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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting
Indian Pueblo Cultural Center – Albuquerque, NM

December 11, 2015
5:00 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, 2015
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business** –
 - a.) 2016 PAHA Operating Budget – *Owen Ondelacy, Finance Manager*
 - b.) Resolution to Approve Commitments for the 2016 LIHTC Application Submittal
– *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 12, 2016 - 5:00 pm – PAHA Conference Room

10. **Adjournment**



Minutes of November 10, 2015
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. **Call to Order:** 5:46 p.m.
2. **Invocation:** Commissioner, Ezilda Paytiamo
3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Commissioners, Damian Garcia, April Estevan, and Ezilda Paytiamo; PAHA Staff: Executive Director, Floyd Tortalita; Project Manager, Patrick Martinez; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; ABSENT: Tribal Secretary, Jonathan Sims; Tribal Councilman, Ernest Vallo, Sr., and Vice President, Patrick Ortiz.
4. **Approval of November 10, 2015 Agenda:**
Commissioner, A. Estevan motioned to approve 11/10/15 Agenda, seconded by Commissioner, E. Paytiamo. Motion carried.
5. **Approval of October 13, 2015 Meeting Minutes:**
Commissioner, A. Estevan motioned to approve 10/13/15 Minutes, seconded by Commissioner, E. Paytiamo. Motion carried.
6. **Opening Remarks:** Floyd Tortalita, Executive Director
Mr. Tortalita informed the Board that there is a lot of information to pass on and endeavors PAHA has entering into.
7. **New Business:**
 - a) **Housing Rehabilitation Waiting List Concerns-** Edward Lewis, Jr., Community Member
Mr. Lewis requested to go before the board to address concerns about his application and where he sits on waiting list. Mr. Lewis stated that he turned in an application four or five years ago. Mr. Lewis provided pictures of his home to show current state. Home was built back in 1989 and for the past 15 years Mr. Lewis has been unable to up keep his home due to back injury, but he does what he can. Main source of heating is a wood stove. Mr. Lewis stated that roof leaks and roof has become so saturated that it has bowed. Mr. Lewis is afraid that roof may one day collapse and mold has formed. Mr. Lewis stated that he has done what he can to help keep his house standing. **Robin:** When was the last time you filled out an application? **Response:** Last month. **Robin:** Will you get your disability statement Thursday? **Response:** Yes. **Robin:** Are you the head of household? **Response:** Yes. **April:** In the pictures provided are the beams rotting and is that mold? **Response:** The beams are falling because they are soaking in all the water and are rotting. **April:** Is there insulation? **Response:** No. Robin informed Mr. Lewis that all applications are reviewed and awarded points based on certain criteria. Therefore it can move an applicant up or down the waiting list. The Board thanked Mr. Lewis for coming in and bringing his situation to their attention. After Mr. Lewis spoke Mr. Tortalita informed the Board that Mr. Lewis currently has six points, however disability statement could change amount of points. Last completed application PAHA has received from Mr. Lewis is 9/9/14 and he is up for a renewal. Mr. Tortalita informed Mr. Lewis that a formal response will be mailed to him. After a lengthy discussion Mr. Tortalita and with the consent of the Board will send Mr. Lewis a letter reminding him about his position on the waiting list and other updates.
 - b) **2015 PAHA Budget Amendments-** Owen Ondelacy, Finance Manager
Revisions were made to 2015 budget to remove and add money to other line items; however overall budget was not increased or decreased. \$48,809.00 was reallocated. (See 2015 Budget Revision No. 1). Commissioner, D. Garcia motioned to approve 2015 PAHA Budget Amendments, seconded by Commissioner, A. Estevan. Motion carried.
 - c) **Homeownership Admissions & Occupancy Policy Amendments-** Jennette Steward, Housing Services Manager
At last board meeting on 10/20/15 amended policy was provided to the Board and comments were requested by 10/30/15; however no comments or feedback were received. Therefore PAHA requested the amended policy to be

approved. Resolution was read aloud to the Board. Adopting the Pueblo of Acoma Housing Authority Amended Homeownership Admissions and Occupancy Policy PAHA-1110-2015-01 passed in a vote of 4 for and -0- against.

