

# 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 SPECIAL MEETING  
ACOMA TRIBAL COUNCIL CHAMBERS  
July 30, 2003

### 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)

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Ted Ortiz, Ex-Officio (Tribal Administration)

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### PAHA STAFF

Vacant, Executive Director

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Owen Ondelacy, Assistant Director

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Floyd Tortalita, Development Specialist

*Floyd Tortalita*

Chandler Sanchez, Mortgage Specialist

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Patricia J. Alonzo, Accountant

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Rose Histia, Homeownership Supervisor

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Jennette Steward, Homeownership Specialist

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Connie R. Silva, Homeownership Specialist

*Connie Silva*

Gwen Garcia, Administrative Assistant

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Tina M. Poncho, Secretary/Receptionist

*Tina Poncho*

Lawrence Ramirez, Maintenance Supervisor

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Curtis Paytiamo, Maintenance Worker

*Curtis Paytiamo*

Marion Salvador, Maintenance Clerk

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MEETING ADJOURNED AT

8:56 PM

*Karen C. Chino*

*Karen C. Chino*

**PUEBLO OF ACOMA HOUSING AUTHORITY**  
**Board of Commission Special Meeting**  
**Acoma Tribal Auditorium**  
**July 30, 2003**

**ITEM I. CALL TO ORDER**

Meeting was called to order at 6:55 p.m. by Chairman D. Mousseau

**ITEM II. INVOCATION**

Invocation was given "in one's own way."

**ITEM III. ROLL CALL**

Roll call was made with the following individuals present:

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

Housing Staff:  
Floyd Tortalita, Development Specialist  
Connie Silva, Homeownership Specialist

Maintenance Staff:  
Lawrence Ramirez, Maintenance Supervisor  
Marion Salvador, Maintenance Clerk

Guest:  
Karen Chino, Public Notary

**ITEM IV. APPROVAL OF AGENDA**

Request was made by Connie Silva, Homeownership Specialist to move IX. New Business, No. 1. Quit Claim Deeds (2). Motion was made by M. Garcia, Commissioner to approve the agenda with corrections, seconded by G. Vallo, Commissioner, motion carries.

FOR THE RECORD: ITEM IX. New Business, No. 1 Quit Claim Deeds, carried forward as requested. (2) Quit Claim Deeds, Karen Antonio and Jeffrey R. Garcia, participants have paid off homes. Documents will be forwarded to the Governor's Office, then to SPA, participants will received original and copy will be kept with the PAHA Office. Chairman Mousseau noted for the record that documents have been dated as attested by signatures of Duane Mousseau, BOC Chairman, Freida H. Vallo, BOC Secretary and Karen Chino, Public Notary, for the 30<sup>th</sup> day of July, 2003.

**ITEM V. APPROVE MINUTES - None**

**ITEM VI. ANNOUNCEMENTS - None**

**ITEM VII. REPORTS - None**

**ITEM VIII. OLD BUSINESS**

**1. MAINTENANCE POLICES AND PROCEDURES, LAWRENCE RAMIREZ, MAINTENANCE SUPERVISOR**

Purpose of Maintenance Policies and Procedures is for rental units only and to establish policy and procedures for the Maintenance Department, this is the first phase. Second phase would be to extend services to Mutual Help Homes and third phase possibly reservation wide; last two phases would be conducted at a fee to homeowners. Fee charges have been estimated based on repair or replacement of items, man hours, labor and rental of needed equipment.

Maintenance Policies and Procedures were reviewed and some of the following recommendations were made, to include a fee schedule, internal control of money, breakdown of charges, record of work done on a unit and handling of emergency

situations. Item to remain tabled for recommended changes, for possible presentation of finished project along with Resolution and required documents, at next Board Meeting.

2. TRIBALLY DETERMINED WAGE RATE, FLOYD TORTALITA, DEVELOPMENT SPECIALIST

Information is still being gathered, since this is about the first time any tribe has attempted to conduct a prevailing wage rate, this wage rate would have to be for all employees of tribal employment, another option would possibly be to word the document to be used only for the Pueblo of Acoma Housing Authority office construction, consultation has been made with Cyrus Toi and Attorney D. Chee. Tribal Ordinance or Resolution would need to be presented for approval of adopting the wage rate; this wage rate is being done in order to bring construction costs down. Further consultation and guidance will be made before final presentation of wage rate. Item to remain tabled.

Chairman Mousseau and F. Tortalita informed the Board that a meeting was scheduled with Tribal Administration in reference to concerns that PAHA had concerning the Accounting Department, meeting to be held on August 5, 2003 at 1 p.m.

**ITEM IX. NEW BUSINESS**

1. QUIT CLAIM DEEDS (2), CONNIE R. SILVA, HOMEOWNERSHIP SPECIALIST

Previously conducted and completed.

2. MEMORANDUM OF AGREEMENT BETWEEN THE PUEBLO OF ACOMA AND THE PUEBLO OF ACOMA HOUSING AUTHORITY, BOARD OF COMMISSION CHAIRMAN DUANE MOUSSEAU

Addendum of MOA for extension of services was read by Chairman Mousseau verbal consensus was made by all present for approval.

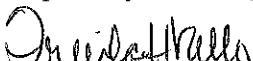
**ITEM X. SCHEDULE NEXT BOARD OF COMMISSION MEETING**

1. Next regular board meeting scheduled for August 12, 2003, 6:30 p.m., place to be determined.

**ITEM XI. ADJOURN**

A motion was made by Commissioner M. Garcia to adjourn the meeting, seconded by Commissioner G. Vallo. Meeting adjourned at 8:56 p.m.

Respectfully submitted,

  
Freida H. Vallo  
BOC Secretary