

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

Board of Commissioners Housing Authority of the City of Mexico, Missouri

TENATIVE AGENDA REGULAR MEETING MHA Administration Office, 828 Garfield Avenue, Mexico, MO 65265 Scheduled for Tuesday, July 17, 2018 at 3:30pm

- 1. Call to order by Vice Chairperson Tad Dobyns**
- 2. Roll Call by Tammy Dreyer, Executive Director**
- 3. Adoption of Agenda**
- 4. Comments from the Public (limit 3 minutes per person)**

Senior Center Presentation

- 5. Approval of Consent Agenda**

Approval of Regular meeting minutes for: June 19, 2018

Executive Director's Report:

- a. Financial Reports
- b. Bills Expended
- c. Section 8 Report
- d. Public Housing Report
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

- 6. Unfinished Business**

Secured System log in
Lead the Way Training Continuous

- 7. New Business:**

Resolution 2898 MEM Insurance Renewal

- 8. Other Business:**

Copy of the MHA Public Housing Newsletter
HUD Strong Families Event

9. Comments from Commissioner:

10. Adjournment of Open Meeting:

A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: www.mexicoha.com

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact MHA at (573) 581-2294 press 2 and leave a message, at least one working day prior to the meeting.

MINUTES OF THE REGULAR MEETING

**OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON June 19, 2018**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, June 19, 2018 at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Vice Board Chair Tad Dobyns presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on June 19, 2018 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Vice Board Chair Tad Dobyns called the meeting to order at 3:35pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Amy Prater
Commissioner Vacancy
Commissioner Tad Dobyns
Commissioner Rita Jackson

Commissioners excused:

Commissioner Joyce Jackson

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Jodie Penn

3. **Adoption of Agenda**

T Dobyns requested a motion to adopt the Agenda. Commissioner R Jackson made a motion and A Prater second. All commissioners present voted “aye”, and Vice Chairperson T Dobyns declared the motion approved.

Yes:	R Jackson, A Prater
No:	None
Absent:	J Jackson

4. **Comments from the public:**

T Dobyns introduced a guest Bev Borgeson to attend meeting.
T Dreyer introduced Amy Prater to the BOC as the newly appointed Resident BOC.

5. Approval of Consent Agenda(if applicable)

Approval of special meeting minutes for: May 15, 2018

Vice Chairperson T Dobyms requested a motion to approve the Consent Agenda. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. All Commissioners present voted “aye” and Vice Chairperson T Dobyms declared the motion carried.

Yes: R Jackson, A Prater
No: None
Absent: J Jackson

6. Executive Director Report

T Dreyer read and discussed the Financials, HCV, PH, Contracting and Maintenance Reports with the BOC.

Vice Chairperson T Dobyms requested a motion to approve the Consent Agenda. A motion was made by Commissioner A Prater and seconded by Commissioner R Jackson. All Commissioners present voted “aye” and Vice Chairperson T Dobyms declared the motion carried.

Yes: R Jackson, A Prater
No: None
Absent: J Jackson

7. Unfinished Business

T Dobyms logged into Secured Systems

Lead the Way Training Continued until we get a full BOC.

7. New Business

Board Resolution 2894, Approving the Amended MHA By Laws Revised June 2018

Vice Chairperson Tad Dobyms called for motion to approve Board Resolution 2894. A motion was made by Commissioner A Prater and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, A Prater
No: None
Absent: J Jackson

Board Resolution 2895, Approval of the Tenant Write Off

Vice Chairperson Tad Dobyms called for motion to Approve Resolution 2895. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, A Prater

No: None
Absent: J Jackson

Board Resolution 2896, Approval of Senior Center Lease Agreement

Vice Chairperson Tad Dobyns called for motion to Approve Resolution 2896. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, A Prater
No: None
Absent: J Jackson

8. Other Business:

None

9. Comments from Commissioners:

None

10. Adjournment of Open Meeting:

Vice Chairperson Christine Miller requested a motion to adjourn the Open meeting on June 19, 2018, Commissioner R Jackson made the motion and Commissioner A Prater seconded. The regular session meeting was adjourned at 4:13 pm

ATTEST:

Tad Dobyns, Vice Chairperson

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on June 13, 2018, I posted public notice of the June 19, 2018 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at www.mexicoha.com, copies of the Agenda and Board Packet for review.

