

MEMPHIS HOUSING AUTHORITY
700 ADAMS AVENUE
MEMPHIS, TN 38105

MEETING OF THE BOARD OF COMMISSIONERS
MINUTES OF MEETING
January 28, 2016
9:00 am

Attendee(s):
Commissioners:

Mr. William Stemmler
Dr. Elma H. Mardis
Ms. Janet Covington
Ms. Lisa Wheeler Jenkins
Dr. Laura Harris
Mr. Mickell Lowery

MHA Staff: Dorian Jenkins, Interim Executive Director

Gregory L. Perry	Tony Olden
Sharon Wilkins	Joe Sanders
Dale Jackson	William Webb
Luretha Phillips	Leslie Paige
Cheiktha Dowers-Scott	Evelyn Suggs
Michael Swindle	Vickie Aldridge

Residents: None

Media Presentation: None

Special Guest(s): Colin Spady, Quadel Consulting Firm

The meeting of the Memphis Housing Authority Board of Commissioners was held January 28, 2016 at 9:00 am in the Board Room. The meeting was called to order by Commissioner Mardis.

I. AGENDA

The agenda was unanimously approved.

II. MINUTES

Commissioner Mardis called for approval of the minutes from January 7, 2016. The minutes were unanimously approved.

III. APPROVALS

Commissioner Randolph called for presentation of all Resolutions:

- A. RESOLUTION NO. 4428 ADOPTING NEW VOUCHER PAYMENT STANDARDS FOR HOUSING CHOICE VOUCHER PROGRAM - **HOUSING CHOICE VOUCHER DEPARTMENT**

- B. RESOLUTION NO. 4429 ADOPTING USE OF TENNESSEE HOUSING DEVELOPMENT AGENCY UTILITY ALLOWANCE FOR HOUSING CHOICE VOUCHER PROGRAM -**HOUSING CHOICE VOUCHER DEPARTMENT**

- C. RESOLUTION NO. 4430 ADOPTING USE OF TENNESSEE HOUSING DEVELOPMENT AGENCY UTILITY ALLOWANCE FOR ALL MEMPHIS HOUSING AUTHORITY PUBLIC HOUSING UNITS - **ASSET MANAGEMENT DEPARTMENT**

Ms. Dowers-Scott sought Board approval for Resolution No. 4428

RESOLUTION NO. 4428

ADOPTING NEW VOUCHER PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM

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

WHEREAS, the Voucher Payment Standard must be between 90% and 110% of HUD’s published fair market rents; and

WHEREAS, the current payment standards are as follow:

Number of Bedrooms	Payment Standard Amount
0-Bedroom	576
1-Bedroom	665
2-Bedroom	750
3-Bedroom	1025
4-Bedroom	1145
5-Bedroom	1325
6-Bedroom	1510
7-bedroom	1740

WHEREAS, the proposed payment standards are as follow:

Number of Bedrooms	Payment Standard Amount
0-Bedroom	576
1-Bedroom	665
2-Bedroom	750
3-Bedroom	1025

4-Bedroom	1180
5-Bedroom	1360
6-Bedroom	1560
7-bedroom	1795

NOW, THEREFORE BE IT RESOLVED, the Memphis Housing Authority adopts the proposed payment standard for its Housing Choice Voucher program effective April 1, 2016

Commissioner Marids called for a motion to approve Resolution No. 4428. A motion was made by Commissioner Harris and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4428 was approved.

MHA HCV FMR and Payment Standard Analysis Summary

PART 1 - Determine if New FMRs published by HUD decreased 5% or more from prior year

# of Bedrooms	0	1	2	3	4	5	6	7
FY15 FMR (eff 10/1/14)	\$614	\$702	\$832	\$1,137	\$1,267	\$1,457	\$1,676	\$1,927
2016 FMR (eff 12/11/15)	\$602	\$700	\$827	\$1,128	\$1,309	\$1,505	\$1,731	\$1,991
FY16 FMR % OF 2015 FMR	101.99%	100.29%	100.60%	100.80%	96.79%	96.79%	96.79%	96.79%
\$ change (+/-)	(12)	(2)	(5)	(9)	42	48	56	64
% change (+/-)	-1.95%	-0.28%	-0.60%	-0.79%	3.31%	3.31%	3.31%	3.31%
Test: Is change -5% or more? (Y/N)	N	N	N	N	N	N	N	N

Action/Conclusion: Rent reasonableness tests are not required for any bedroom size (no decrease more than 5%)

PART 2 - Analyze whether current HCV Payment Standards are between 90%-110% of New HUD FMR

# of Bedrooms	0	1	2	3	4	5	6	7
Current Payment Standards	576	665	750	1025	1145	1325	1510	1740
Current PS as % of 10/1/2015 FMRs	95.68%	95.00%	90.69%	90.87%	87.47%	88.02%	87.23%	87.40%
Test: Is PS between 90%-110%? (Y/N)	Y	Y	Y	Y	N	N	N	N

Action/Conclusion: 4, 5, 6 & 7 bdrm payment standards must be revised within HUD range; all other bdrm sizes are within the range.

PART 3 - New proposed Payment Standards based on Forecasted HAP available CY2016

# of Bedrooms	0	1	2	3	4	5	6	7
2016 FMR (eff 12/11/15)	\$602	\$700	\$827	\$1,128	\$1,309	\$1,505	\$1,731	\$1,991
Proposed Payment Standards	\$576	\$665	\$750	\$1,025	\$1,180	\$1,360	\$1,560	\$1,795
% Proposed PS/New FMRs	95.68%	95.00%	90.69%	90.87%	90.15%	90.34%	90.11%	90.16%
Test: Is PS between 90%-110%? (Y/N)	Y	Y	Y	Y	Y	Y	Y	Y

CY2016 Forecasted HAP Funded	~\$44,368,282	HAP Expense after PS implemented	~\$46,363,488
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Action/Conclusion: Proposed Payment Standards are within HUD's range and maximize available HAP

PART 4 - Assess impact of Payment Standards on current HCV Families

Current Family Distribution		Revised Family Distribution	
# families paying more than 40%	2113	# families paying more than 40%	1731
Total families	7059	Total families	7059
% families paying more than 40%	29.9%	% families paying more than 40%	24.5%

Ms. Dowers-Scott sought Board approval for Resolution No.4429

RESOLUTION NO. 4429

ADOPTING USE OF TENNESSEE HOUSING DEVELOPMENT AGENCY UTILITY ALLOWANCE FOR HOUSING CHOICE VOUCHER PROGRAM

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

WHEREAS, the Authority is required to maintain a utility allowance schedule that contains information on the typical cost of utilities and services paid by energy conservative households in the locality; and

WHEREAS, the schedule must be reviewed at least annually and revised when the cost of utilities has changed; and

WHEREAS, the Authority has worked with the Tennessee Housing Development Agency (THDA) to obtain the necessary rate and consumption information needed to revise the schedule. THDA has obtained all the necessary information for utility rates in Shelby County from Memphis Light, Gas and Water (MLG&W). An explanation of the methodology used to develop the utility allowance is on file at the MHA HCV Office; and

WHEREAS, based on information from THDA and MLG&W, updates to the proposed 2015 utility allowances were made when the average cost of the current rates increased or decreased 10% or more from the 2014 rates.

NOW, THEREFORE BE IT RESOLVED, the Memphis Housing Authority adopts the attached schedule which is incorporated herein and will utilize the rates herein contained during calendar year 2016, commencing April 1, 2016.

Commissioner Marids called for a motion to approve Resolution No. 4429. A motion was made by Commissioner Jenkins and seconded. Commissioner Mardis called for discussion;

Commissioner Harris asked about the process for determining adjustments. Ms. Scott sated that an assessment is done. We must do the following:

- 1) determine if the cost of utility increased or decreased 5% or more from the previous year's rate,
- 2) analyze where the current HCV standards are between 90 and 110 percent if not we have to make the applicable adjustments and change the payment standards so that they fall between 90 and 110 percent.

Commissioner Harris asked Ms. Scott to define payment standard. Ms. Scott defined it as the standards established that determining the maximum amount that HCV will pay for rent.

Commissioner Harris asked how do we determine that standard. Ms. Scott state it is the number determined by HUD and we factor in rent and utilities to get the maximum amount we will pay.

Mr. Jenkins informed Commissioner Harris that every year HUD sets out fair market rents and every housing authority across the nation has to set their payment standards within that allowable range that Ms. Scott stated and the housing authority does an analysis to make sure that once they set those ranges that the rent burden on the families isn't negatively affected or try to minimize that affect. This is the maximum subsidy that a housing authority can pay on behalf of a tenant.

Commissioner Harris asked if it is MHA's discretion as long as it falls within that range. Mr. Jenkins stated yes.

