MEMPHIS HOUSING AUTHORITY  
700 ADAMS AVENUE  
MEMPHIS, TN 38105  

April 25, 2019  

MEETING OF THE BOARD OF COMMISSIONERS  
MINUTES OF MEETING  

I. The meeting of the Memphis Housing Authority Board of Commissioners was held April 25, 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:
Justin Bailey  
Michael Boyd  
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  
Barbara L. Deans  
Latonia Young  
Cheiktha Dowers  
David Walker  
Ellen Eubanks  
Keisha Walker

Residents: None

Media Presentation: None

Visitors/ Special Guest(s): Katie Goar, Quadel; Jenessa Gaebers and Emily Tremholm, Consilience Group

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

March 28, 2019 minutes were approved.

V. RESOLUTION AND BOARD ACTION
Mr. Walker sought board approval for

RESOLUTION 4564

RESOLUTION AWARDING A THREE (3) YEAR CONTRACT IN THE AMOUNT OF TEN MILLION, ONE HUNDRED ELEVEN THOUSAND AND ONE HUNDRED SEVENTY DOLLARS ($10,111,170) WITH TWO, ONE (1) YEAR OPTIONS TO CONTRACT WITH QUADEL CONSULTING FOR MANAGEMENT OF THE HOUSING CHOICE VOUCHER PROGRAM – CONTRACTING DEPARTMENT

WHEREAS, the Memphis Housing Authority (MHA) operates a Housing Choice Voucher Program under terms and conditions outlined by the Department of Housing and Urban Development; and

WHEREAS, the MHA must administer the program in accordance with all applicable federal, state and local regulations; and

WHEREAS, the MHA issued a solicitation in accordance with HUD regulations and advertised nationally for a program manager; we received two proposals from qualified firms which were evaluated by a knowledgeable committee; Quadel Consulting was the recommended firm to manage this area; and is being awarded a three-year contract in an annual amount not to exceed Three Million Three Hundred-Seventy Thousand and Three Hundred-Ninety dollars ($3,370,390) with two, one-year extension options.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes the execution of this contract to provide for the management of the Housing Choice Voucher Program for three years with two, one (1) year options to extend the contract.
Commissioner Jenkins called for a motion to approve Resolution 4564. A motion was made by Commissioner Bailey and seconded. Commissioner Jenkins called for discussion.

Commissioner Bailey asked is there a delineated rate for 2, 1 year extensions? Mrs. Lewis responded that it is the same rate for each year. Commissioner Harris are the services same as in the past? Mr. Walker responded that Quadel has provided satisfactory services throughout the duration of their services. Commissioner Cowan asked do they offer services elsewhere? Quadel is currently in Phoenix and New Haven Connecticut and they also offer contracts for training and reviews for various housing authorities. Commissioner Cowan also asked how many vouchers does Quadel manage? Mrs. Lewis responded approximately 8,000.00.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4564 was approved.
Mr. Walker sought board approval for

RESOLUTION 4565

RESOLUTION AUTHORIZING THE ENGAGEMENT OF PENNROSE, LLC TO CO-DEVELOP A 4.77 ACRE VACANT TRACT OF LAND AT THE LEGENDS PARK HOPE VI SITE.

WHEREAS, the Memphis Housing Authority (MHA) is committed to improving the quality and availability of affordable housing for low and moderate-income households in the City of Memphis and Shelby County; and

WHEREAS, in an effort to further the expansion of affordable housing opportunities, MHA issued a Request for Qualifications (RFQ) solicitation on September 12, 2018 for an experienced development partner to co-develop the vacant 4.77-acre parcel of land at the Legends Park HOPE VI site; and

WHEREAS, MHA received five (5) proposals in response to the RFQ. The Responding firms were: Elmington Affordable Housing, John Stanley, Inc., BGC Advantage, Pennrose, LLC and McCormack Baron Salazar; and

WHEREAS, in accordance with HUD regulations and policies, MHA assembled a three (3) person committee to review the respondents’ proposals and selected Pennrose, LLC as the most qualified respondent; and

WHEREAS, MHA, in partnership with the selected co-developer, Pennrose, LLC, will enter into a Master Development Agreement (MDA); and as the co-developer Pennrose will assist MHA in project planning/design, construction management, and identifying and leveraging financial resources (which may include: CIP, CDBG, LIHTC, TIF, MHA capital funds and other funding sources); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Memphis Housing Authority hereby authorizes the engagement as stated above;

BE IT FURTHER RESOLVED that the MHA Board of Commissioners hereby approves Pennrose, LLC as the co-development partner for affordable housing development on the 4.77-acre parcel at Legends Park.
Commissioner Jenkins called for a motion to approve Resolution 4565. A motion was made by Commissioner Sharp and seconded. Commissioner Jenkins called for discussion.

Commissioner Cowan asked that the board be kept up to date with the design and progress of this project. Commissioner Boyd asked how many units; potentially 125 low rise, possibly senior designation, no high rise. Commissioner Cowan asked will it be mixed income: Mrs. Lewis responded tax credit, bond financing, and no mixed income.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4565 was approved.
Mr. Walker sought board approval for 4566

RESOLUTION 4566

RESOLUTION FOR APPROVAL TO EXCEED ONE HUNDRED THOUSAND DOLLARS ($100,000) FOR THE RAD CONSULTING SERVICES OF BGC ADVANTAGE, LLC

WHEREAS, a solicitation Request for Qualifications (RFQ) for RAD Consulting Services was issued July 18, 2018; and

WHEREAS, the Memphis Housing Authority received two (2) responses July 30, 2018 from BGC Advantage, LLC and LIHTC Development; and

WHEREAS, in accordance with HUD regulations and policies, MHA assembled a three (3) person committee to review the respondents’ proposals and selected BGC as the most qualified respondent to provide RAD consulting services on an as-needed basis; and

WHEREAS, the first task for services was to determine the feasibility of RAD conversion. BGC reviewed, prepared and submitted RAD applications to HUD for MHA 22-selected sites to determine if the properties qualified; and

WHEREAS, the properties now qualify additional tasks were added to the original scope of services which will cause the contract to exceed One Hundred Thousand Dollars; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Memphis Housing Authority hereby approve BGC Advantage, LLC to exceed One Hundred Thousand Dollars;
Commissioner Jenkins called for a motion to approve Resolution 4566. A motion was made by Commissioner Harris and seconded. Commissioner Jenkins called for discussion.

Commissioner Cowan asked will there be an amendment for additional services: Mr. Walker responded that yes, once the original services are completed, possibility for additional work.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4566 was approved.
Ms. Aldridge sought board approval for

RESOLUTION NO. 4567

RESOLUTION TO CHANGE THE AUTHORIZED SIGNERS FOR THE MEMPHIS HOUSING AUTHORITY BANK ACCOUNTS AND RELATED CHECKS

WHEREAS, the Memphis Housing Authority, a corporation, has funds held by First Tennessee Bank, Tri-State Bank and Regions Bank; and

WHEREAS, the authorized persons listed for the Memphis Housing Authority accounts require updating based on the Board Officer elections during the March 28, 2019 board meeting; and

WHEREAS, the following persons namely be and are hereby authorized to sign/execute and submit all the necessary papers, letters, agreements, documents, writings, submissions etc. to the financial institutions listed above as may be required for day-to-day transaction, operation and correspondence; and

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<thead>
<tr>
<th>Name of Authorized Signatory</th>
<th>Title/Position</th>
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<tbody>
<tr>
<td>Lisa W. Jenkins</td>
<td>Board Chairman</td>
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<tr>
<td>Marcia E. Lewis</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Vickie Aldridge</td>
<td>Chief Financial and Information Officer</td>
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NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners approves the actions needed to update the authorized persons listed for all Memphis Housing Authority bank accounts.
Commissioner Jenkins called for a motion to approve Resolution 4567. A motion was made by Commissioner Stemmler and seconded. Commissioner Jenkins called for discussion.

There being no discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4567 was approved.
Mr. Swindle sought board approval for

RESOLUTION NO. 4568

AMENDING TASK ORDER NO. CI 15 00302 J WITH SMITH SECKMAN REID, INC. BY $24,115.00 FOR SPECIFICATION STANDARDS FOR RENOVATION, IMPROVEMENTS AND REPAIRS FOR MEMPHIS HOUSING AUTHORITY PUBLIC HOUSING UNITS

WHEREAS, Smith Seckman Reid, Inc. (SSR) is currently under contract with the Memphis Housing Authority (MHA) to provide consultant services for the renovations, improvements and repairs for Memphis Housing Authority Public Housing Units; and

WHEREAS, during continuous assessments of public housing units made by MHA, more units requiring renovation, improvement and repairs were discovered and added to the design contract held by SSR; and

WHEREAS, MHA has determined that the additional units to be renovated will require design and limited construction administration and is in the best interest of MHA to facilitate this work; and

WHEREAS, SSR submitted a change order proposal in the amount of $24,115.00.00 and no additional days to perform and complete the change order scope of work; and

WHEREAS, MHA reviewed the proposal from SSR 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 a change order for Task Order No. CI 15 00302 J with SSR from its current value of $78,519.00 by $24,115.00 to the amount of $102,634.00.
Commissioner Jenkins called for a motion to approve Resolution 4568. A motion was made by Commissioner Sharp and seconded. Commissioner Jenkins called for discussion.

There being no discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4568 was approved.
RESOLUTION AMENDING CONTRACT NO. HM 18 C 00474 WITH SPECIALTY ABATEMENT, INC. $54,107.52 FOR THE HAZARDOUS MATERIAL ABATEMENT FOR MHA PUBLIC HOUSING DEVELOPMENTS.

WHEREAS, Specialty Abatement, Inc. is currently under contract with the Memphis Housing Authority (MHA) to provide construction services for the abatement of hazardous materials in MHA Public Housing Units; and

WHEREAS, the original contract value was in the amount of $172,574.00 and 75 days; through continuous site assessments and investigations, MHA discovered additional units requiring abatement thus resulting in two subsequent change orders. Change Order 1 for $9,342.50 and 62 additional days and Change Order 2 for $44,412.50 and 66 additional days. The current contract value is $226,329.00 and 203 days, and

WHEREAS, during continuous assessments of public housing units made by MHA, more units requiring abatement were discovered and added to the construction contract held by Specialty Abatement, Inc; and

WHEREAS, MHA has determined that it is in the best interest of MHA to facilitate this work; and

WHEREAS, Specialty Abatement, Inc. submitted a change order 3 proposal in the amount of $54,107.52 and 77 additional days to perform and complete the change order scope of work; and

WHEREAS, MHA reviewed the proposal from Specialty Abatement, Inc. 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 a change order for Contract No. HM 18 C 00474 with Specialty Abatement, Inc. from its current value of $226,329.00 by $54,107.52 to the amount of $280,436.52.
Commissioner Jenkins called for a motion to approve Resolution 4569. A motion was made by Commissioner Stemmler and seconded. Commissioner Jenkins called for discussion.

Commissioner Stemmler asked for an update on the elevators at the high rises? Mr. Swindle responded that MHA is currently working at both R. Q. Venson and Barry Towers and that the we should be completed late May. Dr. Harris asked are the change orders in line with the expectations: Mr. Swindle stated that we do factor in unforeseen issues, but this change order is identifying a larger number of units that need to be added to the scope of work. Commissioner Bailey asked about the dollar amount of the original and the 2 change order increases. Mr. Swindle made a correction to the amount of the first change order it should be $9,342.50 this will be reflected in the final resolution.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4569 was approved.
Mr. Swindle sought board approval for

RESOLUTION NO. 4570

EXECUTE A BUY-DOWN AGREEMENT WITH THE CITY OF MEMPHIS DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT AS PART OF THE WEATHERIZATION ASSISTANCE PROGRAM FOR HVAC SYSTEM REPLACEMENTS FOR 89 DWELLING UNITS AT MONTGOMERY PLAZA DEVELOPMENT FOR AN AMOUNT OF $240,000.00

WHEREAS, The City of Memphis Division of Housing & Community Development [HCD] administers the Weatherization Assistance Program for Shelby County through a funding partnership with the U.S. Department of Energy and the Tennessee Housing Development Agency, and

WHEREAS, the Montgomery Plaza Development was selected to participate in the Weatherization Assistance Program, and

WHEREAS, the Montgomery Plaza Weatherization Assistance Program project will reduce energy cost and remove several deficiencies and result in significant savings for the Memphis Housing Authority, and

WHEREAS, a major capital need and energy saver for the Montgomery Plaza Development is the replacement of 17-year-old HVAC systems, and

WHEREAS, minor modifications are required to comply with the current Memphis and Shelby County Building Codes, and

WHEREAS, the overall anticipated cost to implement the Weatherization Program project for Montgomery Plaza is $1,029,234.00

WHEREAS, MHA desires to participate at an investment amount of $240,000.00 to buy-down the cost for the procurement and installation of the HVAC systems, and install overflow pans under water heaters to meet the current local codes.

WHEREAS, HCD will conduct the procurement process for the HVAC scope of work in a manner that is equivalent to MHA’s procurement process, and

THEREFORE, BE IT RESOLVED, that the Board of Commissioners approves and authorizes an investment of $240,000 for the Montgomery Plaza Weatherization Program project for the buy-down of new, higher efficient HVAC systems and minor modifications to meet current local building code.
Commissioner Jenkins called for a motion to approve Resolution 4570. A motion was made by Commissioner Harris and seconded. Commissioner Jenkins called for discussion.

Mrs. Lewis gave background that HCD approached MHA for Montgomery to participate in the program and also we are working with residents on Section 3 to train and work. Commissioner Jenkins offered that MHA should look at grants while coordinating with HCD, specifically look for Environmental and Energy grants, she will provide information after the meeting.

There being no further discussion, Commissioner Jenkins called for the vote. The motion passed; Resolution 4570 was approved.
VI. SPECIAL PRESENTATION(S): Meredith Hennessy Consilience Group LLC. Strategic Plan for 501 C 3

VII. CHIEF EXECUTIVE OFFICER REPORT:
- Written report.

VIII. DISCUSSION ITEMS: None

IX. ANNOUNCEMENT(S):
- Next Board of Commissioners’ meeting is May 23, 2019 at 9:00 a.m.
- Board Committee meetings are May 8, 2019.

X. ADJOURNMENT:
- Commissioner Jenkins adjourned the meeting at 10:11 a.m.

Lisa W. Jenkins, Board Chairperson

Marcia E. Lewis, Chief Executive Officer/Secretary