



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

November 10, 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** – October 13, 2015
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business** –
 - a.) Housing Rehabilitation Waiting List concerns – *Edward Lewis, Jr., Community Member*
 - b.) 2015 PAHA Budget Amendments – *Owen Ondelacy, Finance Manager*
 - b.) Homeownership Admissions & Occupancy Policy Amendments
– *Jennette Steward, 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**

December BOC Meeting – Dec 11, 2015 - 5:00 pm – Indian Pueblo Cultural Center – Albq., NM

10. **Adjournment**



Minutes of October 13, 2015
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

- 1. Call to Order:** 5:55 p.m.
- 2. Invocation:** Tribal Councilman, Ernest Vallo, Sr.
- 3. Roll Call:** PRESENT: Chairwoman, Robin Cruz; Vice-President, Patrick Ortiz; Commissioners, 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 Councilman, Ernest Vallo, Sr.; ABSENT: Tribal Secretary, Jonathan Sims, and Commissioner, April Estevan.
- 4. Approval of October 13, 2015 Agenda:**
Commissioner, D. Garcia motioned to approve 10/13/15 w/amendment, seconded by Commissioner, P. Ortiz. Motion carried. Amendment: another action item was added under New Business- Resolution of ICDBG.
- 5. Approval of September 16, 2015 Meeting Minutes:**
Commissioner, P. Ortiz motioned to approve 9/16/15 Minutes, seconded by Commissioner, D. Garcia. Motion carried.
- 6. Opening Remarks:** Floyd Tortalita, Executive Director
Mr. Tortalita informed the Board that there are a few action items for approval- LIHTC contract, amended Rehabilitation and Modernization policy, and Resolution for ICDBG application. In the Executive Directors report Floyd will provide an update on PAHA's 2014 Annual report presentation to the community and Tribal Council.
- 7. New Business:**
 - a) LIHTC Consultant Contract Approval-** Floyd Tortalita, Executive Director
An RFP was sent out for Low Income Housing Tax Credit Consultant (LIHTC) services. Two proposals were received. PAHA did receive a third response from Concept Consulting; however they could not provide a proposal due to other projects. Review and Rating of Proposals- Score Sheet shows Travois scored highest against VitalSpirit LCC and Concept Consultant Group LCC. Therefore, PAHA is requesting to go into contract with TRAVOIS and accepting proposal as written. Board approval needed, because it goes over \$100,000.00. Non-program income will be used for LIHTC project. Costs could fluctuate after two or three years into project, because some services may no longer be required. Commissioner, P. Ortiz motioned to approve contract with TRAVOIS, seconded by Commissioner, D. Garcia. Motion carried.
 - b) Rehabilitation & Emergency Home Repair Policy Amendments-** Francisco Carr, Development Manager
Amendments were made to policy due to the hearings that took place at last BOC meeting. There are some homes that are inhabitable but some individuals have indicated that they do plan to make the home their primary residence. The following was added to policy: definition of primary residence, rehabilitation costs will not exceed 75% or more of the value of home, primary put before home throughout policy, after completion of project applicant must move-in to home within 30 days, and if homeowner fails to occupy home within 30 days the homeowner must repay rehabilitation cost. Wait period was not added to policy, but will be. Commissioner, P. Ortiz motioned to pass Rehabilitation & Modernization policy with proposed changes, seconded by Commissioner, E. Paytiamo. Motion carried.
 - c) Resolution of ICDBG-** Floyd Tortalita, Executive Director
Language in resolution follows the requirements set in the NOFA- 2 CFR Part 200 and prepares PAHA to submit a proposal. Training on response to NOFA was held on September 22nd & 23rd, which Floyd and Debra Webster attended. Resolution was read aloud to BOC. Resolution Authorizing Submission of the Indian Community Development Block Grant and Commitment of Funds PAHA-1013-2015-01 passed in a vote of 4 for and -0- against.

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

Finance Department – Owen Ondelacy

For the month of September the Executive Director and Managers met with Tribal Administration on 9/9/15 in regards to 2014 annual report and following the meeting attended Kick-Off meeting for Acomita Sewer Line Extension. On 9/10/15 PAHA attended Tribal Council meeting. Owen and a couple other PAHA staff attended Zuni Housing Fair on 9/18/15. Mr. Ondelacy updated the 2014 Inventory List to agree with 2014 audit and created a 2015 Inventory List in preparation of next year's audit. Mr. Ondelacy also did some clean up on the General Checking 939 bank reconciliation account for outstanding balances that carried over month after month. Mr. Ondelacy continues to work with Debra Webster on ICDBG application, and prepare form HUD-2516 & 4710, Contract & Subcontract Activity report, and Semi Annual Labor Standards Enforcement report. Expenditure report: a few line items are over but adjustments will be made. **Robin**: What was the software purchased for H.S.? **Response**: Inspection module for iPad's and was a renewal. **Robin**: Why was payment taking out of Rental under Development? **Response**: Correction was made and cannot understand why it happened because it is automatically set-up. Calene Pedro attended NNAHRA Conference in New Orleans, LA on September 21-23, 2015. Trip Report was attached. There were no further inquiries on Mr. Ondelacy's report.