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

Finance Department – Owen Ondelacy

On 10/2/15 Mr. Ondelacy submitted the Semi-Annual Labor Standard Enforcement Report, form HUD 4710 to the Las Vegas field office and the Annual Contract and Subcontract Activity report, form HUD 2516 to the Albuquerque HUD office. On 10/1/15 PAHA attended the General Meeting to present the 2014 Annual Audit, 2014 Annual Report, Strategic Plan, 2014 IHP/APR report, and the 2015 ICDBG. The General meeting will be used as confirmation of the “Citizens Participation” in the ICDBG grant application. On 10/14/15 the quarterly Federal Financial Report, form HUD SF-425 was submitted to the Albuquerque HUD office. Executive Director and PAHA manager’s held a conference call with Travois on 10/27/15 to discuss development sit, appraisals, zoning/jurisdiction, utility providers, families to be served, and so forth. Mr. Ondelacy prepared documents for the eLOCCS to draw down funds in the amount of \$138,618.94 for the 2015 IHBG. Funds were deposited on 10/22/15. Mr. Ondelacy’s upcoming tasks are to prepare RFP for 2015 audit services and yearend adjustments. Expenditure report: a few line items are over but adjustments will be made. There were no inquiries on Mr. Ondelacy’s report.

Housing Services Department – Jennette Steward

On-going activities for the month of October, H.S. staff continues to accept new housing applications. There are currently 46 applicants on the new housing waiting list. One applicant was removed due to renewal of income exceeded 80% median. H.S. staff also continues to enforce Collections and Evictions policy to tenants and homebuyers. Process of notices continues to be followed each month and for October there were 9- Notices of Delinquencies, 1- Notice of Intent for non-payment of rent, 1- Notice of Non-Compliance, and 1- Notice of Termination & Notice to Vacate were issued. Notice of Termination & Notice to Vacate, the PAHA will file a civil complaint on 11/2/15 if debt is not paid in full on 10/31/15; however debt was paid. K. Clemons hearing will be on 11/17/15. Mrs. Steward has been working with Andrea Dunyon, SWONAP-Lead Loan Guarantee Specialist to gather information about loan qualification and requirement process of the Section 184 Loan. **Robin**: Invite over-income individuals to training or meeting. Mrs. Steward also contacted the Acoma Law Enforcement to acquire an emergency plan template. Request for template was relayed to Glenn Kelsey, Director of Safety. PAHA awaits a response. Suggestions were made to Mrs. Steward to look at federal or government sites and gather information from other housing authorities. Annual inspections and recertification’s for participants continue to be conducted. H.S. staff continues to provide assistance and services to the community and other tribal programs. On 10/22/15 H.S. staff held an information forum with trailer park residents to discuss park concerns and on 10/28/15 H.S. staff and executive director assisted ABHS with Bullying Community Forum. PAHA provided a presentation on vandalism. H.S. and Maintenance & Development staff met on 10/26/15 to discuss basic hands-on training for housing participants and community members. **Robin**: How about using webinars or YouTube videos for the community to watch in regards to maintenance or upkeep of home and energy efficiency. **Robin**: Require tenants to bring other family members or friends to trainings and meetings. **Ezilda**: Was a community watch established? **Response**: PAHA has the bylaws and information, but it is up to the residents to establish the community watch. There were no further inquiries on Mrs. Steward’s report.

Development Department – Patrick Martinez

Development department staff continues to accept rehabilitation applications and as of 10/31/15 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. Also 3 new applications and 3 recertifications were received. The 2015 Rehabilitation of 16 homes will be conducted in three phases. Governor signed environmental assessments and assessments have been sent to SHPO for approval. On 11/10/15 a walk-thru with contractors of 6 homes was conducted. Delivery and rehabilitation of two FEMA trailers- project home site for second mobile home has been identified and clarification of assignment is complete. Environmental assessments have been sent to SHPO for approval. Project is out for bid. There is no new progress on the 2015 Acomita Sewer Main Extension project. The PAHA received a call for inspection of a clogged sink drain at Jeanne Chino’s residence, 17 Pinon Street, Skyline II. Two inspections were conducted on 10/15/15 and 10/16/15 by Patrick Martinez and Riley Jim. It was determined that large amounts of cooking grease were causing water to back up. PAHA attempted to unclog drain but were unsuccessful. Rodger’s

Plumbing and Heating Co, Inc. was called to further repair or unclog the drain. On 10/23/15 Rodger's Plumbing attempted to unclog drain, but was unsuccessful as well. Consultation among development staff recommended re-routing line because of the amount of grease currently in the line. Cost proposals were requested by four plumbing companies; however Roger's Plumbing was the only company to respond. On 11/10/15 PAHA was informed by tenant that line has cleared. PAHA maintenance staff did inspect line to assure it cleared. As of 10/31/15 the Maintenance Department has 7 open work orders. On 10/14/15 all PAHA staff attended the ribbon cutting ceremony of the Rainbow Village Apartments. Francisco Carr attended the Southwest Tribal Housing Alliance meeting in Isleta on 10/5/15 and the MFA 2016 Mandatory Design Standards for Multifamily Housing Q&A in Albuquerque on 10/29/15. Francisco Carr's training report for Methamphetamine Remediation and Prevention was attached. **Robin:** What is the turnaround rate for approval of applications? **Response:** 15 days to complete approval process. **Robin:** Over-income rehab applicants should be included on list to invite to Section 184 Loan training/meeting. **Robin:** When is the projected start date of rehab of 16 homes? **Response:** By mid-December and is currently out to bid. **Robin:** What is the estimated completion date? **Response:** Approximately 45 days, if weather permits. **Robin:** Is there a projected start date for the sewer extension project? **Response:** March 2016. **Robin:** Does PAHA have a safety policy regarding meth and so forth? **Response:** No, but will look into it. **Damian:** Is the \$1,000,250.00 budget a set amount for rehab of 16 homes? **Response:** No, more money can be added if needed. There were no further inquiries on Mr. Martinez's report.

Executive Director Report – Floyd Tortalita

Mr. Tortalita's report gave updates on Capitol Hill, NAHASDA Reauthorization, Residential Leasehold, 2015 ICDBG, and HUD VASH program. On 10/29/15 Representative Paul Ryan was elected 54th Speaker. Speaker Ryan supports passage of NAHASDA Reauthorization by voting yes on H.R. 360. The senate passed a two-year budget deal that raises the debt ceiling rate. NAHASDA Reauthorization Act of 2015 details on next steps remains unavailable, but advocating for passage of reauthorization legislation continues. 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 received comments from HUD and addressed concerns. HUD concern was matrilineal society. Denise Zuni and Mr. Tortalita received a copy of the edits and provided comments to the revisions. Position developed by Sh'eh Wheef Law Office and PAHA was attached. On 10/22/15 PAHA submitted 2015 ICDBG application. ONAP has confirmed receipt of ICDBG application. Low Income Tax credit project is moving forward and Mr. Tortalita meet with Travois in Kansas City on 10/24/15. Travois will be at PAHA 11/13/15- site visit, and meet and greet. HUD has announced implementation of a \$4 million Tribal HUD-VA Supportive Housing Program to assist Native American Veterans. There were no inquiries on Mr. Tortalita's report.

9. Announcements & Schedule December 2015 Meeting:

BOC meeting will be held on Friday, December 11, 2015 @ 5:00pm- Indian Pueblo Culture Center, Albuquerque.

10. Adjournment:

Meeting adjourned @ 9:51 p.m., motioned made by Commissioner, E. Paytiamo, seconded by Commissioner, A. Estevan. Motion carried.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary