



# Pueblo of Acoma Housing Authority

P.O. Box 620, Pueblo of Acoma, NM 87034 – Phone: (505) 552-6118 – Fax: (505) 552-0542

*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 the 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  
SKY CITY HOTEL & CONFERENCE CENTER

July 21, 2003

22,

### BOARD OF COMMISSIONERS

Duane Mousseau, Chairman

*Duane Mousseau*

Michael Torivio, Vice Chairman

*Michael Torivio*

Geraldine Vallo, Commisisoner

*Geraldine Vallo*

Myron Garcia, Commissioner

*Myron Garcia*

Freida Vallo, Commissioner

*Freida Vallo*

Michael Lewis, Ex-Officio (Tribal Council)

A

Ted Ortiz, Ex-Officio (Tribal Administration)

A

### PAHA STAFF

Vacant, Executive Director

V

Owen Ondelacy, Assistant Director

O

Floyd Tortalita, Development Specialist

*Floyd Tortalita*

Chandler Sanchez, Mortgage Specialist

*Chandler Sanchez*

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

A

Lawrence Ramirez, Maintenance Supervisor

*Lawrence Ramirez*

Curtis Paytiamo, Maintenance Worker

*Curtis Paytiamo*

Marion Salvador, Maintenance Clerk

A

MEETING ADJOURNED AT

*Kenneth Purwin, Controller*

*Kenneth Purwin*

## AGENDA

Pueblo of Acoma Housing Authority Board of Commission Regular Meeting  
Sky City Hotel & Conference Center  
Acoma, New Mexico  
July 22, 2003  
6:30 P.M.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Approve Minutes of June 17, 2003
- VI. Announcements
  1. NAIHC Board of Commissioner's Training, September 3-4, 2003, Albuquerque, NM
- VII. Reports
  1. Financial Report, Mr. Ken Purwin, Controller, Central Accounting Department
  2. Homeownership Department Update, Rose Histia, Homeownership Supervisor
  3. Maintenance Department Update, Lawrence Ramirez, Maintenance Supervisor
  4. Contract update between PAHA and Dyron Murphy Architects for Feasibility Project, Floyd Tortalita, Development Specialist
  5. Contract update between PAHA and Native American Housing Consultants on the Architect and Project Management & Modernization Project, Floyd Tortalita, Development Specialist
- VIII. Old Business
  1. Approve Renovation and Emergency Home Repair Policies and Procedures (Tabled)
  2. Tribally Determined Wage Rate, Floyd Tortalita, Development Specialist
- IX. New Business
  1. Beverly J. Valley, Homebuyer, Project #03 – Issues and Concerns
  2. Maintenance Policies and Procedures, Lawrence Ramirez, Maintenance Supervisor
- X. Schedule Next Board of Commission Meeting
  1. Next Regular Board Meeting scheduled for August 12, 2003, 6:30 p.m. TBD
- XI. Adjourn

*Approved by Commissioner Garcia  
w/ Revising seconded by Commissioner  
Gene Vallo. Motion carries.*

**PUEBLO OF ACOMA HOUSING AUTHORITY**  
**Board of Commission Regular Meeting**  
**Sky City Hotel and Conference Center**  
**July 22, 2003**

**ITEM I. CALL TO ORDER**

Meeting was called to order at 6:43 p.m. by Chairman D. Mousseau

**ITEM II. INVOCATION**

Invocation was given by Michael Torivio, Vice-Chairman

**ITEM III. ROLL CALL**

Roll call was made with the following individuals present:

Board of Commissioners:  
Duane Mousseau, Chairman  
Michael Torivio, Vice-Chairman  
Freida H. Vallo, Secretary  
Myron Garcia, Commissioner  
Geri Vallo, Commissioner

Housing Staff:  
Floyd Tortalita, Development Specialist  
Rose Histia, Homeownership Supervisor  
Patricia Alonzo, Accountant  
Jeanette Steward, Homeownership Specialist  
Connie Silva, Homeownership Specialist  
Gwen Garcia, Administrative Assistant

Maintenance Staff:  
Lawrence Ramirez, Maintenance Supervisor  
Curtis Paytiamo, Maintenance Worker

Guest:  
Kenneth Purwin, Pueblo of Acoma Controller

**ITEM IV. APPROVAL OF AGENDA**

A request was made by R. Histia, Homeownership Supervisor to move Item IX. No. 1, due to Homebuyer B. Valley being present and who would like to voice her issues and concerns, no objections. A motion was made by Commissioner Myron Garcia to approve the agenda as read with changes, seconded by Commissioner M. Torivio. Motion carries.

**ITEM V. APPROVE MINUTES**

Motion was made to approve minutes for June 17, 2003 with (4) revisions, by Commissioner M. Garcia and seconded by Commissioner G. Vallo. Motion carries.

**FOR THE RECORD:** At this time part of the Housing Staff, and Mr. Purwin were excused for item, IX. New Business. No. 1, those present to hear issues and concerns were Pueblo of Acoma Board of Commissioners, R. Histia, Homeownership Supervisor; F. Tortalita, Development Specialist and L. Ramirez, Maintenance Supervisor. Issues and concerns were addressed by Ms. Valley and recommendation was made that items will be discussed at a later date.

**ITEM VI. ANNOUNCEMENTS**

1. NAIHC Board of Commissioner's Training, September 3-4, 2003, Albuquerque, NM, Hyatt Regency. Recommended that any Board Member attend, if interested please notify Gwen Garcia.

**ITEM VII. REPORTS**

1. FINANCIAL REPORT, MR. KEN PURWIN, CONTROLLER, CENTRAL ACCOUNTING DEPARTMENT

Accounting information was presented and reviewed, discrepancies in accounts were found, and a recommendation was made for P. Alonzo and K. Purwin to meet and go over the accounting records. Chairman Mousseau mentioned that the MOA between PAHA and Central Accounting will be ending on July 31, 2003 and recommended an extension to the MOA, so that

expenditures and balances are completed, extension will be made to December 31, 2003. A motion was made to accept the report by Commissioner M. Garcia, seconded by Commissioner G. Vallo, motion carries.

2. HOMEOWNERSHIP DEPARTMENT UPDATE, ROSE HISTIA, HOMEOWNERSHIP SUPERVISOR

Report was read and reviewed, suggestions were made. Meetings to be formatted to separate and identify those held for residents and participants, and add heading for staff training. Pages are to be numbered, continue to achieve goal of reducing housing payment delinquency, plan training a year in advance for needed training of policies for participants and staff development. Report will be done on a quarterly basis. Motion was made by Commissioner M. Garcia to accept the report and seconded by G. Vallo, motion carries

3. MAINTENANCE DEPARTMENT UPDATE, LAWRENCE RAMIREZ, MAINTENANCE SUPERVISOR

Report was read, and reviewed. Suggestions were made for a street light near the purchased storage shed, identification cards for employees and discussion on the work done for J. Victorino's home. A master key system, for rental units, is to be used for emergency purposes and for repairs that need to be made if the participant is not available, permission will be requested before entry is made. Suggestion was made that possibly a master key be given to the Police or the Fire Departments. No further comments. Motion made to accept the report by Commissioner M. Garcia, seconded by Vice-Chairman M. Torivio, motion carries.

FOR THE RECORD: RECESS FOR 10 MINUTES CALLED BACK TO ORDER AT 9:03 PM.

4. CONTRACT UPDATE BETWEEN PAHA AND DYRON MURPHY ARCHITECTS FOR FEASIBILITY PROJECT, FLOYD TORTALITA, DEVELOPMENT SPECIALIST

Update was given on pending contract, requisition was submitted in the amount of \$42,280, price and proposal were okay, a notice of acceptance of proposal was done and Budget Modification was previously submitted. However, David F. Garcia, Contract & Grant Coordinator is requesting that the contract be signed by Tribal Administration, since there is no Executive Director, also the Resolution that was approved designating F. Tortalita, Development Specialist to execute the contract by the PAHA Board of Commissioners is not valid, according to Mr. D. Garcia. Consultation was made with Denise Chee, Attorney, stating that the contract does not need and should not be signed by Tribal Administration due to Title 16 and Tribal Sovereignty.

5. CONTRACT UPDATE BETWEEN PAHA AND NAHC ON THE ARCHITECT AND PROJECT MANAGEMENT & MODERNIZATION PROJECT, FLOYD TORTALITA, DEVELOPMENT SPECIALIST

Same steps have been followed as with any other contracts under HUD Regulations, proposals have been reviewed by Housing and HUD guidelines are followed; procurement has not had a problem with this due to the strictness of HUD guidelines. Accounting is saying that the contract should not have been given to NAHC due to a conflict of interest because of NAHC conducting the previous study and again PAHA Board of Commissioners Resolution is not valid. F. Tortalita, Development Specialist requested for status on contract, response was that contract was being reviewed by Chestnut Law Office. Meeting was previously held with Accounting, and issues and concerns were voiced. Question was brought up by Accounting and Tribal Administration as to delegation of authority in the absence of an Executive Director, consultation was made with Attorney Chee and delegation can be done by Board of Commissioners. Due to internal problems with the Accounting Department, separation is needed from the Accounting Department so that PAHA will be able to provide more efficient services.

**ITEM VIII. OLD BUSINESS**

1. APPROVE RENOVATION AND EMERGENCY HOME REPAIR POLICIES AND PROCEDURES

Previously tabled, policy pertains to the modernization project for roof replacement, emergency services and handicap rehabilitation. This policy will be used as a basis for individuals to qualify to receive these services and will be conducted as a grant. A grant will be more feasible due to a need for funds to be spent and unable to collect repayment according to

NAHSDA guidelines. A working session was previously held on July 7, 2003 and information was reviewed, no further comments and or revisions were received. Motion made by Vice-Chairman M. Torivio to untable the Policy, seconded by Commissioner M. Garcia, motion carries.

**RESOLUTION APPROVING THE REHABILITATION AND EMERGENCY HOME REPAIR POLICIES AND PROCEDURES**  
Resolution No. PAHA-072203-01 was read by F. Vallo, BOC Secretary, motion was made by Commissioner M. Garcia for a vote, seconded by Vice-Chairman M. Torivio, motion carries. Resolution was passed with 5 in favor, 0 opposed, 0 abstained.

2. **TRIBALLY DETERMINED WAGE RATE, FLOYD TORITALITA, DEVELOPMENT SPECIALIST**

F. Tortalita, Development Specialist advises information is 90% complete, he is still checking with local contractors and HUD to obtain further information, once all information is received, next step would be receiving Tribal Administration's concurrence and approval. In regards to the new office for the Housing Authority, drawings and specifications have been completed. A request was made by Development Specialist for a Special Board Meeting for discussion of Wage Rate. Comment was made by Chairman Mousseau that without this wage rate, and if Davis Bacon is used the PAHA office construction cost would increase by \$200,000 plus. This information could also be used in further upcoming projects.

**ITEM XI. NEW BUSINESS**

1. **BEVERLY J. VALLEY, HOMEBUYER, PROJECT #03 – ISSUES AND CONCERNS**

Previously conducted.

2. **MAINTENANCE POLICIES AND PROCEDURES, LAWRENCE RAMIREZ, MAINTENANCE SUPERVISOR**

Request was made by L. Ramirez, Maintenance Supervisor to have item tabled and for a working session to go over policies and procedures for rental units only. Motion made by Commissioner M. Garcia to table item, seconded by Vice-Chairman M. Torivio.

**ITEM X. SCHEDULE NEXT BOARD OF COMMISSION MEETING**

1. Special meeting to be held on July 30, 2003, for Maintenance Polices and Procedures, Tribally Determined Wage Rate and MOA with Central Accounting.
2. Next Regular Board Meeting tentatively scheduled for August 12, 2003 at 6:30 PM, place to be determined.

**ITEM XI. ADJOURN**

A motion was made by Vice-Chairman M. Torivio to adjourn the meeting, seconded by Commissioner M. Garcia. Meeting adjourned at 10:10 p.m.

Respectfully submitted,



Freida H. Vallo  
BOC Secretary