



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

March 14, 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** – February 21, 2017
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) 2016 PAHA Annual Performance Report (APR)– *Owen Ondelacy, Finance Manager*
 - b.) Social Services Building Lease – *Floyd Tortalita, Executive Director*
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**

April BOC Meeting – April 11, 2017 - 5:30 pm – PAHA Conference Room

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



Minutes of February 21, 2016
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. **Call to Order:** 6:12 p.m.

2. **Invocation:** Executive Director, Floyd Tortalita

3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Commissioner's, April Estevan & Ezilda Paytiam: PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy and Recording Secretary, Krystal Vallo; ABSENT: Vice-Chair, Patrick Ortiz; Tribal Councilman, Ernest Vallo, Sr. and Tribal Interpreter, Elliott Sanchez, Jr.

4. **Approval of February 21, 2017 Agenda:**

Commissioner, A. Estevan motioned to approve 2/21/17 Agenda, seconded by Commissioner, E. Paytiam. Motion carried.

5. **Approval of January 10, 2017 Meeting Minutes:**

Commissioner, E. Paytiam motioned to approve 1/10/17 Minutes, seconded by Commissioner, A. Estevan. Motion carried.

6. **Opening Remarks:** Floyd Tortalita, Executive Director

Mr. Tortalita informed the Board that there are a couple action items that require the Board's approval and updates to give on PAHA projects. Following meeting is the annual evaluation of the 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

Resolution is approving the officials of PAHA with signatory authority for accounts with the Bank of Albuquerque. Currently it is Mr. Damian Garcia and Mr. Garcia requested not to be reappointed to the Board. Tribal Administration has not taken action on that, but Mr. Garcia has requested to step down and has signatory authority currently. We have talked with Ms. Ezilda Paytiam and she is willing to step forward and have signatory authority with our accounts with the Bank of Albuquerque, because she is local and say we need a signature whether Owen or I is out and we need a check signed Ms. Paytiam will sign. There were no inquiries. Resolution was read aloud. Approving Officials of the Pueblo of Acoma Housing Authority with Signatory Authority for Accounts at the Bank of Albuquerque (Resolution No. PAHA-0221-2017-01) passed in a vote of 3 for and -0- against.

b) Resolution – Approving the Pueblo of Acoma Housing Authority to Enter into Contact with TRC Construction Inc. for the Acomita Sewer Main Extension – Francisco Carr, Development Manager

Resolution is to enter into contact with TRC Construction, Inc. in the amount of \$706,871.96 for the Acomita Sewer Main Extension Project. Engineer estimate \$941,319.66. Of the eight bids PAHA received, a reference check was done on the three lowest bids (TRC Construction, Inc. \$706,871.96; File Construction, LLC \$799,706.87; NM Underground \$935,818.79). Reference check was not only done on the contractor, but the contractor's proposed subcontractors and suppliers. After due diligence, TRC was still recommended for project. With the approval of the resolution, we can schedule a construction meeting to get the final schedule and issue the Notice to Proceed. **April:** So this project was the one we fronted the million dollars, so basically we are taking care of what tribe was suppose to pitch in on, but they are not, so we are taking over the whole thing? **Response:** For future development, the sewage lagoon system is to capacity and we need to get this waste water down to a treatment plant. We proposed this project in our IHP; we didn't want to write a one million dollar check to tribe. We are going to let them do the management of day to day and Chico is only there as a liaison to make sure we are compliance on the HUD side. But everything is happening here, procurement, bids being sent out and received, the meetings and contracts signed here; everything is within HUD compliance. Even the invoices will be paid from PAHA. PAHA has been in contact with HUD and we are in compliance. There were no further inquiries. Resolution was read aloud. 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 (Resolution No. PAHA-0221-2017-02) passed in a vote of 3 for and -0- against.

8. Department Reports- (For more information refer to February 2017 Board Packet.)

Finance Department Report – Owen Ondelacy

For the month of January five conference calls were held with Travois in regards to BIA requesting an Environmental Assessment (EA) to be done; TRC will prepare EA; Insurance documents sent to AMERIND; Partnership Opinion was needed from a NM licensed attorney and was accepted; PAHA received notification from Trent Rodgers, Travois that we officially closed on Feb. 2, 2017. The Notice to Proceed has been issued and ground work commenced the first week of February, and we are already paying monies out for that project. Mr. Ondelacy assembled documents for yearend payable and submitted the quarterly SF-425 for the 2015 ICDBG and 2016 IHBG (due 3/30/17). Evaluations for the Finance department staff were completed by Mr. Ondelacy and he is working with Amelia Seubert, Bank of Albuquerque on adding and deleting a check signer for PAHA bank accounts. Upcoming tasks for Mr. Ondelacy include preparation and schedule of the 2016 audit, and preparation of 2016 Annual Performance Report (APR), which is due to HUD March 30th. **Expenditure Report: Robin:** Is the meeting supplies, that \$1,600 from December? **Response:** Yes and its non-program income, so it is not tied to IHBG. There were no further inquires on Mr. Ondelacy's report.