Housing Services Department – Jennette Steward

On-going activities for the month of September, H.S. staff continues to enforce Collections and Evictions policy to tenants and homebuyers. Process of notices continues to be followed each month and for September 7- Notices of Delinquencies, 3- Notices of Intent to Terminate (Plan of Actions have been implemented), and 1- Notice of Termination & Notice to Vacate were issued. H.S. staff currently waits for court date from Acoma Tribal Courts in regards to Notice of Termination & Notice to Vacate (K. Clemons). Annual inspections and recertification's for participants continue to be conducted. H.S. staff also continues to provide assistance and services to the community and other tribal programs. There are currently 51 applicants on the new housing waiting list. Six applicants removed due to renewal of income exceeded 80% median and seven for no response to annual update. On 9/8/15 plot surveys were returned from Tony Harris Surveying for: L. Keene & T. Johnson. Quitclaim deeds will be sent to BIA Land Office for recording. On 9/1/15 Ms. Delores Shroulote reached pay-off on her home and the conveyance process has begun. H.S. staff has scheduled a meeting with Trailer Park residence regarding policy. Mrs. Steward presented a revised Homeownership Programs Admissions and Occupancy Policy, and requested Board to look over and provide feedback by 10/30/15. **Robin**: What are the possible outcomes of hearing? **Response**: Judge could uphold PAHA's decision to evict or place individual on probation, and at this time inspections have been put on hold. **Robin**: How many more homes are coming off inventory list at the end of this year? **Response**: Three and will leave 6 left on project 7 (scattered homes). There were no further inquiries on Mrs. Steward's report.

Development Department – Francisco Carr

Development department staff continue to accept rehabilitation applications and as of 9/30/15 there are 60 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. Social Services Window Replacement was completed on 9/19/15 and contract was awarded to Crescent Custom Homes, Inc. The 2015 Rehabilitation of 16 homes will be conducted in three phases and 13 home assessments have been completed. Once all assessments have been completed documents will be sent to Governor for signature and then to SHPO for approval. Assessments of the two FEMA trailers have been completed and PAHA Project Manager met with POA Utility Authority to finalize options for water and wastewater. On 9/9/15 a project kick-off meeting for the Acomita Sewer Main Extension project was held and PAHA notified all who were in attendance that PAHA will conduct own internal Environmental Report to satisfy HUD requirements. As of 9/30/15 the Maintenance Department has twelve open work orders. Steve Mendiola attended at TSA training on HVAC Electrical Systems Trouble Shooting in Phoenix, AZ on September 23-25, 2015 and Francisco Carr attended a NAIHC/HUD on Methamphetamine Remediation and Prevention in Albuquerque, NM. Steve's Trip Report was attached. **Ernest**: Can meth penetrate the walls- drywall? **Response**: Yes and it depends on how often the meth was used or made in the home. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Mr. Tortalita's report gave updates on NAHASDA Reauthorization, Residential Leasehold, and 2015 ICDBG. NAHASDA Reauthorization Act of 2015 remains in deliberation. Pueblo of Acoma Residential Leasehold is the last document the Pueblo of Acoma needs in order to submit the Section 184 documents to HUD. The Antelope Clan and Leger Law & Strategy, LLC continue to meet to discuss the Residential Leasehold. PAHA recently received a bill from Leger Law, however contract to pay legal services has expired- not to exceed \$2,500.00. 2015 ICDBG application is due 10/22/15 and PAHA continues to work with Debra Webster to assure application will be ready for submission. PAHA went before Tribal Council on 9/10/15 to present 2014 Annual Report and on 10/1/15 PAHA went before general public at General meeting to present 2014 Annual Report, Strategic Plan, and ICDBG plan; both presentations went well. Mr. Tortalita attended NAIHC/HUD Methamphetamine Remediation and Prevention training in Albuquerque, NM. Training sparked some other safety issues, such as an irate customer or tenant. PAHA will be looking into other safety trainings. There were no inquiries on Mr. Tortalita's report.

9. Announcements & Schedule November 2015 Annual Meeting:

BOC meeting will be held on Tuesday, November 10, 2015 @ 5:30pm- PAHA Conference Room.

10. Adjournment:

Meeting adjourned @ 9:20 p.m., motioned made by Commissioner, E. Paytiamo, seconded by Commissioner, D. Garcia. Motion carried.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary