

**Office of the Ogema
Little River Band of Ottawa Indians**
2608 Government Center Drive
Manistee MI 49660

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: December 17, 2024
Maanda Nji: Re: November 2024 Operations Report

We respectfully submit the November 2024 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
November 2024

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

November 2024 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2024 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2024 will be to continue to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We are currently working on 2022 and 2023 IDC proposals.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to shortage of staff, field work has continued into November 2024.

SENIOR STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 615 payroll vouchers/checks.
2. Verified 18 Holiday Variance forms provided by Surveillance for Veterans Day holiday.
3. Verified 23 PAF's this month which included 3 new employee(s), 0 Job Change/Transfer employee(s), and 5 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 11/1, 11/15 and 11/29.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 11/7 – Monthly staff meeting
- 11/21 – Payroll/HR meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2024 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in November as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in November as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of November to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared December per capita payment eligibility and provided to CFO for payment calculation to be completed.
10. Reviewed and finalized year-end life insurance adjustment spreadsheet to prepare for adjustments in December.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Processing of December per capita payment and necessary compliance reporting.
2. Processing of year-end life insurance adjustments and necessary compliance reporting.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,287 GWE checks from 7/18-11/30/2024.

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checks signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Enter address changes.*
6. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 11/19 Work session on new copiers.
2. Compiled information for an RFP to initiate a new contract for a meter lease.
3. 11/21 Attended Oracle's NetSuite demo.
4. 11/25 Agenda review on copiers.
5. 11/27 Represented purchase of new copiers at Tribal Council.

Receiving

Duties and Accomplishments –

1. Received in 257 packages.
2. Issued 129 receiving reports.
3. Returned 8 item for credit.
4. Made deliveries.
5. *25 FedEx for mail clerk*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Help

Mileage of department's vehicles

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 11 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 30 Budget modifications
- 5) Prepared and submitted 16 draw downs
- 6) Prepared and submitted 8 financial status reports to agencies
- 7) Prepared and submitted 1 final report to agencies
- 8) Participated in meeting with HHS regarding Child Care Grants on November 1
- 9) Participated in meeting with HHS regarding Elder Meals Grants on November 4
- 10) Participated in meeting with Amplifund on November 6
- 11) Participated in LIHEAP training on November 14
- 12) Participated in LIHEAP training on November 19
- 13) Participated in Child Care work session on November 26

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** We are working with Amplifund representatives to implement the new software. Amplifund has finished the implementation phase and training of employees is being scheduled.

Expenditures Update

Total year-to-date expenditures for the Finance Division for November 2024 are \$1,077,682 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date November 2024, represent 73% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

November 2024 Department Report

I. Department Overview

- **Yvonne Parsons, Education Programs Coordinator**
- **Debra Davis, Education Department Office Assistant**

II. Department reporting section

- **LRBOI Student Services: 2 students received LRBOI/JOM school clothing/activities funding totaling \$1000.**
- **College Book Stipend: 2 awards for 9+ totaling \$1200, 2 awards for 4-8 credits totaling \$800, 1 for 1-3 credits totaling \$300**
- **Higher Education Scholarship: 4 awards totaling \$14000, one male, three female, 3 university students and one community college**
- **Educational Advancement: 1 student totaling \$295.95**
- **Vocational Assistance: 2 students totaling \$6995**

During the month of November the following meetings/events were attended:

November 5th - Staff Meeting virtual

November 18th- Monthly activity at Aki Maadiziwin, 16 participants

Budget Expense Justification Activities performed and services rendered fall within budgeted items for the 2024 fiscal year.

Elders Meal Program
Victoria Wells

Elder Meals November Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
181	498
Hackley Congregate Meals	Take out
12	13

Bingo At Aki	Bingo At Hackley
10	12
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
241663**	4558	5204	\$1800	\$1700
242033	4558	5202	\$794	\$162
242012	4558	5204	\$205	(\$35)
242221	5431	5204	\$4314	\$1947
242282	4558	5202	\$1000	\$648
242283	4531	5204	\$1500	\$1072

We have consolidated line items in account 5431 to free up close to \$8000 to use for food. This we are trying to stretch out as far as possible. 241663 was Orchard Market who has closed for the year so that money should/has gone back to be utilized after the new year. 242012 is in the negative because of my accounting error. I forgot to put an invoice in my working spread sheet. I own that mistake. 242033 we had encumbrances that were added in and liquidated and would make the charge put us in the negative. I have a meeting in December with our CFO to clarify these things as I, have apparently, misunderstood how encumbrances work? I look forward to this meeting.

The holidays mean that elders are traveling but our numbers are remaining strong. We also were closed for 2 days at the end of the month and for veterans day which explains the dip in attendance. We have been and continue to work with the MSU extension office (Caitlin) and this month we kicked off our elder exercise program. Caitlin is wonderful and brings us a lot of great resources!

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

November Monthly Report – 2024

Diane A. Lonn, Enrollment Director

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing the to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members Data Base.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the department have.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses 7
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 95 New or replaced Tribal I.D.s from 11/01/20214 through 12/01/2024.
- 132 Address changes from 11/01/2024 through 12/01/2024
- Final rejection letters 0
- Final acceptance letters 0
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0

- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 6 Applications received as of 12/01/2024.
- List request of Membership
- Label request of Membership
- Statistical request – Tax Department, Children’s Party

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 241
- PRC/EHAP 15
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 3
- Family Services 9
- Tribal Council 0
- Natural Resources 0
- Education 6
- Gaming 0
- Work Force Development 3

Ordering/Correspondence

Enrollment verifications to other tribes 5

Sent out Per Cap Earnings information 56

4 Tuition Waiver Verifications

490 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,591

Outside 9 county 2,217

Inside Michigan 2,553

Outside Michigan 1,311

Undeliverable Addresses 11

Tribal Members who passed away 5

***These figures are not totally accurate, as our Teams Data Base is out dated.**

Facilities
Rusty Smith

2024 November Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with our available resources.

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

The Maintenance Department maintains thirteen buildings and provides lawn care services for the following locations: Eastlake, Gathering Grounds, Government Center, Hackley, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, Facilities Barn.

Bi-monthly: Sugar Shack and Shooting Range.

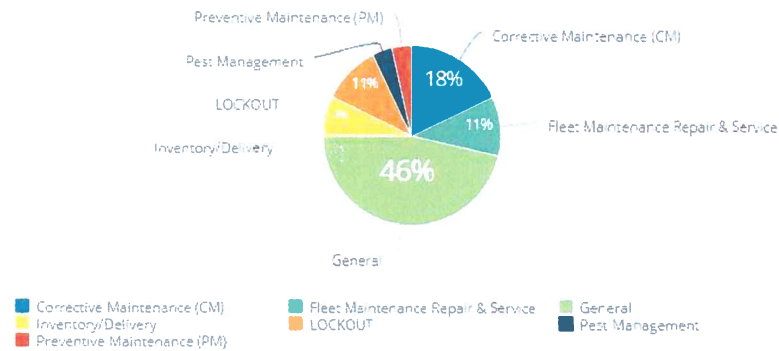
The five EVS Technicians maintain six buildings in Manistee.

- Nineteen pre-and post-event cleanups at Aki, excluding the kitchen.

Work Orders

- Thirty-nine work orders were generated.

PM and Work Requests By Type



- Maintenance Technicians and EVS Technicians complete requests outside of their daily routine, requests made directly to technicians are not always tracked.

