



Quil Ceda Village
Regular Council Meeting
September 17, 2018
Minutes

Call Meeting to Order 2:40PM

President Jared Parks - Present
Councilmember Marlin Fryberg Jr. - Present
Councilmember Les Parks – Present

1) Motion made by Councilman Fryberg to approve the agenda for the regular Village Council meeting of September 17, 2018 with one addition.

Seconded

Questions: None

3 For 0 Against

Motion Carried

2) Motion made by Councilman Fryberg to approve the regular Village Council meeting minutes held on August 20, 2018 as presented.

Seconded

Questions: None

3 For 0 Against

Motion Carried

Quil Ceda Village Government Audit Report

PowerPoint Presentation provided by Mark Seidel, Moss Adams

Mark Seidel has been performing audits for casinos and tribes for the last 12 years, also works on the fuel and cigarette tax agreements/procedures. There were no findings on those this year. Moss Adam's Scope of Work: to audit the activity on the general fund, agency fund, community impact funds, business (utilities), management financial statements, and provide their opinion of the findings. Moss Adams issued an Audit

Report and Management letter with their recommendations to Sarah Holmstrom, CFO and Martin Napeahi, General Manager, and a copy will be sent to the Council. You, QCV, paid us to audit the records, and tell you if the statements are accurate and/or if errors are found. Moss Adams found no errors, and confirmed that the samples pulled were unmodified. Meaning that they were correct and no errors were found and corrected on their own. We look for unmodified paperwork during our audit. Moss Adams arrived the first week of July, and the final report was sent out on August 20, 2018. The PowerPoint showed project budgets have cause a decrease in profit, large projects such as the 116th overpass project, Utilities MBR Plant upgrades project, and outlined some changes that will affect how the future audit reports will look due to changes of managing Leases and Lease income. Mr. Seidel stated, overall this is a good audit.

Councilman Parks states, today is Sarah's last meeting with us. Sarah, even though you're leaving, and we have not always seen eye to eye, I think that you are a stellar employee. Whoever landed you is very lucky. Thank you for your service and dedication the last 8 years.

Public Safety & Justice

3) Marysville Fire District 12 August Report – Chief McFalls

Marysville Fire District responded 62 times in August, 59 of those were medical related, and our average response time is 8.57. Last week, Chief McFalls met with Martin Napeahi to discuss proposed changes to the 2019 contract. I want to say what it is a privilege to work with you. On September 19th we are hosting an annual barbeque to honor members for their years of service.

4) Tulalip Police Department August Report – FYI

President Parks states that Commander Pruitt is escorting the new Chief of Police, Chris Sutter, around the community. Chief Sutter will begin working next week. He is coming to us from Vancouver, Washington and has 30 years' experience in law enforcement.

General Manager

5) Travel Report – FYI

Finance

6) QCV Government Audit Report – *Moved*

7) Budget & Project Report for August 2018

Overview provided by Sarah Holmstrom, CFO

We have 12.3 million in revenue, we had 12 last year. Cigarette tax is up slightly from last year, the hotel and occupancy is up from last year due to the completion of their renovations. Fuel tax is down due to the construction on Marine Drive. Our expenses are at 9 million. QCV Admin is below budget due to Public Safety payments. Those will go out soon, so the budget will decrease. The payments for the public safety contracts are using QCV unspent funds instead of hard dollars/or tax dollars. Next year the hard dollar request will be much larger. The MBR plan project is going as planned and budgeted. The next 2 resolutions are our regular tax account transfers. The 4th quarter is always based on actuals, and not guesses.

8) Motion made by Councilman Parks to adopt Resolution 2018-023 approving the Transfer of \$134,741 from the tax bank account to the Quil Ceda Village main operating account to cover the unfunded 2017 expenditures for the Quil Ceda Village governmental departments.

Seconded

Questions: None

3 For 0 Against

Motion Carried

9) Motion made by Councilman Parks to adopt Resolution 2018-024 approving the transfer of \$3,575,684.00 from the tax bank account to the Quil Ceda Village main operating account to cover the 3rd Quarter operating budget for the departments listed above.

