



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

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-5174
Fax: (505) 552-9093

Board of Commissioners Meeting

May 9, 2012
5:30 p.m.

AGENDA

1. **Call to Order** – Don Shields, Board Chairman
2. **Invocation**
3. **Roll Call** – Don Shields, Board Chairman
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – April 18, 2012
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **Old Business**
 - a.) PAHA Relocation Policy – Floyd Tortalita, Executive Director
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**

June BOC Meeting – June 13, 2012 - 5:30 pm – PAHA Conference Room

10. **Adjournment**

PAHA Board of Commissioners Regular Meeting Minutes
April 18, 2012 – 5:30 p.m.
PAHA Conference Room

1. **Meeting called to order:** @ 6:00 p.m. by Chairman, Don Shields, Jr.
2. **Invocation:** Ex-Officio, Ernest Vallo, Sr..
3. **Roll Call** – Present: Chairman, Don Shields Jr., Vice-Chair., Robin Cruz; Members: Bernard Lewis; April Estevan; Tim Chavez, Tribal Ex-Officio, Ernest Vallo, Sr. PAHA Staff: Exec. Director, Floyd Tortalita; Finance Mgr. Owen Ondelacy; Dev. Mgr. Lawrence Ramirez; Housing Services Mgr., Jennette Steward and Recording Secretary, Veralyn Farias .
Note: It was announced Tribal Secretary indicated he would be attending tonight's meeting however would be running late. Mr. Lucario did arrive later in the evening.

4. **Approval of Agenda:**

Motion to accept and approve tonight's Agenda made by Member, Bernard Lewis, seconded by Member, Robin Cruz.

5. **Approval of Minutes:**

Due to the confidential nature of the Garcia case, Executive Director made a recommendation the section in the Minutes where Housing Services Manager presented her report to the Board *prior* to the Executive Session be stricken from the Minutes. The Board was in agreement and a "revised" set of Minutes excluding Ms. Stewards' report were distributed. Vice-Chair, Robin Cruz motioned to accept the "*Revised*" Minutes excluding the Garcia case report, seconded by Member, April Estevan.

6. **Opening Remarks:**

Executive Director thanked the Board for re-scheduling the April Board meeting from April 11th to the 18th. The SWTHA (Southwest Tribal Housing Alliance) meeting scheduled during that week in Arizona required his attendance. He stated tonight's Agenda was a brief one, consisting mainly of department reports plus a number of issues which require direction from the board, particularly the C.D. (Certificate of Deposit) issue with the Tribe. Also, the Relocation Policy will be *Tabled* again, states it is still under legal review by PAHA's attorney.

7. **Old Business: Relocation Policy**

(Skipped to #8 Department Reports)

8. **Department Reports:**

Finance – Owen Ondelacy

Mr. Ondelacy hopes to have the audit completed before the August Board meeting in order that it can be presented to the Board for their review and acceptance. The report will be forwarded to the Tribe in time to meet their audit deadline of September 30th.

Questions/comments:

Question: What are Office Costs under the Operating Budget, Vice-Chair, states the amount seems a bit high.

Response: This is for office supplies or anything considered an office expense.

Chair also asked if the drawdown amount of \$474+ earned interest? Response yes, PAHA has a Sweep Account in the General Checking acct. in the amount of \$700K, there is also a Sweep Repo which contains approx., \$4M+, drawing interest @ \$200.00-\$300.00 a month.

Comment: Member, T. Chavez asked if documentation or report to IRS was made and corrected referencing his W-2 that contained an error with his SSN. Response: Yes, it was completed.

Housing Services: Jennette Steward

Update on waiting list, it is currently at 92 applicants.

Occupants have been selected for the recently vacated unit. There is a family member who is handicapped, therefore, PAHA will make a few adjustments to the unit to make it handicapped accessible, a requirement of ADA.

Questions/Discussion:

Board had several questions when a tenant moves out, i.e., are they assessed for damages to the unit? If PAHA cannot collect what happens? Ms. Steward explained renters have security deposits they pay upon move-in. In the event a tenant vacates and if repairs are needed which are beyond normal wear and tear, the security deposit is applied. If the entire amount is not used PAHA will reimburse the renter the remaining balance. Ms. Steward explained anytime monies are owed by current or previous renters or homebuyers PAHA will utilize the Tribal court system to recover their costs, whether for repair costs or non-payment of rent/house payments. Another issue was whenever a homebuyer has a maintenance issue. Can PAHA assist in some way? Response, PAHA performs courtesy calls and makes recommendations by providing information on local

contractors or companies to resolve their maintenance problems. Annual Inspections also provide insight to problem areas that need to be addressed for current tenants/homebuyers. If maintenance problems exist, follow-up inspections are performed 30 – 60 days when a deficiency is noted.

Development/Maint. –Lawrence Ramirez:

Questions/Comments/Info:

Fencing Project –working on final close-out, once warranty bond is issued by contractor, contractor will be paid in full.

MFA Project 1(total rehab.) Cynthia Lewis unit - budgeted for \$80K, actual amt. spent \$71K, remaining balance \$9K is reimbursed to PAHA. @ 90% complete, should be 100% complete by next week. Due to total rehab of this home, the homeowner is moved to Sky City. Note: Acoma is leading the way with the MFA projects unlike other housing authorities in the area, (Santa Ana, Taos, Zia, Picuris & Isleta). MFA has suggested these housing authorities seek guidance from Acoma on processing the required MFA paperwork. MFA has also suggested, once the NOFA (Notice of Funding Avail.) is rec'd that Acoma work on six (6) more homes and one (1) outside Acoma. Also, it has been a plus for Acoma due their clean audits

MFA Project 2 Elmer J. Chino – a traditional unit was budgeted for \$80K, requested amt. 65K may require change orders.

2012 Rehab./Weatherization – budgeted @ \$200K due to the limited amt, project will focus on the needs of a unit i.e., roofs, ADA & Weatherization.

Lucero unit – water/sewer lines & carpet are in place or are being worked on. Homes Direct will do final walk through.

Vice Chair asked what involvement the Tribe had in this project. E.D. stated due to budget constraints they were unable to assist. However, they bladed the roads and cleared the area where the unit would be placed. Total amount PAHA spent on this project - \$112K. This home still has no power (electricity) hook-up. Executive Director, F. Tortalita asked Tribal Sec'y, for an update to this CDEC/Pueblo of Acoma litigation issue. Mr. Lucario replied Acoma met with the PRC (Public Regulations Commission) in Santa Fe earlier on however both parties did not reach a compromise. Another meeting has been re-scheduled.

Executive Director – Floyd Tortalita

Questions/Comments:

Residential Leasehold –May 3, 2012 next scheduled meeting with Tribal Council regarding the Leasehold. There are numerous benefits for the Pueblo once this is accepted and approved.

PAHA Policies: PAHA currently has 17 policies in place. Will need to make certain all policies are in place, this will include involvement of PAHA Board members and staff at a retreat. Relocation Policy – still continues to be reviewed by legal counsel. Attorneys are reviewing to make certain the policy does not contradict other policies and or regulations already in place.

ICDBG application for \$825K. PAHA recently rec'd a pre-award letter, HUD is requesting to make a few corrections to the application which was completed and sent back. Mr. Tortalita states he is very optimistic PAHA will receive this award.

Certificate of Deposit – PAHA continues to stand by its' decision, that the burden of proof lies with the Tribe along with the correspondence previously sent to Tribal Administration regarding this issue. A lengthy discussion ensued with Tribal Secretary present. Member T. Chavez recalls at the last meeting between PAHA and Tribal Council, Council directed PAHA to safe-guard PAHA's property and assets. Keeping in mind with that, and out of respect for Tribal Council's directive, PAHA and will maintain its stand on this issue. Member B. Lewis stated, any discussion expressed this evening on this issue will not be made public.

9. Announcements & Schedule next Board Meeting –

Next scheduled Board Meeting – May 9, 2012 - 5:30 p.m., PAHA Conference Room.

No Executive Session was called.

10. Adjournment:

Member, Bernard Lewis motioned to adjourn the meeting, seconded by Vice-Chair, Robin Cruz, meeting adjourned 7:33 p.m..

11. Executive Session - postponed

Respectfully submitted,



Veralyn Farias
Recording Secretary