



SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
MAY 03, 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 Secretary / Treasurer, Aaron Dixon, Sr. Present were: Brandon Guitierrez, Tribal Chairman; Arian Hart, Vice-Chairman; Aaron Dixon, Sr., Secretary / Treasurer; Robert Joseph, District 2 Councilman; Marvena Harris, Member At-Large; and Tina Sanchez, Member At-Large. Absent was Tina Richards, District 1 Councilwoman.

RECORDER: Ilma Willard.

STAFF: Wanda Brown, Anna Pasqua, Russ Burriel, Meredith Gosejohan, Dan Howard, Chandra Jabbs, Valerie McCormick, Deborah Olstad, and Keven Ormiston.

GUESTS: Deana Bovee, Lupe Carman, Christi Choo, Marvin Harris, Erma Hart, Mervin Lent, Jr., Amelia Luna, Leah Miller, Robert Sailors, Gretchen Cox, Gary Gladstone, Campbell Jamieson, and Jim Murphy.

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- C. Review and Approval of the Agenda.** Chairman Guitierrez requested to STRIKE agenda item F.1, Low Income Credit Construction Project.

MOTION to approve the agenda with the deletion of agenda item F.1.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- D. Reading of the Minutes: N/A**

E. Reports.

- 1. Pow Wow Committee.** The Pow Wow Committee Coordinator and a Pow Wow Committee volunteer reviewed the report and provided updates. It was announced that the Princess contest has been withdrawn due to lack of response. They discussed the raffle tickets and answered questions regarding last year's princess contest. The donation of raffle items was discussed and it was noted that the Pow Wow was in need of a cord of wood for the raffle.

CONSENSUS for the tribe to donate the cord of wood currently located on Paiute Lane to the 2016 Pow Wow for the raffle.

- 2. SIRCO.** The SIRCO CEO reviewed her report, announced open positions, and answered questions regarding the new positions needed for the Diamond Mountain Manufacturing facility. A request was made to post the SIRCO position openings on the SIR website.
- 3. Diamond Mountain Casino and Hotel.** The DMC&H General Manager reviewed his report and provided updates regarding the Information Center building and the Solar Power project and discussed a new HVAC project.

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4. **Grants Writer.** The Grants Writer reviewed her report and discussed the scheduled start for the Long Range Transportation Plan.
5. **Public Works Department.** The Public Works Director reviewed his report and provided updates regarding the Mini Excavator, Spring Ridge Road project, the new Facilities Manager, and answered questions regarding the Wada Street tribal facility.
6. **Tribal Secretary / Treasurer.** Tribal Secretary / Treasurer Dixon reviewed his report and discussed the various meetings he attended. He announced that Lassen High School will be providing a tutor for students next year, scholarship applications for Lassen College need to be submitted soon, and discussed the Education Summit awards, among other items.
7. **Tribal Chairman.** Tribal Chairman Guitierrez provided a verbal report and discussed the SIR website, noting that only 29 members had signed up so far. He talked about the recent ballot measure that had a low turnout and encouraged tribal members to get involved and raise voter turnout. He discussed the Pow Wow and described what was planned for the veteran's ceremonial Grand Entry. The transition at the clinic was reviewed and Jacqueline Bae was announced as the new LIHC COO. Other tribal member promotions were mentioned and expressed gratitude for the Rancheria's dedicated staff. Lastly, he announced that the SIR Personnel Policies and Procedures Manual will be presented for approval at the next Tribal Business Council meeting.

When a question was raised by a tribal member regarding a personal matter, Chairman Guitierrez offered to discuss the issue with the tribal member in his office the next morning, citing privacy concerns. The tribal member agreed.

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F. Unfinished Business.

- 1. Low Income Credit Construction Project.** This agenda item was previously TABLED.

