



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

"Providing Safe and Affordable Housing Opportunities"

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## Board of Commissioners Meeting

March 17, 2015

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 11, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
  - a.) Board of Commission Officer Elections, *Robin Cruz, BOC Chair*
  - b.) 2014 PAHA Annual Performance Report - *Owen Ondelacy, Finance Manager*
  - c.) Low Rent Conversion – Unit #182 – *Jennette Steward, Housing Services Manager*
8. **Department Reports -**
  - a.) Finance – *Owen Ondelacy, Finance Manager*
  - b.) Housing Services – *Jennette Steward, Housing Services Manager*
  - c.) Development – *Lawrence Ramirez, Development Manager*
  - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

April BOC Meeting – April 13, 2015 - 5:30 pm – PAHA Conference Room

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



"Providing Safe and Affordable Housing Opportunities"

**Minutes of February 11, 2015**  
**PAHA Board of Commissioners Regular Meeting**  
**PAHA Conference Room- 5:30pm**

- 1. Call to Order:** 6:00 p.m.
- 2. Invocation:** Commissioner, Bernard Lewis
- 3. Roll Call:** Present: Chairwoman, Robin Cruz, Commissioners: April Estevan, Damian Garcia, Bernard Lewis; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Lawrence Ramirez; Housing Services Manager, Jennette Steward, and Finance Manager, Owen Ondelacy; Ex-Officios: Tribal Secretary, Jonathan Sims. Absent- Tribal Councilman, Ernest Vallo, Sr.; Commissioner, Patrick Ortiz, and Recording Secretary, Laureen Cheromiah.
- 4. Approval of February 11, 2015 Agenda:**  
Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan.
- 5. Approval of January 21, 2015 Meeting Minutes:**  
Motion to approve: Approved 1<sup>st</sup>- Commissioner, B. Lewis, 2<sup>nd</sup>- Commissioner, A. Estevan.
- 6. Opening Remarks:** Floyd Tortalita, Executive Director  
Couple items to be addressed: Unit 21- Low Rent Conversion and Board Elections. Travel report to Washington, D.C. for Legislative Conference missing from Executive Director's report, but important topics about Legislative Conference will be shared with board during Executive Director's report.
- 7. New Business:**
  - a) Low Rent Conversion Unit 21- Jennette Steward, Housing Services Manager**  
PAHA tenant Stacy Atsyne submitted a letter in October 2014 requesting for conversion from rental to homeownership. All eligibility requirements have been looked at and those requirements include criminal history and payment history. Mrs. Atsyne has met all requirements and is eligible for conversion. Mrs. Atsyne has been in the program for 5 years. She moved into unit in November 2008. Mrs. Atsyne is an excellent tenant and maintains her four bedroom trailer well; only rental trailer in PAHA assisted stock. Purchase price was \$70,100.00 after appraisal, which was done by Marsha Leyba. Policy states that last 24 months of payment will be applied towards purchase price, which caused a price reduction of \$8,749.70- includes \$200.00 security deposit. Price reduction brought price purchase down to \$61,350.30, but because tenant requested appraisal \$650.00 (cost of appraisal) was added bringing total purchase price to \$62,000.30. Tenant has accepted purchase price of \$62,000.30. PAHA is requesting Resolution 0211-2015-01 Approving Purchase Price and Conversion from Rental Program to Homeownership Program for Mrs. Stacy Atsyne- Unit #21 to be approved. Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan. All in favor none opposed.
  - b) Board of Commissioners Officer Elections- Robin Cruz, BOC Chair**  
As stated in the PAHA BOC Bylaws annually the Board of Commissioners will host an officer's election, which than the elected will serve throughout the year. Board went into an executive session. During executive session the Board motioned to table officer elections to next BOC meeting: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan. Motion to approve BOC Vice-Chair Bernard Lewis resignation: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>-Commissioner, A. Estevan. A directive was given to Owen and Floyd to make the necessary changes needed, due to vice-chair resignation.