Seconded

Questions: None

3 For 0 Against

Motion Carried

Human Resources

Marcia Horne states, the next resolution is a proposed holiday closure.

10) Motion made by Councilman Fryberg to adopt Resolution 2018-025 approving the Holiday Closure from December 24, 2018 thru January 1, 2019 for Quil Ceda Village employees with essential staff and Business Enterprises remaining open on their regular posted holiday hours.

Seconded

Questions: None

3 For 0 Against

Motion Carried

Discussion: Marcia Horne, HR Manager, Councilman Parks, President Parks.

This next resolution is to adopt changes to the QCV Employee Handbook. In July 2018, The Tulalip Tribes Government made the same handbook changes and we'd like amend QCV handbook to match those changes. The Council and Marcia read through the proposed changes to the Rehire Policy.

11) Motion made by Councilman Fryberg to adopt Resolution 2018-026 approving the enacting the proposed amendments to the Quil Ceda Village Employee Handbook as presented and attached and shall become effective October 1, 2018.

Seconded

Questions: None

3 For 0 Against

Motion Carried

Tulalip Data Services

Kevin Jones, TDS Director.

I am working on a revised tech security policy and procurement policy. My goal is to reduce credit card use and use purchase orders as much as possible. The credit card is primarily for those select vendors that do not accept purchase orders for procurement.

12) Motion made by Councilman Fryberg to adopt Resolution 2018-027 approving to issue a credit card for Kevin Jones, TDS Executive Director, with a limit of \$10,000.00, and to cancel the existing credit card used by the Interim Executive Director.

Seconded

Questions: None

3 For 0 Against

Motion Carried

13) sUAS – August Flights Report

During the month of August there were seven (7) sUAS flights conducted by TDS. The purpose of the flights was to gather and collect video and photos of the QCC Casino Construction, collect aerial photos and video of property west of Port Susan, the Gathering Hall project, roundabout construction, and test drove the new drone. President Parks asked if the information would be used for a time lapse video. Jacob's response is no. TDS Director Kevin Jones suggested installing a fixed camera at the gathering hall site to do a time lapse video.

Property Management

14) Zone of Lease Agreement

Discussion: Travis Chatfield, Property Management, President Parks, Councilman Fryberg,

Last month Property Management Tony Craig would like to lease a space at the retail space, and open a fitness, 3 months at a discount/test the market, and the building is leased as-is. Recommended for full board.

Transportation ADD-ON

3: 31PM CLOSED SESSION

3:50PM SESSION RESUMED

Councilman Fryberg states, for the record this is my uncle's company.

15) Motion made by Councilman Fryberg to adopt Resolution 2018-028 authorizes execution of contract with JAG Corporation to undertake the QCV fiscal year 2018 striping for an amount not to exceed \$245,680.00 with funding to come from the yearly Tribal approved transportation budget as well as the Grounds Maintenance budget.

Seconded

Questions: None

3 For 0 Against

Motion Carried

16) Motion made by Councilman Parks to adjourn the regular Village Council Meeting at 3.52pm.

Seconded

Questions: None

3 For 0 Against

Motion Carried

Staff & Visitors:

Jeanifer Flores, Village Clerk
Vanessa Flores, Exec. Assistant
Randy Elliott, Enterprises Director
Kevin Jones, IT Director
Martin McFalls, MFD Chief
Jacob Setterberg, TDS
Barbara Parker, OBFM Assistant Director
Teresa Meece, Marketing
Travis Chatfield, Property Management
Marcia Horne, HR Manager
Amanda Gaffney, Finance Manager
Charvette Costa, Enterprise Finance Manager
Jereme Gobin, Utilities Manager
Cameron Reyes, Property Manager
Lukas Reyes, Project Management
Martin Napeahi, General Manager

Minutes approved at the regular Village Council meeting held on October 15, 2018.



Jeanifer Flores, Village Clerk