Vendors (buildings overseen by Maintenance)

- Pest control pm, four locations.
- HVAC, Government Center
- HVAC Aki Community Center

III. Budget Expense Justification

- | | |
|-------------------|----------|
| • Vehicles (Fuel) | \$530.00 |
| • Phones | \$120.00 |
| • Supplies | \$ 20.00 |

IV. Travel and Training

N/A:

End of Report

**Family Services
Vacant Director**

Department Report : Family Services
Case Worker : Stephanie Persenaire
Month : November 2017

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									1
I&Rs	3	1			1					
Open Cases						1				
Monthly Totals	5	1	0	0	1	1	0	0	0	1

Case Management

Total number living in homes served	5	4				2				6
Total number of Tribal Citizens living in homes served		3				2				6
Total number of descendants living in homes served		1								
Total number of children living in homes served	1	3				1				4
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect	1	1				1				4
ICWA or ICWP referrals										
Sexual Abuse of a child	1					1				
Substantiated or Unsubstantiated by DHS		1								
Case Pending with DHS										
Relative placement										
Tribal Foster Home										4
Non-Tribal Foster Home										
Alternative placement										
Court appearances	1									
Home Visits	3	2								1
Case Reviews	3	0								
Binojeeuk										
Contacts with outside agencies	6	5			1					6
Contacts with LRBOI departments	4									
Tribal Elders										
Other referrals										
Monthly Totals	25	20			1	7				31

Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: November 2024

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	3									1
I&Rs										
Open Cases	9		1	1	1					1
Monthly Totals	12	0	1	1	1	0	0	0	0	2

Case Management

Total number living in home	33		6	3	6					4
Citizens living in homes	18		1	2	1					2
descendants living in homes	8		3	1						
living in homes served	8		3	1	1					1
where substance abuse is					1					
Child Abuse/Neglect				1						1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS		1								
Case Pending with DHS	1			1						
Relative placement					1					
Tribal Foster Home										
Non-Tribal Foster										1
Home										
Alternative placement										
Court appearances				1						
Home Visits	22		3	2	2					
Case Reviews	1									
Binojeeuk					2					
Contacts with outside agenci	41	4	4	18	4					0
Contacts with LRBOI depart	33				1					0
Tribal Elders	3									
Other referrals										
Monthly Totals	168	5	20	30	19					9

Department Report : Family Services

Case Worker : Rachel Kops

Month : November 2024

Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Ocean
I & R's					1	
Intakes					0	
Open Cases					6	
Monthly Totals					7	

Case Management

Total number living in homes served					23	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					6	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					2	
Child Abuse/Neglect					2	
ICWA or ICWP referrals					2	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					2	
Case Pending with DHS					0	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					2	
Home Visits					11	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					58	
Contacts with LRBOI departments					29	
Tribal Elders					0	
Other referrals					0	
Monthly Totals					161	

Kent

Other

[illegible]



LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
November - 2024

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	6
New Cases	2
Closed Cases	2
Referrals and Contacts Received	6
Client Face to Face Contacts	9
Client-related Phone, Email, and Text Contacts	118
Client-related Direct Service Units Provided by Advocates	318
Client-related Accompaniment Provided by Advocates	5

MEETINGS

Staff Meeting(s)	3
Program Case Reviews	0
Community Collaboration Meetings	8
Other Meetings	11

STAFF DEVELOPMENT/TRAINING

Virtual Training	41
In Person Training and Conferences	0
VSP Sponsored Training Events	9
Other Trainings	2

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	3
Event and Training Planning and Preparation	2
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	288

VSP Presentations	0
Networking Activities	5
VSP Website Updates	3
Other Efforts	2

Food Distribution
Jamie Friedel



Food Distribution Program

November 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA, and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

Jamie, Melanie, Chris, and Nicole accepted in, verified, and stored incoming inventory.

Jamie, Melanie, Chris, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Chris, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Chris, and Nicole filled food orders.

Jamie, Melanie, Chris, and Nicole waited on clients & loaded food in their vehicles.

Jamie ordered August's food for the warehouse.

Jamie, Melanie, Chris, and Nicole and cleaned the office.

Jamie, Melanie, Chris, and Nicole conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Melanie, Chris and Nicole conducted 38 Deliveries.

We received 3 produce and 1 USDA food truck.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

Melanie sent 1 recertifications out.

Added 0 new Households.

We have a total of 76 households with 123 total participants.

MEETINGS:

Every Thursday call with Under Secretary Stacy Dean

Monthly Update Call with USDA/FNS

Midwest Regional Conference call

Midwest Regional and National Planning call

The Food and Nutrition Center had a big month. We have held the Indigenous Cooking Class on Saturday the 16th and 23rd. This was put together with the Family Spirit, Family Service, MSU Extension and the Great Start Readiness programs. We had 22 in attendance on the 16th and 25 that attended the 25th. This was a Great time teaching all ages how to prepare and cook with Native foods. This was a hands-on teaching event that participants were encouraged to roll their sleeves up and have a hand in cooking. We are looking forward to the January's class in Cooking from the Cupboard.

We are gearing up to start the Muskegon Tail-gating program. We have finished the trailer and have checked the space that we will be setting up at the Muskegon office. We have reserved a office space for our program to utilize. We are looking forward to serving the people.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: Dec 13, 2024

Re: November 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 77 claims on behalf of Little River in the amount of \$15,281.56 for third party revenue generation.

Operations service delivery numbers for the month of November are as follows provided in the aggregate:

CLINIC OPERATIONS: MANISTEE LOCATION

234 patients scheduled

21 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

49 cancelled appointments

168 patients attending CLINIC PHYSICIAN appointments**

54 patients PHONE TRIAGE**

474 Chart Reviews – notifications to providers requiring action by providers and staff**

76 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 703

Diabetic patients:	61
Flu Vaccines:	34
Injections:	27
Nursing Visits:	7 **
On-site Labs:	146
COVID-19 Tests:	2

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 960

DIRECT CALLS TO CLINIC OPERATIONS: 564

SENT FAXES: 134

RECEIVED FAXES: 579

TRANSPORTS - MANISTEE 8

NOVEMBER 2024

TRAVEL HOURS: 8

SERVICE HOURS: 8

NUMBER SERVED: 8

MEDICATION DELIVERIES: 6

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 14

TOTAL SERVICE HOURS: 10

TOTAL NUMBER SERVED: 14

Operations service delivery numbers for the month of November are as follows provided in the aggregate:

CLINIC OPERATIONS: MUSKEGON LOCATION

121 patients scheduled

14 patients NO-SHOW to scheduled appointment

0 patients provided SAME DAY appointments for emergent matters**

43 cancelled appointments

76 clinic referrals – requiring action by Providers and Staff

64 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 30

Flu Vaccines: 6

Injections: 6

Nursing Visits: 0

On-site Labs: 43

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

TRANSPORTS - MUSKEGON: 4

NOVEMBER 2024

TRAVEL HOURS: 10 ½

SERVICE HOURS: 5 ½

NUMBER SERVED: 4

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 10 ½

TOTAL SERVICE HOURS: 5 ½

TOTAL NUMBER SERVED: 4

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$85,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1395

TOTAL PRC PAID IN NOVEMBER: \$33,459.00

PHARMACY/OTHER: \$26,595.96

DENTAL: \$5,791.20

TOTAL PATIENTS: 167 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 385

TOTAL CLAIMS ENTERED: 297

TOTAL PRC PAID 2024: \$522,015.69

TOTAL EHAP PAID IN NOVEMBER: \$51,077.51

TOTAL EHAP PAID 2024: \$347,264.66

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 27

MEDICARE LIKE RATE (MLR) Savings for November 2024

Claims submitted:	15	\$50,794.21 (total submitted)
		<u>-\$12,962.53 (what we paid)</u>
		\$37,831.68 (total savings)

PHARMACY, MANISTEE:**November 2024**

Active Patients:	353
Prescriptions filled:	1422
Receipts:	
Insurance payments received:	\$ 248,614.00
Non-member cash/copays received:	\$ 728.65
Less acquisition cost of medications:	\$ 71,740.29
Net profit:	\$ 177,602.36
PRC-equivalent write offs:	
LRBOI:	\$ 21,209.28
Other Tribes:	\$ 869.52
TOTAL:	\$ 22,078.80

PHARMACY, NORTON SHORES: November 2024

Active Patients:	154
Prescriptions filled:	645
Receipts:	
Insurance payments received:	\$ 100,896.56
Non-member cash/copays received:	\$ 100.40
Less acquisition cost of medications:	\$ 22,394.43
Net profit:	\$ 78,602.53
PRC-equivalent write offs:	
LRBOI:	\$ 8,460.52
Other Tribes:	\$ 661.36
TOTAL:	\$ 9,121.88

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572
April	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606
May	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719
June	254	31	66	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	638
July	253	21	65	1	168	37	684	472	94	62	-	49	7	144	1	1,056	654	4	150	659
August	281	47	67	4	171	44	609	382	73	70	-	41	12	197	2	1,045	562	6	190	619
September	259	32	55	1	173	38	678	466	87	66	-	27	1	146	4	960	589	-	163	577
October	328	30	91	5	212	35	775	521	105	77	34	24	7	179	14	1,088	573	3	215	655
November	234	21	49	4	168	54	703	474	76	61	34	27	7	146	3	960	564	2	134	579
December																				
Totals	2,769	264	722	35	1,818	444	6,904	4,572	933	653	76	330	70	1,732	41	11,901	6,546	25	1,764	6,266

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey Locations.

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For November 2024

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 4

Leases renewed: 2

New leases: 1

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 0

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 3

Total Number of Awards made during the Year: 9

Total Amount of Awards for the Year: \$42,083

C. The Homeowners Assistance Fund received no new application this month, 0 denial. The program has provided \$209,967 in assistance since it began in 2022 and a remaining balance of \$5720.

D. The Housing Department Director attended the quarterly GLIHA meeting in Hayward, WI on November 18-21st. As voting members of the association, we go to hear what is occurring in the great lakes region in regards to housing and also vote on items in the business meeting on the last day.

E. Little River Band of Ottawa Indians will be hosting the next quarterly GLIHA meeting at the Little River Casino and Resort the first part of March 2025.

F. Krystal Davis attended the Native American Homeownership and Asset Building Summit in Oklahoma City, OK on November 20-21st. This summit provided sessions on how to build homeownership for membership by ways of attracting them to the idea, working with them on opportunities and working a plan to get them to homeownership.

G. Krystal Davis, Housing Specialist has provided 4 different elders with a ride to Meijer and Walmart for the month of October in 3 separate trips. She provides this service 1 time a week.

- H. The first phase of the demolition of the home in AKI that we lost due to fire in January, was completed on November 25-27th. The second part is to have a structural engineer come out the first week in December to assess the basement foundation and decide whether it is structurally sound to use again or if it needs to be removed. Once we get the report back from the structural engineer, it will be provided to the insurance claims agent and if it needs to be removed then the contractor will come back out and remove it. Once this report is complete, I can then put the home out for bid to rebuild the home. I can't do a scope of work for a RFP if I don't know if it needs a foundation or not included it the scope.
- I. November 13, 2024; Tribal Council approved by resolution the changes in Chapter 4 of regulations to put a maximum amount for Income based units. A letter was sent out on November 18th to all residents that it effected (9 residents total) along with their new rent amount that will take affect on December 1, 2024.
- II. Rental Payment Information for the Month.**
- A. Notice of Delinquency issued: 12
 - B. Termination Notice(s) issued: 10
 - C. Notice(s) to Vacate or Renew: 0
 - D. Court Filing(s): 0
- III. Condition of Properties.**
- A. Maintenance currently has 3 units to complete for a move in.
- IV. Number of Units and Vacancies.**
- LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 96%.
- A. Aki has 59 income based rental units of which 57 were rented during the month as follows:
- 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.
- V. Significant Problems and Accomplishments.**
- VI. Plans for the Future.**
- A. Purchase a new snowplow truck for maintenance
 - B. Start the RFP process for new roofs for the 12 original homes in AKI
 - C. Do a RFP for the rebuild of the lost home in AKI.

End of Report
Tara Bailey, Housing Director
December 4, 2024

Human Resources
Alicia Knapp



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: Alicia Goff
Subject: November 2024 HR Department Report
Date: 12/11/2024

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR Operational Plan

- 1) The rest of 2024. HR is currently preparing and finalizing plans for the last month of 2024 Department Operational Plan, we will work on moving forward in the process of preparing for 2025 while finishing up what is needed to get us there.
- 2) **Month Summary:** Currently working on processing RFP with 3 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit. Also working on obtaining a HRIS so HR may move into the 21 century. Help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. The plan is to use ARPA funding to bring back to pre-COVID staffing levels. BambooHR is the front runner and we have been having multiple meetings. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. Employee manual updates should be coming soon for reviewing/ comments.

Talent Acquisition for November -

- (1) Number of Hires During the Month: 2 (1 – Courts, 1-Gaming) 3- Terms - 2 NRD Seasonals 1 - HR Temp
- (2) Number of Open Positions: November had 15 postings up (1 went down, 2 new posted). Postings 16 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled 1st half of November and 3 positions had interviews that took place. There were 4 full time positions selected, interviewed and offers to come. Some more postings in the works.
Some changes for efficiency and results are being considered. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection taking place as we are getting them scheduled – in-person and sent out for return within time period. Directives have come to change some things up.
- (4) Thank you, Hiring Managers, for your help.

- (5) Applications have slowed, but on-line usage of application has been consistent – averaging now around 7 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. At least some moved on to the selection process. 3 more went on to interviews – 1 was offered in Finance but turned down, 2 Clinic positions are in completing the interview stage - 2 offers were turned down, decisions to be made. Still experiencing problems with online submissions but process of updating, with the new website being in place updates are a process and training is needed to take care by department.
- Applications are coming in consistently slow, averaging more than 1-2 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally.
- (6) Changes to selection process to be looked at for improvement.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going and some are still to be scheduled.
 - ii) Provided additional HR support to the leadership of various departments when asked and/or directed by Executive Leads.
 - iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024 and doing a great job keeping employees informed. She will be back in 2025
 - iv) Continued assisting leadership with sensitive employee relations issues when asked.
 - v) Moving forward to review job duties and further update of wage grid changes mainly to the mid- range for NE and E status position. Supervisors (some inquiring and asking for help) asked to ready job descriptions for possible changes in 2025
 - vi) HR Answers... More in store, new in 2025!

(4) HR Department Development Initiatives:

- a) HR Development Events: 7+ – all on-line -communication, conflict resolution, investigation, employee relations, compliance, leadership and FMLA. MIP, All together 30+ hours of trainings.
- b) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS. And getting closer to acquiring one – BambooHR. With bids from others BambooHR was chosen on delivery of service, modifications to improve along the way, support, offerings and cost. HR has been looking forward to this.

- c) further updates are still needed on L: drive - forms and resolutions, policy/ procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

Training and Development hours totaled: 32 hrs.

6) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (on-going) being processed for 11/2024 continuing, 2 FMLA, and 1 possible LTD.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent.
- d) Continued processing new hire insurance enrollment on-going.
- e) HR has the 2024 calendar from the advisors, usually last Thursday of the month.
- f) The decision was made to not pursue self-funding for 2025, stayed with current vendors. Open enrollment was on-site 11/12 AFLAC and 11/13 vendors for Dental, vision and Life as well as BCBS. We had at least 30 employees attend. A raffle was done for the employees that attended for donated items from our vendors. That was well-appreciated by the winning employees.
- g) Processed insurance benefit plan check requests as our monthly duties continue.

7) Safety

- a) Continued COVID-19 support and tracking. 0 reported.- no department affected.
- b) Recordable Injuries: 0
- c) Near Miss/1st Aid:- 2 near misses.

8) Tribal Preference Report

Preference Report for November 2024 –

Employee Count by Preference for November

117 Tribal Members 1 – new hire, +1	54% (54.1%) of Tribal Government Workforce
09 Native American	4% (4.2%) of Tribal Government Workforce
12 Tribal Descendants	6% (5.6%) of Tribal Government Workforce
11 Tribal Spouses 1- new hire +1, -1 term = 0 gain	5% (5.1%) of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce

Preference for November – Gain of 1 preference

Total preference = 149 overall gain of 1 (1+ TM - Courts, 1+ TS-Gaming and -1 TS term - HR) 69% (68.9%)

Non-preference = 67 – (3 NP) terms change (31%)

Total of all employees 216 – Overall workforce in November 2024 - 2 loss

Regards,

Alicia Goff

HR Manager

Information Technology
Vacant Director

No report submitted

Vacant Director

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: December 5, 2024
Re: November 2024 report of activities

Number of tribal members assisted on new issues	57
Number of referrals received	2
Number of continuing cases:	27

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Abuse – Neglect of Minor
Wills	Legal Separation
Trusts	Clemency
Estate Planning	Child Custody
Medical Power of Attorney	Personal Representative
Garnishment Objection	Paternity
Power of Attorney	Eviction
Amend Estate Planning Documents	Trust Administration
Probate Estate	DNA Testing
Default Judgment	Change of Custody
Amendment of Trust	Expungement
Probate Estate – Out of State	Criminal
Taxes	Small Claims
Registered Agent	Bereavement
Limited Power of Attorney – Minor	Mold

Post Divorce
Adoption – Adult
Minor Guardian
Quiet Title Action
Warrant
DHHS
Business
EIN

Email
PPO
Name Change – Adult
Civil
Civil Payment Plan
Medical Insurance
Garnishment
Conservator - Adult

Sample of Work Performed:

Assisted a tribal member have less than 25% taken from their pay that was garnished

Assisted a tribal member expunge their criminal record

Assisted a tribal member obtain parenting time when their child was with a guardian

Assisted an adult tribal member be adopted

Attended Family Law Conference

Members Assistance
Jessica Steinberg

Members Assistance Department
November 2024 Monthly Report
Submitted by Jessica Steinberg, Coordinator

Members Assistance Department Mission Statement

"The Mission of the Members Assistance Department is to strengthen and secure maximum independence for the individual and family members of the Little River Band of Ottawa Indians by providing assistance services that meet the needs of the membership."

Department Overview: Established in 2003 to address direct service shortfalls and increase access to critical social service-based support for members residing in the service area, as well as those residing outside the service area. This occurs through a combination of grant funded programs made available throughout the 9-County service area, and Little River Band of Ottawa Indians (LRBOI) Tribal Government financial support, with benefits coordinated per regulatory requirements. This is a temporary assistance program for LRBOI families/individuals in need.

Departmental Staff:

Jessica Steinberg, Member's Assistance Coordinator
Gina Crotteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): funded by a formula grant and supplemental awards throughout the year from the Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP). This grant funds the following service needs, amounts established in the Formula/Model grant: FY 2025 (Grant Cycle 10/1/2024 – 9/30/2026)

- *Heating* *\$1 minimum benefit, \$1,800 maximum benefit*
- *Crisis Assistance* *\$1 summer maximum, \$1,800 winter maximum*
- *Weatherization* *\$10,000 maximum*

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household incomes are counted in the LNF. Maximum assistance is determined by assistance type. Eligibility in 2025, per the LIHEAP approved Model Plan is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix. A combination of household size and income level determine the amount of assistance, calculated on a sliding percentage. This is in effect for fiscal year grant period, October 1, 2024, through September 30, 2026, as the previous grant cycle is closing out for FY 2024.

****UPDATE:** The base formula funding increased in FY 2025 to \$226,111, the tribe is also awarded \$6,663.00 in additional Infrastructure and Jobs Act (IIJA) (PL 117-58) funds, and \$6.00 of IIJA funds from a separate appropriation. The previous base award (FY 12024) was \$169,469.

LIHEAP – November 2024 Report [continued]

The formula award is calculated on potential eligible households in the 9-county service delivery area of 1,624. Funded priorities are based on utilization over past grant cycles.

Of the resources made available to the Tribe under this program, the specific spending for each area is allocated as follows: (the total award changes as funds are added/appropriated)

****The grant dollars were expensed within 2% of the total award for FY 2024.**

Total Award at time of Report FY 2025	\$232,780	YTD SPEND*
○ Heating – 30% of total funds awarded	\$ 69,834	\$ 1,800
○ Crisis Assistance – 45% of total funds awarded	\$ 104,751	\$ -0-
○ Weatherization – 15% of total funds awarded	\$ 34,917	\$15,225
○ Administration – 10% of total funds awarded	\$ 23,278	\$ -0-
Balance of Available Resources to date:	\$215,755	
Percent of Budget Expended (as of report)	8%	

**As of 10/1/2025 to 11/30/2024*

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – November 2024

(*this is an average/median amount)

Assistance Type	HH's Served*	YTD	Ave. Benefit/Household
220 - Heating Assistance	1*	1	\$ 1,800.00
221 - Crisis Assistance	0	0	\$ -0-
223 - Weatherization Assistance	3*	3	\$15,225.00

**This number begins the FY 2025 grant cycle for the period 10/1/24 – 9/30/26.*

The Model Plan benefits proposed for FY 2025 are \$1 minimum assistance to \$1,800 maximum assistance for heating assistance and crisis intervention. Cooling is not a prioritized line item in the new model plan, as our clients need crisis (shut off/severe arrearage) intervention. Weatherization remains a proposed funding area, at a maximum of \$10,000.

MA SERVICES DELIVERED FISCAL YEAR – November 2024

Members Assistance Program: created by Tribal Ordinance #06-700-04 and funded by LRBOI revenue generated by proceeds from the Band's Tribal gaming enterprise, unexpended prior year funds from Gross Gaming Tax assessments and the assessments made under the Tax and Revenue Administration Ordinance. These funds support the following service needs:

- *Home Repair Program* *\$7,500 maximum benefit, twice in 5 years*
- *Low Income Energy Assistance* *\$300 maximum benefit per year*
- *Rental Mortgage Assistance* *\$1,000/year max benefit, once every 2 years*
- *Food Assistance* *\$300 maximum benefit per year*
- *Elder Chore Assistance* *\$400 maximum benefit per year*
- *Emergency Transportation* *\$400 maximum benefit per year*

Eligibility for services is based on membership status at the time of the application for assistance deadlines, (program year), and income eligibility set forth in program regulations. Benefits are not retroactive based on membership status. Assistance is based on program resources and maximum benefits assigned by assistance type.