## 8. Department Reports-

### Finance- Owen Ondelacy

Reviewed expenditures processed in January 2015 to journalize and charge back to 2014. These need to be recorded and included in the SF-425 quarterly report due at the end of the month. Expenditures will be reviewed again ending February 2015 for adjustments needed prior to submitting the 2014 APR, which is due March 30, 2015. A separate journal entry is needed to record outstanding rehab contracts still open at 12/31/2014. Open contracts will be charged to 2014 and reversed out at 01/01/2015, leaving a credit balance in 2015 until they are paid out. This was an audit finding in 2013 and should not be a finding in 2014. Prepared and submitted the quarterly report, SF-425 Federal Financial Report for period ending December 31, 2014. The report was delayed until the last minute in order to include all expenditures for 2014. The quarterly report was submitted to HUD January 29<sup>th</sup>; the report was due to HUD January 30<sup>th</sup>. Reconciled bank accounts in QuickBooks for the General Checking 939, Payroll, Monthly Equity Reserve and Sweep Repo 829 accounts. Also, reconciled QuickBooks with HDS for the month of December 2014. Will contact Axiom in February to schedule 2014 audit and continue to participate in strategic planning meetings. April: What expenditures are needed to be reviewed as stated in bullet one of Finance report? Response: Will be explained when expenditure report is given. April: What is in place to track working progress of rehab contracts and change orders? Response: Lawrence follows a schedule of values and Owen has a contract register, which shows him who the contractor is, contract amount, beginning and ending date of contract. April: What is the deadline date for APS, so BOC has time to review? Response: Shall be ready for review at next BOC meeting. Bernard: How often does PAHA have project meetings? Response: Every two weeks. April: Was payment received from NAHC for going over contract date? Response: No, because the move-in delay was not NAHC's fault. PAHA requested furniture vendor not NAHC. There were no further inquiries on Mr. Ondelacy's report.

### Housing Services- Jennette Steward

Continuously monitoring tenant accounts. Six Notice of Delinquencies (NOD's) were issued for the month of January 2015. Two Notices of Intent to Terminate of the six NOD's were issued due to non-payment. During administrative hearing they entered into a plan of action to cure delinquency and before the end of the month they did get current. H.S staff has begun scheduling 2015 annual inspections and annual recertifications. H.S. staff continues to meet with prospective applicants, and other interested parties pertaining to housing issues. There were two applications received for the month of January: G. Garcia & E. Valdo- paperwork is still being processed. Lot survey requests have been made to the Development department for L. Keene, C. Wanya, and T. Johnson, these homebuyers will reach payoff within the next six months or sooner. As a result of meeting on 1/5/15 with Tribal Council and Tribal Administration, H.S. staff met with Daniel Antonio family on 1/8/15 to discuss outcome of meeting on 1/5/15. Family accepted recertification and entered into a plan of action. In 2014 there were 5 conveyances all part of the project 7- scattered homes, eight title transfers, and 4 evictions. TAR went up due to replacement of appliances. In December 2014 Ms. Joyce Garcia submitted a request to convert from rental to homeownership; paperwork is still being processed and shall be presented at next BOC meeting. There were no further inquiries on Mrs. Steward's report.

### Development Department- Lawrence Ramirez

As of 12/7/14 there are 41 tribal members on the rehabilitation waiting list and 6 for modernization; all below the 80% median income level. Eight tribal members are over the 80% and out on the waiting list, but won't be serviced until the 41 rehabilitation and 6 modernizations have been completed. 2015 FEMA Trailer project consists of two single wide trailers. One unit has been delivered and set-up. Second trailer shall be delivered and set-up in the ensuing months. Scope of work for the second trailer shall begin next month. Funding for this project will come out of the 2015 IHBG Homeownership rehabilitation line item. 2014 Weatherization Project III was awarded to V &

A Construction on 12/11/14 for the rehab of three homes and is scheduled to be completed 2/13/15. Completion date changed to 2/20/15 due to change orders. Project is currently 90% complete. 2014 Weatherization Project IV was awarded to Native American Housing Consultants (NAHC) for the rehab of four homes. Project began 11/14/14 and scheduled to be completed 2/13/14. Completion date changed to 2/16/14 due to change orders. Project is currently 85% complete. 2014 PAHA Administration Office Rehabilitation Project was awarded to NAHC and scheduled to be completed 1/31/15. Project is 100% complete. Correction project is 99% complete, because roof coating has not been completed. Each 2014 project had change orders due to cold weather and unforeseen circumstances. Rose Chavez file was found and a meeting has been scheduled 2/17/15 to go over initial scope of work and punch list. A new scope of work will be generated addressing the concerns she addressed at BOC meeting. Contract was completed; therefore concerns to be addressed will be looked at warranty items. Suggestion made by Damian was to have Floyd sit in on meeting with Lawrence and Rose Chavez. There were no further inquires on Mr. Ramirez's report.

#### Executive Director Report- Floyd Tortalita

NAHASDA Reauthorization is still an ongoing debate, but is still being funding even though it has not been passed. In January 2015 Congressman Steve Pearce reintroduced legislation to reauthorize NAHASDA H.R. 360, which mirrors H.R. 4329 with no changes. NAHASDA Reauthorization looks to be passed in the spring of 2015- bipartisan support. President's FY 2016 budget requests \$660 million to be released to IHBG, which is a \$10 million increase from last year. The president has also proposed \$80 million to ICDBG, which is a \$14 million increase from last year, and \$8 million to the 184 Loan Programs, which is a 1 million increase. Indian Housing funding should be at the \$875 million mark to keep up with inflation, because for the last 17 years it has been at level funding. So a push is being made. Last week at the NAIHC Legislative Conference there were many positive meetings. PAHA was able to present position paper to Congresswoman Gresham, Senator Pearce, and Senator Udall. During meeting with Senator Pearce the PAHA Strategic plan and residential lease were discussed. Senator Pearce was pleased to hear residential land lease will be passed this year and asked to keep him updated. PAHA received a notification from HUD-SWONAP in regards to law suit between HUD and Blackfeet Housing Authority in regards to the repayment of cast units. PAHA and other housing authorities are a part of this huge lawsuit. Through monies that have been recaptured that have been paid back. PAHA has received an amendment to 2015 agreement and has been refunded \$56,106.00 and will need to make amendment to reflect refund. If decision is appealed PAHA will have to pay back refund, which will be withheld from future funding. PAHA plans to use refund towards the rehab of another home. PAHA plans to provide graphic reports to HUD to better showcase progress. Travel report to Washington, D.C. will be March packet. During strategic planning kick-off meeting members set tentative meeting dates. The Senior Citizen meeting has been rescheduled for 2/17/15. Stephanie has stated PAHA is on track and she is getting the information she needs; positive feedback. When questionnaire is sent to the public PAHA hopes to get 150 responses back. Questionnaire will be posted on PAHA's Face Book page and Acoma's website. Keys were turned over to the Lucero family 2/11/15. Invitation from the Lucero family was extended to Board to come see home and expressed gratitude towards PAHA staff and BOC. Annual report will be submitted to Tribal Administration within the week of 2/23<sup>rd</sup> and 2/27<sup>th</sup>. Tribal Secretary: What is time frame for residential land lease? Response: Document is in HUD hands and we assume a positive response. Once document is received back it will be go before Tribal Council. PAHA will keep Tribal Administration informed about rehab project home turn over's and conveyances. There were no further inquires on Mr. Tortalita's report.

#### **9. Announcements & Schedule March 2015 Annual Meeting:**

In the PAHA BOC Bylaws it states meetings will be the second Tuesday of every month. A request is being made to change meeting date back to the second Tuesday of every month. BOC Approved. Next BOC meeting Tuesday, March 10, 2015 @ 5:30pm- PAHA Conference Room.

**10. Adjournment:**

Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan.  
With all in favor meeting adjourned @ 9.07p.m.

Respectfully submitted,



Krystal Vallo,  
Transcribing Secretary