



P.O. Box 620
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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

August 8, 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** – June 13, 2012
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) Community Member Concern – *Ms. Romalda Allen*
 - b.) 2011 PAHA Audit Report – *Owen Ondelacy, Finance 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**

September BOC Meeting – Sept 12, 2012 - 5:30 pm – PAHA Conference Room

10. **Adjournment**

PAHA Board of Commissioners Regular Meeting Minutes
June 13, 2012 – 5:30 p.m.
PAHA Conference Room

1. **Meeting called to order** by Chairman, Don Shields, Jr. @ 5:54 p.m...
2. **Invocation:** Mr. Ernest Vallo, Sr. Ex-Officio.
3. **Roll Call** – Present: Chairman, Don Shields Jr., Members, April Estevan, Bernard Lewis. PAHA Staff: Exec. Director, Floyd Tortalita; Finance Mgr. Owen Ondelacy; Dev. Mgr. Lawrence Ramirez; Nina Jaramillo for Jennette Steward, Housing Services Mgr.; and Recording Secretary, Veralyn Farias
ABSENT: Vice-Chair., Robin Cruz; Member, Tim Chavez, Tribal Sec'y, Daniel Lucario, & Housing Services Mgr., Jennette Steward.
4. **Approval of Agenda:**
Member, Bernard Lewis made a motion to approve the Agenda, seconded by Member, April Estevan.
5. **Approval of Minutes:**
With no corrections to the May 9, 2012 Minutes, Member, April Estevan made a motion to accept the Minutes as presented, seconded by Member, Bernard Lewis.
6. **Opening Remarks – Floyd Tortalita**
Two (2) resolutions are being presented this evening for Board approval: 1) Relocation Policy; and 2) Bank of Albuquerque Signatory Authority. There are no major issues to report to the Board only a few items requiring direction.
7. **Old Business: Relocation Policy**
The final version of the Relocation policy was presented to the Board for approval. It was noted that suggested changes previously made by the Board were considered, however PAHA must conform to NAHASDA and URA, (Uniform Relocation Assistance) laws and for this reason not all changes were incorporated into the policy. The relocation assistance period is up to one (1) year. PAHA made certain this policy does not conflict with any other in-house policies. Relocation may be: Grants, Albuquerque, and Pueblo of Acoma with priority given to Sky City Casino. Mr. Ramirez added PAHA must assist clients still under PAHA's management. For all others, assistance will be determined by PAHA's budget but is not necessarily required to give that assistance. With no further discussion or questions asked, Member, Bernard Lewis motioned to accept the Relocation Policy, seconded by Member April Estevan. Resolution #PAHA0613-2012-01 passed with a vote of 3 for and 0 against.
8. **New Business – Bank of Albuquerque Signatory Authority - Owen Ondelacy, Finance Manager**
Mr. Ondelacy made a request to the Board to add Mr. Shields as an authorized signer of PAHA's banking transactions in the event a member who currently has this authority is unavailable. This request is being made through resolution. Member, April Estevan motioned to add Chairman Shields as an authorized signer, seconded by Member, Bernard Lewis, with a vote of 3 for and 0 against, Resolution #PAHA 0613-2012-02 was approved and passed. Chairman Shields will be authorized to sign off on all PAHA transactions associated with PAHA accounts at the Bank of Albuquerque. Member, T. Chavez; Exec. Director, F. Tortalita and Finance Mgr. Owen Ondelacy are the other members or staff with signatory authority.
9. **Department Reports**
Finance – Owen Ondelacy
While responding to Ms. Zuni's email request Mr. Ondelacy found information related to the Certificate of Deposit in the amount of \$695K, this may date back to the time Acoma was with All Indian Pueblo Housing Authority.
Financial Reports –PAHA continues to stay within their budgets, with the **exception** of Planning and Administration which is over by .1%. Budget revision is in order for the line item Registration/Training Fees. A revision to Operating will be made in the coming months. A new line item for the MFA projects was created. Funds in the Development budget still remain unused, if the CDEC issue is not resolved soon, PAHA could use these funds on rehab projects. PAHA is being targeted as one of the housing authorities in Indian country who still carry the "Unexpended Funds". of 2+M on their books. Executive Director, F. Tortalita stated PAHA is looking at other options to expend these dollars such as investments, however, PAHA must complete a good clean audit. Other plans may be used for Infrastructure, i.e., the (Water & Wastewater Treatment) Project or possibly partnering up with the Tribe on their projects.