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (**this is an average/median amount*)

Assistance Type	Households/Individuals Served	Ave. Benefit/*	\$Paid
Rental/Mortgage Assistance	8	\$ 1,155.00	\$9,240.00
Applications:	8		
Low Income Energy Assistance	8	\$ 300.00	\$2,400.00
Applications:	8		
Food Assistance**	10	\$ 215.00	\$ 3,000.00
Applications:	14		
Total cards issued:	20* (smaller denominations)		
Emergency Transportation	4	\$ 350.75	\$ 1,403.00
Applications:	7		
Elder Chore Service	2	\$ 400.00	\$ 800.00
Applications:	2		
Home Repair Program	3	\$ 8,200.00	\$24,600.00
Applications:	3		
Bereavement	9	\$ 7,500.00	\$67,500.00

MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – November 2024 [continued]

Phone contacts and inquiries: 362

The Program Coordinator documented 171 calls for assistance, and the Program Specialist logged 191 calls for assistance: 362 total.

Service access inquiries were the most calls this month. Members Assistance also finds it is the first stop regarding access to any service or department; most calls are routed from the front desk and routed by Members Assistance staff to other departments. Triage at the front desk would reduce the calls to Members Assistance as our citizens would be routed to the department they need, instead of to us, and then onto the department they are seeking.

GWE application submission have slowed in November, however, the department anticipates an increase as the holiday season is in full swing.

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The department is aware of the reported letter issued by the Office of Self-Governance indicating that LRBIO will potentially be under “change of status in payment” sanctions beginning on January 1, 2025. The letter has been posted on a social media site, and this is a major cause of concern for the members we serve. They are uncertain about the availability of funding to continue to assist their emergent needs in energy and other requests. The staff awaits the final disposition of the potential implementation, and any impact the change of status in payment may have on the Low-Income Home Energy Assistance Program (LIHEAP).

The Coordinator would also like to extend “kudos” to the Program Specialist for her work on the GWE Stimulus benefit, and her continued work in the department. It is noted that the Specialist has been a full-time enrolled student and continues to provide excellence in service. The advancement of our people, our enrolled citizens, is a priority the Coordinator will continue to support. GREAT WORK!

Respectfully submitted - Jessica Steinberg, Coordinator

FY 2025 First Award of \$3.6 Billion of Regular LIHEAP Block Grant Funds Plus \$100.1 Million of LIHEAP Infrastructure Investment
and Jobs Act (IIJA) Funds to Indian Tribes and Tribal Organizations

2025 6-61

TRIBE OR TRIBAL ORGANIZATION	\$4.0B Continuing Resolution (CR) Award—Pub. L. 118-83 (October 31, 2024)	FY25 Infrastructure Investment and Jobs Act (IIJA) Award—Pub. L. 117-58 (October 31, 2024)	FY25 Award of Returned FY23 IIJA Funds (October 31, 2024)	Total Award Amount
California--Karuk Tribe	\$35,463	\$926	\$1	\$36,390
California--Mooretown Rancheria	\$20,241	\$528	\$1	\$20,770
California--N. Cal. Ind. Devel. Council, Inc.(NCIDC) (also in Arizona)	\$338,044	\$8,965	\$12	\$347,021
California--Pinoleville Rancheria	\$20,175	\$527	\$0	\$20,702
California--Pit River Tribe	\$42,501	\$1,109	\$2	\$43,612
California--Quartz Valley	\$4,255	\$111	\$0	\$4,366
California--Redding Rancheria	\$52,484	\$1,370	\$2	\$53,856
California--Riverside-San Bernardino Indian Health	\$48,775	\$1,273	\$2	\$50,050
California--Round Valley	\$31,370	\$819	\$1	\$32,190
California--Sherwood Valley Rancheria	\$7,965	\$208	\$1	\$8,174
California--Southern Indian Health Council	\$6,274	\$164	\$0	\$6,438
California--Yurok Tribe	\$63,614	\$1,661	\$2	\$65,277
Idaho--Coeur d'Alene Tribe	\$64,737	\$1,823	\$2	\$66,562
Idaho--Nez Perce Tribe	\$149,805	\$4,218	\$5	\$154,028
Idaho--Shoshone-Bannock Tribes (Fort Hall) ⁱⁱ	\$823,926	\$23,202	\$25	\$847,153
Kansas--United Tribes of Kansas & SE Nebraska (also in Nebraska)	\$56,700	\$0	\$0	\$56,700
Maine--Aroostook Band of Micmac Indians	\$165,707	\$4,984	\$5	\$170,696
Maine--Houlton Band of Maliseet Indians	\$165,707	\$4,984	\$5	\$170,696
Maine--Passamaquoddy Tribe--Indian Township	\$316,177	\$9,510	\$8	\$325,695
Maine--Passamaquoddy Tribe--Pleasant Point	\$441,125	\$13,267	\$12	\$454,404
Maine--Penobscot Tribe	\$303,607	\$9,131	\$8	\$312,746
Massachusetts--Mashpee Wampanoag Tribe ⁱⁱⁱ	\$216,637	\$6,084	\$6	\$222,727
Michigan--Grand Traverse Ottawa/Chippewa Band	\$22,488	\$663	\$0	\$23,151
Michigan--Inter-Tribal Council of Michigan	\$85,456	\$2,518	\$2	\$87,976
Michigan--Keweenaw Bay Indian Community	\$119,256	\$3,514	\$4	\$122,774
Michigan--Little River Band of Ottawa Indians	\$226,111	\$6,663	\$6	\$232,780
Michigan--Pokagon Band of Potawatomi Indians (also in Indiana)	\$160,282	\$4,546	\$4	\$164,832
Michigan--Sault Ste. Marie Chippewa Tribe	\$673,153	\$19,835	\$0	\$692,988
Mississippi--Mississippi Band of Choctaw Indians	\$63,415	\$1,672	\$2	\$65,089
Montana--Assiniboine & Sioux Tribes (Fort Peck)	\$884,180	\$24,899	\$26	\$909,105
Montana--Blackfeet Tribe	\$1,068,150	\$30,080	\$31	\$1,098,261
Montana--Chippewa-Cree Tribe	\$315,778	\$8,893	\$9	\$324,680

FY 2024 First Announced Award of \$3.6 Billion of Regular LIHEAP Block Grant Funds Plus \$100 Million of LIHEAP Infrastructure Investment and Jobs Act (IIJA) Funds to Indian Tribes and Tribal Organizations

2024 total

TRIBE OR TRIBAL ORGANIZATION	\$1.5B Continuing Resolution (CR) Award--Pub. L. 118-15 (October 24, 2023)	\$2.5B CR Award-- Pub. L. 118-15 (October 24, 2023)	Infrastructure Investment and Jobs Act (IIJA) Award-- Pub. L. 117-58 (October 24, 2023)	Total Amount of Announced Award
Michigan--Keweenaw Bay Indian Community	\$43,207	\$72,477	\$3,472	\$119,156
Michigan--Little River Band of Ottawa Indians	\$63,296	\$106,173	\$5,087	\$174,556
Michigan--Pokagon Band of Potawatomi Indians (also in Indiana)	\$57,569	\$96,566	\$4,447	\$158,582
Michigan--Sault Ste. Marie Chippewa Tribe	\$168,073	\$281,927	\$0	\$450,000
Mississippi--Mississippi Band of Choctaw Indians	\$25,836	\$43,337	\$1,790	\$70,963
Montana--Assiniboine & Sioux Tribes (Fort Peck)	\$328,145	\$550,432	\$24,899	\$903,476
Montana--Blackfeet Tribe	\$396,422	\$664,960	\$30,080	\$1,091,462
Montana--Chippewa-Cree Tribe	\$117,195	\$196,582	\$8,892	\$322,669
Montana--Confederated Salish & Kootenai Tribes	\$465,714	\$781,190	\$35,338	\$1,282,242
Montana--Fort Belknap Community	\$137,065	\$229,915	\$10,400	\$377,380
Montana--Northern Cheyenne Tribe	\$183,944	\$308,547	\$13,958	\$506,449
New Jersey--Nanticoke Leni-Lenape Tribal Nation	\$21,021	\$35,261	\$1,653	\$57,935
New Mexico--Jicarilla Apache Tribe	\$10,409	\$17,462	\$755	\$28,626
New Mexico--Pueblo of Jemez	\$4,940	\$8,286	\$359	\$13,585
New Mexico--Pueblo of Laguna	\$19,231	\$32,259	\$1,397	\$52,887
New Mexico--Pueblo of Nambe	\$3,529	\$5,918	\$257	\$9,704
New Mexico--Pueblo of Zuni	\$29,641	\$49,720	\$2,152	\$81,513
New York--Seneca Nation	\$45,952	\$77,080	\$2,201	\$125,233
New York--St. Regis Mohawk Band	\$25,744	\$43,184	\$1,233	\$70,161
North Carolina--Eastern Band of Cherokee Indians	\$41,679	\$69,912	\$2,785	\$114,376
North Carolina--Lumbee Tribe of North Carolina	\$676,836	\$1,135,326	\$45,219	\$1,857,381
North Dakota--Spirit Lake Tribe	\$505,998	\$848,761	\$38,394	\$1,393,153
North Dakota--Standing Rock Sioux Tribe (also in North Dakota)	\$702,540	\$1,178,441	\$53,308	\$1,934,289
North Dakota--Three Affiliated Tribes (Fort Berthold)	\$404,798	\$679,009	\$30,716	\$1,114,523
North Dakota--Turtle Mountain Chippewa Band	\$910,795	\$1,527,771	\$69,110	\$2,507,676
Oklahoma--Absentee Shawnee Tribe	\$7,307	\$12,256	\$486	\$20,049
Oklahoma--Alabama-Quassarte Tribal Town	\$4,684	\$7,857	\$311	\$12,852
Oklahoma--Cherokee Nation of Oklahoma	\$716,054	\$1,201,111	\$47,664	\$1,964,829

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aniřhinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**November 2024 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear Dunes National Lakeshore, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and annual reporting.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Equipment maintenance/Field Work/Lab Work:
- Nmé, Lake Sturgeon:
 - Acoustic receivers download of data and upload to online database.
 - Monitoring of PIT Antenna array detections and status
 - LRB sturgeon stocking updates to Federal and state databases
 - GVSU genetic analysis discussion for 2023 and 2024 plus adult sample work
 - SRF generator maintenance

- Muskegon River sea lamprey treatment coordination
- Lake Michigan Sturgeon working group meeting planning.
- Black Lake sturgeon population discussions
- Sturgeon Rearing Facility (SRF) seasonal closure.
- Inland Fisheries:
- Procured supplies and constructed 17.5-gallon and 54-gallon remote site incubators for Arctic Grayling egg incubation.
- Began generating 2024 LRBOI Inland Harvest Report as required by 2007 Inland Consent Decree.
- Began analyzing data collected in 2024 field season and producing associated reports.
- Great Lakes Fisheries Assessment Program:
- GLFT Lake Whitefish Thiamine sampling commercial harvest (Ludington) (11/2)
- Fall Spawning Assessment (Ludington) (11/6-7)
- Gear maintenance and age structure preparation
- Prep for Lake Whitefish sampling, gear maintenance and age structure preparation
- GLFT Lake Whitefish Thiamine sampling (Muskegon) (11/14-15)
- Stereo camera surveys (Arcadia) (11/18)
- GLFT Lake Whitefish Thiamine sampling (Arcadia) (11/18-19)
- Video data processing, gear maintenance, age structure preparation
- Equipment/ vessel Winterization at Blue
- Video data processing, gear maintenance, age structure preparation, data QA/QC
- Meetings/Training/Travel/Conference Calls
- MSC final Lake Whitefish model review (virtual) (11/4)
- NRD LEADs Huddle (11/6)
- LRBOI Staff Meeting (11/7)
- GLFT Day/Night Coregonine meeting (virtual) (11/7)
- Consultation – Black Lake River Lake Sturgeon Stipulation (11/13)
- NRD LEADs Huddle (11/21)
- Lake Whitefish stock status meeting (11/21)
- Lake Trout Coded Wire Tag (CWT) heads to Charlevoix for tag extraction and data collection. (11/20)
- MSC model review discussion - Lake Whitefish (LWF) stock status and harvest (11/21)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Purchased field work equipment.
- Worked check station for tribal hunters and trappers, including walk-in Mondays.
- Wetland restoration at Griffith.
- Analyzed photos from wildlife cameras.
- Provided deer check training for Environmental staff.
- Closed out GLRI grant for identification of marten diet DNA barcoding.
- Completed end-of-season administrative processes for seasonal technician.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Surveyed for invasive species on tribal parcels.
- Worked to identify dogwood species as kinnickinnick.
- Took cuttings of dogwood and planted them at Sugar Shack. Installed fencing to protect from deer browse.
- Located box turtle overwintering sites in Forest Service timber sale; installed cameras to monitor males and nest protection boxes for females.
- Installed soil temperature and moisture monitors at box turtle overwintering sites.
- Monitored box turtle and spotted turtle nest protection boxes for emergence of hatchlings.
- Checked cameras for AHDriFT Massasauga rattlesnake detection system at Griffith as well as marten den box monitoring.
- Surveyed tribal parcels.
- Helped survey and clean up illegal trash dumping at Griffith.

Meetings/Training/Travel/Conference Calls

- Budget mod planning meeting (11/6)
- Staff meeting (11/7)
- Deer check training (11/12)
- Budget mod planning meeting (11/21)
- Seasonal exit interview (11/21)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

- Corey Wells –Environmental Division Manager
- Jasmine Saringo– Air Quality Specialist
- Brooke May - Aquatic Biologist – Water Quality
- Alexis DeGabriele– Aquatic Biologist – Wetlands
- David Karst – Brownfield Specialist
- Alycia Peterson - Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - ⌚ 4570 -- EPA PPG
 - ⌚ 4530 – EPA Air Quality
 - ⌚ 4137 – BIA GLRI
 - ⌚ 4145 – IHS Solid Waste Planning
 - ⌚ 4538 – EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork
- Brownfield Drone paperwork

Field Work and Equipment Maintenance

- Air T640 Pump replacement
- Weather Station rewiring

Meeting/Training/Travel/Conference Call

- EPA R5 Program Meeting 11/5
- LRBOI/EPA QC Meeting 11/19
- TC meeting 11/13 & 11/20
- TC Agenda Review 11/11 & 11/18
- TC Work Session 11/12 & 11/19

Brownfield Program

Administration /Reports/Data Entry

- Multiple emails between legal review, purchasing, and NRD regarding the Drone and hardware purchase.
- Completed questionnaires for vendor doing the 9 Phase I environmental assessments.
- Prepared for November MTEG presentation about urbanization, planning, and zoning.
- Completed Acres reporting for Brownfield Work
- Created a revised public record for future publication on the LRBOI website.
- Met with department and NRD director on November 25
- Numerous informal meetings with NRD staff as necessary.

Field Work and Equipment Maintenance

- Verified spill response trailer was in working order including a vent which is related to safety of the contents.
- It overlaps with administrative reports, but I also made a copy of point data from GPS units for updating in 2025.