Housing Services Department Report – Floyd Tortalita

On-going activities for the month of January 2017: Scheduling of annual inspections and recertifications have begun and will continue throughout the year. There were a total of 5 Notice of Delinquencies issued in January and all participants have entered into a plan of action. Housing Services staff will continue reconciling all accounts in preparation for 2016 audit. There are a total of 82 applicants on the Waiting List (74 LR, 5 LP & 5 Over-Income). On January 25th, Nina Jaramillo submitted two week resignation letter. Her last day of employment was on Feb. 8th. Housing Services Counselor vacancy announcement was advertised from Feb 1st through the 10th. PAHA did receive four applications. Three interviews were conducted Feb. 21st and one will be conducted Feb. 23rd. As soon as new staff is hired, H.S staff will begin planning annual activities. Trainings and meetings that need to be scheduled are the LIHTC Special Needs Lease up Process, will be working with Lane Snow; Implementing the American Lung Associate Smoke Free Policy, which was recently passed by HUD and the LIHTC project will be smoke free; Pathways Module; Building Native Communities – Financial Skills for Families, which will be provided to current participants and general community, and continue resident compliance. On Jan. 24th, Nina and Jennette attended the Lunch and Learn American Lung Association training in Albuquerque. **Robin:** This increase in applicant waiting list, is that, that 82? **Response:** Yes, but 3 more as of the meeting. So it is actually 85. **April:** The TAR accounts, is it still about the same or is it going up? **Response:** There was a slight increase and it is due to Homebuyers taking a loan from their equity, so it causes the TAR balance to go up. So what it comes down to is that the TAR balance is not due to bad debit. **April:** Of the applicants that applied, do they have the experience needed? **Response:** Yes, three out of the four applicants that applied did have housing experience. There were no further inquires on Mrs. Steward's report.

Development Department Report – Francisco Carr

Development office continues to accept applications and as of 1/31/17 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%). 2015 Acomita Sewer Main Extension Project: Bids due for project on January 20, 2017 and PAHA received 8 bids. Project was awarded to TRC Construction, Inc; Resolution PAHA-0221-2017-02 was presented to award project to TRC and was approved. PAHA LIHTC Limited Partnership #1: Pavilion signed the Notice to Proceed and officially turned dirt on January 24th. Pending Projects: 2017 Modernization (3 Homes), 2017 IHBG Rehabilitation (15 Homes) and 2016 ICDBG New Home Construction (4 Homes). Maintenance Dept.: As of 1/31/17 there are 21 open work orders. Maintenance completed 7 courtesy calls to non-PAHA homes. Trainings/Meetings: Development Manager and Project Manager continue to participate in bi-weekly construction teleconference meetings for Acoma Homes #1 Project (LIHTC). A PowerPoint presentation was given showing before and after pictures of the completed 2015 Rehabilitation Project, which was completed in 2016. There were no inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Pueblo of Acoma Residential Leasehold: PAHA has received no update from Tribal Administration. Tribal Administration and the Antelope clan continue to meet in regards to the residential leasehold. PAHA Board of Commissioners: PAHA did submit a letter on December 14th, requesting three of the four Board members be reappointed. Damian Garcia requested not to be reappointed and therefore PAHA suggested appointing Jody Vallo, Sr. PAHA has not received an update from Tribal Administration. Therefore, Mr. Tortalita will present request to Tribal Council at next Tribal Council meeting. LIHTC Homes #1: PAHA closed on February 2nd and what closing means is we have closed with our investor. We have our money now, we are moving forward. Mr. Tortalita provided highlights contained within the large information packet. PAHA did submit a carryover application for 2017 because we are carrying over 2016 credits to 2017. The IRS requires that the entire project be placed in service no later than December 31, 2018. PAHA has agreed to be a non-smoking property; strictly no smoking in the unit. However, it's not 100% non-smoking; there will be smoking zones on the property. Partnership Structure: The project owner is PAHA LIHTC Limited Liability Limited Partnership #1. The Partnership consists of the PAHA as the General Partner and Raymond James Tax Credit Fund XX LLC as the Limited Partner. Since this project is not federally funded, we didn't have to do an environmental assessment on it, but because there is an external interest on the 5.65 acre project we have to put it into lease. Tribe already gave us the lease, now we need to give the lease to the partnership and that has to be approved by the BIA and the BIA will not approve it until an environmental assessment is complete. PAHA did as requested. Now the BIA is requesting an environmental assessment done on the exterior of the 5.65 acres. There is no document or citation in their laws that state they need that done. Unfortunately the person who handles the BIA's environmental assessment review is out of the office. PAHA will stay in contact with the BIA and once issue is resolved with the BIA, PAHA will provide the investor with a copy of the certified TSR. Overall project is estimated at \$8.9 million. **Robin**: What does AMI mean? **Response**: Area Median Income (AMI). There were no further inquires on Mr. Tortalita's report.

9. Announcements & Schedule March 2017 Meeting:

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

10. Adjournment:

Meeting adjourned @ 8:28 p.m., motion made by Commissioner, E. Paytiamo, seconded by Commissioner, A. Estevan. Motion carried.

Respectfully submitted



Krystal Vallo,
Transcribing Secretary