

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, May 15, 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  
Holly Stewart, Commissioner (absent)  
Hilda Aker; Commissioner  
Tim Hudson; Commissioner

Also present was Executive Director, Lisa Bradford, Attorneys Jerry Bible and Sarah Willis, and Jessica Kelley, PHM.

The Chairman declared a quorum present and the meeting was open for business and stated that he would like to welcome Commissioner Tim Hudson to the board. Commissioner Hudson would be replacing former Commissioner Keith Garth. Chairman Bill Lawrence asked Lisa Bradford to get all of the signature cards at the bank changed to address this addition and deletion of Commissioners.

Commissioner Jane Pellam made a motion to approve the board agenda for the May 15, 2017 meeting. The motion was seconded by Commissioner Hilda Aker. All were in favor of approving the board agenda and the motion carried.

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

Commissioner Jane Pellam made a motion to approve the April meeting minutes. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the April minutes and the motion carried.

Commissioner Jane Pellam made a motion to approve the March financials. The motion was seconded by Commissioner Hilda Aker. All were in favor of approving the March financials and the motion carried.

Commissioner Jane Pellam made a motion to approve the April financials. The motion was seconded by Commissioner Hilda Aker. All were in favor of approving the April financials and the motion carried.

**Old Business:**

As requested in the March meeting by Chairman Bill Lawrence and Commissioner Holly Stewart, Executive Director Lisa Bradford explained the Yearly Budget Report by line items so that the board was able to understand what the line items in the budget were for.

Secondly, under old business was the discussion of the Flood Coverage. Lisa Bradford explained to the Commissioners that prior to this meeting, she had hired a land surveyor to set a base flood elevation in Hemlock. Lisa Bradford explained that the surveyor set the base flood elevation on the road and it appears that the floor level of all units will be within 3-4' above that base flood elevation. In addition, Lisa Bradford explained that although we now have that, we will still be considered in the flood zone but if the board chose, we could pay to shoot the floor levels of the units for around \$250 per building. Mrs. Bradford stated that she had spoken with the Mayor of South Pittsburg and he stated that there is a Corp of Engineers Study being done on the City of South Pittsburg to include Hemlock and that the flood maps were likely to change. Chairman Bill Lawrence asked if Mrs. Bradford would notify the HUD Field Office of this information so that they would be aware of the progress and that because we have that base flood elevation set and no particular hurry, the SPHA has decided to wait until this study was completed before spending additional money.

**New Business:**

Lisa Bradford explained that after the latest HUD review from the Nashville Field Office and after the Spring TAHRA workshop, it was identified that the SPHA would need to update their policies and procedures to match the current requirements. Lisa Bradford read the following Resolution:

**RESOLUTION NO.: 944**

**A RESOLUTION FOR THE SOUTH PITTSBURG HOUSING AUTHORITY TO  
AMEND THE SPHA PROCUREMENT POLICY, PROCUREMENT  
PROCEDURES AND ACOP.**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that Resolution 944 be approved amending the South Pittsburg Housing Authority Procurement Policy, Procurement Procedures and ACOP based on the required 2 CFR 200 HUD requirement and the current ACOP policy to include the HUD required 2016 HUD Streamlining and Community Service requirements. This policy amendment will become effective 6/1/2017.

Commissioner Jane Pellam moved that the foregoing Resolution be adopted as introduced and as read, which motion was seconded by Commissioner Tim Hudson. All were in favor of adopting Resolution 944 and therefore Resolution 944 is hereby adopted.

There was nothing further under new business to be discussed.

**Commission Reports, Comments, Questions:**

Lisa Bradford notified the Board of Commissioners that the 2017 Emergency Grant Application has been submitted and at this point we are in a waiting game to hear back from the Washington HUD Office to see if we were approved; however, the HUD Field Office in Nashville was in full support of the Grant application and they were eager to get that application submitted to Washington.

Mrs. Bradford notified the Board that the flooring project, at this point, was running relatively smooth. Lisa Bradford stated that the asbestos abatement had been completed and the units had a sampling done to prove clearance of all the units that were abated.

Lastly, Lisa Bradford notified the Board that she had signed a contract with Innovative Construction for the Emergency renovations and repairs to the Senior Activity Center that she had been trying to complete for over a year. She stated that the work would begin within a week and work is to be completed by the end of July 2017.

**Adjournment:**

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

Respectfully Submitted:

\_\_\_\_\_ (Secretary)

Approved by:

\_\_\_\_\_ (Chairman)