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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting
Santa Ana Star– Santa Ana, NM

December 9, 2016
5:30 p.m.

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** – November 10, 2016
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business** –
 - a.) 2017 PAHA Operating Budget – *Floyd Tortalita, Executive Director*
 - b.) Resolution – Approving Homeownership transfer – Mr. Dominic Fernando
- *Jennette Steward, Housing Services Manager*
 - c.) Amendments to the PAHA Procurement policy to reflect requirements in the HUD
OMB OMNI Circular - *Floyd Tortalita, Executive Director*
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**
January BOC Meeting – Jan 10, 2017 - 5:30 pm – PAHA Conference Room

10. **Adjournment**



Minutes of November 10, 2016
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. Call to Order: 6:00 p.m.

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

3. Roll Call: PRESENT: Chairwoman, Robin Cruz; Commissioner's Ezilda Paytiamo, Damian Garcia & April Estevan; PAHA Staff: Executive Director, Floyd Tortalita; Project Manager, Melanie Keams; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; EX-OFFICIO's: Tribal Councilman, Ernest Vallo, Sr.; ABSENT: 1st Lt. Governor, Raymond Concho, Jr. and Vice-Chair, Patrick Ortiz.

4. Approval of November 10, 2016 Agenda:

Commissioner, D. Garcia motioned to approve 11/10/16 Agenda with amendment, seconded by Commissioner, A. Estevan. Motion carried. Amendment: Change date from 11/15/16 to 11/10/16.

5. Approval of October 13, 2016 Meeting Minutes:

Commissioner, A. Estevan motioned to approve 10/13/16 Minutes, seconded by Commissioner, E. Paytiamo. Motion carried.

6. Opening Remarks: Floyd Tortalita, Executive Director

Mr. Tortalita informed the Board a few action items are on tonight's agenda. One action item is in regards to the construction contract for the LIHTC project. Also, signatures of the Board will be needed for the LIHTC project for the request for carry over and will be notarized, because we will be entering into a new year.

7. New Business

a) Resolution Approving the PAHA to Enter into Contract with Pavilion Construction for New Construction Project Civil Work – Francisco Carr, Development Manager

PAHA did receive three bids and followed all procurement procedures. November 15th is when PAHA has to submit documentation for carry over. PAHA is requesting to enter into a construction contract agreement with Pavilion Construction in the amount of \$1,293,238.00. There were no inquiries. Resolution was read aloud. Approving the PAHA to Enter into Contract with Pavilion Construction for the Acoma Homes I 30 Units & Community Center – New Construction Project Civil Work on the Acoma Indian Reservation (Resolution No. PAHA-1110-2016-01) passed in a vote of 4 for and -0- against.

b) Resolution Approving the PAHA to Enter into Contract with Pavilion Construction for New Construction Project of 30 Units – Francisco Carr, Development Manager

PAHA is requesting to enter into a construction contract agreement with Pavilion Construction in the amount of \$5,758,437.00. There were no inquiries. Resolution was read aloud. Approving the PAHA to Enter into Contract with Pavilion Construction for the Acoma Homes I 30 Units & Community Center – New Construction Project on the Acoma Indian Reservation (Resolution No. PAHA-1110-2016-02) passed in a vote of 4 for and -0- against.

c) 2016 PAHA Budget Revision #1 – Owen Ondelacy, Finance Manager

Revisions made under Operating- \$7,800 was taking from Fringe Benefits and divided up among Leased Equipment, Advertising, Repairs & Maintenance, Travel Expense and Uniforms. Then there were revisions made under Planning & Administration- \$3,685 was taking from Fringe Benefits and \$6,000 from Professional Fees, which totals \$9,685 and was divided up among Wages, Postage & Equipment, Printer/Copier and Office Supplies. Deletions and additions does not change overall 2016 total budget of \$1,064,005. The PAHA 2016 Budget Revision #1 passed in a vote of 4 for and -0- against.

8. Department Reports- (For more information refer to November 2016 Board Packet.)

Finance Department – Owen Ondelacy

For the month of October three conference calls were held with Travois and items discussed included: environmental assessment; TSR; Carryover Application (due date 11/15/16); loan documents; construction bids; insurance; TERO Tax and GC resolution. Mr. Ondelacy submitted the contract and subcontract activity, form HUD 2516 and the Semi-Annual Labor Standards Enforcement Report, form HUD 4710 on October 4th. On October 14th the SF-425 quarterly reports for the 2016 IHBG and 2015 ICDBG were submitted to the Albuquerque HUD Office. Mr. Ondelacy had meetings with Jennette, Chico and Gwen in regards to updating the PAHA Procurement Policy to comply with 2 CFR 200. When Mr. Ondelacy attended the 2 CFR 200 training a financial policy sample was provided, which PAHA will use but will revise. Once a draft is created it will be sent to Denise Zuni for review. A signed copy of the Final Cost Certification agreements for the Partnership Accountant services was sent to Lee & Company. Mr. Ondelacy will begin the yearend closeout in the financial area. Expenditure Report: A line item over in Operating in advertising, due to the advertisement of the Project Manager position and another line item over in Planning & Administration in office supplies. Adjustments will be made. There were no inquiries on Mr. Ondelacy's report.

