



# SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING  
OF THE  
SUSANVILLE INDIAN RANCHERIA  
TRIBAL BUSINESS COUNCIL  
APRIL 05, 2016  
4:00 PM**

- A. Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 4:02 p.m. A quorum was present.
- B. Roll Call.** Taken by: Tribal Vice-Chairman, Arian Hart.  
Present were: Brandon Guitierrez, Tribal Chairman; Arian Hart, Vice-Chairman; Tina Richards, District 1 Councilwoman; Marvena Harris, Member At-Large; and Tina Sanchez, Member At-Large. Absent were Aaron Dixon, Sr., Secretary / Treasurer and Robert Joseph, District 2 Councilman.

**RECORDER:** Ilma Willard.

**STAFF:** Anna Pasqua, Russ Burriel, Dan Howard, Chandra Jabbs, Jim Mackay, Valerie McCormick, Deborah Olstad, and Keven Ormiston.

**GUESTS:** Marian Calvin, Stacy Dixon, Teresa Dixon, Marvin Harris, Darlene Jack, Jean James, Jean LaMarr, Mervin Lent, Jr., Amelia Luna, Melissa Martin, Freda Owens, Laura Urmson-Guitierrez, Jim Chapman, Gretchen Cox, Gary Gladstone, Campbell Jamieson, and Jim Murphy.

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- C. Review and Approval of the Agenda.** Chairman Guitierrez requested to TABLE agenda item F.3, TBC Stipends, until the Tribal Business Council meeting scheduled for May 3, 2016 and item G.4, Renovation of 960 Joaquin Street, until after the Susanville Indian Rancheria Housing Association was contacted. He also requested to add Personnel Issue as item I.3.

**\*\* 4:03 p.m. District 2 Councilman Robert Joseph arrived to the meeting.**

**MOTION to approve the agenda with the additions and changes.**

**Made by: Arian Hart,**

**2<sup>nd</sup> by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Robert Joseph).**

- D. Reading of the Minutes of March 08, 2016 for approval.**

**MOTION to approve the March 08, 2016 minutes as presented.**

**Made by: Tina Richards,**

**2<sup>nd</sup> by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).**

- E. Reports.**

- 1. Pow Wow Committee.** The Pow Wow Committee Chairwoman reviewed her report and announced that the Pow Wow will be held at the Lassen County Fairgrounds and that she is seeking the donation of one cord of wood for the Princess raffle. She then answered questions regarding vendors and the Princess Pageant.

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2. **SIRCO.** The SIRCO CEO reviewed her report, discussed the various available and upcoming employment opportunities, and answered questions regarding the planned changes for the Smoke Shop.
3. **Diamond Mountain Casino and Hotel.** The DMC&H General Manager reviewed his report, answered questions regarding the DMC&H Solar Power ballot measure, and discussed the advantages to the tribe if it was approved. The DMC&H Hotel Manager discussed the newly opened brewery and announced that the swimming pool will be closed for community use for the summer season. Both the General Manager and the Hotel Manager answered questions regarding the swimming pool, DJ based entertainment, and other matters.
4. **Grants Writer.** The Grants Writer noted the highlights of her report and answered questions regarding grants referred by the Tribal Youth Program Advocate and about grants offered by private foundations. The Grants Writer and Chairman Gutierrez answered questions regarding re-opening a child care or head start program.
5. **Public Works Department.** The Public Works Director reviewed his report, announced a change to the bus schedule starting on May 2, 2016, and answered a question regarding the installation of the security systems in Rancheria residences.

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6. **IT Department.** On behalf of the IT Manager, the Network Technician reviewed the IT report and provided information regarding the Help Desk system for requesting IT assistance, the Susanville Indian Rancheria Facebook page, and other items. Chairman Guitierrez added information regarding tribal member access to the SIR website, discussed how future meetings will be video recorded and made available on the website, and commended the Network Technician regarding his accomplishments regarding the website and other IT matters. Questions regarding the training Center were also answered.
7. **Tribal Administrator.** The Tribal Administrator reviewed his report, provided updates, and answered questions regarding the MOU for the Caltrans funding, the Ramah Navajo class action settlement, the Skyline Sidewalk Project, the Spring Ridge Road project, BIA land title status, and the Leo Guitierrez property.
8. **Tribal Secretary / Treasurer.** On behalf of Secretary / Treasurer Dixon, Chairman Guitierrez read the Secretary / Treasurer's report and answered questions regarding future travel plans.
9. **Tribal Chairman.** Tribal Chairman Guitierrez provided a verbal report and discussed the need for election reform, expressed gratitude for the services of the outgoing Vice-Chairman, and discussed progress made regarding the tribe performing background checks. He expressed gratitude to staff and council members for their work on the policies and procedures review, and discussed his request for photos and information from tribal member veterans for the Pow Wow veterans project.

