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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

February 21, 2017
5:30 p.m.
PAHA Conference Room

AGENDA

1. **Call to Order** – Robin Cruz, BOC Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, BOC Chair
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – January 10, 2017
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) Resolution - Approving Officials of the Pueblo of Acoma Housing Authority with Signatory Authority for Accounts with the Bank of Albuquerque – *Owen Ondelacy, Finance Manager*
 - b.) Resolution – Approving the Pueblo of Acoma Housing Authority to Enter into Contract with TRC Construction Inc. for the Acomita Sewer Main Extension Project on the Acoma Indian Reservation – *F. Carr, Development Manager*
8. **Department Reports -**
 - a.) Finance – *Owen Ondelacy, Finance Manager*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Francisco Carr, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

March BOC Meeting – March 14, 2017 - 5:30 pm – PAHA Conference Room

10. **Adjournment**
11. **Executive Session – Executive Director's Annual Evaluation**



Minutes of January 10, 2016
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. **Call to Order:** 6:10 p.m.
2. **Invocation:** Tribal Councilman, Ernest Vallo, Sr.
3. **Roll Call:** **PRESENT:** Chairwoman, Robin Cruz; Commissioner's, April Estevan & Ezilda Paytiamio; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Finance Manager, Owen Ondelacy and Recording Secretary, Krystal Vallo; **EX-OFFICIO's:** Tribal Councilman, Ernest Vallo, Sr.; Tribal Interpreter, Elliott Sanchez, Jr.; **ABSENT:** Vice-Chair, Patrick Ortiz and Housing Services Manager, Jennette Steward
4. **Approval of January 10, 2017 Agenda:**
Commissioner, A. Estevan motioned to approve 1/10/17 Agenda, seconded by Commissioner, E. Paytiamio. Motion carried.
5. **Approval of December 9, 2016 Meeting Minutes:**
Commissioner, A. Estevan motioned to approve 12/9/16 Minutes, seconded by Commissioner, E. Paytiamio. Motion carried.
6. **Opening Remarks:** Floyd Tortalita, Executive Director
Mr. Tortalita informed the Board that there is no formal action that will go before the Board, but much information to share within department reports. Furthermore, 1st Lt. Governor is no longer the appointee, as ex-officio to the Board of Commissioners from Tribal Administration. It is now the Tribal Interpreter, Elliott Sanchez, Jr. Brief introductions were given.
7. **Department Reports- (For more information refer to January 2017 Board Packet.)**
Finance Department Report – Owen Ondelacy
Three conference calls were held with Travois for the month of December. Main item of discussion was the proposed tax reform, which could reduce our return on the dollar from 0.92 to 0.84 cents. PAHA is looking at all options to make up the difference. Mr. Ondelacy sent copies of invoices and checks to Trent Rodgers with Travois, for their records and also submitted LOCCS drawdown's for payment to the Bank of Albuquerque, one in November (received 12/1/16) and another in December (received 12/13/16). However, there is still about \$135,000 ending 12/31/16, some money is held back in case during the audit we have to give something back due to something not being done right. Once audit is complete a drawdown of what remains from 12/31/16 will be done. The 2017 Operating Budget was approved at the December 9th Board meeting. The Inventory Listing for 2016 was updated and ready for the audit. Mr. Ondelacy assisted and participated in the self-monitoring process for 2016, which is a NAHASDA requirement and there were no major deficiencies to report. An authorization letter was sent to Michelle Heckroth, Bank of Albuquerque to move funds into PAHA LIHTC Development & Operations account to cover bank charges. Upcoming tasks for Mr. Ondelacy include preparing for the yearend closeout, 2016 audit and 2016 Annual Performance Report, which is due March 30, 2017. **Robin:** Are there any other programs available other than the Affordable Home Program and with the Gap funding is this something that is usually considered with low income tax credits? **Response:** Yes, there are such as Title 6. Any funding that will be available to assist with finance in the project, because 100% of the costs for construction are not given. So we would have to come up or find that extra funding. **Robin:** Is the self-monitoring just like a check list? **Response:** Yes, a check list that HUD put out, and there are questions in there that ask if we are in compliance with policies, regulations and procedures. **Robin:** Did we do the paper work to have Damian removed from signature? **Response:** I just found out today that he is no longer with us, but at next board meeting I will have a resolution made to put someone else and I was going to ask Ezilda. Would you be willing to become a check signer in case we need it? **Ezilda:** Yes. **April:** You stated there were no major deficiencies, but were there any minor? **Response:** Updating policies. **April:** How many questions are there? **Response:** Anywhere from three to five hundred questions. Self-monitoring is a time to catch issues. The report does not get sent anywhere it is mainly for internal use. Expenditure Report: One line item over in Dues & Subscriptions

