



SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
SEPTEMBER 06, 2016
4:00 P.M.**

- A. Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 4:03 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; and Tina Sanchez, Member At-Large. Absent were: Tina Richards, District 1 Councilwoman and Marvena Harris, Member At-Large.

RECORDER: Christi Choo.

STAFF: Anna Pasqua, Dan Howard, Chandra Jabbs, Jim Mackay, Valerie McCormick, and Keven Ormiston.

GUESTS: Rietta Amador, Deana Bovée; Elaine Brazzanovich, Wanda Brown, Lupe Carman, Scott Dixon, Stacy Dixon, Ashley Dyer, Dene Guitierrez, Marvin Harris, Jean James, Betty Kitchen, Janet La Marr-Crutchter, Jean La Marr, Pat La Marr, Amelia Luna, Madeline McIntire, Laura Urmson-Guitierrez, Gretchen Cox, Gary Gladstone, and Campbell Jamieson.

- C. Review and Approval of the Agenda.** It was a CONSENSUS among the Tribal Business Council that all reports will be FYI due to the amount of action items on the agenda.

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MOTION to approve the agenda with the changes.

Made by: Arian Hart,

2nd by: Aaron Dixon, Sr.

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

**** 4:08 p.m. Tina Richards, District 1 Councilwoman, arrived to the meeting.**

- D. Reading of the Minutes of August 16, 2016 for approval.** Vice-Chairman Hart stated that on page eight, the lot number on the first motion should read Lot #34 instead of Lot # 35 and the vote was 5 Yes, 0 No, 2 Abstaining. On the second motion, the vote was 7 Yes, 0 No, 0 Abstaining.

MOTION to approve the August 16, 2016 minutes with the corrections.

Made by: Arian Hart,

2nd by: Tina Sanchez.

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

E. Reports.

- 1. ITCC Task Force.** This report was for informational purposes only.
- 2. Pow Wow Committee.** This report was for informational purposes only.
- 3. SIRCO.** This report was for informational purposes only.
- 4. Diamond Mountain Casino and Hotel.** This report was for informational purposes only.

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5. **Grants Writer.** This report was for informational purposes only.
 6. **Public Works Department.** This report was for informational purposes only.
 7. **IT Department.** This report was for informational purposes only.
 8. **Tribal Administrator.** This report was for informational purposes only.
 9. **SIRCO Development Holding.** This report was for informational purposes only.
 10. **SIRCO Federal Services, Inc.** This report was for informational purposes only.
 11. **Tribal Secretary/Treasurer.** This report was for informational purposes only.
 12. **Tribal Chairman.** This report was for informational purposes only.
- F. Unfinished Business.**
1. **None.**
- G. Action Items.**
1. **Alphabetical List of All Certified Candidates for Nov 2016 Election / 2016 Election Campaign Letters.** Madeline McIntire, Election Board Chairperson, announced the candidates for the November 2016 Election.

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MOTION to approve the list of candidates for the November 2016 Tribal Business Council Election. The yare: Aaron Brazzanovich, Jr. and Tina Richards for District 1; and Teresa Dixon and Robert Joseph for District 2.

Made by: Arian Hart,

2nd by: Aaron Dixon, Sr.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., and Tina Sanchez), 0 No, 2 Abstaining (Robert Joseph and Tina Richards).

The Election Board Chairperson asked for clarification on who should review the candidate's campaign letters before they are mailed out to the tribal members.

MOTION for the Election Board to review all campaign letters prior to them being sent out to the tribal membership.

Made by: Aaron Dixon, Sr.,

2nd by: Tina Sanchez.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., and Tina Sanchez), 0 No, 2 Abstaining (Robert Joseph and Tina Richards).

- 2. 2016/2017 Election Board Candidates.** The Human Resources Manager provided documents and information for the selection of five (5) members for the Election Board.

By OPEN BALLOT, Wanda Brown, Lupe Carman, Sonja Hubbard, Madeline McIntire, and Ginny Morales were approved to be on the 2016/2017 Election Board.

A discussion was held on trying to obtain five additional members for the 2016/2017 Election Board to serve as alternates.

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CONSENSUS for the Human Resources Manager to contact staff to see if they would be willing to volunteer as alternates to the 2016/2017 Election Board.

- 3. First Annual Pow-Wow Craft Fair, October 21-23, 2016.**
Amelia Luna requested that the fee for the use of the SIR Gymnasium be waived for the First Annual Pow-Wow Craft Fair scheduled for October 21-23, 2016.

MOTION to waive the fees for the use of the gym for the SIR 1st Annual Pow-Wow Fundraiser Craft Fair scheduled for October 21-23, 2016.

**Made by: Robert Joseph,
2nd by: Tina Richards.**

Vote: 5 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Robert Joseph, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).

MOTION to allow the Pow-Wow Committee to use the tribal attorney to set up their committee as a 501(c)(3) organization.

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

Vote: 5 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Robert Joseph, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).