Meeting/Training/Travel/Conference Calls (Include Dates)

- I removed some open dumping items from Griffith Road on
- November staff meeting on November 7.
- Deer Check training on November 12.
- Revitalization and Placemaking Program Informational Webinar on November 13
- Introducing the Michigan Zoning Atlas - Grand Rapids Area Pilot on November 14.
- Work Session with Tribal Council on November 19.
- EPA Tools & Resources Webinar: 5th National Climate Assessment - Resources and Interactive webinar on November 20.

Water Program (106 and 319)

Administration Reports/Data Entry

- Entered Secchi data into database.
- Entered nutrient data into database, updated master summary and submitted to WQX.
- Uploaded and sorted Eureka water quality sampling data onto computer.
- Stream efishing data entered and pebble counts entered.
- Added completed fish contaminant data sheets into computer files.
- Added zooplankton data from lab into computer file.

Field Work and Equipment Maintenance

- Taking boats to outboard specialist for maintenance/winterization.

Meeting/Training/Travel/Conference Calls (Include Dates)

- 11/7/24: LRBOI Monthly Staff Meeting
- 11/18/24: Data entry meeting
- 11/19/2024: Region 5 Tribal Water Division Call
- 11/20/2024: Met with Scott Hughey to discuss changes needed for Custer culvert contract.

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.
- Worked on CAA 103 and SIRG grant proposals (in-progress by 10/31/24, finalized and submitted 11/01/24)

Field Work and Equipment Maintenance

- Ozone bi-weekly multipoint check.
- Ozone bi-weekly multipoint check.
- T640 monthly multipoint check.
- Ozone bi-weekly multipoint check.
- Ozone tower check
- Weather station instrument replacement.
- T640 Pump replacement.

Meeting/Training/Travel/Conference Calls (Include Dates)

- 11/19/2024 LRBOI EPA QC Meeting

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- Wild Rice data management.
- Worked with Accounts Payable to resolve SPO issues.

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)

- · 11/1/24: NOAA Manoomin Workshop planning team meeting.
- · 11/4/24: NOAA Geospatial Manoomin Workgroup meeting.
- · 11/13/24: meeting with MWCASC & MRWA re CASC funding RFP.
- · 11/13/24: Director 1:1.
- · 11/15/24: meeting with CMU re Manoomin graduate student project updates.
- · 11/26/24: LRBOI-LTBB meeting to discuss Wild Rice regulations.

Water Program (106 and 319)

Administration Reports/Data Entry

- · Working on updating 106 WQ Monitoring QAPP.
- · Onekama Township Invasive Species Committee tasks: reviewed Portage Lake Manager draft RFP.

Fieldwork and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)

- · 11/7/24: EPA R5 Monitoring webinar on natural shorelines and inland lakes.
- · 11/12/24: NRD Deer Check Training.
- · 11/26/24: PLWf board meeting.

Air Program

Fieldwork and Equipment Maintenance

- · 11/12/24: assisted with AMS tower maintenance.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LM LAMP- 2023 Lake Michigan Annual Report and the 2024 Annual Report Outline

Field Work and Equipment Maintenance

- None during the month.

Meeting/Training/Travel/Conference Calls (Include Dates)

- Michigan AFS Webinar (11/1/24)
- Muskegon Lake Watershed Partnership Meeting (11/5/24)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination meeting

(11/5/24)

- LRBOI monthly staff meeting (11/7/24)
- Tribal-EPA Mining Call (11/7/24)
- A Deeper Dive into Monitoring and Evaluating the Lake Huron-Georgian Bay Ecosystem (11/13/24)
- MCD Board meeting (11/19/24)
- Lake Michigan Partnership WG monthly call (11/20/24)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (11/21/24)
- Tribal mining call (11/21/24)
- Lake Huron Habitat Committee (11/21/24)
- GLWQA Annex 2 Lake Huron Partnership Management Committee Meeting (11/21/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

November 2024

Steve Parsons

Meetings/Conferences/Trainings

- On November 4, 2024, I attended the Tribal Council Agenda Review meeting to represent an item I had placed on the November 6, 2024 agenda to adopt the FY 2025-2028 Tribal Transportation Improvement Plan.
- On November 6, 2024, I attended the Tribal Council meeting to represent the Tribal Transportation Improvement Plan mentioned earlier. The plan was approved by Tribal Council and subsequently forwarded to our BIA Point-of-Contact (POC), Scott Hewitt.
- On November 7, 2024, I attended the Tribal Government Employee staff meeting held via Microsoft Teams.
- On November 7, 2024, I met with Kathleen Bowers, Grants Administrator/Budget Coordinator, to review the new year-end reporting system for our BIA Roads funding.
- On November 14, 2024, I met with Kathleen Bowers for a status update on the financial portion of our BIA Roads year-end report.
- On November 22, 2024, I attended the monthly Tribal Planners Network meeting held virtually via Zoom.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: Here is a final update on our BIA Road Construction Projects for 2024:
 1. Government Center Parking Lot #2 (Clinic parking area): This project involved the removal of the pervious concrete portions of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections were replaced by solid concrete, and the project concluded on July 17, 2024. This project was financed by BIA Roads maintenance funding.
 2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.

However, this road project has been delayed for two reasons: The first being that the BIA has requested another Environmental Assessment (in order to meet NEPA requirements) due to the proximity of wetlands to the existing road. The second reason is the result of defects appearing in the road because of rainwater erosion. It has been decided that we delay construction until 2025 until the two issues mentioned above have been addressed. As a result, this project will appear on our Tribal Transportation Improvement Plan for 2025.
 3. Tribal Cemetery Road: The plan for 2024 was to use BIA funding to add additional features to the Phase 1 road system in the cemetery. This was to include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to

\$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Unfortunately, this did not happen in 2024. We will be including this project on our Tribal Transportation Improvement Plan for 2025.
5. Loon Drive: This project was originally scheduled to include the replacing existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council to discuss the details of this project (mentioned in the earlier portion of this report), it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable. The project will be included in our 2025 Tribal Transportation Improvement Plan.

6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are discussing some type of cost-sharing arrangement for necessary improvements that would be required by MDOT for the Frost Road entrance.

Additional Activities

- Demolition of Jockey Quarters on Tribal Property in Fruitport Township

During 2024, I have been serving as the point person, at the request of the Ogema, for a project to demolish the jockey quarters on tribal property in Fruitport Township. The jockey quarters were part of the Great Lakes Downs racing complex that was purchased by the tribe some time ago. Unfortunately, the jockey quarters have been occupied by the indigent/homeless population in the area. In order to reduce any potential liability to the Tribe, it was decided that the jockey quarters should be demolished.

Tribal Council approved a contract with GTEC (on September 18) to oversee the demolition project on behalf of the Tribe.

During the month of October 2024, activity in regard to this project included: pulling a demolition permit with local authorities, performing an asbestos survey of the site, and making sure that all utilities in the building are disconnected before demolition takes place.

However, as of early December 2024, we are still waiting for the electric and natural gas companies to disconnect their service to the building. It is hoped this will be accomplished by December 6, 2024.

The revised demolition project schedule will likely begin on December 9, 2024, with an anticipated completion date of December 20, 2024.

The LRBOI Public Safety Department has assisted in securing the area, making sure that there are no individuals inside the building while demolition is taking place.

