b>SUBTOTAL</b>					<b>\$84216.00</b>
<b>TERO FEE (2%) OF SUBTOTAL</b>					<b>\$1684.32</b>
<b>TRIBAL SALES TAX (6%) OF MATERIALS</b>					<b>\$1840.50</b>
<b>TOTAL BID AMOUNT</b>					<b>\$87740.82</b>
<b>TOTAL BID</b>					<b>\$87,740.82</b>

Estimated quantities designated with (F) are final pay items in accordance to Section 9-1.02C, "Final Pay Item Quantities" of the Standard Specifications.

Respectfully Submitted:

*[Signature]*  
 Signature  
President  
 Title  
931045  
 License No.

5080 E. Oberlin Rd  
 Address Yreka, Ca 96097  
3.10.2016  
 Date  
7.31.2016  
 Expiration Date



SEAL – (if BID is by a corporation)

I.

### PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_ (Name and Address of Contractor)  
a \_\_\_\_\_, hereinafter called Principal, and \_\_\_\_\_,  
(Corporation Partnership or Individual) (Name and Address of Surety)

hereinafter called Surety, are held and firmly bound unto the Karuk Tribe 64236 Second Avenue, Happy Camp, California 96039, hereinafter called Owner, in the penal sum of \$ \_\_\_\_\_, in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas, the Principal entered into a certain contract Owner, dated the \_\_\_\_\_, a copy of which is hereto attached and made a part hereof for the all construction (including obtaining necessary permits), inspection and commissioning of the Karuk Tribe's **Tishawnik Roads Project** in Orleans, California.

Now Therefore, if the Principal shall promptly make payment to all persons, firms, sub-contractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work, and for all labor, performed in such work whether by sub-contractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

Provided further, that the said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed there under or the Technical Specifications accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the Technical Specifications.

Provided further, that no final settlement between the Owner and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

In Witness Whereof, this instrument is executed in \_\_\_\_\_ counterparts  
(Number)  
one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

(SEAL) \_\_\_\_\_  
(Name of Principal)  
BY: \_\_\_\_\_  
(Signature for Principal)  
\_\_\_\_\_  
(Address)

ATTEST: \_\_\_\_\_  
(Principal Secretary)

WITNESS: \_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_



(Address)

(SEAL) BY: \_\_\_\_\_  
(Attorney-in-Fact)

\_\_\_\_\_  
(Address)

ATTEST: \_\_\_\_\_  
(Surety Secretary)

WITNESS: \_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

NOTE: Date of Bond must not be prior to date of Contract. If Principal is Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must be authorized to transact business in the State where the project is located.

J.

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_ (Name and Address of Contractor)  
a \_\_\_\_\_, hereinafter called Principal, and \_\_\_\_\_ (Corporation Partnership or Individual)  
\_\_\_\_\_ (Name and Address of Surety)

hereinafter called Surety, are held and firmly bound unto the Karuk Tribe 64236 Second Avenue, Happy Camp, California, 96039, hereinafter called OWNER, in the penal sum of \$ \_\_\_\_\_ day in lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ a copy of which is hereto attached and made a part hereof for the all construction (including obtaining necessary permits), inspection and commissioning of the Karuk Tribe's **Tishawnik Roads Project** in Orleans, California.

NOW THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety and during the one year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the Work to be performed there under or the Technical Specifications accompanying the same shall in any wise affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the Work or to the Technical Specifications.

Provided further, that no final settlement between the OWNER and the Principal shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

In witness thereof, this instrument is executed in \_\_\_\_\_ (Number) counterparts one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

(SEAL) \_\_\_\_\_ (Name of Principal)

BY: \_\_\_\_\_ (Signature for Principal)

\_\_\_\_\_ (Address)

ATTEST: \_\_\_\_\_ (Principal Secretary)



WITNESS:

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

(SEAL) BY:

\_\_\_\_\_  
(Attorney-in-Fact)

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
(Surety Secretary)

WITNESS:

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

NOTE: Date of Bond must not be prior to date of Contract. If Principal is Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must be authorized to transact business in the State where the project is located.