North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
July 15, 2020
5:00 pm

Commissioners Present	Commissioners Absent
Bobby Hale	Thomas Galt
Richie Cline	Christopher Aguirre
Shannon Wentworth	Elaine Fink
Katrina Guitierez	
Jacquie Van Huss	

Staff	Guests
Paul Irwin	
Debora Kerns Barba	
Bernice Polkenhorn	

A. CALL TO ORDER:
Bobby Hale called the meeting to order at 5:07 pm.

B. ROLL CALL AND QUORUM DETERMINATION:
Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:
Katrina Guitierez motioned to approve the agenda, Richie Cline seconded, and the motion carried 5/0/0.

D. APPROVAL OF MINUTES 6/17/2020, 7/1/20:
6/17/20 meeting minutes tabled.

Katrina Guitierez motioned to approve the 7/1/20 meeting minutes, Richie Cline seconded, and the motion carried 5/0/0.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:
The director reported that the plans are still being reviewed by Madera County. The director is beginning to coordinate the necessary earthwork for the building pad and will be bidding out the work. He is also seeking confirmation that the dirt stockpiled may be utilized for this project.

ii. **2019/2020 ICDBG – Emergency Services Building:**
The director reported that an agreement has been entered for the environmental assessment, and that we will soon begin getting an RFP together for architecture and engineering services.

iii. **2019 IHBG Competitive Funding – Infrastructure:**
The director presented updated 3d images of the proposed project and site.

iv. **Low-Income Housing Tax Credits (LIHTC):**
The director reported that the 75% architectural progress drawings were received and provided to the BOC on 7/9/20. A call is scheduled tomorrow morning at 9am to further discuss the updates.

v. **32886 Road 222, North Fork, CA 93643:**
The director reported that since last meeting drywall and texture have been completed, the interior of the home has been painted, and flooring started today. The crew has started on finish electrical upstairs and is wrapping up exterior siding while the flooring installers are in the interior.

vi. **ICDBG CARES:**
The director reported that HUD issued a press release on 7/2/20 that 15 of the 100 million had been awarded. The director contacted our HUD grants management specialist and was informed that over 100 million was requested within the first 3 minutes. We were informed that our application is still under consideration and they are reviewing and awarding the applications as they were received. Our application was sent by email at 3pm EDT, and HUD has confirmed receipt at 3:02:40 pm EDT.

(2) **Chairperson:**

(3) **Other:**

F. **NEW BUSINESS:**

G. **OLD BUSINESS:**

(1) **Emergency Shelter Program Policy:**
The director presented the updated policy for review.

i. **Resolution #20-02:**
Jacquie Van Huss motioned to approved Resolution #20-02 approving the emergency shelter program policy as presented, Richie Cline seconded, and the motion carried 5/0/0.

(2) **FY 2021 IHP:**
The director reported that the IHP was approved via email by Bobby Hale on 7/6/20; Katrina Guitierez and Thomas Galt on 7/7/20; Richie Cline, Christopher Aguirre, and Shannon Wentworth on 7/8/20. Tribal Council has also subsequently approved, and the required Tribal Certification will be submitted once signed.

H. EXECUTIVE SESSION:

Jacquie Van Huss motioned to go into executive session at 5:29 pm, Katrina Guitierez seconded, and the motion carried 5/0/0.

(1) XXH1027:

The director presented recommendations from our insurance carrier and tribal attorneys regarding pools on NFRIHA properties. Motion to prohibit all pools with a capacity of over 18' in water depth carried by a vote of 3/2/0. Director to issue response to appeal and a notice to all tenants.

(2) XXL0908:

The director informed the BOC of a tenant's request for flooring, and that an existing issue had been addressed. The director provided guidance on California law regarding landlord's responsibility to replace flooring. The director reported that staff has created a spreadsheet listing all units and the age of flooring. Staff proposes replacing flooring at several units per fiscal year based on age and condition and advised the BOC of this unit's position based on age. Consensus of the BOC to proceed as recommended.

(3) Storm Drainage Easement:

The director provided an update to the BOC regarding the status of acquiring an easement for storm drainage improvements.

(4) 32745 Road 222, North Fork, CA 93643:

The director provided an update to the BOC regarding the status of acquiring an access easement.

(5) Complaint Letter:

Tabled.

Jacquie Van Huss motioned to come out of executive session at 6:15 pm, Richie Cline seconded, and the motion carried 5/0/0.

I. NEXT MEETING:

July 29, 2020 at 5:00 pm via Zoom Meeting.

J. ADJOURNMENT:

Katrina Guitierez motioned to adjourn at 6:23 pm, Richie Cline seconded, and the motion carried 4/0/0. Jacquie Van Huss exited the meeting at 6:22.

MINUTES TRANSCRIBED BY:

Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 29th day of July 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 5 for, Ø against, and 3 abstaining.

Patrina Gutierrez
Commissioner

8-4-2020
Date

[illegible]
Commissioner

8/5/2020
Date