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Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

March 15, 2016

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 16, 2016
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) 2015 PAHA Annual Performance Report (APR)– *Owen Ondelacy, Finance 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**

April BOC Meeting – April 12, 2016 - 5:30 pm – PAHA Conference Room

10. **Adjournment**



Minutes of February 16, 2016
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. **Call to Order:** 5:38 p.m.

2. **Invocation:** Vice-Chair, Patrick Ortiz

3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Vice-Chair, Patrick Ortiz; Commissioner, Ezilda Paytiamo; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Counselor, Nina Jaramillo; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; 1st Lt. Governor, Raymond Concho, Jr.; ABSENT: Tribal Councilman, Ernest Vallo, Sr.; Commissioners, April Estevan and Damian Garcia.

4. **Approval of February 16, 2016 Agenda:**

Vice-Chair, P. Ortiz motioned to approve 2/16/16 Agenda, seconded by Commissioner, E. Paytiamo. Motion carried.

5. **Approval of December 11, 2015 Meeting Minutes:**

Vice-Chair, P. Ortiz motioned to approve 12/11/15 Minutes, seconded by Commissioner, E. Paytiamo. Motion carried.

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

Mr. Tortalita welcomed the Board of Commissioners to the first meeting of 2016. PAHA has one item to present that requires the Board's approval. A new ex-officio was appointed to PAHA. 1st Lt. Governor, Raymond Concho, Jr. is the new ex-officio for PAHA. In the past it was Tribal Secretary who was PAHA's ex-officio. This year 1st Lt. Governor was appointed PAHA's ex-officio, one because of his experience and two Mr. Concho was once the director for the Housing Authority. Mr. Concho gave a brief introduction, and PAHA Commissioners and staff gave brief introductions as well.

7. **New Business:**

a) **Delivery and Rehabilitation of (2) FEMA Trailers-** Francisco Carr, Development Manager

The Mobile Home Rehabilitation project was put out to bid three times. The first time was in November 2015. Three contractors picked up bid packets and did the walk-thru. On the due date no bids were submitted. The second time was in December 2015. There were five contractors who picked up bid packets and did the walk-thru. When the due date came to submit bids once again no bids were submitted. The third time the project was put out to bid was in January 2016. This time we made direct contact with contractors via telephone, email, and fax. Bid packets were picked up 1/13/16 by two contractors. A mandatory walk-thru was conducted on 1/14/16. On the due date (1/27/16) one bid was submitted by Jackhammer Construction for \$108,162. The other contractor was Delgado Exterior Coatings, but he did not submit a bid. PAHA's proposed estimate was \$86,285.48. However, we have a budget set aside for \$129,350.04, which comes down to \$64,675.02 for each mobile home and that includes transport to new site, rehabilitation and connection to water, sewer system or septic tank. Mobile Home units were received in 2008.

Therefore PAHA is requesting to go into contract with Jackhammer construction. **Robin:** Was Jackhammer present at all three walk-thru's? **Response:** Yes. **Robin:** Jackhammer did not submit the first couple of times? **Response:**

Correct. **Patrick:** Why are we rehabilitating these mobile homes instead of purchasing new ones? **Response:** Ben Baca was the executive director in 2008 and used Proceeds of Sale (Non-Program Income) funding to get the trailers from FEMA. PAHA sold five trailers. Two trailers were given to Nancy Thompson and Georgia Torivio. Exact details are unknown because there is nothing in writing. One of the main costs is infrastructure and then tribal tax, which is all included in the budget and totals approximately \$40,000. Then there is the cost to rehabilitate the mobile homes.

Robin: Did we purchase the mobile homes? **Response:** No, transportation only. **Patrick:** Why are we not getting the septic system through IHS? **Response:** If we go through IHS the home may set at the site for another year because funding is based off availability. **Robin:** If we approve the contract, how long will it take to turn over the mobile homes? **Response:** 45 days max. **Robin:** Once we turn over the mobile homes they do not pay rent? **Response:**

Correct. **Robin:** Will trailers be moved first before construction? **Response:** Yes. **Ezilda:** After construction, if they

are not happy with some work is it their responsibility to fix it? **Response:** No, there is a one year warranty. After the one year warranty it is then the homeowner's responsibility. There were no further inquiries. Resolution was read aloud to the Board. Approving the Pueblo of Acoma Housing Authority to Enter into Contract with Jackhammer Construction, LLC for the 2015 PAHA Mobile Home Rehabilitation Project (3) on the Acoma Indian Reservation PAHA-0216-2016-01 passed in a vote of 3 for and -0- against.