There being no further discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4429 was approved.

2015 Utility Allowance Methodology

Summary

The utility allowance is based on both the consumption and rates of utilities. Utility allowance adjustments are made if the cost of a utility increased or decreased 10% or more from the previous year's rates. The utility allowance remains the same as the previous year's utility rate if the increase or decrease in rates is below 10%. The cost of utilities is calculated for electricity, natural gas, liquefied petroleum gas (propane), water, wastewater and trash.

This year, THDA collected information on the primary utility providers serving the county seats of each county. May 2015 rates (and seasonal rates, if available) from each provider were used to determine the average monthly consumption cost for each utility. Monthly consumption costs were calculated using HUD's Utility Schedule Model. Updates to the 2015 utility allowances were made when the average cost of the current rates increased or decreased 10% or more from the 2014 rates. Additional information on the HUD Utility Schedule Model can be found on the following HUD website. <http://www.huduser.org/portal/resources/utilallowance.html>.

Electricity

Electricity rates are collected along with customer service fees and the TVA Fuel Cost Adjustment (FCA). FCA is the mechanism TVA uses to help recover largely uncontrollable fuel and purchased power costs. A variety of factors affect these costs, including weather and global supply and demand issues.

For 2015, electricity rates decreased by more than 10 percent in four counties and increased by more than 10 percent in two counties.

Natural Gas

Natural gas rates are collected along with customer service fees and the Purchase Gas Adjustment (PGA). A detailed explanation of the PGA can be found on the following American Gas Association website. <http://www.aga.org/our-issues/issuesummarries/Pages/PurchasedGasAdjustments.aspx>. If the natural gas provider utilizes seasonal rates, the weighted average of the rates was used to determine the average consumption cost.

In 2015, natural gas rates fell by 10 percent or more in 35 counties, and increased by 10 percent or more in 15 counties.

Liquefied Petroleum Gas (Propane)

Liquefied Petroleum Gas rates were calculated based on the national average and a sample of state rates. The dramatic spike in propane prices in 2014 settled down for this year; propane rates for all 95 counties saw a decrease of greater than 10 percent. To view the progression of propane prices over time, visit the following link from the U.S. Energy Information Administration: <http://www.eia.gov/petroleum/heatingoilpropane/>. Weekly updates run until the end of heating season, meaning the propane price used was from the last week of March, 2015.

Water and Wastewater

Water and Wastewater rates are collected along with customer service fees and applicable taxes. The rates were gathered for each county to help determine the lowest average consumption costs. For water, average consumption is 8,000 gallons per month. For wastewater, average consumption is 6,000 gallons.

For 2014, water rates decreased by more than 10 percent in 18 counties and increased by more than 10 percent in 31 counties. Wastewater rates decreased by more than 10 percent in 14 counties and increased by more than 10 percent in 31 counties.

Trash

In most cases, a monthly flat fee is charged for trash service. If provider information was unavailable for a specific county, data from TNHousingSearch.org was used. Based upon provider rates and TNHousingSearch.org data, a state average was calculated and used for counties where no data were available.

The state average for 2015 did not vary by more than 10% over the 2014 state average.

Range/Microwave and Refrigerator Fees

To determine the range and refrigerator fees for 2015, data was collected from online ads across the state. An average price was calculated from the data for each appliance and then divided by twelve to determine the monthly fee.

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality Shelby County	Unit Type Single Family	Date (mm/dd/yyyy) 10/1/2015
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Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	18	21	24	26	29	31
	b. Bottle Gas	87	103	116	130	143	157
	c. Oil / Electric	23	24	30	37	44	51
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	13	13	14	14	15	16
	b. Bottle Gas	12	14	18	21	25	29
	c. Oil / Electric	5	6	7	9	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric	36	40	49	58	67	76	
Air Conditioning	9	11	17	24	30	37	
Water Heating	a. Natural Gas	6	8	11	13	15	17
	b. Bottle Gas	31	36	51	64	74	82
	c. Oil / Electric	11	13	18	23	26	29
	d. Coal / Other	0	0	0	0	0	0
Water	17	18	22	25	29	32	
Sewer	13	14	18	22	25	29	
Trash Collection	16	16	16	16	16	16	
Range/Microwave	10	10	10	10	10	10	
Refrigerator	7	7	7	7	7	7	
Other -- specify	0	0	0	0	0	0	

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service	per month cost
	Heating	\$
Name of Family	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
Address of Unit	Total	\$

