

MINUTES OF MEETING
OF
THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

The regular meeting of the Board of Commissioners of the Metropolitan Development and Housing Agency was held on Tuesday, September 5, 2017, at 11:30 a.m. in the Collaboration Room of the Gerald F. Nicely Building, 701 South Sixth Street, Nashville, Tennessee.

PRESENT: Ralph Mosley, Chair
 Melvin Black, Vice Chair
 Jimmy Granbery, Vice Chair
 Miniimah Basheer
 Antoinette Batts
 Charles Robert Bone
 Emily Thaden

ABSENT: None

ALSO PRESENT: James Harbison, Executive Director
 James Thiltgen, Deputy Executive Director
 Buck Dellinger, Chief Operating Officer
 Saul Solomon, Legal Counsel
 Tremecca Doss, General Counsel
 Melinda Hatfield, Director of Finance
 Martha Gregory, Director of Administrative Services
 Joe Cain, Director of Development
 Will Biggs, Director of Affordable Housing
 Norman Deep, Director of Rental Assistance
 Michael Wegerson, Director of Recapitalization
 Ed Shewmaker, Director of Construction
 Angie Hubbard, Director of Community Development
 Jamie Berry, Director of Communications
 Cheryl Jett, Chief Operating Officer for Affordable Housing
 Jean Merkle, Administrative Assistant to the Board of Commissioners
 Mary Owens, President, Edgefield Manor Resident Association
 Mike Green, Resident Association Coordinator
 Steve Reiter

Chair Mosley called the meeting to order and requested approval of the Minutes of the Meeting of August 8, 2017. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 49-17

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves the Minutes of the Meeting of August 8, 2017 as submitted.”

The motion was seconded by Commissioner Black and upon vote all voted “aye”. None voted “no”.

Mr. Harbison thanked the Finance team for its work on the agency’s budgets that was on the agenda for approval. He said the budgets provide a 2% across the board increase for all employees. He provided an update on current projects and financing options for upcoming projects.

Commissioner Black reported on the Finance & Audit Committee meeting held on August 28, 2017. The operating budget for the Central Office Cost Center, the Central Crews, the remaining Low-Rent Asset Management Projects, Preston Taylor, J Henry Hale and Levy Place Partnerships, the Project Based Rental Assistance Properties, the Recapitalization, Rental Assistance, Community and Urban Development administrative budgets for fiscal year beginning October 1, 2017 were presented and approved for submittal to the full Board. Mr. Black also stated that the COCC is projecting a negative cash flow; however the reserves accumulated in prior years of \$6.5 million will be utilized to cover the shortfall. The administrative budgets for Recapitalization, Rental Assistance, Community Development and Urban Development were presented with funds to cover budgeted expenses with breakeven budgets for the 2018 fiscal year. The Committee approved a 2% across the board pay raise for employees.

Commissioner Granbery presented the minutes of the Development Committee held on August 28, 2017. Commissioner Granbery said Mr. Harbison presented an update on Envision Cayce and the Explore School with potential financing options. Commissioner Granbery said the committee discussed the financial impact on the agency and Martha O’Bryan’s participation in the financing structure. The committee heard an overall update on various components of Envision Cayce including Kirkpatrick Park, the recently purchased properties on South 6th Street and the opportunity to apply for a Choice Neighborhood Implementation Grant. Cayce residents have begun moving into Barrett Manor. Commissioner Granbery said Joe Cain presented an update on the proposed Bordeaux project and the Transit Oriented Development with the Donelson area being the first location for consideration with the benefit of the train station already in place.

Melinda Hatfield, Director of Finance, requested Board approval of the agency’s Operating Budgets for Fiscal Year beginning October 1, 2017. Ms. Hatfield presented the budgets to the Finance Committee for approval at its meeting on August 28, 2017. After discussion, Commissioner Basheer moved adoption of the following resolution:

Resolution No. 50-17

“WHEREAS, The Metropolitan Development and Housing Agency has committed to the proper management of funds it receives; and

WHEREAS, The agency has prepared a realistic revision of the estimate of operating receipts and expenditures for the fiscal year beginning October 1, 2017; now, therefore, be it

RESOLVED, That the Operating Budget for each of the Low Rent Housing Asset Management Properties, the Central Office Cost Center, the Project Based Rental Assistance Properties, the Community Development Department, the Urban Development Department, the Recapitalization Department and the Rental Assistance Department for the fiscal year beginning October 1, 2017 are hereby adopted and approved.

