MEMPHIS HOUSING AUTHORITY  
700 ADAMS AVENUE  
MEMPHIS, TN 38105  

September 26, 2019  

MEETING OF THE BOARD OF COMMISSIONERS  
MINUTES OF MEETING

I. The meeting of the Memphis Housing Authority Board of Commissioners was held September 26, 2019 at 9:00 a.m. in the Board Room. The meeting was called to order by Commissioner Jenkins at 9:00 a.m.

II. Attendees:

Commissioners:

- Michael Boyd
- Laura Harris
- Ms. Mary W. Sharp
- William Stemmmer

MHA Staff:

- Marcia E. Lewis, Chief Executive Officer
- Dexter Washington, Chief Operating Officer
- Vickie Aldridge
- Kelitia Crowder
- Carolyn Greene
- Barbara Deans
- Amy Jones
- Latonia Young

- Luretha Phillips
- Patricia Powers
- Leon Sheal
- Mike Swindle
- David Walker
- Keisha Walker

Residents: Rosie Meredith; Barry Tower

Media Presentation: None

Visitors/ Special Guest(s): Jenessa Spears, Meredith Hennesy, Sandra; Consilience Group

III. AGENDA

The agenda was unanimously approved.
IV. MINUTES
August 22, 2015 minutes were approved.

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

RESOLUTION 4586

RESOLUTION ALLOWING THE CHIEF EXECUTIVE OFFICER OR BOARD CHAIRPERSON TO EXECUTE A QUIT CLAIM DEED WITH THE CITY OF MEMPHIS TO TRANSFER CERTAIN PROPERTY WITHIN THE BEALE STREET URBAN RENEWAL AREA

WHEREAS, the City of Memphis has requested the Memphis Housing Authority to execute a quitclaim deed to clarify certain issues with respect to certain real property located at 0 Beale Street Memphis, Tennessee and described in Exhibit A and B attached hereto; and

WHEREAS, the property to be conveyed by quit claim deed to the City of Memphis is property solely owned by the Memphis Housing Authority and was previously intended to be conveyed to the City of Memphis in connection with the modification to the conceptual street system design of the Beale Street Urban Renewal Area as approved by the Memphis City Council, however, said parcel(s) were omitted at the time the resolution was passed by the Memphis City Council; and are more adequately described by tax parcel numbers: 005005 00007 and 018005 000060; See Legal Descriptions Exhibit A and B attached hereto; and

WHEREAS, the Board of Commissioners desires to grant Chief Executive Officer or Board Chairperson the authority to transfer all rights, title, and interest possessed by the Memphis Housing Authority to the City of Memphis via the deed attached to the resolution as such transfer will not have an adverse impact of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the Chief Executive Officer or Board Chairperson to transfer all rights, title and interest held by the Memphis Housing Authority in the Urban Renewal Area via the attached deed to the City of Memphis.
### Legal Description
#### Exhibit A
Parcel No. 005005 000007

<table>
<thead>
<tr>
<th>Plat Book:</th>
<th>Class Code: E</th>
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<tbody>
<tr>
<td>Plat Page:</td>
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<td>COCHRAN &amp; OVERTON PT BLK 63</td>
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<tr>
<td>Map#:</td>
<td></td>
<td>Legal Description</td>
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<td>NS BEALE ST 57.41/0 X 146.92+131.1</td>
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<th>Lot Size:</th>
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### Legal Description
#### Exhibit B
Parcel No. 018005 00000060

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<th>Year: 2019</th>
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<tr>
<td>0.126</td>
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<tr>
<td>BEALE ST</td>
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122
Commissioner Sharp called for a motion to approve Resolution 4586. A motion was made by Commissioner Stemmler and seconded. Commissioner Sharp called for discussion.

Commissioner Stemmler asked what is the building currently used for; it is occupied not certain who is the tenant. Commissioner Sharpe asked did we transfer the previous parcels by quick claim and the response was yes.

Commissioner Sharp called for the vote. The motion passed; Resolution 4586 was approved.
Ms. Aldridge sought board approval for

RESOLUTION NO. 4587

RESOLUTION APPROVING THE MEMPHIS HOUSING AUTHORITY MOBILE DEVICE POLICY

WHEREAS, the Memphis Housing Authority ("MHA") has employees, business affiliates and contracted vendors who use mobile devices to conduct agency business; and

WHEREAS, MHA has prepared the Mobile Device Policy to establish written policies and procedures in order to:
   1. outline device options supported by MHA;
   2. provide guidelines for appropriate use of mobile devices;
   3. limit agency liability; and

WHEREAS, this policy has been reviewed and accepted by the Executive and upper management staff.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Memphis Housing Authority hereby approves the MHA Mobile Device Policy.

BE IT FURTHER RESOLVED that the MHA Mobile Device Policy shall go into effect immediately.
Commissioner Sharp called for a motion to approve Resolution 4587. A motion was made by Commissioner Harris and seconded. Commissioner Sharp called for discussion.

Commissioner Harris asked did we have a previous policy and the Ms. Aldridge stated that yes, we did, but this is a new and updated policy.

Commissioner Sharp called for the vote. The motion passed; Resolution 4587 was approved.
Ms. Aldridge sought board approval for

RESOLUTION NO. 4588

RESOLUTION APPROVING THE MEMPHIS HOUSING AUTHORITY WIRELESS ACCEPTABLE USE POLICY

WHEREAS, the Memphis Housing Authority ("MHA") provides wireless services that allows systems and mobile devices to obtain network capabilities for official Agency business; and

WHEREAS, MHA has prepared the Wireless Acceptable Use Policy to ensure secure and appropriate use of the Wireless Local Area Network (WLAN) internet services.

WHEREAS, only approved and authorized employees, business affiliates, or contracted vendors are entitled to use wireless services.

WHEREAS, each user is responsible for reviewing MHA’s Wireless Acceptable Use Policy and all guest users are required to agree to an acceptable use agreement prior to entering the wireless network.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Memphis Housing Authority hereby approves the MHA Wireless Acceptable Use Policy.

BE IT FURTHER RESOLVED that the MHA Wireless Acceptable Use Policy shall go into effect immediately.
Commissioner Sharp called for a motion to approve Resolution 4588. A motion was made by Commissioner Stemmler and seconded. Commissioner Sharp called for discussion.

There being no discussion, Commissioner Sharp called for the vote. The motion passed; Resolution 4588 was approved.
Mrs. Crowder sought board approval for

RESOLUTION NO. 4589

RESOLUTION AWARDING A CONTRACT TO SHARP ROBBINS POPWELL LLC IN THE AMOUNT OF $168,600.00 [ONE HUNDRED SIXTY-EIGHT THOUSAND SIX HUNDRED DOLLARS AND ZERO CENTS] FOR THE REPLACEMENT OF DYSFUNCTIONAL BATHROOM SHOWER VALVES AND THE INSTALLATION OF ISOLATION VALVES WITHIN PLUMBING CHASE WALLS AT VENSON CENTER, MEMPHIS, TN SOLICITATION NO. HM 20 B 00556

WHEREAS, the Memphis Housing Authority (MHA) seeks to remove and replace all dysfunctional shower valves found within plumbing chase walls in approximately 100 dwelling units on floors 2 through 11 at Venson Center in preparation to renovate all dwelling units on the east side of each floor; and

WHEREAS, due to the January fire incident in Unit 1104 and subsequent water damage that resulted in the removal of existing drywall in the units on these floors, the damaged conditions of the piping in the plumbing chases were revealed on floors 9, 10 and 11 and are expected to be in the same condition on floors 2 through 8; and

WHEREAS, MHA conducted meetings with the Memphis and Shelby County Office of Construction Code Enforcement and Sharp Robbins Popwell LLC (SRP) and determined an acceptable course of repair that includes replacing the dysfunctional shower valves and installing isolation valves with access panels in the most expedient manner; and

WHEREAS, SRP already has a permit established with the Memphis and Shelby County Office of Construction Code Enforcement to repair all damaged showers due to the aforementioned fire incident that includes the repair of the entire shower assembly, the Memphis and Shelby County Office of Construction Code Enforcement will not allow or approve work by other contractors because the designated work area is already permitted; and

WHEREAS, MHA has determined that the most effective method of obtaining the necessary construction services for the replacement of all dysfunctional shower valves and installation of isolation valves is to retain the services of SRP because they are already permitted through the Memphis and Shelby County Office of Construction Code Enforcement as a result of the January fire incident and insurance claim; and

WHEREAS, MHA further determined to request a quote from SRP to provide the construction services needed and assigned the solicitation number HM 20 B 00556; and
WHEREAS, on Wednesday, August 14, 2019, MHA in response to the request for quote received the following quote from SRP:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Quote Amount</th>
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<tbody>
<tr>
<td>Sharp, Robbins, Popwell, LLC (SRP)</td>
<td>$168,600.00</td>
</tr>
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; and

WHEREAS, The Quote Amount includes the replacement of all dysfunctional shower valves and the installation of isolation valves in 100 dwelling units on the east side of Venson Center; and

WHEREAS, MHA has chosen to proceed with the replacement of shower valves and installation of isolation valves; and

WHEREAS, MHA conducted a review of SRP’s quote in strict accordance with the procedures prescribed in the procurement documents, MHA procurement policy and HUD procurement bidder; and SRP’s proposal was determined to be the fair and reasonable; and

WHEREAS, the bid amount of $168,600.00 [One Hundred Sixty-Eight Thousand Six Hundred Dollars and Zero Cents] was submitted by SRP for the project and is within MHA’s in-house cost estimate and adequate funds for these services are available within Capital Funds; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes the execution of the contract with SRP to provide all construction services for the replacement of shower valves and installation of isolation valves for 100 dwelling units at Venson Center for the amount of $168,600.00 [One Hundred Sixty-Eight Thousand Six Hundred Dollars and Zero Cents].
Commissioner Sharp called for a motion to approve Resolution 4589. A motion was made by Commissioner Harris and seconded. Commissioner Sharp called for discussion.

Commissioner Harris asked was this the only bid received. Mrs. Crowder responded that this is a different situation, that because this started as part of the fire claim/damage, so Shelby County Code Enforcement had already approved this contractor to do the work. They do not want multiple contractors at the same site, so we could not follow our normal procurement process. Also, their estimate was within MHA 10% estimate for this scope of work. Commissioner Boyd asked was this for 3 floors; this bid actually covers all floors. Commissioner Cowan asked are there any resident on the 1st floor? There are a few on the west side of the building, but none on the side where we are currently working.

Commissioner Sharp called for the vote. The motion passed; Resolution 4589 was approved.
Mrs. Crowder sought board approval for

RESOLUTION NO. 4590

RESOLUTION AWARDING A CHANGE ORDER(S) TO FRONTLINE FLOORING FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED $150,000.00 FOR INSTALLATION OF VINYL PLANK FLOORING IN MHA DWELLING UNITS

WHEREAS, the Memphis Housing Authority (MHA) continues to systematically renovate public housing units as they become vacant and are abated; and

WHEREAS, MHA procured flooring installation contractors on a unit price basis to continue the installation of luxury vinyl plank flooring as units are abated; and

WHEREAS, MHA in response to the Request for Quotes solicitation received unit price quotes from the following firms on the following dates:

Firm Name
November 10, 2018: Frontline Flooring
November 5, 2018: Discount Home Superstore, Inc.

WHEREAS, MHA selected both contractors on a unit price basis to perform the abatement work in various locations as needed; and

WHEREAS, Discount Home Superstore opted to discontinue providing services to MHA; and

WHEREAS, MHA has issued three task orders to Frontline Flooring for a contract value totaling $89,014.54 [Eighty-Nine Thousand, Fourteen Dollars and Fifty-Four Cents] in flooring installation work to date; and

WHEREAS, MHA foresees additional flooring installation needed based on inspected unit conditions at various MHA Public Housing sites and intends to issue additional task orders as the need for flooring installation continues to grow and as Frontline Flooring is the most readily available contractor; and

WHEREAS, MHA wishes to continue the flooring installation work for all MHA Public Housing Units properties as expeditiously as possible as units become available which may exceed the $100,000.00 threshold requirement for MHA’s Board of Commissioners approval.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes the execution of change order(s) with Frontline Flooring to provide the installation of luxury vinyl plank flooring for MHA Public Housing Dwelling Units for a total contract amount not-to-exceed the small purchase order limit of $150,000.00 [One Hundred Fifty Thousand Dollars and Zero Cents].
Commissioner Sharp called for a motion to approve Resolution 4590. A motion was made by Commissioner Cowar; and seconded. Commissioner Sharp called for discussion.