Housing Services: Nina Jaramillo for Jennette Steward
Information on the National Homeownership Days was presented. This year activities include, presentations by local vendors, tribal depts., and other agencies. Amerind Risk Insurance will present "Latch Key" safety for children who are at times left alone at home due to work or school. State Farm insurance will provide ID tags to children as part of the Missing

Children's Project/Program. A bicycle rodeo is planned with the Albuquerque Police Dept. providing the equipment. A certified or licensed instructor will provide training on bicycle safety. Also, a bicycle decorating contest is planned, prizes such as helmets, knee pads and bike to be given away. Activities for Wednesday, Thursday & Friday (forum, fair & volleyball games) will be held at the Sky City Community School. The Block party will be held in the PAHA parking lot. PAHA requested use of the Tribes' two gyms and auditorium however, tribe could not waive the \$250.00/bldg fee. PAHA then approached SCCS and were advised to submit a request (in writing) to the school which was forwarded to the Albuquerque BIA (Bureau of Indian Affairs) for their approval. The request was approved which also included the school's staff to be compensated by the school for monitoring and overseeing the facility during and after the events. As a result, there was no charge to PAHA.

Development/Maint. –Lawrence Ramirez:

MFA Project #2 - Elmer J. Chino is 50% complete, target date f/completion: 07/06/12. Reference checks were also completed on the current contractor, New Visions, LLC, a good feedback was received. Their job performance is quite impressive.

FEMA Mobile Home Replacement – Development office is wrapping up on the Scope of Work and should be completed by month's end. Budgeted amount for both trailers is \$93K+, this will cover mobilization, rehab. of both units, a septic tank for one unit with IHS picking up costs for the other. Chairman asked about the Lucero's septic situation. L. Ramirez states PAHA picked up the costs in the amount of \$11K for that unit.

2012 Weatherization Project – Due to the receipt of the ICDBG funding, full rehab. of sixteen (16) units will be performed, instead of the nine (9) previously reported. The project will be completed in 4 phases. PAHA sent out a request for bid in the newspaper for the 9 unit project and received only one (1) bid. Each unit will run between \$45 – \$65K. PAHA has two (2) years in which to expend these funds.

Chairman asked if the residents living at Sky City year round would be eligible. The answer no, due to Sky City being deemed a historic site. Member, A. Estevan asked once the 184 is passed, can residents be eligible to receive assistance through this program? The answer, no. Reason given was in order to qualify for assistance, one must have a land assignment, and as Mr. Tortalita stated no one at Sky City has or is issued a land assignment.

Lucero (update) water and electricity are services still yet to be completed as well as leveling of the grounds.

Member A. Estevan expressed a word of caution to the maintenance crew concerning tools and equipment left behind at their job sites. Recently an item she thought to be expensive was left at her unit. Chairmen suggested conducting safety meetings at the beginning of each week to address these types of situations.

Executive Director – Floyd Tortalita

Update on the POA **Residential Leasehold** – To date, no decision has been reached by Cacique members. The original document was red-lined and changes were made to omit certain wording particularly the part which reads, "anyone other than a tribal member including a non-native could assume the loan in the event of a default". Several meetings with the group have produced no definite results. Tribe will form a committee to review this matter. Mr. Tortalita is hopeful the approval of the Leasehold will be accomplished by December, 2012.

2012 Appropriations – Mr. Tortalita stated funding for 2013 may be comparable to what was received in 2012.

House THUD Funding Bill - up for consideration by Appropriations Committee on 6/21/12. Updates will be announced.

9. Announcements & Schedule next Board Meeting –

Due to activities scheduled the first part of July, next scheduled meeting is set for – July 18, 2012.

Mr. Tortalita brought up an idea to consider regarding the suggestion made by Member, T. Chavez to schedule Board meetings every other month.

10. Adjournment:

With no other business at hand, Member April Estevan motioned to adjourn meeting, seconded by Bernard Lewis, adjournment at 7:50 p.m.

Respectfully submitted,



Veralyn Farias
Recording Secretary