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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

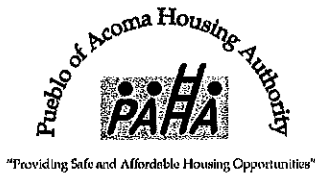
August 8, 2017
5:30 p.m.
PAHA Conference Room

AGENDA

1. **Call to Order** – Robin Cruz, BOC Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, BOC Chair
4. **Approval of Agenda**
5. **Approval of Minutes**
 - a.) Monthly BOC meeting – May 9, 2017
 - b.) Special BOC Conference call – May 15, 2017
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a.) 2016 PAHA Financial Audit – *Owen Ondelacy, Finance Manager*
8. **Department Reports -**
 - a.) Finance – *Owen Ondelacy, Finance Manager*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Francisco Carr, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

Sept BOC Meeting – Sept 12, 2017 - 5:30 pm – PAHA Conference Room

10. **Adjournment**



Minutes of May 9, 2017
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. **Call to Order:** 5:56 p.m.
2. **Invocation:** Councilman, Ernest Vallo, Sr.
3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Vice-Chair, Patrick Ortiz; Commissioner, Ezilda Paytiam: PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy and Recording Secretary, Krystal Vallo; Ex-OFFICIO's: Tribal Councilman, Ernest Vallo, Sr. and Tribal Interpreter, Elliott Sanchez, Jr.; ABSENT: Commissioner, Damian Garcia and April Estevan
4. **Approval of May 9, 2017 Agenda:**
Commissioner, E. Paytiam motioned to approve 5/9/17 agenda, seconded by Vice-Chair, P. Ortiz. Motion carried.
5. **Approval of April 11, 2017 Meeting Minutes:**
Commissioner, E. Paytiam motioned to approve 4/11/17 Minutes, seconded by Vice-Chair, P. Ortiz. Motion carried.
6. **Opening Remarks:** Floyd Tortalita, Executive Director
Mr. Tortalita informed the Board that there is one action item on the agenda, it will be discussed, but no action will be taken. Reason being we need to follow the order of what needs to be required, which is Tribal Council resolution needs to be passed first. A special meeting will need to be scheduled. Furthermore, there is a lot of information to provide within department reports.
7. **New Business:**
 - a) 2017 Indian Community Development Block Grant – Floyd Tortalita, Executive Director
The purpose of the ICDBG program is the development of viable Indian and Alaska Native communities, including the creation of decent housing, suitable living environments, and economic opportunities for persons with low and moderate incomes. The NOFA was released in April 2017 and applications for ICDBG are due May 18th. Proposed budget amount is \$1,100,000.00. PAHA will leverage \$275,000.00 of 2018 IHBG funds and are applying for \$825,000.00 from ICDBG. PAHA is applying for rehabilitation. PAHA does currently have an active ICDBG open for new construction and shall be complete by the latter part of this year (2017). A resolution was prepared, but Tribal Council approval is needed first. A meeting with Tribal Council has been scheduled for Friday, May 12th. Therefore, a special meeting will need to be called. The action PAHA is requesting from the Board is approving \$275,000.00 of 2018 IHBG funds to be leveraged with 2017 ICDBG funds and authorization to submit 2017 ICDBG application. Applications are due May 18, 2017. A conference call has been scheduled for Monday, May 15th at 10:00 am. Call in number and access code for conference call will be sent out to the Board. There were no inquires.
8. **Department Reports- (For more information refer to May 2017 Board Packet.)**
Finance Department Report – Owen Ondelacy
For the month of April, Mr. Ondelacy worked with Crystal Banks-Mann, Travois, submit reimbursement in the amount of \$317,726.71 to Raymond James. Mr. Ondelacy scanned and emailed copies of check stubs and invoices to Joe Balsam of Lee & Co., for all payments made on the LIHTC project up to March 31, 2017. Field work for the 2016 audit will begin June 5th. Quickbooks was upgraded to 2017 version with the assistance of Rod Allison, IT, because current version would not allow us to do payroll after May 31, 2017. On April 20th, the SF-425, Federal Financial Report, for the 2017 IHBG and 2015 ICDBG was submitted to the Albuquerque HUD Office. Mr. Ondelacy provided Trent Rodgers, Travois, a copy of the 2016 IHP to help with the 2017 AHP grant submission to the Federal Home Loan Bank of Dallas. Delegates from the Senate Committee of Indian Affairs visited PAHA on April 10th and on April 27th PAHA hosted the April Coalition Meeting. Upcoming task for Mr. Ondelacy is preparation for the 2016 Audit, which as mentioned field work begins June 5th. Expenditure Report: Under PAHA LIHTC 1 (non-program income) PAHA expended \$1,265,812.71, and PAHA will be getting \$317,000 back and in the future more. There were no inquires on Mr. Ondelacy's report.

Housing Services Department Report – Jennette Steward

On-going activities for the month of April 2017: There was a total of 6 NOD's issued, 2 participants entered into a plan of action and 1 participant entered into a new payback agreement. There are zero on the Notice of Intent to Terminate, however we did have one. We received an incident report from the Acoma Police Department on one of our Low-Rental units- F. Estevan. Report indicated that a home visit was made because of guest at her home. Officers found drug paraphernalia. A Notice of Intent was issued to her and an Administrative hearing was held with her on May 8th. Based on policy it is an immediate one strike you're out, however it was the guest not the homebuyer and from past experiences the judge always asks how we worked with the individual, so our intention was to place her on a two-year probation. Outcome of hearing was that she chose to vacate unit and would be responsible for the cost of remediation, because the drug being used in the house was meth. She signed agreement. There is another unit we have vacant. There was no thirty-day notice given. We were willing to work with Mr. Tenorio, but he chose to move out. He vacated the unit on April 28th and we did move out on May 3rd. This unit shall be ready for occupancy by June 1st and the one we need to do remediation on has yet to be determined. Housing Services completed 4 inspections and 7 recertification's. Housing Services staff organized AMERIND's Annual Safety Poster Contest on the Pueblo of Acoma. There was a total of 79 entries and three categories (K - 3rd, 4th - 6th, & 7th - 8th). Only the first-place winners in each category will go on to regionals. AMERIND and SWTHA will email a link when voting is available. There is a total of 88 applicants on the Waiting List (78 LR, 5 LP & 5 Over-Income). Two new applicants denied (No-show, fingerprints needed due to possible existence inquiry) and 3 updates sent out for April Anniversary (3 updates and 1 removed – no response). Jennette provided Travois support letters of applicants on the PAHA waiting list in need of housing for the Affordable Housing Program (AHP) grant submission. Jennette and Rose attended the Travois 17th Annual Conference in Austin, TX on April 3-5, 2017 (trip reports provided), Supportive Housing Conference in Albuquerque, NM in April 6-7, 2017 (trip reports provided), and the Smoke Free/Tobacco Cessation Certification Training in Albuquerque, NM on April 27th. On April 8th Jennette received notification that she passed the LIHTC certification training she attended in March 2017. Upcoming scheduled trainings and meetings in May are the Asset Building: A Pathway to Economic Self-Determination III and 2nd Annual HDS Conference. Furthermore, a request for conversion was received from Ms. Darlene Shutiva from Rental to Lease Purchase. Mrs. Steward will begin conversion process. **Robin:** This smoke free tobacco training, did it cover anything on meth? **Response:** No, it was specifically on tobacco. **Robin:** Are there any upcoming trainings on meth? **Response:** There are no trainings provided from NAIHC or AMERIND on meth, but will look into other trainings. **Robin:** I want to see where we update our policy and address meth use. Then have a mandatory training for new tenants on meth. **Ezilda:** Are the tenants required to inform you that they have someone new living in their home? **Response:** Yes, they have 14 days and this happened within the 14 days. **Jennette:** There was another incident just recently brought to my attention where a tenant's home was shot at. At this point it is unclear whether it was personal or random. Family is ok, but scared and currently are staying at a relative's home. We have not received a police report. It usually takes about 7-10 days before we receive one. Until we receive the police report, we have yet to determine the course of action we will take. **Patrick:** When an individual vacates a home, how much does it cost to get the home up and running again. **Response:** It depends on how long the tenant has occupied the home. Also, how well they upkeep their home. **Patrick:** I would also recommend considering other trainings on drug use other than meth, because meth is not the only drug being used out there. There were no further inquires on Mrs. Steward's report.

Development Department Report – Francisco Carr

Development office continues to accept applications and as of 4/30/17 there are 50 applicants on the rehabilitation waiting list (under 80% AMI), 6 on the modernization waiting list (three applicants will be taken care of in 2017) and 12 on the rehabilitation waiting list (over 80% AMI). Four (4) recertification letters were sent out and three of the four have been received. Five (5) recertification applications were sent out and three have been received. 2015 Acomita Sewer Main Extension Project: On March 21st contract signed and on April 10th Notice to Proceed signed. TRC began mobilizing equipment and material on April 17th, and began trenching and installing HDPE pipe on April 24th. A progress meeting was held on May 3rd and they have put in approximately 870 ft. of line. PAHA LIHTC Limited Partnership #1: Utility extension (water & wastewater), underground electrical, plumbing stub outs for buildings #1, #2 and community center, and footings and stem walls on buildings #1 and #3 have all been complete. (Slide show was presented to show project progress.) Pending Projects: 2017 Modernization (3 Homes), 2017 IHBG Rehabilitation (15 Homes) and 2016 ICDBG New Home Construction (4 Homes). Maintenance Dept.: As of 4/30/17

there are 8 open work orders 4 annual, 2 routine/other and 2 development projects). Maintenance completed 6 courtesy calls to non-PAHA homes. Trainings/Meetings: Development Manager attended the 17th Annual Travois Conference on April 3-5, 2017 in Austin, TX (trip report was provided). Development Manager and Project Manager met with POA Utility Authority, IHS, and TRC Construction for the Acomita Wastewater Extension Project construction progress meeting on April 7th and 17th, and continue to participate in Acoma Homes #1 Project (LIHTC) bi-weekly on-site inspection/pay certification meeting held on April 25th with Pavilion Construction, Travois, Tetra Tech and GTG Consultants (Raymond James). When Pavilion puts in their pay application, Travois and GTG Consultants will make off-site visits to ensure validity before payment is made. Upcoming trainings: Melanie and Laureen will be attending the 2nd Annual HDS Training in Denver, CO on May 16-17, 2017. **Ernest:** Has the contractor for the LIHTC project report any theft or anything? **Response:** No. We do have a perimeter fence around the project site, but thankful there has been no theft or vandalism. There were no further inquires on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

FY 2017 Indian Community Development Block Grant (ICDBG): Presented under New Business. A Pathway to Economic Self-Determination: HUD's Office of Native American Programs is providing a two-day conference, "Asset Building: A Pathway to Economic Self-Determination" on May 10-11, 2017 at the Isleta Resort in Albuquerque, NM. The conference will focus on asset building innovations in Indian Country and strategies for advancing economic opportunity around people and place. There is no charge to attend. Mr. Tortalita will deliver the keynote address at the conference. Pueblo of Acoma Residential Leasehold: Tribal Administration and PAHA were scheduled to meet with the Antelope Clan on May 2nd, however meeting was cancelled and has yet to be rescheduled. Tribal Homeownership Coalition: PAHA hosted April's Tribal Homeownership Coalition meeting on April 27th. PAHA was on the agenda and presented PAHA LIHTC #1 project. Minutes of the Coalition meeting were provided in the Executive Directors report. Mr. Tortalita provided handouts to the Board regarding the Annual AMERIND/NAIHC Conference in July 2017 in Nashville, TN. Those Board members interested in attending were informed to notify Mr. Tortalita as soon as possible, so travel arrangements could be made. Furthermore, Mr. Tortalita and Mr. Carr went to view a current project on Navajo country, they are putting up 32 modular homes and the selected contract is Clayton Homes. After viewing project, PAHA may think about using modular homes for future projects. There were no inquires on Mr. Tortalita's report.

9. Announcements & Schedule June 2017 Meeting:

Next scheduled BOC meeting will be held on Tuesday, June 20, 2017 at 5:30 p.m. – PAHA Conference Room. There will be no BOC meeting in the month of July 2017 – due to religious ceremonies. August meeting tentatively scheduled for August 8th.

10. Adjournment:

Meeting adjourned @ 7:46 p.m., motion made by Commissioner, E. Paytiamo, seconded by Vice-Chair, P. Ortiz. Motion carried.

Respectfully submitted



Krystal Vallo,
Transcribing Secretary



'Providing Safe and Affordable Housing Opportunities'

**Board of Commissioners Special Meeting
10:00 a.m., Telephone Conference Call
May 15, 2017**

1. Call to Order: 10:15 a.m.

2. Roll Call: PRESENT: Chairwoman, Robin Cruz; Vice-President, Patrick Ortiz; Commissioner, April Estevan, and Ezilda Paytiamio; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; ABSENT: Tribal Councilman, Ernest Vallo, Sr.; Tribal Interpreter, Elliott Sanchez, Jr, and Commissioner, Damian Garcia

3. Approval of May 15, 2017 Agenda:

Commissioner, E. Paytiamio motioned to approve 5/15/17 Agenda seconded by Vice-Chair, P. Ortiz. Motion carried.

4. New Business:

a) 2017 Indian Community Development Block Grant – Floyd Tortalita, Executive Director

On Friday, May 12th Mr. Tortalita presented our presented project for the 2017 Indian Community Development Block Grant (ICDBG) application to Tribal Council. Presentation went well and lasted about 15 minutes. Tribal Council did accept our presentation and authorized the PAHA to submit an application for the 2017 Indian Community Development Block Grant. Tribal Council did receive the same synopsis that was presented to the PAHA Board at last week's Board meeting (May 9th), which was a project description and the proposed budget. Mr. Tortalita read aloud Tribal Council Resolution No. 2017-013. PAHA did receive authorization from Tribal Council to submit application on behalf of the Pueblo of Acoma. Being presented today is a resolution from the Board of Commissioners authorizing the submission and commitment of funds. If you recall from last week's meeting PAHA will be matching and leveraging \$825,000 (2017 ICDBG) with \$275,000 from our 2018 IHBG funds. Application is due May 18th, but application will be submitted before then. There were no inquiries. Resolution was read aloud. Resolution Authorizing Submission of the Indian Community Development Block Grant and Commitment of Funds (Resolution No. PAHA-0515-2017-01) passed in a vote of 4 for and -0- against.

5. Adjournment:

Meeting adjourned @ 10:24 a.m.

Respectfully submitted,

Krystal Vallo,
Transcribing Secretary