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**F. Unfinished Business.**

1. **Church Facility Repairs.** The Public Works Director presented a request for funds for the renovation and repairs for the tribal facility located at 479-805 Wada Street and, along with the Fiscal Controller, answered questions regarding the proposed funding.

**MOTION to approve \$40,000 for renovation repairs at the tribal facility located at 479-805 Wada Street, with the work to be done by the Susanville Indian Rancheria Public Works Maintenance Department.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 1 Abstaining (Marvena Harris).**

2. **Colonial Life Supplemental benefits.** The Human Resources Manager reviewed the benefits and terms regarding group rates for the supplemental employee benefit services offered by Colonial Life. After answering questions, she asked if the tribe wished to offer the benefits to its employees. No action was taken.
3. **TBC Stipends.** This agenda item was previously TABLED.

**G. Action Items.**

1. **Non-Tribal Organization Sponsorship Request (Lassen Sportsmen's Club).** Before presenting his request, Lassen County Supervisor Jim Chapman commented that this was one of the most orderly and informative meetings he has attended. He then discussed his sponsorship request to support the 27th Annual Junior Fishing Derby being held at the Susan River and scheduled for April 23, 2016. He discussed benefits to the community, costs, donations received, awards, prizes, and then invited the audience and council members to volunteer.

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District 2 Councilman Joseph requested that policy be waived and raise the amount to \$500 to match the donation made to this event by the Diamond Mountain Casino and Hotel.

**MOTION to approve the sponsorship request made by the Lassen Sportsmen's Club in the amount of \$500 to support the 27th Annual Junior Fishing Derby being held at the Susan River scheduled for April 23, 2016.**

**Made by: Robert Joseph,**

**2nd by: Marvena Harris.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

2. **Tribal Member Request (Stacy Dixon).** Tribal member Stacy Dixon discussed his bid for election to the Lassen County Board of Supervisors and requested to post political signs on tribal property for his campaign.

**MOTION to authorize Stacy Dixon to post his political campaign signs on Rancheria property, but not on tribal buildings.**

**Made by: Robert Joseph,**

**2nd by: Marvena Harris.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

He then asked about the Facility Use Agreement and the tribal member discount for using tribal facilities. It was determined that he had been given an outdated form and that the new form shows the discount that tribal members received when renting tribal facilities.

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Lastly, he requested that the tribe waive the fees for the use of the Casino's facilities to hold a campaign fundraiser. A discussion was held regarding whether or not fees should be waived for political campaigns in a manner similar to how they are currently waived for other fundraisers, such as for those who suffer from cancer. It was then suggested that the campaign fundraiser could be held in other tribal facilities, such as the gym or the resource center.

**MOTION to waive the facility use fees for Stacy Dixon to use tribal facilities, excluding the Casino, for his campaign fundraising.**

**Made by: Robert Joseph,**

**2nd by: Marvena Harris.**

**Vote: 5 Yes (Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 1 No (Brandon Guitierrez), 0**

**Abstaining.**

Member At-Large Harris stated for the record that she seconded the motion under duress because she believed the fundraiser should be held at the Casino.

Chairman Guitierrez stated that comparing fundraising for cancer as being similar to fundraising for a political campaign was an unfair comparison.

- 3. Education Needs Assessment Survey.** The Grants Writer presented the education Needs Assessment survey for approval and stated that it was required in order to apply for the Indian Education Demonstration Grant. The Education Programs Director talked about the usefulness of the information, changes made to the prior survey, and who would receive the surveys.

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**MOTION to approve the distribution of the Needs Assessment survey in support of the Indian Education Demonstration Grant application.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 4. Renovation of 960 Joaquin Street.** This agenda item was previously TABLED.
- 5. Quality Assurance / Data Entry Position Description.** The Human Resources Manager presented the Quality Assurance / Data Entry position description for approval. Chairman Guitierrez asked about the duties as compared to the salary and recommended that the salary be changed to \$14-16 per hour.

**MOTION to approve the Quality Assurance / Data Entry position description with the change in salary to \$14 - \$16 per hour.**

**Made by: Robert Joseph,**

**2nd by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Tina Richards).**

- 6. IT / Network Manager Position Description.** The Human Resources Manager presented the IT / Network Manager position description for approval and discussed the changes.



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**MOTION to approve the IT / Network Manager position description as presented.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 7. Tribal Member Sponsorship Request (Kailei Gomez).** On behalf of Kailei Gomez, the Tribal Office Manager requested approval for the tribal member's sponsorship request for assistance so she can register with the NorthBay Elite Futbol Club for the 2016-2017 season.