**** 5:04 p.m. Chairman Guitierrez left the meeting.**

- 2. FY 2016 IDC Proposal.** The Fiscal Controller presented the 2016 Indirect Cost (IDC) proposal for approval and reviewed several corrections that needed to be made to the document as follows:
 - a) Change the date in the first line of section (1) on page 5 from January 12, 2016 to May 03, 2016.
 - b) Add '17% Transportation' to the PUBLIC WORKS DIRECTOR position allocation.
 - c) Change the position title listed on page 11 from TECHNICIAN to TECHNICIANS
 - d) Change 'One new position has been...' to 'Two new positions have been...' at the beginning of the second paragraph under 'Staffing Changes' on page 14.
 - e) Add the training position to the second paragraph under 'Staffing Changes' on page 14.
 - f) Change 11% to 6% in the second line under 2016 INDIRECT COST POOL EXPLANATION.
 - g) Change 35% to 16% in the second line under 2016 INDIRECT COST POOL EXPLANATION.

The Fiscal Controller discussed the current and proposed IDC rates, reviewed the proposal in detail, and requested permission to submit the proposal with the changes.

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MOTION to approve the FY 2016 IDC Proposal with the changes.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

- 3. TBC Stipends.** This item was FLOATED until later in the meeting.
- 4. Leo Guitierrez Estate Ballot Measure.** Vice-Chairman Hart presented the Leo Guitierrez property purchase ballot measure for approval. The last item on the list of pros and cons and a schedule for the due date and vote count were discussed.

MOTION to send out the ballot measure to the General Council requesting approval to purchase the Guitierrez property (all five parcels totaling 37.24 acres) in the amount of \$250,000 and place the land into trust status. The deadline to return the ballots will be June 17, 2016 at 12 p.m. and the ballots will be read on June 20, 2016 at 12:00 p.m.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

G. Action Items.

- 1. Tribal Member Sponsorship Request (Amelia Luna).** Tribal member Amelia Luna presented her sponsorship request for approval to purchase two Pendleton blankets to be awarded at the 7th Annual Memorial Pow Wow to two gentlemen in order to show appreciation for their long term support and dedication to the Pow Wow.

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MOTION to approve the tribal member sponsorship request made by Amelia Luna in the amount of \$300 to provide two Pendleton blankets to be awarded at the 7th Annual Memorial Pow Wow.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

- 2. Non-Tribal Organization Sponsorship Request (J&J Performing Arts).** On behalf of J&J Performing Arts, Laura Medvin presented their sponsorship request for approval to assist their competition team to attend the Masquerade Performing Arts competition in Carson City, NV.

MOTION to approve the non-tribal organization sponsorship request made by the J&J Performing Arts Competition Team in the amount of \$150 to attend the Masquerade Performing Arts competition in Carson City, NV scheduled for May 20-22, 2016.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

- 3. 2016 Community Spring Cleanup.** The Chairwoman for the SIRHA Board of Commissioners presented their request for the tribe to to match one-half the cost of the 2016 Community Spring Cleanup event.

MOTION to approve the request in an amount not to exceed \$3,500 to match one-half the cost of the 2016 Community Spring Cleanup event. Monies to come from the General Fund.

Made by: Aaron Dixon, Sr.,

2nd by: Marvena Harris.

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

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4. **Spring Ridge Road CQA RFP.** The Public Works Director presented the Request for Proposal for Construction Quality Assurance services for the Spring Ridge Road Federal Highway Administration project for approval.

MOTION to approve the Request for Proposal for Construction Quality Assurance services for the Spring Ridge Road Federal Highway Administration project.

Made by: Robert Joseph,

2nd by: Marvena Harris.

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

**** 5:42 p.m. Chairman Gutierrez returned to the meeting.**

5. **Resolution SU-BC-061-2016 (FY16 FTA TTP Grant Application).** The Grants Writer presented Resolution SU-BC-061-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE DEPARTMENT OF TRANSPORTATION FEDERAL TRANSIT ADMINISTRATION PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS PROGRAM FY 2016 TRIBAL TRANSIT PROGRAM AND DESIGNATION OF APPLICANT'S AGENT TO EXECUTE GRANT AGREEMENTS AND ANNUAL LIST OF CERTIFICATIONS AND ASSURANCES) for approval and discussed how the funds would be used. The Public Works Director answered questions regarding the purchase of a fourteen passenger vehicle and the Fiscal Controller was consulted regarding the proposed source of the matching funds.

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MOTION to approve Resolution SU-BC-061-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE DEPARTMENT OF TRANSPORTATION FEDERAL TRANSIT ADMINISTRATION PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS PROGRAM FY 2016 TRIBAL TRANSIT PROGRAM AND DESIGNATION OF APPLICANT'S AGENT TO EXECUTE GRANT AGREEMENTS AND ANNUAL LIST OF CERTIFICATIONS AND ASSURANCES) in support of the FY 2016 FTA TTP application.

**Made by: Robert Joseph,
2nd by: Arian Hart.**

Vote: 6 Yes (Brandon Gutierrez, Arian Hart, Aaron Dixon, Sr., Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.

- 6. Resolution SU-BC-062-2016 (FY16 THPO Grant Application).** The Grants Writer presented Resolution SU-BC-062-2016 (NATIONAL PARK SERVICE'S FY2016 THPO HISTORIC PRESERVATION FUND GRANTS IN AID GRANT APPLICATION) for approval and explained the purpose of the grant.

MOTION to approve Resolution SU-BC-062-2016 (NATIONAL PARK SERVICE'S FY2016 THPO HISTORIC PRESERVATION FUND GRANTS IN AID GRANT APPLICATION) in support of the FY16 THPO application.

**Made by: Robert Joseph,
2nd by: Aaron Dixon, Sr.**

Vote: 6 Yes (Brandon Gutierrez, Arian Hart, Aaron Dixon, Sr., Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.

**** 5:53 p.m. Vice-Chairman Hart left the meeting.**

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7. **NEH Project Services Agreement.** The Natural Resources Director presented the Services Agreement between the Susanville Indian Rancheria and Catherine Magee to document the tribe's artifacts and make recommendations.

MOTION to approve the Services Agreement between the Susanville Indian Rancheria and Catherine Magee.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

Vote: 5 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.

**** 5:55 p.m. Vice-Chairman Hart returned to the meeting.**

8. **EPA QAPP Project Services Agreement.** The Natural Resources Director presented the Services Agreement between the Susanville Indian Rancheria and Daniel Mosley along with three bids and her recommendation based on past preference and total amount of the bid.

MOTION to approve the Services Agreement between the Susanville Indian Rancheria and Daniel Mosley.

Made by: Robert Joseph,

2nd by: Aaron Dixon, Sr.

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

9. **Summer Food Service Assistant Position Description.** On behalf of the Education Programs Director, the Human Resources Manager presented the Education Department Summer Food Service Assistant position description for approval and answered questions regarding funding for the position.

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MOTION to approve the Education Department Summer Food Service Assistant position description as presented.

Made by: Arian Hart,

2nd by: Robert Joseph.

Vote: 6 Yes (Brandon Gutierrez, Arian Hart, Aaron Dixon, Sr., Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.

- 10. Maintenance Worker I Position Description.** On behalf of the Public Works Director, the Human Resources Manager presented the Maintenance Worker I position description for approval. Chairman Gutierrez asked if the current position would have to be posted if the position description was changed. The revised SIR Personnel Policies and Procedures manual was discussed.

CONSENSUS to TABLE the Maintenance Worker I position description agenda item until the Tribal Business Council meeting scheduled for May 17, 2016.

- 11. Maintenance Worker II Position Description.** This item was discussed along with item G.10, Maintenance Worker I Position Description.

CONSENSUS to TABLE the Maintenance Worker II position description agenda item until the Tribal Business Council meeting scheduled for May 17, 2016.

- 12. Education Department-Teen Center Tutor/Driver Position Description.** On behalf of the Education Programs Director, the Human Resources Manager presented the Education Department - Teen Center Tutor/Driver position description for approval and noted that the position would open at the beginning of the next academic year.

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MOTION to approve the Education Department - Teen Center Tutor/Driver position description as presented.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 13. Forestry Technician Trainee I Position Description.** It was recommended that the Forestry Technician Trainee I position description be tabled for the same reason as stated in item G.10, Maintenance Worker I Position Description.

MOTION to TABLE the Forestry Technician Trainee I position description agenda item until the Tribal Business Council meeting scheduled for May 17, 2016.

- 14. Forestry Technician Trainee II Position Description.** On behalf of the Natural Resources Director, the Human Resources Manager presented the Forestry Technician Trainee II position description for approval and answered questions regarding the age qualification.

MOTION to approve the Forestry Technician Trainee II position description as presented.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

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- 15. Forestry Crew Assistant Position Description.** On behalf of the Natural Resources Director, the Human Resources Manager presented the Forestry Crew Assistant Supervisor position description for approval. The Natural Resources Director answered questions about the changes that were made to the position description.

MOTION to approve the Forestry Crew Assistant Supervisor position description as presented with the changes as indicated in red.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 16. Environmental Coordinator Position Description.** On behalf of the Natural Resources Director, the Human Resources Manager presented the Environmental Coordinator position description for approval. The Natural Resources Director explained the changes that were made to the position description.

MOTION to approve the Environmental Coordinator position description as presented with the changes as indicated in red.

Made by: Arian Hart,

2nd by: Tina Sanchez.

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

Gaming Commission Appointment. The Human Resources Manager provided documents and information for the selection of one member for the Gaming Commission from among the six applicants.

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By OPEN BALLOT, Christi Choo was selected to serve on the Susanville Indian Rancheria Gaming Commission.

- 17. Resolution SU-BC-063-2014 (Support for “Welcome Home Vietnam Veterans”).** Chairman Guitierrez read out Resolution SU-BC-063-2016 (RESOLUTION HEREBY WELCOMING HOME ALL VIETNAM VETERANS, AND RECOGNITION OF THE CONTRIBUTIONS AND SACRIFICES OF VIETNAM VETERANS) and presented it for approval. He spoke about how it would be presented at the Pow Wow to honor local Vietnam veterans.

MOTION to approve Resolution SU-BC-063-2016 (RESOLUTION HEREBY WELCOMING HOME ALL VIETNAM VETERANS, AND RECOGNITION OF THE CONTRIBUTIONS AND SACRIFICES OF VIETNAM VETERANS).

Made by: Robert Joseph,

2nd by: Arian Hart.

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

TBC Stipends. Tribal Secretary / Treasurer Dixon discussed the purpose of the stipends that Tribal Business Council members receive for their services and stated that the stipend was meant to offset the loss of wages for members who lose income due to missed work. Chairman Guitierrez acknowledged that special meetings were difficult for council members to attend due to work commitments and stated that he was doing more to take member's schedules into account when setting non-regular meetings.

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A proposal was made to change the TBC Stipends to exclude “job duties” as an acceptable excuse to not attend a regularly scheduled Tribal Business Council meeting and that this proposal would not apply to non-regular meetings.

CONSENSUS to continue with the current policy regarding TBC stipends and to bring the matter back to the Tribal Business Council if any problems concerning abuse of the policy arise.

H. Discussion Items.

- 1. None.**

**** 6:43 p.m. Regular session ends, closed session begins.**

I. Closed Business Items.

- 1. 2016 Honors Dinner Request.** This item was previously TABLED.
- 2. TBC Executive Session.** This item was discussed in closed session.

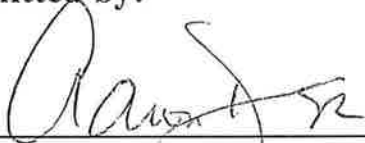
**** 7:40 p.m. Closed session ends, regular session begins.**

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**CONSENSUS to write to the 2016 high school graduates on the
“Open When” cards of encouragement.**

- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 7:41 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierrez, Tribal Chairman