under Planning & Administration, which is due to early receipt of invoice for membership renewal for NAIHC. There were no further inquiries on Mr. Ondelacy's report.

Housing Services Department Report – Floyd Tortalita

On-going activities for the month of December 2016: Annual Inspection's and recertification's are 100% complete. There were a total of 5 Notice of Delinquencies issued in December and all participants have entered into a plan of action. Housing Services staff will begin reconciling all accounts in preparation of audit starting January 2017. Tenants Account Receivable (TAR) balance for 2016 is \$7,182.96. There are a total of 82 applicants on the Waiting List as of 12/31/16, however two applications were received before the year end and eligibility will be completed in 15 days. H.S. staff assisted and participated in annual self-monitoring and LIHTC Groundbreaking Ceremony on December 19th. Nina Jaramillo, Housing Counselor attended the Southwest Tribal Tobacco Coalition Meeting in ABQ on December 12th. Nina attended meeting, because LIHTC project is smoke-free. Per Diem was not given; therefore a trip report is not done. There were no inquiries on Mrs. Steward's report.

Development Department Report – Francisco Carr

Development office continues to accept applications and as of 12/31/16 there are 47 applicants on the rehabilitation waiting list (under 80%), 6 on the modernization waiting list and 12 on rehabilitation waiting list (over 80%). One applicant was removed from the under 80% waiting list and moved to over 80% waiting list. 2015 Rehabilitation (14 homes): Phase II-1 & Phase II-2 projects were awarded to Rock Gap Engineering and have both been completed. Phase II-1 completed on November 10th and Phase II-2 completed on December 21st. 2015 Acomita Sewer Main Extension Project: On 12/2/16 PAHA, POA Utility and IHS met to discuss project update. Items discussed: final design review and comments. Plan set is 100% complete. Project was advertised in the Albuquerque Journal on Dec. 18th and Dec. 25th. Bid packets were available for pick-up on Dec. 19th and mandatory walk-thru was on Jan. 5th. Bids are due Jan. 20th. PAHA LIHTC Limited Partnership #1: Project was awarded to Pavilion Construction on Nov. 10th. A Pre-Construction meeting was held on Nov. 29th and Pavilion also signed two contracts: a civil contract for earthwork and infrastructure, and a LIHTC contract for buildings and playground. Ground breaking ceremony held on Dec. 19th and Notice to Proceed will be signed as soon as Investor closing is complete. Pending Projects: 2017 Modernization (3 Homes), 2017 IHBG Rehabilitation (10 Homes) and 2016 ICDBG New Home Construction (4 Homes). Maintenance Dept.: As of 12/31/16 there are 22 open work orders. Maintenance completed 11 courtesy calls to non-PAHA homes. Trainings/Meetings: On Dec. 7th Development Manager and Project Manager participated in Energy Inspection Teleconference call with Travois and Pavilion Construction. Development and Maintenance staff participated in annual self-monitoring and LIHTC ground breaking ceremony. Development Manager and Project Manager met with Pavilion Construction, POA Utility, CDEC, NM Gas and Century Link as part of the utility coordination for LIHTC project on Dec. 15th. **Ezilda**: The courtesy calls, does PAHA have a licensed electrician? **Response**: No. **Ezilda**: So who do they call? **Response**: Homeowners would have to call someone from Grants or Albuquerque. **Ezilda**: How about Shields or Jackhammer? **Response**: They can but we do not recommend anyone. **Ezilda**: Natural gas will be provided for the units? **Response**: Yes. **Ezilda**: Have individuals already been picked for these units? **Response**: No. PAHA continues to accept applications to build waiting list. **April**: Are there two entrances? **Response**: No, there will be one way in and out. There will be parking. **April**: Are there any pictures of the rehab projects? **Response**: No, but I will provide at next meeting. **April**: Refresh my memory but where is the sewer main extension project site at? **Response**: It is going to be located in the vicinity of the fields, northeast of the old Acomita day school. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Pueblo of Acoma Residential Leasehold: PAHA has not received an update from Tribal Administration, but the goal is to pass the Residential Leasehold in 2017. Here we are 2017, another year it has not passed. Every year we lose out on something. Another year veteran's cannot apply for loans; PAHA cannot apply for loans and so forth. Back in 2008 this project was revived and here we are 9 years later and it still has not been passed. This residential leasehold will allow us access to capital to build. Then those individuals above the 80% median income level can fix or build homes. **Interpreter**: How do they base the low income within this region, was it developed in an urban setting? **Response**: It's based on an area or county, there are different formulas. What we use is the U.S. median income level. It does even break down to the county level. Sometimes it depends on what funding an entity uses, sometimes one is more advantages than the other, but most of the time we use federal because it is a lot higher, which allows us to get