**MOTION to approve the tribal member sponsorship request made by Kailei Gomez in the amount of \$350 to register with the NorthBay Elite Futbol Club in Fairfield, CA for the 2016-2017 season.**

**Made by: Robert Joseph,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 8. Tribal Member Sponsorship Request (Teo Gomez).** On behalf of Teo Gomez, the Tribal Office Manager requested approval for the tribal member's sponsorship request for assistance so he can register with the NorthBay Elite Futbol Club for the 2016-2017 season.

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**MOTION to approve the tribal member sponsorship request made by Teo Gomez in the amount of \$350 to register with the NorthBay Elite Futbol Club in Fairfield, CA for the 2016-2017 season.**

**Made by: Arian Hart,**

**2nd by: Robert Joseph.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 9. Approval of Enrollment List #34 / Special Enrollment Meeting Date.** The Acting Enrollment Coordinator presented Enrollment List #34 for approval and requested that a date be set for an Enrollment Meeting.

**MOTION to approve Enrollment List #34 as presented.**

**Made by: Tina Sanchez,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

**CONSENSUS to set the Enrollment Meeting for List #34 for June 06, 2016 at 9:00 a.m.**

- 10. Approval for 2016 High School Graduate Dinner Expense.** The Tribal Office Manager discussed the amount needed to pay for the dinner for the 2016 High School Graduates and provided an estimate for how many people might attend the dinner.

District 2 Councilman Joseph asked about the sashes for graduating high school students in regards to those that do not live in the area.

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**CONSENSUS to discuss the graduation sashes for non-local tribal member high school students, and also for college students, at a future TBC meeting.**

The Tribal Office Manager requested that the 2016 High School Graduation Dinner scheduled for May 18, 2016, be moved to 6 p.m., rather than the currently scheduled 7 p.m.

**CONSENSUS to move the 2016 High School Graduation Dinner scheduled for May 18, 2016, to 6 p.m., rather than 7 p.m.**

The Tribal Office Manager answered questions regarding the 2016 High School Graduation Dinner.

**MOTION to approve an amount not to exceed \$2,500 for the 2016 High School Graduation Dinner. Monies to come out of the General Fund Meeting Expense.**

**Made by: Tina Sanchez,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 11. Resolution SU-BC-051-2016 (SIR and LIHC Bank and Check Writing Authority).** The Tribal Office Manager presented Resolution SU-BC-051-2016 (SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN HEALTH CENTER BANKING AND CHECK WRITING AUTHORITY) for approval.

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**MOTION to approve Resolution SU-BC-051-2016 (SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN HEALTH CENTER BANKING AND CHECK WRITING AUTHORITY).**

**Made by: Robert Joseph,**

**2nd by: Tina Richards.**

**Vote: 5 Yes (Brandon Guitierrez, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).**

- 12. Resolution SU-BC-052-2016 (DMC&H Bank and Check Writing Authority).** The Tribal Office Manager presented Resolution SU-BC-052-2016 (DIAMOND MOUNTAIN CASINO & HOTEL BANKING AND CHECK WRITING AUTHORITY) for approval.

**MOTION to approve Resolution SU-BC-052-2016 (DIAMOND MOUNTAIN CASINO & HOTEL BANKING AND CHECK WRITING AUTHORITY).**

**Made by: Robert Joseph,**

**2nd by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).**

- 13. Resolution SU-BC-053-2016 (Use of Signature Stamp).** The Tribal Office Manager presented Resolution SU-BC-053-2016 (SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN HEALTH CENTER BANKING FACSIMILE [SIGNATURE STAMP] AUTHORITY) for approval.

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**MOTION to approve Resolution SU-BC-053-2016  
(SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN  
HEALTH CENTER BANKING FACSIMILE [SIGNATURE  
STAMP] AUTHORITY).**

**Made by: Robert Joseph,**

**2nd by: Tina Richards.**

**Vote: 5 Yes (Brandon Guitierrez, Tina Richards, Robert Joseph,  
Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Arian  
Hart).**

**14. Spring Ridge Road Reconstruction Project PS&E Package.**

The Tribal Administrator presented the Plans, Specifications,  
and Estimates package for the Spring Ridge Road  
Reconstruction Project between Numa Road and Wada Street  
for approval.

**MOTION to approve the Plans, Specifications, and Estimates  
package for the Spring Ridge Road Reconstruction Project with  
Russ Burriel as the Tribal Representative.**

**Made by: Arian Hart,**

**2nd by: Robert Joseph.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards,  
Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0  
Abstaining.**

**\*\* 7:02 p.m. Chairman Guitierrez left the meeting.**

**15. Spring Ridge Road Reconstruction Project Invitation for**

**Bids.** The Tribal Administrator presented the Invitation for  
Bids for the Spring Ridge Road Reconstruction Project for  
approval.