Housing Services Department – Jennette Steward

H.S. staff continues to monitor all tenant accounts, and conduct annual inspections and annual recertifications. There were 5- Notice of Delinquencies issued for the month of October, however all have been paid or entered into plan of action and 2016 Annual Inspections/Annual Recertification's are 90% complete; will be complete before the end of the year. The H.S. staff also continues to meet with prospective applicants, community members, tribal officials, and other interested parties pertaining to housing. On October 24th PAHA conducted a homebuyer counseling with Ms. B. Charlie who recently converted from Low Rent to Lease Purchase, which went into effect November 1st and she did agree to the purchase price. Nina Jaramillo attended the NAHASDA and ICDBG Relocation Training in Albuquerque. Mrs. Steward along with Gwen and Calene attended the General Meeting on October 26th to get new applicants for LIHTC project, New Housing and Rehab/MOD waiting lists. PAHA hosted the 2016 Annual Halloween Carnival, which was a success. There are 72 applicants currently on the waiting list and 4 pending criminal backgrounds. The waiting list continues to grow. There were no inquiries on Mrs. Steward's report.

Development Department – Francisco Carr

Development staff continues to accept rehabilitation applications. As of 10/31/16 there are 44 applicants on the rehab waiting list (below 80%), 6 applicants on the modernization waiting list, and 10 applicants on the rehab waiting list (over 80%). Four new applications received; pending additional documentation. One applicant was removed from the waiting list due to no response. 2015 Rehabilitation (14 Homes): Phase I-1 and Phase I-2 projects were awarded to Star Hill Enterprises. Phase I-1 completed October 31st and Phase I-2 completed September 30th. Phase II-1 and Phase II-2 projects were awarded to Rock Gap Engineering. Phase II-1 completed November 10th and Phase II-2 one home remains to complete. 2015 Acomita Sewer Main Extension Project: A project update meeting was to be held the second week of October but was postponed until IHS can complete comments and incorporate into project documents. Next meeting to be determined pending IHS comment completion. Plan set is approximately 95% complete. PAHA LIHTC Limited Partnership #1: Project sealed bids were due October 21st and PAHA received three: Medvolt (\$10,615,394.83); Pace Pacific (\$9,402,379.54); Pavilion Construction (\$6,995,971.00). Pending Projects are the 2015 Modernization of 3 homes (anticipated to begin early next year), 2016 IHBG Rehabilitation of 10 homes (anticipated to begin next year in the spring), and 2016 ICDBG New Home Construction of 4 homes (waiting for EA's from SHPO). The Maintenance Department completed 16 work orders and 5 courtesy calls to non-PAHA homes. Thirty work orders open as of 10/31/16. Melanie Keams attended the NAHASDA and ICDBG Relocation Training in Albuquerque. Trip report attached for Implementing OMB's New Uniform Guidance for IHBG Programs that Laureen Cheromiah attended in Chandler, AZ. **April**: The 4 recertification applications/documents not received is there additional notification sent to them and was there any response? **Response**: The first letter sent out is letting them their recertification is due and if they are still interested. They are given 10 days to respond but if no response given they are sent another letter letting them know they have been removed from the waiting list. There is no notice in between. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Pueblo of Acoma Residential Leasehold- Tribal Administration has scheduled a meeting with the Antelope clan on November 21st, but PAHA has not received an update. The goal is to present and pass the Residential Leasehold by December 2016. It was presented to them to leave out traditional law and they have chosen to do so. There has been

talk about extending PAHA's land assignment, but the thing is that the Antelope clan's duty goes away of distributing land because under PAHA we cannot discriminate. Recommended FY 2017 Budget request for Tribal Housing programs – funding for Indian Housing and related community development activities is appropriated annually to a variety of Federal agencies, primarily through HUD-ONAP. All the programs that fall under this bill are IHBG, ICDBG, Training & Technical Assistance, Section 184 Loan Guarantee, Title VI Loan Guarantee and NHHBG. OMB's New Uniform Guidance for IHBG and ICDBG Programs consolidates and streamlines eight Federal regulations into a single guide. The two year grace period expires December 31, 2016 and implementation must be documented in our procurement policy. Major revisions to policy will be given to Denise Zuni for review. PAHA adding new homes near North America's oldest continually inhabited community is an article written by Travois. There were some questions that this article brought up and that was why is PAHA going to build below Acoma, however that is not the case. The LIHTC project is a project that will be advertised. **Damian:** Since we just signed the resolution for the LIHTC project does it require NEPA? **Response:** No, not the project itself, but in order to get the lease we had to comply with NEPA. **Damian:** I would like a copy of the culture resources survey that was done. **Response:** Yes we can provide a copy to the POA Historic Preservation Office via email. There were no further inquiries on Mr. Tortalita's report.

9. Announcements & Schedule December 2016 Meeting:

Next scheduled BOC meeting will be held on Friday, December 9, 2016 at 5:30 p.m. – Santa Ana Star Casino.

10. Adjournment:

Meeting adjourned @ 7:47 p.m., motion made by Commissioner, A. Estevan, seconded by Commissioner, D. Garcia. Motion carried.

Respectfully submitted



Krystal Vallo,
Transcribing Secretary