- 4. Services Agreement Between SIR & Gordon Crutcher.** The Education Programs Director explained the services agreement and asked to have Gordon Crutcher conduct language activities for the Education Center and Teen Center.

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MOTION to approve the Services Agreement between the Susanville Indian Rancheria and Gordon Crutcher, at a cost not to exceed \$400, to conduct Paiute language activities for the Susanville Indian Rancheria Education Center and the Teen Center.

Made by: Arian Hart,

2nd by: Aaron Dixon, Sr.

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

- 5. Services Agreement Between SIR & Calvin Hedrick.** The Education Programs Director explained the services agreement and asked to have Calvin Hedrick provide cultural team building presentations for the Education Center and Teen Center.

MOTION to approve the Services Agreement between the Susanville Indian Rancheria and Calvin Hedrick, at a cost not to exceed \$600, to provide cultural team building presentations for the Susanville Indian Rancheria Education Center and the Teen Center.

Made by: Robert Joseph,

2nd by: Tina Richards.

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

- 6. Services Agreement Between SIR & Brandy McDaniels.** The Education Programs Director explained the services agreement and asked to have Brandy McDaniels present a cultural workshop for students to learn about the importance of traditional beadwork in the California Indian Cultures.

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MOTION to approve the Services Agreement between the Susanville Indian Rancheria and Brandy McDaniels, at a cost not to exceed \$350, to hold a cultural workshop for the Susanville Indian Rancheria Education Center.

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

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

- 7. Resolution SU-BC-099-2016 (CDE AIEC FY 2016/2017).**
The Grants Writer stated that she has worked with the Education Programs Director on the CDE AIEC FY 2016/2017 proposal and is requesting the Tribal Business Council approve the resolution so that the grant can be submitted.

MOTION to approve Resolution SU-BC-099-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICAITON TO THE CALIFORNIA DEPARTMENT OF EDUCAITON AMERICAN INDIAN EDUCATION CENTER PROGRAM FY 2016-17).

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

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

- 8. Copier, Maintenance & Lease Agreements.** The IT Manager requested approval to lease three (3) copier-printers from Forest Office Equipment, as well as entering into a maintenance agreement, as the color copier in the Tribal Office as well as the copiers in the Fiscal Office and Modular Office are not serving the needs of the tribe and are costing too much.

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MOTION to approve the Lease and Maintenance Agreement with Forest Office Equipment, in the amount of \$12,104.00, for a Kyocera 5551ci copy-printer for the Susanville Indian Rancheria Tribal Office.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

MOTION to approve the Lease and Maintenance Agreement with Forest Office Equipment, in the amount of \$9,374.40, for a Kyocera 4551ci copy-printer for the Susanville Indian Rancheria Fiscal Office.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

MOTION to approve the Lease and Maintenance Agreement with Forest Office Equipment, in the amount of \$6,693.60, for a Kyocera 4501i copy-printer for the Susanville Indian Rancheria Modular Office.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

- 9. Revised Change of Address Form.** The Tribal Administrator reviewed the proposed change that requires a tribal member put down their current address instead of just checking a box stating that there are no changes. This will enable the Enrollment Coordinator to verify their address in Progeny.

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MOTION to approve the revised Susanville Indian Rancheria Change of Address Form as presented.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

- 10. Setting of 2016 Annual Distribution Amount.** The Tribal Administrator and Fiscal Controller stated the amounts identified in the budget for the annual distribution. A discussion was held on the amounts for the tribal adults and children.

MOTION to set the 2016 annual distribution amount for the elder tribal members (55 and over) at \$1,000.00; for adult tribal members (18-54) at \$501.00; and for child tribal members (under 18) at \$501.00.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

Vote: 5 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Robert Joseph, Tina Richards, and Tina Sanchez), 1 No (Arian Hart), 0 Abstaining.

- 11. Setting of Date for Draft 2017 Budget Presentation.** The Tribal Administrator discussed the requirement in the Budget Ordinance for the draft budget to be presented to the Tribal Business Council no later than October 1st of each year. A discussion was held on possible dates that the Tribal Business Council members were available.

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MOTION to set a Special Tribal Business Council meeting for September 25, 2016, at 9:00 a.m. in the Tribal Resource Center, to go over the draft 2017 budget.

Made by: Robert Joseph,

2nd by: Arian Hart.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., and Robert Joseph), 0 No, 2 Abstaining (Tina Richards and Tina Sanchez).

12. **Audit RFP.** The Fiscal Controller stated that the Fiscal Department is seeking approval to issue a Request for Proposals to perform audit services to interested firms. The intent is to issue the RFP by mail on Friday, September 9, 2016 and submit an abbreviated version to the local newspaper and area trade publications. The proposals are requested for a three-year period covering the fiscal years ending December 31, 2016, December 31, 2017, and December 31, 2018.

MOTION to approve the Audit RFP for advertising and issue to prospective CPA firms.

Made by: Robert Joseph,

2nd by: Aaron Dixon, Sr.

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

13. **Resolution SU-BC-100-2016 (Use of Signature Stamp – Mod).** A question arose as to who had the resolution as it was not available for the meeting.
14. **Resolution SU-BC-101-2016 (SIR & LIHC Bank & Check Writing).** A question arose as to who had the resolution as it was not available for the meeting.

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- 15. Ratification of Action Without Meeting (Loan Modification/Extension Agreement Plumas Bank for SIRCO Federal Services).** The Tribal Chairman requested ratification of the Action Without Meeting.

MOTION to ratify the Action Without Meeting approving the loan modification and extension agreement of \$300,000 with Plumas Bank for SIRCO Federal Services.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 16. Ratification of Action Without Meeting (Mod. Of Service Agreement).** The Tribal Chairman requested ratification of the Action Without Meeting.

MOTION to ratify the Action Without Meeting approving the Modified Services Agreement for Legends and Lyrics. Amount modified to \$2,200.00 and monies to come out of the TLC Committee.

Made by: Aaron Dixon, Sr.,

2nd by: Tina Richards.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., and Tina Richards), 0 No, 2 Abstaining (Robert Joseph and Tina Sanchez).

- 17. Ratification of Action Without Meeting (TM Sponsorship for T. Dixon).** The Tribal Chairman requested ratification of the Action Without Meeting.

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MOTION to ratify the Action Without Meeting approving the Sponsorship Request for Teresa Dixon for travel assistance (gas and food) in the amount of \$200.00 in order to attend the “Grandfather Sweat” at 1:00 p.m. in Schurz, NV on September 4, 2016. She and Charlene Dixon would leave on September 3, 2016 and return after the sweat. There are no motels in Schurz and will most likely stay with family and need to help with meal and costs for their stay. They will also be expected to bring food to the ceremony.

Made by: Arian Hart,

2nd by: Robert Joseph.

Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Aaron Dixon, Sr.).

- 18. Ratification of Action Without Meeting (Approval of Change Order 1).** The Tribal Chairman requested ratification of the Action Without Meeting.

MOTION to ratify the Action Without Meeting approving the Change Order from Dig-It Construction in the amount of \$35,553.68 to install the sewer sleeve crossing on Spring Ridge Road at Station 48 + 60. This change will help any future housing development for the tribe. This amount will be reimbursed by SIRHA per the written payment agreement.

Made by: Robert Joseph,

2nd by: Aaron Dixon, Sr.

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

- 19. Ratification of Action Without Meeting (Additional Work Days).** The Tribal Chairman requested ratification of the Action Without Meeting.

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MOTION to ratify the Action Without Meeting approving extending the working days (21) for the Spring Ridge Road project due to submittal conflicts and addition of the sewer sleeve installation. 15 days for submittal/6 days for the sewer sleeve installation. The contractor has reassured the Public Works Director that this extension will have no affect on the integrity of the project.

Made by: Robert Joseph,

2nd by: Aaron Dixon, Sr.

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

- 20. Urinalysis Screen of TBC Incumbents/Candidates.** The Tribal Chairman discussed the requirement of the tribe to have a drug free workplace and that employees have been let go recently due to their failure to adhere to this policy. He requested that the Tribal Business Council revisit their 2010 decision of the Tribal Business Council being the only entity that does not participate in drug screens.

MOTION to amend the December 21, 2010 decision and include the Tribal Business Council members as part of the random drug screen policy as well as including all Tribal Business Council incumbents/candidates in the drug screen process for new employees as part of the background check for vetting Tribal Business Council candidates.

Made by: Robert Joseph,

2nd by: Arian Hart.

Vote: 3 Yes (Brandon Guitierrez, Arian Hart and Robert Joseph), 3 No (Aaron Dixon, Sr., Tina Richards and Tina Sanchez), 0 Abstaining. MOTION FAILED.

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H. Discussion Items.

- 1. Establishment of a Tribal Court.** The Tribal Chairman discussed the correspondence he received from Les Marston on setting up a tribal court.

**** 5:30 p.m. Regular session ends, closed session begins.**

I. Closed Business Items.

- 1. Salary Schedule (Gaming Commission).** This was discussed in closed session.
- 2. Land Assignment Recommendations for Lot #34.** This was discussed in closed session.
- 3. Diamond Mountain Manufacturing, LLC Loan Request.** This was discussed in closed session.
- 4. TBC Executive Session.** This item was discussed in closed session with no action required.
- 5. LIHC Budget.** This was discussed in closed session with no action required.

**** 6:43 p.m. Closed session ends, regular session begins.**

CONSENSUS for the Gaming Commission to rework the position description for the Gaming Administrator and bring it back to the Tribal Business Council for approval.

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MOTION to approve the land assignment application for Lot #34 of the Lower Rancheria from Ashley Dyer.

Made by: Robert Joseph,

2nd by: Arian Hart.

Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Aaron Dixon, Sr.).

CONSENSUS for the Tribal Business Council to work with the tribal attorney and the SIRCO attorney on the details for the Diamond Mountain Manufacturing, LLC loan request and then bring it back to the Tribal Business Council for a vote.

- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 6:45 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierrez, Tribal Chairman