more people under our program. **Ernest:** A meeting was held Saturday with the Antelope clan and Governor did bring it up again. So hopefully they got the message. Coordinated Environmental Review Initiative: Many comments have been taken from many entities about a consolidated environmental review initiative. The BIA is saying in order for us to build they need an environmental review. PAHA uses the HUD environmental review format but BIA does not accept HUD's format. So each agency has a different format and that is the issue. Therefore, we are pushing for a consolidated environmental review initiative. Comments are due February 12th. Establishment of a Tribal Intergovernmental Advisory Committee: A "Dear Tribal Leader Letter" from HUD, announces the establishment of HUD's Tribal Intergovernmental Advisory Committee and calls for nominations to that committee. This committee will facilitate communication between HUD and tribal leaders on housing priorities and strengthen capacity building opportunities. The PAHA would suggest nominating 1st Lt. Governor, due to his instrumental experience in Indian Housing. Nominations are due February 21st. LIHTC Homes #1: It has been widely reported, the prospects for significant tax reform in 2017 has created some issues. It is rumored that this market uncertainty has caused some LIHTC investors to pause activity. If it reduces from 30% to 15% they may not need tax credits. So many companies think they may need to drop their price and that is what they are saying may happen to us. From 0.92 to 0.84 cents, does not sound like a lot, but what it means is one million dollars. It will reduce what is available from MFA of 7.9 million to 6.8 million, so a little over than a million dollars. But hopefully we will get what was initially proposed. MFA desires to see all LIHTC projects to succeed. Ground Breaking PAHA LIHTC Homes #1: PAHA held a ground breaking ceremony on December 19th. PAHA had a great turn out. There were approximately 150 people in attendance. PAHA is ready to move forward and begin construction, but waits to find out what will happen with funding. The design layout for the LIHTC project, PAHA is thinking of using that same layout for employee housing at 102 or ACL housing. Furthermore, I recently had an interesting conversation with the Education department today. They are interested in obtaining a new building, so they asked if we would assist them in filing for CDBG. I am not familiar with CDBG, but I will do some research on it. I proposed renovating the old EDA building and making that building for all education departments. Also, possibly using new market tax credits, so I will look into both. On a separate note PAHA is going to renew the lease with Social Services or an extension. Tribe is still interested in buying the building. There were no further inquires on Mr. Tortalita's report.

8. Announcements & Schedule February 2017 Meeting:

Next scheduled BOC meeting will be held on Tuesday, February 14, 2017 at 5:30 p.m. – PAHA Conference Room.

9. Adjournment:

Meeting adjourned @ 7:42 p.m., motion made by Commissioner, A. Estevan, seconded by Commissioner, E. Paytima. Motion carried.

Respectfully submitted



Krystal Vallo,
Transcribing Secretary