- At the request of MDOT, I am participating on the recently reestablished “M-22 Pure Michigan Byways Committee.” The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed “Rebuilding US-31 in Manistee Stakeholders Group.” The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group is meeting periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.
- The BIA Roads Annual Report for FY 2024 was submitted electronically on November 21, 2024.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
November-24

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	8
City Assist	3
County Assist	8
Medical Assist	
MSP Assist	1
Other Calls for Service	2
Property Checks	640
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	15
Unsecured Vehicle	
Verbal Warning	7
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect		
Arrest	5	
Assault	2	
B&E	2	
Bond Revocation		
Child Abuse		
Child Custody		
Child Neglect		
Contempt of Court		
Counterfeiting/Forgery		
CSC		
Death		
Disorderly	1	
Domestic Disturbance	2	700/707
Drive-Off	2	
Drug Violation/VCSA	6	
Elder Abuse		
Embezzlement		
Extortion/Conspiracy		
False ID		
Family Problems		
Felony with a Gun		
Fight in Progress		
Fraud	1	
Furnishing Alcohol to Minor		
Harassment		
Health & Safety	2	
Intimidation		
Intoxicated Person	1	
Juvenile Runaway		
Larceny		
Liquor Violation		
Minor in Possession		
Missing Person		
Money Laundering		
Motor Vehicle Theft		
Murder		
Neighbor Dispute		
Noise Complaint		
Obstructing Justice		
Possession Stolen Property		
PPO Violation		
Probation Violation		
Property Damage/PIA	5	
Public Peace		
Resisting		
Robbery		
Sex Offense		

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

2

Miscellaneous

Administrative Hours

284.25

Alarm

Attempt to Locate

1

Boat Dock Checks

Casino Hours

118.5

Civil Standby

1

Community Policing

3

Court Hours

1.5

Death Notification

Drug Disposal

Follow-Up Investigations

8

Found Property

3

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

2

Suicidal Subject

1

Total Complaints

48

Total Reports

48

Training Hours

17.75

Transport

Trespassing

4

Tribal Council Meetings

Vehicle Mileage

4881

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
November-24

Administrative Hours	33
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	1
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	2
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	2
Follow-up Hours	1.5
G/L Marine Patrol(s)	
Hours Worked	110.75
Joint Patrol(s)	
Marine Time	1
Meeting(s)	1
Meeting Hours	1
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	6
Vehicle Mileage	1343
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

November 2024 Officers completed Lowlight firearm qualifications.
November 2024 Officers completed LEIN Testing.

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
November-24

Administrative Hours		186.5
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)		5
Assist Hours		7
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		16
Contacts		541
Court		
Court Hours		
Follow-up(s)		5
Follow-up Hours		8
Federal Citation(s)		
Hours Worked		426.5
Joint Patrol(s)		1
Marine Time		
Meeting(s)		1
Meeting Hours		1
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks		149
Snowmobile Patrol Hours		
Training(s)		9
Training Hours		9.5
Vehicle Mileage		4457
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

November 2024 Officers completed Lowlight firearms qualifications.

November 2024 Officers completed LEIN Testing.

Little River Band of Ottawa Indians
Court Security Activities
November-24

Administrative/Reports		
Hours		
Assist Other		1
Hours		0.5
Court Cases		4
Hours		2.25
Property Checks		13
Hours		3.25
Screenings		38
Hours		7
Contraband		
Weapons		
Denials		
Surveillance		87
Hours		95
Training		1
Hours		1.5
Transports		
Hours		
Training/Travel		

November 2024 Officers completed Lowlight firearms qualifications.

Tax Office
Valerie Chandler

Report will be submitted to Tribal Council by Valerie

Tax Department November 2024 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant

During the month of November 2024, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, tax returns and payments.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for October 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 2 Certificates of Exemption:
 - Purchaser: 2 RTM 0 Tribe/Entity
 - Purchase Type: 1 Vehicle 1 Construction 0 Recreational Vehicle
9. Reviewed 48 Tribal Member address and/or name changes; 8 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 13 Motor Fuel Registrations.
12. Processed 5 reservations for the Aki Maadiziwin Community Center.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:
 - New or re-instated RTMs
 - Deceased RTMs
 - Address changes for RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,853 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed October 2024 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 1 Temporary Tribal Business Tax Licenses to a vendor selling merchandise on Tribal/Trust land.
2. Communicated with Historic Preservation Lead as well as NAGPRA, SHPO and other Tribes' personnel in regards to consultations and notifications. (Tax Officer is currently one of two interim appointees to handle these items.)

3. Provided tax information and form links to the current Warrior Society members who are trying to organize and navigate their way through the mess of paperwork they found.
4. Prepared and sent out annual Tribal Tax License renewals to all vendors on the annual schedule.
5. Began preparing and printing annual 2025 Tribal Tax Licenses for vendors on the annual schedule.
6. Prepared and submitted the Tribe's third quarter tax sharing return to the State of Michigan.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development and selected vendor in regards to the swipe card system for the Trading Post.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

Meetings / Trainings Attended During the Month:

1. Facilitated the monthly virtual staff meeting on November 7, 2024.
2. Attended Teams meeting with swipe card vendor on November 14, 2024 in regards to set up of program and sample reports.

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue:*

*October 2024 amounts received in November 2024

- Retail Sales Tax (Gift Shop) \$1,592.58
- Retail Sales Tax (Nectar Spa) \$200.18
- Retail Sales Tax (Trading Post) \$288.73
- Service Tax \$862.50
- Admissions Tax \$5,628.45

- Lodging & Occupancy Tax \$21,009.94
- Food & Beverage Tax \$35,045.06

*Tribal Member Tax Exemption Rates ("Discounts") for December 2024**

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.468/gallon
- Diesel: \$0.492/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

**Tribal Historic Preservation
Vacant Director**

No report submitted

Vacant Director

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
November 2024, Department Report

I. Department Overview

MISSION STATEMENT

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.
...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Submitted Lead and Copper Inventory to EPA Region 5
- Provided THPO Section 106 Reviews on behalf of THPO
- Received Satisfactory Report on Trust evaluation

Billing

Water	\$12,187.97
Sewer	\$23,514.92
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,231.57
Septage	\$5,745.64
Other	\$170.00
Month Total	\$67,730.36
Yr. to Date Water	\$130,803.26
Yr. to Date Sewer	\$240,815.82
Yr. to Date Irrigation	\$30,452.09
Yr. to Date Fire Suppression	\$88,762.63
Yr. to Date Manistee Township	\$185,898.06
Yr. to Date Septage	\$88,825.00
Other Revenue	\$1,346.67
Credit	\$0.00
Yr. to Date Total	\$766,903.53

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 2,322,099**
- b. Ave Daily Flow Gallons 77,403**

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 3,241,530**
- b. Daily Average Gallons 108,051**

Effluent Gallons

- a. 3,301,640**
- b. Daily Average Gallons 110,055**

Lagoon

- a. Influent 215,696**
- b. Daily Average Gallons 7,190**

3. Septic Sewage

- a. 116,846 Gallons**

III. Travel/Trainings/Meetings

What: MTERA Board Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Leads Meeting

Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Diane Kerr, Gary Lewis

Where: Ogema Conference room

What: Headworks Pre-Bid Meeting

Who: Gregory Walters, Clatus Clyne, Thomas Sutton Charles Gardner, Diane Kerr, Gary Lewis, Glenna Woods, Various contractors

Where: WWTP

What: Head works Bid Opening

Who: Diane Kerr, De-Ahna Underwood, Gary Lewis

Where: Government Center

What: Council Agenda / Work Sessions

Walton Contracting, Gosling Czubak, LC United, Dixon Engineering
Who: Gregory Walters, Diane Kerr, Gary Lewis
Where: Council Chambers

What: NAGRPA Meeting
Who: U of M NAGPRA Team, Lewis
Where: Zoom