Commissioner Cowar had a question about the maintenance of the flooring. In terms of replacement is it easier. Yes, this is a vinyl plank tile, that can be changed out in sections. Commissioner Harris asked is this the tile that was used at South City, the response is eventually this will be used at all of our sites.

Commissioner Sharp called for the vote. The motion passed; Resolution 4590 was approved
Mrs. Crowder sought board approval for

RESOLUTION NO. 4591

AMENDING CONTRACT NO. HM 19 C 00544 WITH SHARP ROBBINS POPWELL LLC FOR AN AMOUNT OF $61,900.00 FOR REPLACEMENT OF HEATED DOMESTIC WATER RETURN ISOLATION VALVES AND ADDITIONAL RISERS ISOLATION VALVES AT BARRY TOWER.

WHEREAS, Sharp Robbins Popwell LLC is currently under contract with the Memphis Housing Authority (MHA) to provide construction services for the removal and replacement of damaged plumbing components behind fire rated chase walls at Barry Tower; and

WHEREAS, the original contract value was in the amount of $127,622.00 and 35 working days; through continuous site assessments and investigations, MHA discovered damaged plumbing components behind fire rated chase walls in vacant units and plumbing valves on the first floor in disrepair thus resulting in Change Order 1 for $71,260.50 and 20 additional days. The current contract value is $198,882.50 and 55 days.

WHEREAS, during continuous assessments of public housing units and common areas made by MHA, return valves for domestic water piping located on the 14th floor at Barry Tower were discovered to also be in disrepair, additional ball valves that serve the common areas on the first floor were also found to be in disrepair; and

WHEREAS, MHA has determined that it is in the best interest of MHA to facilitate the replacement of these valves; and

WHEREAS, Sharp Robbins Popwell LLC submitted two quotes to perform the required construction services to replace these valves. One for the replacement of the return valves on the 14th floor in the amount of $44,600.00 and another for the replacement of the first-floor ball valves in the amount $17,300.00. The total amount required for the completion of this work is $61,900.00; and

WHEREAS, MHA reviewed the proposal from Sharp Robbins Popwell LLC and determined that it is fair and reasonable in terms of cost and time duration; and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes the execution of Change Order 2 for Contract No. HM 19 C 00544 with Sharp Robbins Popwell LLC from its current value of $198,882.50 by $61,900.00 to the amount of $260,782.50.
Commissioner Sharp called for a motion to approve Resolution 4591. A motion was made by Commissioner Stemmler and seconded. Commissioner Sharp called for discussion.

Commissioner Stemmler asked are we doing these improvements on the front end of our new construction. Mrs. Lewis responded that yes, of course for one the building and code standards have changed since Barry was first built, so we follow the current building code.

Commissioner Sharp called for the vote. The motion passed; Resolution 4591 was approved.
Mrs. Phillips sought board approval for

RESOLUTION NO. 4592

RESOLUTION APPROVING A SIGNIFICANT AMENDMENT TO THE MEMPHIS
HOUSING AUTHORITY’S (MHA) ANNUAL AND FIVE-YEAR PLAN FOR THE
CONVERSION PUBLIC HOUSING ASSISTANCE TO PROJECT BASED VOUCHER
ASSISTANCE UNDER HUD’S RENTAL ASSISTANCE DEMONSTRATION (RAD)
PROGRAM

WHEREAS, the Memphis Housing Authority is a public body established pursuant to the laws
of the State of Tennessee as governed by a seven (7) member Board of Commissioners appointed
by the Mayor of the City of Memphis created and authorized by state law to develop and operate
housing and housing programs for low-income families; and

WHEREAS, consistent with its mission of providing decent, safe and sanitary housing to its
residents the MHA and its development partners have converted two phases of the Foote Park at
South City (formerly known as the Foote Homes Development and currently undergoing
redevelopment as part of the Choice Neighborhoods Program) to Project-based Vouchers (PBV),
for low income residents; and

WHEREAS, to preserve its affordable housing stock, the MHA will continue to engage
development partnerships and other organizations to convert other units in its public housing
portfolio to PBV units and combining the program with Low Income Housing Tax Credits
(LIHTC) in order to make physical improvements to its properties and creating a better living
environment for our families; and

WHEREAS, to facilitate this action, MHA considers the following to be “significant
amendments or modifications to the 5-Year and annual Plan:

1. Changes to rent, admissions, or waiting list policies; and/or
2. Additions of non-emergency public housing Capital Fund Program (CFP) work items
(items not included in the current CFP Annual Statement or the CFP Five-Year Action
Plan).
3. For the purpose of the CFP, the criteria of determining a significant amendment or
modification is a proposed demolition, disposition, homeownership, RAD (Rental
Assistance Demonstration) conversion, Capital Fund Financing, development, or of
mixed income finance proposal or any capital fund activity not in the plan.; and

WHEREAS, as part of the Rental Assistance Demonstration (RAD) Program, MHA is
redefining the definition of a substantial deviation from the PHA Plan to exclude the following
RAD-specific items:

a. The decision to convert to either Section 8 Project Based Rental Assistance (PBRA) or
Project Based Voucher (PBV) assistance;

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b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use additional Capital Funds;

Changes to the construction and rehabilitation plan for each approved RAD conversion;

c. Changes to the financing structure for each approved RAD conversion; and/or

d. The transfer of assistance to units upon conversion to Project-Based Vouchers

WHEREAS, the Board of Commissioners has reviewed the Agency's Annual and Five-Year Plan and Plan documents including said Plan Amendment and Attachments for submission to the U.S. Department of Housing & Urban Development (HUD); and makes the following certifications and agreements with HUD about the submission of the Annual Plan and implementation thereof:

- All attachments to the Plan Amendment have and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the MHA and all other times and locations identified by the MHA in its Annual Plan and will continue to be made available at least at the primary business office of the MHA.

- The MHA provides assurance as part of this certification that:
  - The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the Housing Authority;
  - The changes were duly approved by the MHA Board of Commissioners; and
  - The revised policies and programs are available for review and inspection at the principal office of the MHA (700 Adams Avenue, Memphis, TN 38105) during normal business hours.
  - The MHA certifies that it follows all applicable Federal statutory and regulatory requirements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves, adopts and authorizes the submission of a Significant Amendment to the Annual and Five-Year Plan and all attachments thereto for fiscal year beginning July 1, 2019, and that the Chairperson of the Board or Executive Director (Chief Executive Officer of the Memphis Housing Authority is hereby authorized and directed to execute and deliver to HUD any and all other documents, certificates, forms, instruments and agreements required for the submission of the Annual and Five-Year Plans.
Commissioner Sharp called for a motion to approve Resolution 4592. A motion was made by Commissioner Harris and seconded. Commissioner Sharp called for discussion.

Commissioner Boyd asked did we go to all of the developments, the response was yes, we went to all of the 4 high rises and the public hearing was held on September 12th. Commissioner Harris was curious of the types of questions the residents had in concerns to RAD. Mrs. Phillips responded stated that some had questions about the relocation rent structure, concerns on what would happen if they lose their housing. Mrs. Lewis responded that we had a stenographer present and we will have report of the meeting. The plan is available for public review, at the public library and at all of the sites in the office. Resident Rosie Meredith asked when was the application submitted to HUD; the response was September 2018 and approved by HUD in December 2018.

Commissioner Sharp called for the vote. The motion passed; Resolution 4592 was approved
VI.  SPECIAL PRESENTATION(S): Consilience Group

VII.  CHIEF EXECUTIVE OFFICER REPORT: A written report was given. CEO Lewis gave an update

VIII. DISCUSSION ITEMS: None

IX.  ANNOUNCEMENT(S):
   - Next Board of Commissioners’ meeting is October 24, 2019 at 9:00 a.m.
   - Board Committee meetings are October 9, 2019 starting at 8:00 a.m.

X.  ADJOURNMENT:
   - Commissioner Sharp adjourned the meeting at 10:19 a.m.

Mary W. Sharp, Board Vice - Chairperson

Marcia E. Lewis, Chief Executive Officer/Secretary