



Pueblo of Acoma Housing Authority

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The Pueblo of Acoma Housing Authority mission is to provide decent, safe and affordable housing opportunities and services for low-income and non-low-income Pueblo of Acoma families, residing on and off reservation, while preserving and enhancing traditions and natural resources thereby promoting the general welfare of all Pueblo of Acoma people.

SIGN-IN SHEET

PUEBLO OF ACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
May 13, 2003

BOARD OF COMMISSIONERS

Duane Mousseau, Chairman

Duane Mousseau

Michael Torivio, Vice Chairman

Michael Torivio

Geraldine Vallo, Commissioner

Freida Vallo, Commissioner

Myron Garcia, Commissioner

Myron Garcia

Michael Lewis, Ex-Officio (Tribal Council)

Ted Ortiz, Ex-Officio (Tribal Administration)

PAHA STAFF

Raymond J. Concho, Jr., Executive Director

Raymond J. Concho, Jr.

Owen Ondelacy, Assistant Director

Owen Ondelacy

Floyd Tortalita, Development Specialist

Floyd Tortalita

Patricia J. Alonzo, Accountant

Patricia J. Alonzo

Rose Histia, Homeownership Supervisor

Rose Histia

Jennette Steward, Homeownership Specialist

Jennette Steward

Connie R. Silva, Homeownership Specialist

Connie R. Silva

Gwen Garcia, Administrative Assistant

Gwen Garcia

Tina M. Poncho, Secretary/Receptionist

Tina M. Poncho

Lawrence Ramirez, Maintenance Supervisor

Lawrence Ramirez

Vacant, Maintenance Worker

Marion Salvador, Maintenance Clerk

Marion Salvador

MEETING ADJOURNED AT

10:40 pm

RON MCCLURE ARCHITECT
JORGE PAOMBO NAHIC

Ron McClure
Jorge Paombo

AGENDA

Pueblo of Acoma Housing Authority Board of Commission Regular Meeting
Sky City Hotel & Conference Center
Acomita, New Mexico
May 13, 2003
6:30 P.M.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Approve Minutes – None
- VI. Announcements
 1. Introduction of Guests and Comments
 2. Southwest Office of Native American Programs, U.S. Department of Housing and Urban Development, on-site review, May 12-16, 2003
 3. PAHA's Annual Homeownership Week, June 8-13, 2003
 4. NAIHC 29th Annual Convention & Trade Show, New Orleans, LA, June 23-25, 2003
- VII. Reports
 1. Financial Report – Kenneth Purwin, Central Accounting Department
 2. Design presentation on the new PAHA office building, Jorge Palombo, NAHC
 3. Executive Director's Report, Raymond J. Concho, Jr., Executive Director
- VIII. Old Business
 1. Amendment to the Collection and Evictions Policy (Tabled)
 2. Approve Renovation and Emergency Home Repair Policies and Procedures (Tabled)
- IX. New Business
 1. Resolution to Amend Proceeds of Sale Policy
 2. Approve 2003 Travel & Training Plan
- X. Schedule Next Board of Commission Meeting
 1. Next Board of Commission Meeting is scheduled June 10, 2003
- XI. Adjourn

PUEBLO OF ACOMA HOUSING AUTHORITY
Board of Commission Meeting Minutes for May 13, 2003

ITEM I. CALL TO ORDER

Meeting was called to order at 6:40 p.m. by Chairman Duane Mousseau

ITEM II. INVOCATION

Invocation was given by Vice Chairman Michael Torivio

ITEM III. ROLL CALL

Roll call was made with the following present:

Duane Mousseau, Chairman

Michael Torivio, Vice Chairman

Myron Garcia, Commissioner

Guests:

Tribal Secretary Ted Ortiz

Jorge Palombo, Native American Housing Consultants

Ron McClure, Architect

Staff:

Raymond Concho, Jr., Executive Director

Owen Ondelacy, Assistant Director

Patricia Alonzo, Accountant

Rose Histia, Homeownership Supervisor

Jennette Steward, Homeownership Specialist

Connie Silva, Homeownership Specialist

Gwen Garcia, Administrative Assistant

Tina Poncho, Secretary/Receptionist

Lawrence Ramirez, Maintenance Supervisor

Marion Salvador, Maintenance Clerk

ITEM IV. APPROVAL OF AGENDA

As noted there are two additions to include on the agenda under Item VII-Reports #3a. Reading of a letter from Mr. Concho directed to the Board of Commission, and under Item IX- New Business #3 Approve Contract with Native American Housing Consultants for Construction Management Services and Architect Services.