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality Shelby County	Unit Type Low Rise Apartment (2-4 Units)	Date (mm/dd/yyyy) 10/1/2015
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Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	18	21	23	25	27	29
	b. Bottle Gas	85	100	111	122	132	143
	c. Oil / Electric	19	20	25	30	36	42
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	13	13	14	14	15	16
	b. Bottle Gas	12	14	18	21	25	29
	c. Oil / Electric	5	6	7	9	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric	28	32	40	49	58	66	
Air Conditioning	6	8	12	16	21	25	
Water Heating	a. Natural Gas	6	8	11	13	15	17
	b. Bottle Gas	31	36	51	64	74	82
	c. Oil / Electric	11	13	18	23	26	29
	d. Coal / Other	0	0	0	0	0	0
Water	17	18	22	25	29	32	
Sewer	13	14	18	22	25	29	
Trash Collection	16	16	16	16	16	16	
Range/Microwave	10	10	10	10	10	10	
Refrigerator	7	7	7	7	7	7	
Other -- specify	0	0	0	0	0	0	

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service	per month cost
	Heating	\$
Name of Family	Cooking	
	Other Electric	
Address of Unit	Air Conditioning	
	Water Heating	
Number of Bedrooms	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
	Total	\$

Previous editions are obsolete

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form HUD-52667 (04/15)

ref. Handbook 7420.8

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Shelby County					Unit Type	Larger Apartment Bldgs. (5+ Units)		Date (mm/dd/yyyy)	10/1/2015	
Utility or Service		Monthly Dollar Allowances										
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR					
Heating	a. Natural Gas	8	10	11	13	15	16					
	b. Bottle Gas	40	47	55	63	70	78					
	c. Oil / Electric	16	17	21	24	28	32					
	d. Coal / Other	0	0	0	0	0	0					
Cooking	a. Natural Gas	13	13	14	14	15	16					
	b. Bottle Gas	12	14	18	21	25	29					
	c. Oil / Electric	5	6	7	9	10	12					
	d. Coal / Other	0	0	0	0	0	0					
Other Electric		28	31	38	44	50	57					
Air Conditioning		6	8	12	16	21	25					
Water Heating	a. Natural Gas	6	8	11	13	15	17					
	b. Bottle Gas	31	36	51	64	74	82					
	c. Oil / Electric	11	13	18	23	26	29					
	d. Coal / Other	0	0	0	0	0	0					
Water		17	18	22	25	29	32					
Sewer		13	14	18	22	25	29					
Trash Collection		16	16	16	16	16	16					
Range/Microwave		10	10	10	10	10	10					
Refrigerator		7	7	7	7	7	7					
Other -- specify		0	0	0	0	0	0					
Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.								Utility or Service	per month cost			
Name of Family								Heating	\$			
								Cooking				
Address of Unit								Other Electric				
								Air Conditioning				
Number of Bedrooms								Water Heating				
								Water				
								Sewer				
								Trash Collection				
								Range/Microwave				
								Refrigerator				
								Other				
								Total	\$			

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form HUD-52967 (04/15)
ref. Handbook 7420.8

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality		Shelby County					Unit Type	Larger Apartments (Energy Star Certified)		Date (mm/dd/yyyy)	10/1/2015
Utility or Service		Monthly Dollar Allowances									
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR			
Heating	a. Natural Gas	7	8	9	11	12	13				
	b. Bottle Gas	33	39	45	51	58	64				
	c. Oil / Electric	13	14	17	20	23	26				
	d. Coal / Other	0	0	0	0	0	0				
Cooking	a. Natural Gas	12	12	13	14	14	15				
	b. Bottle Gas	10	12	15	18	20	23				
	c. Oil / Electric	4	5	6	7	8	10				
	d. Coal / Other	0	0	0	0	0	0				
Other Electric		25	28	33	38	43	49				
Air Conditioning		5	6	10	13	17	21				
Water Heating	a. Natural Gas	5	6	9	11	13	14				
	b. Bottle Gas	25	30	42	52	61	67				
	c. Oil / Electric	9	10	15	19	22	24				
	d. Coal / Other	0	0	0	0	0	0				
Water		17	18	22	25	29	32				
Sewer		13	14	18	22	25	29				
Trash Collection		16	16	16	16	16	16				
Range/Microwave		10	10	10	10	10	10				
Refrigerator		7	7	7	7	7	7				
Other -- specify		0	0	0	0	0	0				
<p>Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.</p>								Utility or Service	per month cost		
Name of Family								Heating	\$		
								Cooking			
Address of Unit								Other Electric			
								Air Conditioning			
Number of Bedrooms								Water Heating			
								Water			
								Sewer			
								Trash Collection			
								Range/Microwave			
								Refrigerator			
								Other			
								Total	\$		

