700 ADAMS AVENUE  
MEMPHIS, TN 38105

June 27, 2019

MEETING OF THE BOARD OF COMMISSIONERS  
MINUTES OF MEETING

I. The meeting of the Memphis Housing Authority Board of Commissioners was held June 27, 2019 at 9:00 a.m. in the Board Room. The meeting was called to order by Commissioner Jenkins at 9:00 a.m. Commissioner Jenkins called for executive session at 9:53 a.m. and reconvened the meeting at 11:06 a.m.

II. Attendees:

Commissioners:
Justin Bailey  
Kathy Cowan  
Dr. Laura Harris  
Lisa Wheeler-Jenkins  
Ms. Mary W. Sharp  
William Stemmler

MHA Staff: Marcia E. Lewis, Chief Executive Officer  
Dexter Washington, Chief Operating Officer  
Vickie Aldridge  
Amy Jones  
Tomecia Brown  
Luretha Phillips  
Forestine Carroll  
Leon Shead  
Eletha Cody  
Mike Swindle  
Cheiktha Dowers  
David Walker  
Ellen Eubanks  
Keisha Walker

Residents: Rosie Meredith; Barry Towers

Media Presentation: None

Visitors/ Special Guest(s): None

III. AGENDA  
The agenda was unanimously approved.
IV. MINUTES

May 23, 2019 minutes were approved.

V. RESOLUTION AND BOARD ACTION
Ms. Aldridge sought board approval for

RESOLUTION NO. 4578

RESOLUTION APPROVING MEMPHIS HOUSING AUTHORITY'S PUBLIC HOUSING OPERATING BUDGET FOR FISCAL YEAR ENDING 2020

WHEREAS, the Memphis Housing Authority Board of Commissioners has reviewed revenues and expenditures anticipated for the operation of the Low Rent Public Housing serving low-income families in the City of Memphis during the period of July 1, 2019 through June 30, 2020; and

WHEREAS, all regulatory and statutory requirements have been met; and

WHEREAS, the Memphis Housing Authority has sufficient operating reserves to meet the working capital needs of its developments, administration and housing program; and

WHEREAS, proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents; and

WHEREAS, the calculation of eligibility for Federal funding is in accordance with the provisions of the regulations; and

WHEREAS, all proposed rental charges and expenditures will be consistent with provisions of law; and

WHEREAS, the Memphis Housing Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(e) and (d); and

WHEREAS, the Memphis Housing Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(f) or 24 CFR 905.120(g); and

WHEREAS, the Memphis Housing Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315; and

WHEREAS, the Board is satisfied that the financial plan is reasonable and necessary for the efficient and economical operation of the Memphis Housing Authority in administering the programs; and

WHEREAS, staff has demonstrated through application of guidelines provided by the United States Department of Housing and Urban Development that revenues from all sources will be adequate to cover all necessary expenditures; and

WHEREAS, the financial plan does not provide for federal funding in excess of that payable under the guidelines provided, and is consistent with programs wherein funding is made available (proposed rental charges and expenditures), including provisions of the law and the Annual Contribution Contract between the Federal Government and the Memphis Housing Authority.
NOW, THEREFORE BE IT RESOLVED, by the Memphis Housing Authority Board of Commissioners that the operating expenditures of $14,946,126 for the Public Housing program are hereby adopted for fiscal year 2019-2020.
Commissioner Jenkins called for a motion to approve Resolution 4578. A motion was made by Commissioner Stemmler and seconded. Commissioner Jenkins called for discussion.

Commissioner Stemmler asked how much is in reserves; Ms. Aldridge responded that there is approximately 5 million in unrestricted reserves.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4578 was approved.
Ms. Aldridge sought board approval for

RESOLUTION NO. 4579

RESOLUTION APPROVING THE LANGUAGE CHANGES IN THE MEMPHIS HOUSING AUTHORITY VEHICLE AND DRIVER SAFETY POLICY

WHEREAS, the Memphis Housing Authority ("MHA") presented and obtained approval of the Vehicle and Driver Safety Policy from the Board of Commissioners on January 25, 2018 via resolution 4509; and

WHEREAS, changes in the organization has caused language in the policy to be updated; and

WHEREAS, updates were made to the policy as shown below; and

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<thead>
<tr>
<th>Original Page #</th>
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<th>Original Language</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Not Applicable</td>
<td>Added Revision Log to track policy changes</td>
</tr>
<tr>
<td>N/A</td>
<td>2</td>
<td>Not Applicable</td>
<td>Added Table of Contents for easier review and reference</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>...added to the approved driver's list maintained by MHA Police and Risk Management. Before being placed on the approved driver's list, MHA Police will verify an employee's driving record through the Department of Public Safety. MHA Police and Risk Management are also responsible for conducting semi-annual driving record check on all approved drivers and providing the Inventory Control Clerk with a document confirming drivers' status as authorized or unauthorized. A copy of all correspondence and documentation will be forwarded to Human Resources and Risk Management.</td>
<td>...added to the approved driver's list maintained by Risk Management. Before being placed on the approved driver's list, Human Resources will verify an employee's driving record through the Department of Public Safety. Human Resources and Risk Management are also responsible for conducting semi-annual driving record checks on all approved drivers and maintaining a file confirming drivers' status as authorized or unauthorized.</td>
</tr>
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<td>3</td>
<td>4</td>
<td>The Inventory Control Clerk will review the report periodically. The report should remain in the vehicle unless otherwise instructed by the Inventory Control Clerk.</td>
<td>The Asset Accountant will review the report periodically. The report should remain in the vehicle unless otherwise instructed by the Asset Accountant.</td>
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<tr>
<td>3</td>
<td>4</td>
<td>If an accident occurs on MHA property, the driver should call MHA Police at (901) 301-2575. If an accident occurs off-site, the driver should call the Memphis Police Department at (901) 545-COPS (2677), followed with a call to MHA Police.</td>
<td>If an accident occurs on MHA property, the driver should call <em>Risk Management</em> at (901) 544-1142. If an accident occurs off-site, the driver should call the Memphis Police Department at (901) 545-COPS (2677), followed with a call to <em>Risk Management</em>.</td>
</tr>
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<td>3</td>
<td>4</td>
<td>The Risk Manager is responsible for completing the appropriate report forms and forwards them to the Inventory Control Clerk. On an annual basis, the Risk Manager and Inventory Control Clerk are responsible for making sure all vehicle operators including newly hired employees receive training within 60 calendar days...</td>
<td>The Risk Manager is responsible for completing the appropriate report forms. On an annual basis, the Risk Manager and <em>Human Resources</em> are responsible for making sure all vehicle operators including newly hired employees receive training within 60 calendar days...</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Any vehicle involved in an accident should receive a safety inspection by the Inventory Control Clerk before being returned to service.</td>
<td>Any vehicle involved in an accident should receive a safety inspection by the Risk Manager, Maintenance Manager and Asset Accountant before being returned to service.</td>
</tr>
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<td>4</td>
<td>5</td>
<td>When an agency vehicle is damaged by a third party, Risk Manager and Inventory Control Clerk will act as the Agency's liaison between the Agency...</td>
<td>When an agency vehicle is damaged by a third party, <em>Risk Management</em> will act as the Agency's liaison between the Agency...</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>The Inventory Control Clerk will make sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the Agency.</td>
<td>The <em>Maintenance Manager</em> and <em>Asset Accountant</em> will make sure all repairs are completed in accordance with accepted industry standards and to the satisfaction of the Agency.</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>The number of vehicles owned by the Agency is set at the inventory level of record approved by the Executive Director.</td>
<td>The number of vehicles owned by the Agency is set at the inventory level of record approved by the <em>Chief Executive Officer</em>.</td>
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<tr>
<td>4</td>
<td>5</td>
<td>If the Agency's Inventory Control Clerk and Risk Manager determine that a vehicle is no longer safe to drive or is cost prohibitive to repair, the vehicle custodian will be notified…</td>
<td>If the Agency's <em>Asset Accountant</em> and Risk Manager determine that a vehicle is no longer safe to drive or is cost prohibitive to repair, the <em>Maintenance Manager</em> will be notified…</td>
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<td>5</td>
<td>6</td>
<td>The Inventory Control Clerk will initiate appropriate documentation for disposition and replacement.</td>
<td>The <em>Asset Accountant</em> will initiate appropriate documentation for disposition and replacement.</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>The Risk Manager and Inventory Control Clerk will provide vehicle and driver safety training, as required.</td>
<td>The <em>Risk Manager</em> will provide vehicle and driver safety training, as required.</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>Loss, stolen or misplaced fuel cards must be immediately reported to your immediate supervisor and the Inventory Control Clerk.</td>
<td>Loss, stolen or misplaced fuel cards must be immediately reported to your immediate supervisor and the <em>Asset Accountant</em>.</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>One (1) take-home vehicle for the MHA Police Commander - on-call 24 hours per day.</td>
<td>Removed statement</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>One (1) take-home vehicle for the MHA Executive Director</td>
<td>One (1) take-home vehicle for the MHA <em>Chief Executive Officer</em> in lieu of a car allowance</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>Discretion for the Executive Director to assign temporary take-home vehicles to staff</td>
<td>Discretion for the <em>Chief Executive Officer</em> to assign temporary take-home vehicles to staff</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>Immediately report all accidents/damages to MHA Police at (901) 301-2575 if you are in an accident while on MHA business.</td>
<td>Immediately report all accidents/damages to <em>Risk Management</em> at (901) 344-1142 if you are in an accident while on MHA business.</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>A stolen MHA vehicle shall be reported immediately to Memphis Police Department, Risk Manager and Inventory Control Clerk.</td>
<td>A stolen MHA vehicle shall be reported immediately to Memphis Police Department and <em>Risk Management</em>.</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>Any vehicle to be disposed of by MHA must first receive recommendations from the Inventory Control Clerk; approval by the Executive Director and Board of Commissioners.</td>
<td>Any vehicle to be disposed of by MHA must first receive recommendations from the <em>Asset Accountant</em>; approval by the <em>Chief Executive Officer</em> and Board of Commissioners.</td>
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<td>Original Page #</td>
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<tr>
<td>7</td>
<td>8</td>
<td>Vehicles may be transferred from one department to another within the Agency with the approval of the Department Director and Inventory Control Clerk.</td>
<td>Vehicles may be transferred from one department to another within the Agency with the approval of the Department Director and Asset Accountant.</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>Under no circumstances will an Agency vehicle be placed in active service unless it is in good operating condition supported by inspection documentation signed by the Inventory Control Clerk.</td>
<td>Under no circumstances will an Agency vehicle be placed in active service unless it is in good operating condition.</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>The Agency's Inventory Control Clerk is responsible for overseeing a preventive maintenance program that provides written notice to vehicle custodians when preventive maintenance is due.</td>
<td>The Agency's Asset Accountant is responsible for overseeing a preventive maintenance program that provides written notice to the Maintenance Manager when preventive maintenance is due.</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>Any defect discovered during these inspections or while driving should be noted and reported to the Inventory Control Clerk at the end of the day.</td>
<td>Any defect discovered during these inspections or while driving should be noted and reported to the Asset Accountant at the end of the day.</td>
</tr>
</tbody>
</table>

**WHEREAS**, these changes have been reviewed by the Executive Staff.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the Memphis Housing Authority hereby approves the above language changes to the Vehicle and Drivers Safety Policy.

**BE IT FURTHER RESOLVED** that the enclosed updated Vehicle and Driver Safety Policy shall go into effect immediately.
Mr. Swindle sought board approval for

RESOLUTION NO. 4580
RESOLUTION AWARDING A CONTRACT TO SHARP ROBBINS & POPWELL, LLC
IN THE AMOUNT OF $127,622.00 FOR THE REMOVAL AND REPLACEMENT OF
DAMAGED PLUMBING COMPONENTS BEHIND FIRE RATED CHASE WALLS IN
24 DWELLING UNITS AT BARRY TOWER, [TN 1-13], MEMPHIS, TN
SOLICITATION NO. HM 19 B 00544

WHEREAS, the Memphis Housing Authority (MHA) seeks to remove and replace all damaged
cast iron piping and toilet cast iron sweeps, shower valve assemblies, reconfigure wall sewer
cleanouts, remove and reset hot and cold-water valves for 24 dwelling units on floors 6, 7 and 8
at Barry Tower in preparation to renovate all dwelling units on the south side of each
aforementioned floor; and

WHEREAS, due to the January fire incident in Unit 803 and subsequent water damage that
resulted in the removal of existing drywall in the units on these three floors, the damaged
conditions of the piping in the plumbing chases were revealed; and

WHEREAS, MHA conducted meetings with the Memphis Fire Marshal, Tenco and Sharp
Robbins & Popwell, LLC (SRP) and determined an acceptable course of repair that includes
repairing the damaged plumbing chase components and replacing the fire rated walls in units
affected by the fire loss in the most expedient manner; and

WHEREAS, MHA has determined that the most effective method of obtaining the necessary
construction services for the removal and replacement of all damaged plumbing components at
Barry Tower is to retain the services of a highly qualified general contractor; and

WHEREAS, MHA further determined to solicit for bids from qualified contracting firms to
provide construction work within 35 working days from the Notice to Proceed; and

WHEREAS, Pursuant to those determinations, MHA prepared procurement documents,
assigned the solicitation number (HM 19 B 00544) and released the Legal Notice for public
notification by the following means on the following dates:

1. Daily News May 31, 2019
2. MHA’s website June 3, 2019

and

WHEREAS, MHA provided plans and specifications for public review at the following locations
on the following dates;

1. MHA’s Capital Improvements Office June 4, 2019

and
WHEREAS, on Tuesday, June 18, 2019, MHA in response to those solicitations received bids from the following firms:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Base Bid</th>
<th>Deductive Alt #1</th>
<th>Deductive Alt #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRP</td>
<td>$127,622.00</td>
<td>$96,745.20</td>
<td>$73,157.60</td>
</tr>
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</table>

and

WHEREAS, The Base Bid includes the removal and replacement all damaged cast iron piping and toilet cast iron sweeps, removal and replacement of shower valve assemblies, reconfiguration of wall sewer cleanouts, removal and resetting of hot and cold-water valves for 24 dwelling units; Deductive Alternate #1 includes the same scope for 16 dwelling units; and Deductive Alternate #2 includes the same scope for 8 dwelling units; and

WHEREAS, MHA has chosen to proceed with the Base Bid; and

WHEREAS, MHA conducted a review of SRP bids in strict accordance with the procedures prescribed in the procurement documents, MHA procurement policy and HUD procurement bidder; and SRP was determined to be the lowest, responsive and responsible bidder; and

WHEREAS, the bid amount of $127,622.00 [One Hundred Twenty-Seven Thousand Six Hundred Twenty-Two Dollars and Zero Cents] was submitted by SRP, LLC for the Base Bid and is within MHA’s in-house cost estimate and adequate funds for these services are available within Capital Funds; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes the execution of the contract with SRP to provide all construction work within 35 working days for the Base Bid that includes 24 dwelling units from the Notice to Proceed in the amount of $127,622.00 [One Hundred Twenty-Seven Thousand Six Hundred Twenty-Two Dollars and Zero Cents].
Commissioner Jenkins called for a motion to approve Resolution 4580. A motion was made by Commissioner Bailey and seconded. Commissioner Jenkins called for discussion.

Commissioner Cowan had concerns about the inconvenience to the residents while this work is being done. Mr. Swindle clarified that the water will only be shut off during the hours of 8:00 am until 5:00 pm and that we will have portable restroom facility in the parking lot for those that need to use them. The project is anticipated to last about 6 weeks, but it must be done.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4580 was approved.
VI. SPECIAL PRESENTATION(S): None

VII. CHIEF EXECUTIVE OFFICER REPORT: A written report was given; CEO Lewis also gave an update on the parcel of land at Elmwood Cemetery that we have a verbal agreement from the city to purchase the site and then negotiate with Elmwood for the portion that they want.

VIII. DISCUSSION ITEMS: Executive Session (personnel item)

IX. ANNOUNCEMENT(S):
   • Next Board of Commissioners’ meeting is July 25, 2019 at 9:00 a.m.
   • Board Committee meetings are July 10, 2019.

X. ADJOURNMENT:
   • Commissioner Jenkins adjourned the meeting at 11:08 a.m.

Lisa W. Jenkins, Board Chairperson

Marcia E. Lewis, Chief Executive Officer/Secretary