

**MEMPHIS AREA ASSOCIATION OF GOVERNMENTS**  
**Executive Board Meeting**  
**Meeting Minutes**

MAAG Boardroom  
Cordova, Tennessee

September 20, 2018  
10:00 A.M. CST

**Board Members Present:**

Hon. Minnie Bommer, *Vice-Chairman and Alderwoman of Covington*  
Hon. Maurice Gaines, Jr., *Mayor of Lauderdale County*  
Chief Roy Hill, *Representing Mayor Carol Witt of Jericho, AR*  
Hon. Gwendolyn Kilpatrick, *Mayor of Mason*  
Hon. Keith McDonald, *Mayor of Bartlett*  
Hon. Rhea Taylor, *Mayor of Fayette County*

**Board Members Absent:**

Hon. Hugh Davis Jr., *Chairman and Commissioner of Piperton*  
Hon. Alonzo Beard, *Alderman of Lauderdale County*  
Rep. Barbara Cooper, *Tennessee General Assembly, Distract 86*  
Hon. Baris Douglas, *Mayor of Henning*  
Hon. Frank Fogelman, *Mayor of Marion, AR*  
Hon. Terry Jones, *Mayor of Millington*  
Ms. Vanessa Lynchard, *County Administrator, DeSoto County, MS*  
Hon. Mark Luttrell, *Mayor Shelby County*  
Hon. Jon Pavletic, *Mayor of Ripley*  
Hon. Jim Strickland, *Mayor of Memphis*  
Sen. Reginald Tate, *Tennessee General Assembly, District 33*  
Hon. Judy Watters, *Mayor of Rossville*

**Also Present:**

Ms. Arlisa Armstrong, *Area Director- Rural Development, USDA*  
Ms. Linda Coffman, *Linda's Accounting, CPA*  
Mr. Ordis Copeland, *Business Development Consultant, TN ECD*  
Mr. Tom Dyer, *Attorney, Wyatt, Tarrant, & Combs, LLP*  
Mr. Odell Horton, *Attorney, Wyatt, Tarrant, & Combs, LLP*  
Ms. Lindsay Jackson, *MAAG*  
Ms. Kamillah Kelly, *MAAG*  
Mr. Ralph Moore, *Executive Director MAAG*  
Mr. Paul Morris, *MAAG*  
Ms. Lisa Trexler, *MAAG*  
Mr. Kelvin Willis, *Community Development Consultant, Mason*

**I. Welcome and Call to Order**

Alderwoman Bommer called the meeting to order and welcome attending Board Members and staff.

**II. Invocation**

Mayor Gaines gave the invocation.

**III. Declaration of Quorum**

Alderwoman Bommer has recognized there is a quorum of the Executive Committee present to vote.

**IV. Approval of Minutes for February 15, 2018**

**MOTION** by Mayor Gaines, to approve the minutes as presented. **SECONDED** by Mayor Taylor. Unanimously **APPROVED**.

**V. Financial Report**

- August 2018 Financial Report– *Ms. Coffman reported on the packet emailed to Board Members*
- 2018 MAAG Audit - Whitehorn Tankersley & Davis PLLC

**VI. Program Updates**

- a. West Tennessee Rural Transportation Organization (**WTRPO**) – *Mr. Moore - reported*
  - MAAG assisted Tennessee Department of Transportation (TDOT) in collecting transportation plans from Fayette, Tipton and Lauderdale counties. If your jurisdiction has transportation plans, please e-mail them to the RPO Coordinator, Ms. Champion. (jchampion@maagov.org)
  - A Rural Planning Organization (RPO) meeting held on September 13<sup>th</sup> at Millington-University of Memphis Campus. The RPO recommended and ranked three proposed projects for funding through TDOT’s Multimodal Access Grants:
    - a. Somerville Project
    - b. Atoka Project
    - c. Covington Project
  - MAAG submitted Crash Data Reports on the behalf of Mason, TN for HWY-70 & HWY-59 intersection.
- b. Tennessee Department of Environment and Conservation (Historic Preservation) Tennessee Historic Commission (**THC**) – *Mr. Moore - reported*
  - Ms. Champion participated in one-on-one architectural survey training with the Tennessee Historical Commission in Lauderdale County.
  - Ms. Champion attended the annual Certified Local Government Training in Bolivar, TN.
  - Ms. Champion, conducting an architectural survey in Henning, TN, to document historical sites and structures for the THC inventory list.
- c. Tennessee Department of Tourist Development (**TDTD**) – *Mr. Moore - reported*
  - Tennessee Department of Tourist Development (TDTD) awarded MAAG \$5,000 through the Tourism Marketing Grant program. Mayors and Elected Officials, inform your rural communities in the region to make use of these funds for their cities and towns.
  - TDTD Endowment grant FY19 renewed to MAAG for \$35,000. The West Tennessee Day Trippin’ campaign continues to enhance marketing and seeks expansion of the campaign offering new day trips increasing awareness
  - Ms. Champion attended the Tennessee Governors Conference on Tourism and Hospitality September 18<sup>th</sup> -21<sup>st</sup> in Kingsport, TN.
- d. Tennessee Department of Environment and Conservation (**TDEC**) - *Ms. Jackson – reported*
  - Ms. Jackson attended the Tennessee Recycling Conference in Franklin, TN on August 12-14, 2018. The mission of the Tennessee Recycling Coalition (TRC) is to promote statewide adoption of waste reduction and recycling through providing information and education. Breakout sessions categorized by strategies and culture. Neil Brown with Eastman gave an excellent presentation on LCA (Life Cycle Assessment) to analyze the potential environmental impacts of products throughout their life cycle. The life cycle from raw material, resource extraction to manufacture, downstream retail and distribution, consumer use and end of life for produces. Rhonda Rodgers of American

Snuff Company informed us on strategies to improve recycling culture in the private sector.

- Ms. Jackson attended the Solid Waste Association of North America (SWANA) conference in Nashville, on August 19-23, 2018. Ms. Jackson attended a three-day training course, Managing Integrated Solid Waste Management Systems. This course gave an overview of the components of an integrated solid waste management system. The course discussed methods and approaches to a manager's responsibilities, including planning, budgeting, contracting and public involvement. SWANA training was very informative and required by TDEC Technical Assistance Grant.
  - Ms. Jackson received approval from the Chairman Joe Nunes of Shelby County Municipal Solid Waste Region Board and submitted the Shelby County Needs Assessment to the State of Tennessee.
  - Ms. Jackson currently working with Charles Traylor, Solid Waste Director, Fayette County, providing technical assistance for Convenience Center Grant. Fayette County is requesting funding assistance to enhance their collection assurance and increase recycling access and participation.
- e. Delta Regional Authority (**DRA**) - *Ms. Jackson – reported*
- Ms. Jackson provided technical assistance for several SEDAP Grant Applicants and submitted applications June 29, 2018. A brief summary of projects with minutes:
    - TEMP Empowered Workers TN-53972  
DRA Investment: 35.5% = \$119,393  
Total Investment: \$336,743
    - Ready Workforce  
DRA Investment: 38.7% = \$90,000  
Total Investment: \$232,500
    - Regional Entrepreneurship Consulting & Training TN-53950  
DRA Investment: 90.9% = \$200,000  
Total Investment: \$200,000
    - Sanford Waterline Extension TN-53868  
DRA Investment: 100% = \$300,000  
Total Investment: \$300,000
  - Ms. Jackson According to DRA 2018 SEDAP timeline, announcements and award documents, and notices to proceed will follow immediately after August 31, 2018. As of today, no announcement made.
  - Ms. Jackson will provide technical assistance with upcoming quarterly reports and reimbursement for the grant recipients.

#### Updates

- Ms. Jackson and Mr. Moore attended City of Mason groundbreaking ceremony for the rehab of the water system. City of Mason awarded a grant of \$511,360.00 from the Tennessee Department of Community and Economic Development to completely rehabilitate and restore tow of the town's water wells.
- f. Tennessee Housing Development Authority (**THDA**) *Mr. Morris – reported*
- Homebuyer Education Classes
- MAAG is offering this course both online and in person. MAAG staff will hold a class at our office on Saturday, September. Persons attending this class received a certificate of completion. This certificate allows participants to receive a THDA loan product to

purchase a home. To date approximately 290 persons attended our classes over 18 months. About 160 persons taken the course on line and 130 persons took the course in person.

Approximately 70 persons have taken the course online and 65 persons have attended in person since our last board meeting.

#### Down Payment Assistance Program (HHF-DPA)

- THDA program for down payment assistance program provides \$15,000 for both down payment and closing costs. So far, 119 persons have purchased a home through our program. Exactly 82 persons who took our class online purchased a home. The other 37 persons attended in person. Of the 119 persons, 102 persons purchased a home using the \$15,000 down payment assistance program. The total amount of money awarded through the HHF-DPA Program is roughly \$1.5 million.
- The other 17 participants have received THDA's Great Choice Loan that provides up to 5% down payment assistance only.

#### Emergency Repair Program

MAAG and THDA, completing its close out of the FY 2016-2018 ERP contract cycles. Over 50 rehab projects completed during this period. MAAG spent almost \$450,000 in THDA ERP funds. Approximately \$300,000 in matching funds contributed by Delta HRA, USDA Rural Development and Shelby County Housing on projects in the four county region.

- g. Tennessee Advisory Commission on Intergovernmental Relations (**TACIR**) *Mr. Moore – reported*
- Mr. Moore stated all MAAG staff is participating in gathering the data and input for the TACIR database. Mr. Moore stated to the board, have your cities and town participate when MAAG ask for assistance in completing the survey forms from TACIR. Mayor Taylor sits on the TACIR committee.
- h. Economic Department Administration (EDA) *Mr. Moore – reported*
- Mr. Moore stated after the board meeting Fayette and Tipton counties are meeting regarding Opportunity Zones presentation. These counties have a unique situation.

### **VII. Executive Director's Report**

- Model Public Records Policy – handout  
Mr. Moore stated legal counsel reviewed and fine-tuned the policy to present to the board.  
**MOTION** by Mayor Taylor, approve the Model Public Records Policy. **SECONDED** by Mayor Gaines. Unanimously **APPROVED**.

### **VIII. Adjournment**

**MOTION** to adjourn meeting by Mayor Taylor. **SECONDED** by Mayor Gaines. Unanimously **APPROVED**.