BE IT FURTHER RESOLVED, That the Executive Director will initiate the actions to implement this budget.”

The motion was seconded by Commissioner Black, and upon vote all voted “aye”. None voted “no”.

Will Biggs, Director for Affordable Housing, requested Board approval for the continued leasing of four public housing units for non-residential services, effective October 1, 2017, which have been approved by the US Department of Housing and Urban Development. Mr. Biggs proposed to not renew two leases, one at Cayce Place and one at Sudekum Apartments. Commissioner Granbery moved adoption of the following resolution:

Resolution No. 51-17

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves renewal of the non-residential leases, and the non-renewal of two leases, as submitted to the Board of Commissioners, by memorandum dated August 25, 2017, from Will Biggs, Director of Affordable Housing, for a period of one year beginning October 1, 2017, which documents are incorporated herein by reference and filed with other documents of this meeting.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Angie Hubbard, Director of Community Development, requested Board approval of Memoranda of Agreement for utilization of Housing Opportunities for Persons With AIDS Program funds; after which Commissioner Black moved adoption of the following resolution:

Resolution No. 52-17

“WHEREAS, The Metropolitan Development and Housing Agency is responsible for administering the U.S. Department of Housing and Urban Development’s Housing Opportunities for Persons with AIDS (HOPWA) program for the Metropolitan Government of Nashville and Davidson County; and

WHEREAS, the 2017 Annual Action Plan of the 2013-2018 Consolidated Plan allocated funding under the HOPWA program to increase housing stability for persons living with HIV/AIDS and their families through the provision of financial assistance and related housing services; and

WHEREAS, MDHA received proposals from qualified agencies for the purpose of operating HOPWA programs during the 2017 program year; and

WHEREAS, the Evaluation Committee reviewed all proposals in accordance with the criteria set forth in the Request for Proposals; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency that HOPWA funds be allocated to the agencies listed below in accordance with the funding levels, for a total amount of \$1,041,268; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute written agreements with each agency to ensure that HOPWA funds are used in accordance with all programs requirements.

Nashville CARES	\$751,850
Urban Housing Solutions	\$239,289
Meharry Medical College	<u>\$ 50,130</u>
	\$896,119”

The motion was seconded by Commissioner Batts and upon vote all voted “aye”. None voted “no”.

Mr. Shewmaker next requested Board approval of Change Order No. 5 in the amount of \$55,473 to the contract with R.G. Anderson Inc. for the new construction of Barrett Manor. Mr. Shewmaker said the change order will close out the project. Commissioner Basheer moved adoption of the following resolution:

Resolution No. 53-17

“RESOLVED by the Board of Commissioners of the Metropolitan Development and Housing Agency, That it hereby approves Change Order No. 5 in the amount of \$55,473 to the contract with R.G. Anderson Inc. for the new construction of Barrett Manor, thereby increasing the total contract amount to \$11,672,670.80.”

The motion was seconded by Commissioner Batts, and upon vote all voted “aye”. None voted “no”.

Albert Lemus, Managing Partner, Atwater Infrastructure, gave an in-depth presentation on New Market Tax Credits which are administered by the U.S. Department of Treasury. Mr. Lemus outlined the structure of the NMTCs followed by discussion and questions from Commissioners and staff.

Chair Mosley called on Ms. Owens who said this is her first term as president. She said a health fair was recently held and the residents were given a lot of information. Mr. Green said the Resident Associations are all thriving and the newly elected presidents are in training..

There being no further business to come before the Board, Chair Mosley declared the meeting adjourned.

Secretary

APPROVED:

This _____ day of _____, 2017.

Chair