



P.O. Box 620
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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting
Quarters – Albuquerque, NM

December 12, 2014
5:30 p.m.

AGENDA

1. **Call to Order** – Robin Cruz, Board Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, Board Chair
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting**
 - November 12, 2014
 - Special Meeting of the BOC – October 31, 2014
 - Special Meeting of the BOC – November 26, 2014
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business** –
 - a.) 2015 PAHA Operating Budget – *Floyd Tortalita, Executive Director*
 - b.) PAHA Strategic Planning Initiative RFP – *Floyd Tortalita, Executive Director*

Department Reports -

 - a.) Finance – *Calene Pedro, AP/AR/Payroll Technician*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Lawrence Ramirez, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
8. **Announcements & Schedule Next BOC Meeting**

January BOC Meeting – January 7, 2015 - 5:30 pm – PAHA Conference Room
9. **Adjournment**



"Providing Safe and Affordable Housing Opportunities"

Minutes of November 12, 2014
PAHA Board of Commissioners Regular Meeting
Sky City Casino Patio Dining Room- 5:30 p.m.

- 1. Call to Order:** 6:20 p.m.
- 2. Invocation:** Tribal Secretary, Gilbert Louis, Jr.
- 3. Roll Call:** Present: Chairwoman, Robin Cruz, Commissioners: April Estevan, Damian Garcia, Patrick Ortiz, Bernard Lewis; Ex-Officios: Tribal Secretary, Gilbert Louis, Jr., and Tribal Councilman, Ernest Vallo, Sr.; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Lawrence Ramirez; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo.
- 4. Approval of November 12, 2014 Agenda:**
Motion to approve amended agenda: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz. Budget Revision under New Business was added to agenda.
- 5. Approval of October 8, 2014 Meeting Minutes:**
Motion to approve: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, A. Estevan.
- 6. Opening Remarks:** Floyd Tortalita, Executive Director
Development Department will present information and resolution for Phase IV Rehab. Project, Finance Department will present amendment to 2014 budget, and Executive Director will present status on residential land lease.
- 7. New Business:**
 - a) PAHA Rehab. Project Phase IV- Lawrence Ramirez, Development Manager**
Bids were due to PAHA by 11/7/14. Three (3) bids were submitted, one (1) contractor did not submit all required documents and was disqualified, and the third bid was 10 minutes late and not in a sealed envelope and was also disqualified (not on checklist). PAHA's estimated in-house budget was \$252,351.63 and was in compliance with the procurement policy. Native American Housing Consultants (NAHC) submitted all required documents with bid. PAHA is recommending to the Board to move forward with NAHC bid of \$263,993.53. A resolution is also being presented to signify the approval of the contract. Rehabilitation Project Phase IV consists of four (4) homes. Timeline for project 45 days- includes 10 day period for Homeowner move out. Contractors get penalized \$100 per day when project exceeds timeframe allocated. Extensions to timeframe are made for unforeseen circumstance, i.e. weather. Typo on Cost Break Down- tribal tax, but does not affect total cost. Lawrence will meet with NAHC on Monday (11/17/14) to discuss start date. Funding for project will come from 2014 IHBG. With no further discussion or inquires, Commissioner, D. Garcia motioned to approve Resolution PAHA-1112-2014-01, seconded by Commissioner P. Ortiz. All in favor and none opposed.
 - b) 2014 Budget Revision No. 1- Owen Ondelacy, Finance Manager**
Reference expenditure report ending October 31, 2014 in Finance department report to justify revisions made to 2014 budget. In Operating \$27,400.00 was reallocated and \$2,830.00 was reallocated in Planning & Administration to accommodate overages- reference 2014 Budget Revision No. 1 report. Reallocation did not affect budget amounts for Operating and Planning & Administration. Commissioner, D. Garcia motioned to approve 2014 Budget Revision No. 1, seconded by Commissioner, A. Estevan. All in favor and none opposed.

8. Department Reports:

Finance- Owen Ondelacy

Majority of report was addressed in budget revision. There were complications when registering for eLOCCS, but were resolved. Process for eLOCCS completed in November. Training on eLOCCS was suggested from Board. There were no further inquiries on Mr. Ondelacy's report.

Housing Services- Jennette Steward

Rental Unit at 119 Sunrise completed and ready for move-in on November 7, 2014. Janelle Juanico was next eligible applicant and accepted unit. Move-in and payment received on November 12, 2014. Board suggested that training that does not receive per diem note that no funds were dispersed; therefore a travel report is not needed. There were no further inquiries on Mrs. Steward's report.

Development Department- Lawrence Ramirez

2015 IHBG Rehabilitation/Weatherization Project FEMA Trailer- consists of 2 units. Funding for project will come from 2015 IHBG. Recipients of trailers are Nancy Thompson, and Georgia Torivio. A project prior to the arrival of Executive Director and managers, but there was commitments made that PAHA choose to uphold. Projects were delayed due to finance issues and within that same timeframe CDEC issue began. Mrs. Thompson's trailer has been relocated to designated land assignment. There were no further inquires on Mr. Ramirez's report.

Executive Director Report- Floyd Tortalita

NAHASDA Reauthorization remains to be top priority in congress. At this time it very important for Tribal leaders to submit comments or concerns, because congress will be in a Lame Duck session. Congress will become republican dominate. Letters prepared by PAHA supporting the NAHASDA Reauthorization and H.R. 4329 were signed by Governor Vallo and sent to congress. There were no funding cuts to Indian housing. A letter was sent to SWONAP in regards to PAHA's denial of ICDBG- no consistency in selection. Other tribes were allowed to submit missing documents required for ICDBG. PAHA will be going in front of tribal council requesting their support regarding ICDBG denial, and residential lease. Another request will be allowed access to the old McCarty's Day School property- a possible tax credit project. Currently a drafted document of the residential lease has been submitted to HUD and now waiting on response. The HUD approved document will be presented before tribal council. Strategic Planning proposals are due Friday, November 21, 2014- 6 interested companies. There will be a 9 person review panel, which will consist of Board and PAHA managers. Score sheets will determine the recommended company. Attended a training hosted by TRAVOIS on tax credits. Tax credits could help fund potential projects, i.e., community building in new subdivision. There were no further inquires on Mr. Tortalita's report.

9. Announcements & Schedule December 2014 Annual Meeting:

December 12, 2014 @ 5:30 p.m. at Quarter's BBQ on Wyoming & Montgomery

10. Adjournment:

Commissioner, B. Lewis motioned to adjourn, seconded by Commissioner, A. Estevan. With all in favor meeting adjourned @ 8:38 p.m.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary

October 31, 2014

Special Board Meeting
Meeting Minutes

Meeting called to order at 1:38 pm.

Present at meeting:

Floyd
Lawrence
Pat
April
Robyn
Bernard

Meeting called to notify board of the one bidder, Delgado Construction, for Phase III project.

Lawrence requested to enter into contract with Delgado Construction on the Phase III project. Delgado Construction submitted the only bid for the Phase III Project. According to HUD Procurement procedure, project may be awarded to single bidder after putting bid out twice.

Bernard noted concern with the bid amount from Delgado Construction and the estimated amount of project, \$70,000 difference.

Bernard made a motion to send out notice to rebid.
? second the motion, all in favor, April, Robyn and Bernard.

Lawrence will send out notice of rebid for Phase III Project on 11/3/2014.

Lawrence will present board with results at next board meeting the week of the 19th.

Meeting adjourned at 1:54pm



Laureen Cheromiah

November 26, 2014

Special Board Meeting
Meeting Minutes

Meeting called to order at 10:06 am

Present at meeting:

Robin
Lawrence
Floyd
Bernard
April

Continuation of special meeting on October 31, 2014, regarding PAHA Rehabilitation Phase III re-bid. Lawrence went over bid amounts and reviewed board packet. Lawrence requested board to approve V&A Construction to be awarded contract for the amount of \$157,688.55.

April made a motion to award V&A Construction the Phase III Rehabilitation Contract. Bernard 2nd the motion, all in favor.

Board approved Resolution No. PAHA-1126-2014-01

Meeting adjourned 10:13 am



Lauren Cheromiah