8. Department Reports- Refer to reports attached to Board Packet

Finance Department – Owen Ondelacy

On 1/28/16 the Executive Director and Department Manager's met to review and rate the eight audit RFP's received for the 2015 audit. Le Compte, P.C. was selected to conduct 2015 audit. Contract and award letter were sent to Mr. Craig Le Compte. Self-Monitoring was conducted, which is required by HUD. Mr. Ondelacy prepared yearend journal entries in preparation for the 2015 audit and finalized the 2015 Inventory Listing. PAHA had a total of 4 conference calls with Travois in regards to the LIHTC application for the month of January. Conference calls were in regards to Tribal Resolution, land assignment/survey, notarized signatures, decision on amount of units, and checks for fees required by MFA. Mr. Ondelacy emailed Casey Cline, Travois, the Balance Sheet and Profit & Loss statement for year ending 12/31/15. Mr. Ondelacy also submitted the quarterly SF-425, Federal Financial Report to HUD on 1/28/16, which was due 1/30/16. Mr. Ondelacy's upcoming tasks are to prepare 2015 APR and schedule time with Le Compte, P.C. to commence audit. **Raymond:** When will PAHA hear from MFA about the LIHTC application? **Response:** In May 2016. **Expenditure report:** Fees under Planning & Administration are over but adjustments will be made. **Robin:** What are we testing for lead base paint? **Response:** Mainly the traditional homes that will be rehabilitated, which is a requirement. There were no further inquiries on Mr. Ondelacy's report.

Housing Services Department – Jennette Steward

On-going activities for the month of January, H.S. staff has begun sessions to discuss and plan annual activities for 2016. H.S. staff is currently scheduling 2016 Annual Re-certifications/Inspections. Process of notices continues to be followed each month and for January there were 4 Notices of Delinquencies sent to housing participants. H.S. staff continues to work with clients to remain compliant with PAHA Policies and Procedures. H.S. staff continues to help assist Travois with the completion of the LIHTC application; due date 2/1/16. As of 1/31/16 PAHA has a total of 64 applicants on the Waiting List- 50 Low Rent and 14 Lease Purchase. Mrs. Steward continues to send application renewal letters to applicants on waiting list. On 2/2/16 PAHA had a Status Hearing in regards to K. Clemons. At this time Denise Zuni, PAHA Attorney is requesting a written response from all board that was in attendance of hearing. On 1/27/16 PAHA held their first Hands on Basic Training on Chimney Cleaning and Winterize Water pipes. There were a total of 3 community members in attendance. Next scheduled training is 2/24/16. **Robin:** When is the written response due to Denise? **Response:** Denise is requesting a written response as soon as possible because at this time Ms. Clemons is only being charged for disorderly conduct. So we are looking to build a case based off what was said at the hearing and why the Board decided to uphold the Executive Directors decision. **Robin:** Is the next board meeting sufficient time to turn in responses? **Response:** Yes. **Patrick:** How was the information given to PAHA about Ms. Clemons? **Response:** Through police report and Judge Collins disclosed the charge of disorderly conduct at the status hearing. **Patrick:** Disorderly conduct is a misdemeanor and can be dismissed. **Patrick:** When is next hearing? **Response:** April 12th. **Floyd:** Judge Collins questions PAHA's intent about the One Strike You're Out policy, which is a valid question. Therefore we do need to figure out what our full intent is with this policy or any policy. So by June we should have amended policies for the Board to review. **Robin:** How about looking at an actual apartment lease and tweak it where it is supported by tribal law. **Floyd:** Those are discussion that we will need to have with Denise. Again this goes back to our intent of our policies. **Ezilda:** Does PAHA not allow cohabitation? **Response:** Yes it is a law on the Pueblo of Acoma, but PAHA cannot because we are using public funds and it is considered discrimination. **Raymond:** Do you keep a record of your non-low income applicants. **Response:** Yes. **Robin:** Please include number of non-low income applicants on monthly reports. **Robin:** More information needs to be given to Tribal Council in regards to the services PAHA provides along with the application process. So if PAHA can put together a presentation to present to Tribal Council. There were no further inquiries on Mrs. Steward's report.

Development Department – Francisco Carr

Development department staff continues to accept rehabilitation applications and as of 1/31/16 there are 48 applicants on the rehab waiting list, 6 on the modernization waiting list, and 14 on the rehab waiting list for those over the 80%

median income level. Also 4 new applications and 2 recertifications were received. 2015 Rehabilitation (14 homes), which was originally 16 homes, however two applicants passed away. Project will be conducted in two phases, seven homes per phase. Phase I has been advertised three times and the third time 5 contractors and 2 sub-contractors were present for the walk-thru, however one bid was received but was \$248,107.637 over the estimated amount of \$334,419.67. Phase I will be re-advertised and put back out for bid. Phase II had two general contractors present for the walk-thru, but no bids were submitted. Phase II will be re-advertised and put back out for bid as well. Delivery and Rehabilitation of Two FEMA Trailers, presented under New Business and the Board approved Resolution PAHA-0216-2016-01 to enter into contract with Jackhammer Construction. 2015 Acomita Sewer Main Extension Project, on 1/19/16, PAHA, POA Utility Authority, and IHS met to discuss project update. IHS will complete preliminary Environmental Report at the end of month. Once IHS report is approved, PAHA will submit our Environmental report (reports will mirror each other). Next scheduled meeting is 3/10/16. Pending Projects: 2015 Modernization (3 Homes), scopes of work need to be developed and has a budget amount of \$105,000.00. Maintenance Department: as of 1/31/16 there are 11 open work orders (6 annual inspections & 5 routine). Training/Meetings: Mr. Carr and Mr. Martinez continue to work with Travois in regards to LIHTC application. On 1/27/16 maintenance staff gave a demonstration on weatherization of water pipes and proper cleaning of wood stoves, which was part of the Hands on Basic training. Mr. Carr and the Executive Director attended the SWTHA Triannual Business meeting in Ysleta Del Sur on 1/13/16. **Raymond**: Why are two environmental reports being conducted? **Response**: Federal review guidelines are slightly different and therefore that is why two are being done. **Ezilda**: What came about of the three individuals that came before the Board? **Response**: Patricia Alonzo and Daniel Lucario were put back on the waiting list. Edward Lewis did not turn in paper work; therefore he was taken off waiting list. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Mr. Tortalita's report gave updates on the President's FY 2017 Budget Request, 2015 ICDBG, and NAHASDA Reauthorization. On 2/9/16, President Obama released a record \$4.1 trillion budget for FY 2017. The 2017 budget includes \$48.9 billion for HUD, \$700M for Native American Housing Block Grant, \$20M for project to improve outcomes for Native youth, and \$5M for Jobs Plus. FY 2015 ICDBG applications were due 10/22/15. PAHA submitted an application for Housing (New Construction, Housing Rehabilitation and Homeownership Assistance), Infrastructure, Microenterprise, Public Facilities/Improvements and Land Acquisition. On 2/10/16 PAHA received a phone call from Senator Tom Udall to inform PAHA that our application was selected to receive \$825,000 to complete proposed project. NAHASDA Reauthorization remains top priority for all Native American Housing Entities. NAIHC embarked on a series of outreach sessions to discuss what has worked, what has not, and how to amend the law to enhance NAHASDA's effectiveness. PAHA did get Tribal Councils blessing for 30 Unit LIHTC project. However, there were some councilmen who did not know what tax credits were. Tax credits are set-up by the IRS. They are tax credits that big companies can buy to lower their tax credit liability. There were no inquiries on Mr. Tortalita's report.

9. Announcements & Schedule March 2016 Meeting:

BOC meeting will be held on Tuesday, March 15, 2016 at 5:30 p.m. – PAHA Conference Room. Announcement: General meeting 2/29/16 and programs are welcome to attend and reconstruction of Pinsbarri Road will begin in July 2016. Furthermore, attendance is important and please call ahead of time if you are not available to attend scheduled meeting, so we may reschedule if necessary.

10. Adjournment:

Meeting adjourned @ 8:28 p.m., motioned made by Vice-Chair, P. Ortiz, seconded by Commissioner, E. Paytiamio. Motion carried.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary