

The Board of Commissioners of the South Pittsburg Housing Authority met for a regularly scheduled meeting at 5:00 p.m. on Monday, June 19, 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
Hilda Aker; Commissioner (absent)
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.

Commissioner Jane Pellam made a motion to approve the board agenda for the June 19, 2017 meeting. The motion was seconded by Commissioner Holly Stewart. All were in favor of approving the board agenda and the motion carried.

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

Before approval of financial, Chairman Bill Lawrence questioned the Treasurer's Report balance in comparison to the Outstanding Items Register. Lisa Bradford explained the balances on the treasurer's report compared to actual dollar amount at the time of the meeting. Vice Chairperson Jane Pellam made a motion to approve the May financials. The motion was seconded by Commissioner Tim Hudson. All were in favor of approving the May financials and the motion carried.

Old Business:

Chairman Bill Lawrence asked for an update on HP Construction Contractors. Lisa Bradford explained that the contractors were working and seemingly moving along at a faster pace than before. She explained that HP would be moving to North Elm within the next week to begin work on those units; however, Hemlock is not completed because there are still several that will have to be completed in Hemlock. Chairman Lawrence asked about the time frame. Mrs. Bradford stated that she felt that HP would be able to stay on course of the time frame, but it will be close. She explained that when HP moves to OJR and North Elm, there would not be as much work to be completed; therefore, they should move through those developments quickly.

Second under old business Commissioner Holly Stewart asked about the Flood Coverage in Hemlock. Lisa Bradford explained that two surveyors had measured road elevation in relation to the base flood elevation and that it appears the floor level of the units would be within 3-4' above the base flood elevation. Mrs. Bradford explained that she had spoken with the Mayor of South Pittsburg and he stated that there is a Corp of Engineers Study being done within the City of South Pittsburg to include Hemlock and that the flood maps were likely to change. In addition, Lisa Bradford stated that she had notified Sandy Justice at the HUD Field Office of the developments and that we had decided to wait until the study was complete before moving forward because of the difference in the survey being well above the base flood elevation.

New Business:

Lisa Bradford explained that each year, the SPHA Board of Commissioners is asked to pass a Resolution to charge off uncollectable rents in order to remove those debts from our books. The foregoing Resolution was read:

RESOLUTION NO.: 945

**A RESOLUTION TO CHARGE OFF CERTAIN TENANT
ACCOUNTS AS UNCOLLECTIBLE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following listed tenant accounts be charged off as uncollectible:

<u>NAME</u>	<u>AMOUNT</u>
Vickie Jordan	\$ 233.00
Emmanuel Laster	\$ 709.28
Candyce Marks	\$ 250.24
Wanda Smith	\$ 653.00
Marty Green	\$ 112.00
James Jackson	\$ 406.98
Lydia Holcomb	\$ 149.08
Stephen Fowler	\$ 404.50
James Coffey	\$ 277.00
Crystal Smith	\$ 95.50
Brian Reed	\$ 70.96

TOTAL..... \$ 3,361.54

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the above mentioned accounts in the amount of \$ 3,361.54 is written off the books as uncollectible.

Commissioner Holly Stewart moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Tim Hudson.

Secondly, Lisa Bradford introduced Resolution 946 for the approval of the FYE 2018 Budget. The foregoing Resolution was read:

RESOLUTION NO.: 946

**A RESOLUTION FOR THE ADOPTION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2018
IN THE AMOUNT OF \$ 1,090,970.00 SUBJECT TO HUD CONCURRENCE**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that said board has reviewed and approved the operating budget for fiscal year ending June 30, 2018 and has found:

1. That the proposed expenditures are necessary in the efficient and economical Operation of the housing and the purpose of serving low income families;
2. That the financial plan is reasonable in that:
 - a. It indicates a source of funding adequate to cover all expenditures;
 - b. It does not provide for use of federal funding in excess of that payable under the provision of these regulations (24 CFR 990)
3. That all proposed rental charges and expenditures will be consistent with Provisions of law and the Annual Contribution Contract;
4. That no SPHA employee reflected in the operation budget is serving in a variety of positions, which will exceed 100% allocation of his/ her time.

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following operating budget for low rent public housing for the fiscal year ending June 30, 2018 in the amount of \$ 1,090,970.00 be adopted.

Commissioner Tim Hudson moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Holly Stewart.

