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"Providing Safe and Affordable Housing Opportunities"

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## Board of Commissioners Meeting

August 11, 2015  
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 BOC meeting** – July 21, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **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*
8. **Announcements & Schedule Next BOC Meeting**  
August BOC Meeting – September 8, 2015 - 5:30 pm – PAHA Conference Room  

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9. **Adjournment**



Minutes of July 21, 2015  
PAHA Board of Commissioners Regular Meeting  
PAHA Conference Room- 5:30pm

**APPROVED**

1. **Call to Order:** 5:40 p.m.

2. **Invocation:** Tribal Councilman, Ernest Vallo, Sr.

3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Vice-President, Patrick Ortiz; Commissioner, Damian Garcia and Ezilda Paytiamo; 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-Officios: Tribal Secretary, Jonathan Sims; Tribal Councilman, Ernest Vallo, Sr.; GUESTS: Stephanie Poston, POSTON & Associates; Allie Moore, Keres Consulting; Patrick Martinez, PAHA Project Manager; ABSENT: Commissioner, April Estevan.

4. **Approval of July 21, 2015 Agenda:**

Commissioner, D. Garcia motioned to approve 7/21/15 Agenda w/amendments, seconded by Commissioner, P. Ortiz. Motion carried. Amendments: switch order under New Business and change date of minutes.

5. **Approval of June 9, 2015 Meeting Minutes:**

Commissioner, D. Garcia motioned to approve 6/9/15 Minutes, seconded by Commissioner, P. Ortiz. Motion carried.

6. **Opening Remarks:** Floyd Tortalita, Executive Director

Two items on agenda require action: 1) PAHA Strategic Plan; 2) 2016 Indian Housing Plan. Mr. Tortalita indicated that in his report he will cover the endeavors that PAHA has entered into and will be entering. After Director's opening remarks Ezilda Paytiamo was welcomed to the PAHA Board of Commissioners and introductions were given.

7. **New Business:**

a) PAHA Strategic Plan – Floyd Tortalita, Executive Director

PAHA Strategic Plan presented by Stephanie Poston, POSTON & Associates and Allie Moore, Keres Consulting. Community feedback was obtained through Community Assessment Questionnaire, focus groups, community forum, and individual responses submitted directly to PAHA. The Community Assessment Questionnaire was available online and hardcopy. Focus groups and community forum were open discussions. All feedback formed the Community Needs Assessment, which provided the basis for the Strategic Planning Session with the Strategic Planning Team (SPT). The SPT consisted of 12 community members of various ages and backgrounds. The Strategic Planning Session was held on May 9<sup>th</sup> with seven SPT members and from there the SPT was able to identify strengths, weaknesses, opportunities, and threats (SWOT) of PAHA. From there they listed key priority areas, strategic goals, and actions & activities. Also the Strategic Planning Team created PAHA's vision statement and revised mission statement. The SWOT analysis revealed six Key Priority Areas (KPA's) and from those six KPA's the Strategic Planning Team developed six specific Strategic goals: Implement the Residential Leasehold Approval; Zoning and Land Assignments; Community Outreach & Communication; Financial Planning & Structure; Home Condition & Repair, and Current Activities with Existing Funding. After the presentation the Board thanked Stephanie Poston and Allie Moore for their presentation and hard work. Then the Board made the following comments and suggestions: Cacique needs to follow thru with directions given to community in regards to land; Tribal leaders, Cacique, and community need to work together to avoid further misunderstandings. Mr. Tortalita commented that PAHA is currently IHBG and ICDBG dependent, but the strategic plan will create opportunities and direction to allow PAHA to expand services. With no further discussion the Board unanimously approved the Mission Statement, Vision Statement, and Strategic Plan for the Pueblo of Acoma Housing Authority. Resolution PAHA-0721-2015-01 passed in a vote of 4 for and -0- against.

b) 2016 Indian Housing Plan – Owen Ondelacy, Finance Manager

Mr. Ondelacy gave a brief summary of the 2016 Indian Housing Plan. The following amounts indicate tentative funding PAHA may receive for FY 2016. **Section 2- (explains) Housing Needs;** With the P.O.A. & CDEC right of way issue resolved, allows PAHA to pursue new construction. PAHA will apply for the Indian Community Development Block Grant (ICDBG) and the anticipated funding will be for the construction of 4 units. **Section 3- (explains) Program Descriptions-** The following are 2015 program activities: 1937 Act Operating- Amount allocated **\$594,413** for salaries, fringe benefits, supplies, R & M, utilities, etc. to operate the Development, Housing Services, and Maintenance departments. Housing Services- Amount allocated **\$10,200** for educational/training for homebuyers and rental tenants plus cost for Homeownership Days. Rehab-Traditional Homes- Amount allocated **\$969,595** for the rehab of 10 homes with tentative funds to complete the setup of 2 FEMA trailers, if not completed in 2015. Wastewater Sewer Main Extension- Amount allocated **\$1,000,000** for construction. Tribe has stated that construction will commence in 2016. Modernization- Amount allocated **\$35,000** to correct settlement problems and other issues with three lease purchase homes. New Construction Homeownership- Amount allocated **\$935,000** for the construction of 4 new homes (2 in the Skyline II Subdivision and 2 scattered sites). ICDBG will be leveraged with 2016 IHBG funds for the construction of the 4 new homes. Planning & Administration- Amount allocated **\$424,664** to cover 2016 administrative costs. HUD allows 20% of the funding allocation to be used for administrative costs (IHBG \$222,832, ICDBG \$165,000, & Program Income \$36,832). Total estimated funds for FY 2016 **\$3,968,872**. **Patrick:** When N. Thompson and G. Torivio move out of units, then those units will be available to those on the waiting list? **Response:** Yes. With no further inquiries the Board unanimously approved the 2016 Indian Housing Plan with a vote of 4 for and -0- against. 2016 IHP will be sent to Governor Vallo's office for his signature then forwarded to HUD SWONAP.