Previous editions are obsolete

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form HUD-62667 (04/15)
ref. Handbook 7420.8

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality	Shelby County	Unit Type	Manufactured Homes	Date (mm/dd/yyyy)	10/1/2015
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Utility or Service	Monthly Dollar Allowances						
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas	16	18	21	23	25	27
	b. Bottle Gas	75	88	100	112	123	135
	c. Oil / Electric	30	30	31	31	32	33
	d. Coal / Other	0	0	0	0	0	0
Cooking	a. Natural Gas	13	13	14	14	15	16
	b. Bottle Gas	12	14	18	21	25	29
	c. Oil / Electric	5	6	7	9	10	12
	d. Coal / Other	0	0	0	0	0	0
Other Electric	33	37	48	59	70	81	
Air Conditioning	8	9	15	20	26	32	
Water Heating	a. Natural Gas	6	8	11	13	15	17
	b. Bottle Gas	31	36	51	64	74	82
	c. Oil / Electric	11	13	18	23	26	29
	d. Coal / Other	0	0	0	0	0	0
Water	17	18	22	25	29	32	
Sewer	13	14	18	22	25	29	
Trash Collection	16	16	16	16	16	16	
Range/Microwave	10	10	10	10	10	10	
Refrigerator	7	7	7	7	7	7	
Other -- specify	0	0	0	0	0	0	

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service	per month cost
	Heating	\$
Name of Family	Cooking	
	Other Electric	
Address of Unit	Air Conditioning	
	Water Heating	
Number of Bedrooms	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
	Total	\$

Previous editions are obsolete

Mr. Perry sought Board approval for Resolution No. 4430

RESOLUTION NO. 4430

ADOPTING USE OF TENNESSEE HOUSING DEVELOPMENT AGENCY UTILITY ALLOWANCE FOR ALL MEMPHIS HOUSING AUTHORITY PUBLIC HOUSING UNITS

WHEREAS, the Memphis Housing Authority, a corporation, will adopt Tennessee Housing Development Agency (THDA's) utility allowance study to be used by all publicly managed and privately managed MHA properties; and

WHEREAS, the Memphis Housing Authority will update THDA's utility allowance guidelines every two years or upon revision to remain in accordance with HUD policies and procedures; and

WHEREAS, adoption of THDA's utility allowance study will support the operating budgets of all public housing sites by decreasing current utility allowances and minimizing the number of utility allowance reimbursement checks to be written to residents; and

WHEREAS, adoption of THDA's utility allowance study will also eliminate an in-house utility allowance study to be completed every 5 years by our Capital Improvement staff as well as the cost associated to provide this report; and

WHEREAS, adoption of THDA's utility allowance study will allow the agency to remain in compliance with a consistent utility allowance study used throughout all public housing properties; and

NOW, THEREFORE, BE IT RESOLVED that the Memphis Housing Authority will adopt THDA's utility allowance guidelines to be used on all Memphis Housing Authority's publicly managed and privately managed properties and will adopt THDA's guidelines upon each revision.

BE IT FURTHER RESOLVED that this corporation hereby adopts use of THDA's utility allowance guidelines to be used by Memphis Housing Authority's publicly and privately managed sites.

Commissioner Marids called for a motion to approve Resolution No. 4430. A motion was made by Commissioner Harris and seconded. Commissioner Mardis called for discussion;

There being no discussion, Commissioner Marids called for the vote. The motion passed; Resolution 4430 was approved.

SPECIAL PRESENTATION(S):

- None

DISCUSSION ITEMS:

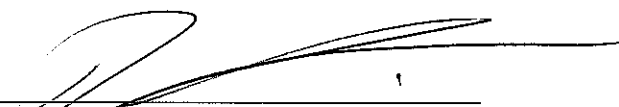
- Executive Session (Commissioners Only) to discuss potential personnel litigation issues.

ANNOUNCEMENT(S):

- Next regular meeting of the Board of Commissioners' is February 25, 2015 at 9:00 a.m.
- Meeting Adjourned at 10:15 a.m.



Elma Mardis, Commissioner



Dorian Jenkins, Interim Executive Director