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**MOTION to approve the Invitation for Bids for the Spring Ridge Road Reconstruction Project.**

**Made by: Robert Joseph,**

**2nd by: Tina Sanchez.**

**Vote: 5 Yes (Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

**\*\* 7:03 p.m. Chairman Guitierrez returned to the meeting.**

**16. Burial Fund Ordinance Benefit Clarification.** The Tribal Administrator described a recent event that caused one aspect of the Burial Ordinance to require clarification.

The Tribal Administrator also requested clarification regarding who may order the flowers under the Burial Ordinance. It was noted that tribe will order the flowers, however the contact person for the deceased may select the flowers.

Chairman Guitierrez explained that the long term partner of a tribal member passed away and was not eligible for benefits according to how the ordinance as it was written. He requested that the eligibility criteria in Section 4.2 be changed to include the term spouse-like relationship.

**CONSENSUS to change the Burial Fund Ordinance to include eligibility for spouse-like relationships.**

**17. Education Summit Banquet Request.** On behalf of Tribal Secretary / Treasurer Dixon, Chairman Guitierrez requested funds to pay for the Annual Education Summit scheduled for April 27, 2016 where tribal members and Native American students will be honored for their achievements.

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**MOTION to approve the request made by tribal member, Aaron Dixon, Sr., in the amount of \$2,500 for the SIR Annual Education Summit scheduled for April 27, 2016. Monies to come out of the General Fund Meeting Expense.**

**Made by: Robert Joseph,**

**2nd by: Marvena Harris.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

- 18. Ratification of Action without Meeting (Tribal Organization Sponsorship Request - Reaching Nations for Christ).** Chairman Guitierrez presented for ratification the Action without Meeting for approval of the tribal organization sponsorship request made by Reaching Nations for Christ in the amount of \$350 to provide food and supplies for the Annual Easter Egg Hunt & BBQ scheduled for March 27, 2016.

**MOTION to ratify the Action without Meeting for approval of the tribal organization sponsorship request made by Reaching Nations for Christ in the amount of \$350 to provide food and supplies for the Annual Easter Egg Hunt & BBQ scheduled for March 27, 2016.**

**Made by: Robert Joseph,**

**2nd by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Tina Richards).**

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- 19. Ratification of Action without Meeting (DMC&H Slip and Fall Incidents).** Chairman Guitierrez presented for ratification the Action without Meeting for approval to have the insurance company settle the Carrol slip and fall claim in an amount not to exceed \$35,000 and the Ewer slip and fall claim in an amount not to exceed \$3,000.

**MOTION to ratify the Action without Meeting for approval to have the insurance company settle the Carrol slip and fall claim in an amount not to exceed \$35,000 and the Ewer slip and fall claim in an amount not to exceed \$3,000.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.**

**H. Discussion Items.**

- 1. Veteran's Recognition in Gymnasium.** Tribal member Teresa Dixon handed out pictures to the Tribal Business Council and expressed her concerns about the proposed display of veteran's banners in the Gymnasium. She reviewed the history of the construction, discussed the intended benefits and the various ways the facility has been used, and stated that she was opposed to the proposal to hang veteran's banners in the Gym.

Chairman Guitierrez described the proposal to display banners of tribal member veterans in the Gym and discussed the rich, impressive, and distinguished history that he feels should be honored and preserved.

Before the meeting went into closed session, a tribal member asked to make a comment. She expressed to Member At-Large Harris that she found the councilwoman's remark comparing fundraising for cancer to political fundraising to be very hurtful.



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**\*\* 7:48 p.m. Regular session ends, closed session begins.**

**I. Closed Business Items.**

- 1. SIRCO Request.** This item was discussed in closed session.
- 2. TBC Executive Session.** This item was discussed in closed session. No action was taken.
- 3. Personnel Issue.** This item was discussed in closed session.

**\*\* 8:41 p.m. Closed session ends, regular session begins.**

**MOTION to send a letter directing payment of \$269,820.75 from SFSI to SIRCO and to include a request for a response to the Tribal Business Council within seven business days.**

**Made by: Arian Hart,  
2nd by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Robert Joseph).**

**CONSENSUS for Chairman Guitierrez to initiate the evaluation of the DMC&H General Manager.**

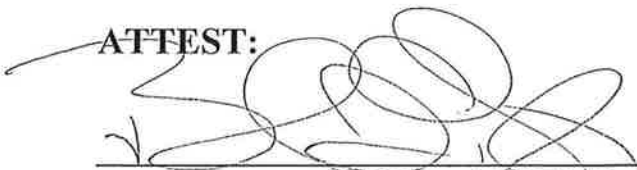
**J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 8:42 p.m.

**Submitted by:**



**Aaron Dixon, Sr., Secretary/Treasurer**

**ATTEST:**



**Brandon Guitierrez, Tribal Chairman**