#### **8. Department Reports- Refer to reports attached to Board Packet**

##### Finance Department – Owen Ondelacy

In the month of June the 2014 Audit was accepted by the Board. Mr. Ondelacy submitted the audit to the Federal Clearinghouse (FAC) and received notification from the FAC on June 18<sup>th</sup> acknowledging acceptance of audit. PAHA also received the 2016 Indian Housing Block Grant (IHBG) tentative allocation in the amount of \$1,114,159.

**Expenditure Reports-** Housing Services and Planning & Administration (Office Supplies) were over, but journal adjustments will be made. **Patrick:** Where does the money collected from Social Services go? **Response:** Program Income. There were no further inquiries on Mr. Ondelacy's report.

##### Housing Services Department – Jennette Steward

On-going activities for the month of June, H.S. staff continues to schedule and conduct annual inspections and recertifications for participants. Also provide assistance and services to the community and other tribal programs. There are currently 66 applicants on the new housing waiting list. Mrs. Steward was happy to announce that PAHA hosted another successful year of Homeownership activities held on June 26<sup>th</sup>-27<sup>th</sup> with 187 community members in attendance for the first day and 78 community members on the second day (Fun Run/Walk). After Mrs. Steward's report Robin suggested that PAHA provide more updates on PAHA's Facebook page. There were no further inquiries on Mrs. Steward's report.

##### Development Department – Francisco Carr

Before Mr. Carr gave his report, Patrick Martinez, PAHA's new project manager was introduced to the Board. Mr. Martinez gave a brief introduction and then the Board welcomed him aboard. For the month of June Mr. Carr and the Development Administrative Assistant recalculated points and made updates to the rehabilitation waiting list based on the new Rehabilitation & Modernization policy. The waiting list was not drastically affected by the new policy and as of June 30<sup>th</sup> there are 58 applicants on the rehab waiting list, 6 on the modernization waiting list, and 16 on the rehab waiting list for those over the 80% median income level. Mr. Carr continues to work with Anthony Harris of Harris Surveying for conveyance and/or correction of home/land assignments. The walk-thru of Unit 21 Pinon Street was conducted on June 11<sup>th</sup> and bids were due June 19<sup>th</sup>. Two bids were received and after evaluation contract was awarded to Native American Housing Consultants. Awarding of contract is in compliance with PAHA procurement policy. Contract is not to exceed \$4,410.45. Construction will begin July 15<sup>th</sup>. Ten work orders were generated for the month of June and 4 remain open as of June 30<sup>th</sup>. On July 13<sup>th</sup> maintenance received a call about flooding at a lease purchase unit. Mr. Carr did an assessment of the damage and a claim was made to AMERIND. AMERIND accepted claim and work has begun on unit. Mr. Carr informed the board that PAHA will continue with one maintenance

worker for another six weeks. Mr. Jim was not released for work by doctor. After Mr. Carr's report the Board made the following inquiries: **Robin:** Was there a drastic change in the waiting list due to amended policy? **Response:** No. **Robin:** Was flooding weather related? **Response:** Yes. **Robin:** Is there a flood zone in that area? **Response:** No, the assumption is that due to erosion around home water went up under the house. It was recommended to tenant to backfill areas of home. **Robin:** During inspections are such things like backfills noted on the inspection? **Response:** Yes. **Patrick:** What plan of action is in place to avoid other floods? **Response:** The developing of swills to divert water away from homes, but overall issue will call for collaboration between PAHA and the tribe. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Mr. Tortalita gave updates on FY 2016 Transportation, Housing and Urban Development funding bill for the Senate and House of Representatives; NAHASDA Reauthorization, and Residential Land Lease. The Senate and House have made some addendums to the bill. Senate still has not taken action on the 2015 NAHASDA Reauthorization. Residential Land Lease is still under review due to substantial difference in wording from the standard HUD lease. PAHA's legal counsel provided a full update report on the residential land lease. PAHA has entered into contract with Debra Webster of Concept Consulting. Debra will help PAHA fill out application for 2015 ICDBG. PAHA is requesting \$825,000 for the construction of four new homes. A requirement for construction with ICDBG is that PAHA needs to be a Community Based Development Organization (CDBO). PAHA sent a letter to HUD on July 17<sup>th</sup> requesting to be a CDBO and awaits a response. Construction of four homes will be conventional instead of utilizing the lava brick from Isleta, because of HUD requirements. Mr. Tortalita indicated the Request for Proposal for Low Income Housing Tax Credit Consultant Service will be sent out Friday, July 24<sup>th</sup>. Mr. Tortalita requested that the Board and PAHA managers look over scope of work on RFP for Low Income Tax Credit Consultant Service and make comments or suggestions before submittal. There were no inquiries on Mr. Tortalita's report.

**9. Announcements & Schedule August 2015 Annual Meeting:**

BOC meeting will be held on Tuesday, August 11, 2015 @ 5:30pm- PAHA Conference Room.

**10. Adjournment:**

Meeting adjourned @ 9:25 p.m., motioned made by Commissioner, D. Garcia, seconded by Commissioner, P. Ortiz, motion carried.

Respectfully submitted,



Krystal Vallo,  
Transcribing Secretary