

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, March 20, 2017 at the office of the South Pittsburg Housing Authority.

Vice Chairman Bill Lawrence chaired the Board, conducted roll call and called the meeting to order with the following members present:

Bill Lawrence, Chairperson
Jane Pellam, Vice Chairperson (absent)
Keith Garth, Commissioner
Holly Stewart; Commissioner
Hilda Aker; Commissioner

Also present was Executive Director, Lisa Bradford, Attorney Sarah Bible, Jessica Kelley, PHM, and City of South Pittsburg Mayor Virgil Holder.

The Chairman declared a quorum present and the meeting was open for business.

Commissioner Keith Garth made a motion to approve the board agenda for the March 20, 2017 meeting. The motion was seconded by Commissioner Holly Stewart. All were in favor of approving the board agenda and the motion carried.

Commissioner Hilda Aker made a motion to approve the February meeting minutes. The motion was seconded by Commissioner Keith Garth. All were in favor of approving the February minutes and the motion carried.

Chairman Bill Lawrence made a motion to approve the February financials. The motion was seconded by Commissioner Keith Garth. Commissioner Holly Stewart, as well as Chairman Bill Lawrence stated that they would like a brief explanation at the next meeting on the budget line items. Lisa Bradford agreed to discuss those at the April meeting. All were in favor of approving the February financials and the motion carried.

Old Business:

No Old Business was discussed.

New Business:

Lisa Bradford discussed with the board the flood insurance that is required by HUD on the Hemlock properties that are currently in a flood zone that does not have a base flood elevation set. Mrs. Bradford gave the board options of flood insurance for approximately \$37,000/year or paying a surveyor to set a base flood elevation and determine the floor levels in order to submit to FEMA. In addition to the quote given by Danny Dancy, the board asked Lisa Bradford to get additional quotes from B &H Surveying and Clemons Surveying and once quotes were given to have Lisa Bradford to

go ahead and have that base flood elevation set. Commissioner Keith Garth made the motion and it was seconded by Commissioner Holly Stewart. All were in favor and the motion was so ordered.

Secondly, Lisa Bradford explained to the board that the SPHA is currently in contract with Cauthen and Associates for AEP services; however, Mrs. Bradford had submitted an RFQ for a new firm because the contract is renewed annually. Lisa Bradford recommended, based on previous experience, she recommended Michael Brady, Inc. (MBI) for the new AEP firm. The board agreed that a change from the previous firm would be a good idea. Commissioner Holly Stewart made a motion to sign a contract with MBI. The motion was seconded by Commissioner Hilda Aker. All were in favor-Aye and it was so ordered.

Lastly, Lisa Bradford provided a summary and explained to the board the requirement to submit an Annual Agency Plan to HUD, including our 5 Year Agency Plan. Lisa Bradford stated that the Resident Advisory board had met to help decide what was to be put in the plan. Commissioner Keith Garth made a motion to approve the 2017 Agency Plan. The motion was seconded by Commissioner Holly Stewart. All were in favor-Aye and it was approved.

Commission Reports, Comments, Questions:

Mayor Virgil Holder addressed the board about several items apparently given to the Marion County Sherriff's office from previous Executive Director, Terry Case in 2008 or 2009, including desk systems, refrigerator, microwave, and freezer. The MCSO was asking for the SPHA board, to be legal, to either relinquish rights to those items or they would bring them back. Lisa Bradford stated those items are not in the current inventory or asset list. Chairman Bill Lawrence made a motion to have Attorney Sarah Bible send a letter to the Marion County Sherriff's Office relinquishing rights to those items and report to the SPHA board any additional items that they may come across. The motion was seconded by Commissioner Keith Garth. All were in favor- Aye and it was so ordered.

Lisa Bradford notified the board that the bids for the renovation of the Senior Activity Center will be bid on March 30, 2017.

Lisa Bradford notified the board on the health of one of our employees.

Lastly, Lisa Bradford notified the board of the progress of the emergency grant for the flooring repairs in Hemlock and OJR. There has been an Emergency for abatement of asbestos that was found prior to the contractor moving to the slab units. Lisa Bradford stated that she received three quotes and awarded the bid to EAI. This bid was \$55,000.00. Mrs. Bradford stated that looking back at the budget that was approved last June, there was a residual receipt of \$ 76,000.00, which was left in case of an Emergency that may come up during the Construction. This money will be moved in a budget revision as we get closer to the end of the year.

Adjournment:

After no further business to be brought before the board, Commissioner Keith Garth made a motion to adjourn the meeting. The motion was seconded by Commissioner Holly Stewart. All were in favor-Aye and we stand adjourned.

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)