A Motion was made by Commissioner Myron Garcia to approve the agenda as read, seconded by Vice Chairman Michael Torivio. Motion carries.

ITEM V. APPROVE MINTUES

There are no minutes to approve for January 2003 meeting.

ITEM VI. ANNOUNCEMENTS

1. *Introduction of Guests: Jorge Palombo, NAHC and Ron McClure, Architect*
2. *Southwest Office of Native American Programs, U.S. Department of Housing and Urban Development, on-site review, May 12-16, 2003.*

On- site visit by HUD officials from the Phoenix Office. (John Fernandes, Alex Barela and Robert Holden) This is our first actual site visit to evaluate all our organizational activities and organizational structures. As Mr. Ondelacy had mentioned, yesterday we did have an entrance conference with key staff, Chairman, as well as Tribal Secretary Ted Ortiz. HUD officials will be looking at the entire, major requirements that are under NAHASDA.

One critical meeting that will be occurring Friday morning at 10:30 a.m. is the Exit Conference and HUD will begin to share their preliminary findings and make some recommendations for approving the overall operations of the Housing Authority. We have about sixty days (60) to respond or develop a report. This is a key activity and one thing staff have done over a month ago was to sit down with Mr. Ondelacy and review the monitoring assessment tool that HUD provides to all housing authorities across the country.

3. *National Homeownership Week, scheduled for June 9-13, 2003 will consist of Community Clean Up, Youth Day, Semi-Annual Housing Forum scheduled for Wednesday, June 11, 2003. We have several organizations scheduled to come out, AMERIND, and Mr. Leo Alderette who will be doing a demonstration on the mechanical program.*
4. *NAIHC's 29th Annual Convention & Trade Show, New Orleans, LA., June 23-25, 2003. The following staff who will be attending are Patricia Alonzo, Tina Poncho, Floyd Tortalita, Chairman Mousseau and Tribal Secretary Ted Ortiz.*

ITEM VII. REPORTS

1. *Financial Report – Kenneth Purwin, Central Accounting (Tabled)*

A recommendation was made since Mr. Purwin is not here, and there are no documents produced by the Accounting Department. A motion was made by Commissioner Myron Garcia to table the Financial Report, seconded by Vice Chairman, Michael Torivio. Motion carries.

2. *Design Presentation on the new PAHA office building, Jorge Palombo, NAHC and Ron McClure, Architect*

We have been working for approximately two months on the design of the new housing authority building. We are more or less 80% complete with the design. We are going through the review. We have performed the soils test which gives us an idea of what type of footing to use. The building is approximately 5,000 square feet. We are designing two buildings, the housing authority building, plus the maintenance building. Both will be on the same side as the actual housing authority building is now. We have been doing an on-going review with the staff. We've had about 3-4 meetings already, where all the staff have been participating in the room, sizes, and the amenities, and how the building will function

with the people who will be working in it. We plan to complete this by the end of June so we can start the construction by July. We have met with the Tribal Planner who advised us on the relations of the Pueblo of Acoma, for example we have to have a building permit. We are working with the soil engineer from Albuquerque. We have a structural engineer who is working on the design and we have Mr. Ron McClure working on the architectural design. We estimate about \$75 per square feet, 75,000 square feet of building plus 6,000 square feet for the Maintenance building. The Maintenance building would be about \$60 per square feet. At some point the project will cost extra due to excavation. Question: from here until the approximate date of groundbreaking what major things do you need to do and when do you think you can get them done by? 1) Public Work; 2) Information about building permit; 3) land assignment in writing, tribal planner suggested and recommended that. Question: what are you lacking? Lack some of the specifications, lack heating, lack of plumbing, getting bids in a couple of days from structural engineer's for concrete design. Approximate groundbreaking July 2003, finalized by December 2003.

3. *Executive Director's Report, Raymond J. Concho, Jr.*

In terms of homeownership this is where you would address all housing activities related to ownership, rental and hopefully mortgage assistance. In the same token we do a lot of public outreach. We manage about 201 housing units. Current activities include collection of housing payments, enforcement of collection and eviction policies. We initially amended our collections and eviction policy.

One positive thing that staff have done is making the time to meet with individual families to work out some kind of agreement or plan. Responsible for Annual Inspections and Annual Certifications.

Delinquent housing payment balance continues to decrease. For April 30, 2003, the balance was \$82,013.92.

The Mortgage Assistance Specialist has been hired, Chandler Sanchez will start tomorrow May 14, 2003. Pending is the HUD's Section 184 Loan Guarantee Program. Mortgage Law has been reviewed and accepted by the Tribal Attorney. A tribal council meeting is pending to adopt final provisions.

The Mechanical Rehabilitation and Training Program plan is complete for all housing units built with HUD funds. About 183 housing units were assisted. A roofing Rehabilitation and Training Program will be established. This will be coordinated with NAHC.

The 2002 Reservation-Wide Inventory and Assessment is complete. About 983 housing units were assessed. A Housing Area Site Map and project report was presented to the Tribal Council and Tribal Administration on May 7, 2003.

An 18-month contract for \$223,995 for construction management and architect services is pending review by Tribal Secretary.

The 61-housing unit project is complete. Overall, the housing structure is sound. Most concerns related to doorknobs, carpet, street lights, erosion, wood stoves, and other non-structural items.

The Skyline Wastewater Lagoon was expended. Treated wastewater will be reused to irrigate poplar trees. The tribe will manage the operations and maintenance of this expanded project. PAHA used HUD funds to expand this project.

The traditional housing unit demonstration project is completed. This housing unit will be a homeownership unit under the Lease Purchase Program.

HUD has a concern on the total project cost and will provide a written response after meeting with PAHA staff and visiting the project site.

The PAHA is establishing a new "Housing Maintenance Department". Hiring for a Maintenance Supervisor, Maintenance Worker and Maintenance Clerk is completed. The PAHA will manage and maintain 36 rental housing units.

The 2002 Annual Performance Report (APR) was submitted to HUD by March 1, 2003. The APR is pending review by Phoenix ONAP HUD staff.

The 2002 Audit was completed in March 2003. A final report is pending completion.

The 2003 Indian Housing Plan (IHP) is due July 1, 2003. PAHA will complete the IHP by May 16, 2003. This plan will include a new 5-year plan from 2003 to 2008.

The Memorandum of Agreement between the PAHA and Pueblo of Acoma should be negotiated and extended to December 31, 2003.

The PAHA should establish its financial management system by December 31, 2003.

3a. Reading of a letter from Mr. Concho to Board of Commission

For the record, Chairman Mousseau has accepted the resignation of Executive Director effective May 16, 2003.

A motion for a 10 minutes recess was made by Vice Chairman Michael Torivio, seconded by Commissioner Garcia. Motion carries. The time is 8:35 p.m.

Meeting was reconvened at 8:54 p.m.

ITEM VIII. OLD BUSINESS

1. Amendment to the Collections and Evictions Policy (Tabled)

Request to include a section under the MEPA Utilization for Home Repairs. This will be based on the emergency need. Monthly Equity Payment of Account which is actually equity that is accrued by making timely house payments, and in that policy it includes that they will do a Payback Agreement to replenish the MEPA that they use. The Renovation and Emergency Home Repair is in draft form. This has not been addressed as of yet. We have been concentrating more on the Collections and Evictions.

Suggestion was made that we walk this through with the Board of Commission to visit these policies because it ties in the elderly and handicap in regards to the contract we are ready to execute with NAHC.

2. Approve Renovation and Emergency Home Repair (Tabled)

A Motion was made by Chairman Duane Mousseau to remain tabled until we can get a working session together, seconded by Commissioner Myron Garcia. Motion carries.