The last Resolution was for the Revision to the 2017 Budget. Lisa Bradford explained to the Board that money had to be removed from the Operating Reserve to cover costs related to the Emergency Grant that was not budgeted in the last budget. Lisa Bradford explained where the reserve decrease was located on the budget and that when the audit is presented, there will a decrease in the bottom line for the SPHA due to this reserve having to be used to balance the budget. The foregoing Resolution was read:

RESOLUTION NO.: 947

**A RESOLUTION FOR THE REVISION OF AN OPERATING BUDGET FOR
LOW RENT PUBLIC HOUSING FOR FISCAL YEAR ENDING JUNE 30, 2017
IN THE AMOUNT OF \$ 1,271,951.00 SUBJECT TO HUD CONCURRENCE.**

BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that said board has reviewed and approved the operating budget for fiscal year ending June 30, 2016 with the following findings:

1. The total budget was increased from \$ 1,158,990.00 to \$ 1,271,951.00
2. The Total Operating Receipts increased from \$ 549,700.00 to \$ 656,550.00
reserves were used in order to determine the increase
3. The Operating Expenditures- Administration decreased from \$ 288,970.00 to \$283,170.00
4. The Maintenance and Operation increased from \$ 376,970.00 to \$ 390,800.00
5. Total Routine Expenses increased from \$ 1,158,990.00 to \$ 1,271,951.00
6. The HUD Subsidy decreased from \$ 685,620.00 to \$ 634,358.00

THEREFORE BE IT RESOLVED by the Board of Commissioners of the South Pittsburg Housing Authority that the following operating budget for low rent public housing for the fiscal year ending June 30, 2017 in the amount of \$ 1,271,951.00 be adopted.

Vice Chairman Jane Pellam moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Holly Stewart.

Commissioner Holly Stewart asked if Lisa Bradford could begin numbering the pages of the board packet so that it would be easier to navigate. Lisa Bradford agreed.

As a part of new business, Lisa Bradford asked the Board of Commissioners to pass the FYE 2017 Budget Revision for the Elderly Housing. Mrs. Bradford stated that last year, the Elderly board voted on their revision and budget; however, since there was no longer a possibility of a quorum on the Elderly side, she had no choice but to ask the SPHA board to approve.

There was a discussion with the attorneys about the legality of the board passing the budgets/revision for the Elderly. Due to the Charter stating that the SPHA board will manage the Elderly, the attorneys felt like the Board of Commissioners were responsible to approve those until a new management agreement is made. Lisa Bradford asked the Attorneys if they had worked on the Management Agreement that she provided them at the request of the Mayor. They had not yet began working on that. At the request of the board, the Attorneys were asked to submit a new management agreement for the board to look over prior to the next meeting. Vice Chairman Jane Pellam stated that although there were concerns, she was aware that Lisa Bradford would have to continue to run the business; therefore Vice Chairman Jane Pellam made a motion to approve the FYE 2017 Elderly budget revision. The motion was seconded by Commissioner Tim Hudson. All were in favor- Aye and the motion carried.

Lisa Bradford explained the difference in the Elderly budgets Residual Receipts being \$ 0. It was explained that it was due to the renovations at the SCAC and Parking Lot.

Commissioner Holly Stewart asked about those renovations and whether or not the Elderly board knew about it. Lisa Bradford stated that those renovations have been in the works for a year or longer and the Elderly board approved. In addition, the work had to be completed due to an Emergency situation with the front exterior falling off of the building. Continuing with the hesitation, Vice Chairman Jane Pellam made a motion to approve the FYE 2018 Elderly Budget. The motion was seconded by Commissioner Holly Stewart. All were in favor- Aye and the motion carried.

There was nothing further under new business to be discussed.

Commission Reports, Comments, Questions:

Lisa Bradford provided the Board of Commissioners with a print off of the last several years Capital Fund and Operating Funds that are given to the SPHA each year. She wanted the board to see the difference in the amounts given throughout the years, showing the decrease in funds in both the Operating and Capital money. Mrs. Bradford also showed the board that there has not yet been a Capital Fund approved for 2017, which makes it harder for the budgets to be determined.

Next under Comments, was the discussion and copy provided by Sarah Willis on the City of South Pittsburg's property use agreement for the use of the Loyd Park. It was asked if the board would look over the use agreement and see if they saw any changes that needed to be made to the agreement. Lisa Bradford stated that the City of South Pittsburg wanted to have the insurance limits of liability to be set in relation to the Government Tort Liability Act with a cap of \$ 300,000 and to also list the SPHA as additionally insured in the property use agreement. Attorney Jerry Bible stated that they would add the Government Tort Liability to that and will have it submitted back to the board for their approval prior to the next meeting.

Attorney Jerry Bible asked if the board was wanting a letter sent to HP Construction and Engineers regarding the previous meeting. Lisa Bradford stated that due to the meeting being months ago, she did not want to cause any problems with them by bringing up an old issue. Chairman Lawrence stated that a letter should be sent from the Attorneys that states that we have seen improvement on the work; however, time is still of the essence so that HUD does not take back the money appropriated for the job.

Attorney Jerry Bible noted to the board that some of the Resolutions that they pass may not necessarily be legal and that they would like to opportunity to look over documents that the board is given. Chairman Bill Lawrence stated that all documents in the board packet would not be necessary; however, Chairman Lawrence asked if Lisa Bradford would send Mr. Bible a copy of the Resolutions to be passed. Mrs. Bradford agreed. In addition, Mr. Bible requested to review/read all contracts and change orders to any contracts also. Lisa Bradford agreed with board approval.

Adjournment:

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

Respectfully Submitted:

_____ (Secretary)

Approved by:

_____ (Chairman)