Tammy Dreyer

CHECK REGISTER

B = Bi-Weekly

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
PH Fund				
00063572	\$1,798.00	06/01/2018	Ameren Missouri	
00063573	\$91.18	06/01/2018	Always Care	M
00063574	\$1,301.08	06/01/2018	Ameren Missouri	
00063575	\$4,771.00	06/01/2018	American Bankers Insurance Co	A
00063576	\$38.00	06/01/2018	Chigger Hill	
00063577	\$782.00	06/01/2018	Clampitt Law LLC	
00063578	\$338.49	06/01/2018	Delta Dental Lockbox	M
00063579	\$700.00	06/01/2018	Guardian Pest Control	M
00063580	\$1,767.02	06/01/2018	HD Supply Facilities Mtce Ltd	
00063581	\$50.00	06/01/2018	IMS	
00063582	\$3,582.25	06/01/2018	Missouri American Water Co.	
00063583	\$820.41	06/01/2018	Mommens Heating & Cooling, LLC	
00063584	\$31.78	06/01/2018	employee reimbursement	
00063585	\$415.00	06/01/2018	Pro Auto Graphics	
00063586	\$13,900.00	06/01/2018	Pro Foundation Technology, Inc	
00063587	\$841.66	06/01/2018	Plumb Supply Company	
00063588	\$70.18	06/01/2018	Standard Insurance Co.	M
00063589	\$1,644.00	06/01/2018	Urlaub & Co., PLLC	M & A
00063590	\$469.09	06/01/2018	Walmart Community/GEMB	
00063591	\$343.94	06/01/2018	Westlakes Hardware MO-019	
on-line pmnt	\$1,210.93	06/04/2018	Ameritas Retirement Fund	B
on-line pmnt	\$1,316.54	06/18/2018	Ameritas Retirement Fund	B
00063592	\$124.61	06/19/2018	Ameren Missouri	
00063593	\$9,560.02	06/19/2018	City of Mexico	M
00063594	\$4,209.35	06/19/2018	Commerce Bank	
00063595	\$189.46	06/19/2018	Dayne's Waste Disposal, Inc.	M
00063596	\$254.88	06/19/2018	employee travel per diem	
00063597	\$80,530.80	06/19/2018	Greenhead Construction LLC	
00063598	\$700.00	06/19/2018	Guardian Pest Control	M
00063599	\$3,930.49	06/19/2018	Home Depot Credit Services	
00063600	\$786.45	06/19/2018	Housing Interiors, Inc.	
00063601	\$1,247.34	06/19/2018	Lacrosse Lumber-Mexico	
00063602	\$420.00	06/19/2018	Lindsey Software	M
00063603	\$418.96	06/19/2018	MFA Oil Company	
00063604	\$541.79	06/19/2018	MFA Oil Company-KC	M
00063605	\$254.88	06/19/2018	employee travel per diem	
00063606	\$222.82	06/19/2018	Meeks Mexico	
00063607	\$601.41	06/19/2018	Menard's	
00063608	\$487.74	06/19/2018	Miller Tire Company	
00063609	\$717.00	06/19/2018	Missouri American Water Co.	
00063610	\$6,178.58	06/19/2018	Mommens Heating & Cooling, LLC	
00063611	\$32.98	06/19/2018	O'Reilly Automotive, Inc.	
00063612	\$117.00	06/19/2018	PITNEY BOWES INC	M
00063613	\$503.50	06/19/2018	Purchase Power	
00063614	\$86.66	06/19/2018	Plumb Supply Company	

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Check #	Dollars	Date	Vendor	
00063615	\$250.00	06/19/2018	Second Missionary Baptist Chur	
00063616	\$731.45	06/19/2018	Socket	M
00063617	\$148.98	06/19/2018	Staples Advantage	
00063618	\$282.45	06/19/2018	The P I Company	M
00063619	\$119.48	06/19/2018	U.S. Cellular	M
00063620	\$622.00	06/19/2018	Urlaub & Co., PLLC	M
on-line pmnt	\$340.00	06/26/2018	Canon Copier	
on-line pmnt	\$1,316.54	06/29/2018	Ameritas Retirement Fund	B
00063622	\$91.18	06/29/2018	Always Care	M
00063623	\$1,891.11	06/29/2018	Ameren Missouri	
00063624	\$30.34	06/29/2018	Butler Supply, Inc.	
00063625	\$291.25	06/29/2018	Clampitt Law LLC	
00063626	\$420.00	06/29/2018	Columbia Winnelson Co.	
00063627	\$338.49	06/29/2018	Delta Dental Lockbox	M
00063628	\$2,349.00	06/29/2018	NFIP Direct Servicing Agent	A
00063629	\$2,667.94	06/29/2018	HD Supply Facilities Mtce Ltd	
00063630	\$2,165.15	06/29/2018	Housing Interiors, Inc.	
00063631	\$1,382.20	06/29/2018	John Deere Financial	
00063632	\$333.35	06/29/2018	Marco Technologies LLC	Q
00063633	\$656.17	06/29/2018	Missouri American Water Co.	
00063634	\$1,489.51	06/29/2018	Mommens Heating & Cooling, LLC	
00063635	\$390.00	06/29/2018	Nate's Computer Repair	
00063636	\$55.19	06/29/2018	Standard Insurance Co.	M
00063637	\$203.04	06/29/2018	Staples Advantage	
00063638	\$9,399.31	06/29/2018	United Health Care Ins. Co.	M
00063639	\$24.97	06/29/2018	Walmart Community/GEMB	
	\$176,388.37			
Section 8 Fund				
00019159	\$204.00	06/01/2018	Ahmann, Thomas & Linda	M
00019160	\$1,565.00	06/01/2018	Ameren Missouri	M
00019161	\$282.00	06/01/2018	JUDY BIRD	M
00019162	\$3,599.00	06/01/2018	Berkshire Estates, LP	M
00019163	\$500.00	06/01/2018	Century 21	M
00019164	\$2,006.00	06/01/2018	Chris Bohr	M
00019165	\$1,733.00	06/01/2018	Jerry Boles	M
00019166	\$875.00	06/01/2018	Brenda Bryan	M
00019167	\$540.00	06/01/2018	Henry Butts	M
00019168	\$483.00	06/01/2018	Paul Carlson	M
00019169	\$7,090.00	06/01/2018	Cedar Grove LLC	M
00019170	\$323.00	06/01/2018	SAMMY DYSART	M
00019171	\$474.00	06/01/2018	Davidson, Dan	M
00019172	\$799.00	06/01/2018	STEVE HARTING	M
00019173	\$294.00	06/01/2018	Hudson, Dustin	M
00019174	\$1,962.00	06/01/2018	Barbara Jones	M

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Check #	Dollars	Date	Vendor	
00019175	\$1,056.00	06/01/2018	K & C Properties, LLC	M
00019176	\$1,229.00	06/01/2018	Lick Branch Properties, LLC	M
00019177	\$3,883.00	06/01/2018	MEXICO MEADOWS	M
00019178	\$392.00	06/01/2018	RALPH MIKA	M
00019179	\$500.00	06/01/2018	Frank Marth	M
00019180	\$154.00	06/01/2018	Estil Meeks	M
00019181	\$1,217.00	06/01/2018	Maco Management	M
00019182	\$267.00	06/01/2018	Joshua Newlon	M
00019183	\$279.00	06/01/2018	Warren Nordwald	M
00019184	\$550.00	06/01/2018	Stuart Pfeifer	M
00019185	\$869.00	06/01/2018	ROGERS, GREGORY MARK	M
00019186	\$222.00	06/01/2018	Replogle, Clarence P.	M
00019187	\$248.00	06/01/2018	Don Rittmann	M
00019188	\$137.00	06/01/2018	Rural Real Estate Holdings LLC	M
00019189	\$44.00	06/01/2018	SAP INVESTMENTS	M
00019190	\$255.00	06/01/2018	Schinkel Rentals	M
00019191	\$388.00	06/01/2018	Smith Properties	M
00019192	\$487.00	06/01/2018	Virgil O. Schroff Trust	M
00019193	\$600.00	06/01/2018	Roger Shuck	M
00019194	\$1,883.00	06/01/2018	DBA Country Place	M
00019195	\$197.00	06/01/2018	Thomas, Garnett and Joann	M
00019196	\$1,012.00	06/01/2018	CLIFFORD WILSON	M
00019197	\$163.00	06/01/2018	Walker, Kenneth	M
00019198	\$231.00	06/01/2018	La Shonia West	M
00019199	\$684.00	06/01/2018	William David Holdings LLC	M
00019200	\$278.00	06/01/2018	YELTON, GARY & SUSAN	M
00019201	\$707.00	06/01/2018	Cotton Top II, LLC	M
00019202	\$559.00	06/01/2018	James Zumwalt	M
	\$41,220.00			

Housing Choice Voucher Report FY 2017/2018

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Occupancy Report												
Total Vouchers	151	151	151	151	151	151	151	151	151	151	151	151
Total Leased Vouchers at first of month	122	124	123									
Total Leased Vouchers end of month	119	122	123									
<hr/>												
Waiting List	99	105	108									
Average Monthly Funding Eligibility HAP	49,243	49,243										
Monthly HAP Received	\$47,599	\$46,819										
Admin Fee Earned	6,543	6,462										
Admin Fee Expense	\$4,103	\$6,195										
<hr/>												
Tenant Protection	7	7	7	7	7	7	7	7	7	7	7	7
Wash Port-ins	3	3										
Current Average ACC unit	\$ 333.40	\$ 335.91										
Port Ins (Billing)	542.00	542.00										
Port Outs (Billing)	0.00											
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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

July 2018

Current Modernization Projects

1. We have replaced 90 occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

1. The replacement of windows on Garfield is expected to start in the next couple of weeks.

Current Contracting

1. Exterior paint, gutters, downspouts, and soffit on Lafayette, Singleton, Central, Northside of Trinity, and Union is complete.

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
6/1/2018 TO 6/30/2018

WORK ORDERS

Received Processed
145 145

Routine Work Received Avg. Completion Time Routine
115 19.121 Hrs.

Emergency Work Received Avg. Completion Time Emergency
2 3.500 Hrs.

All Other Work Received Avg. Completion Time Other
28 25.947 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours: 19
Emergency work orders with completion time over 24 hours: 0

Work Orders called in this month/Outstanding 1st day of next month: 0

Work orders completed from prior months: 0

Work orders still outstanding from prior months: 0

(** = Emergency Work Orders over 24 hours old.)

Report Criteria

PHA:
Project:
Starting Date: 6/1/2018
Ending Date: 6/30/2018
Staff Generated Work Orders: False

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RESOLUTION NO. 2897

RESOLUTION APPROVING Missouri Employers Mutual (MEM) 2018 RENEWAL

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of its housing programs, and

WHEREAS, HUD requires all housing authorities to have Workers Compensation and Employers Liability insurance, and MEM is a competitive member of Missouri Housing Authorities and

NOW, THEREFORE BE IT RESOLVED, that at a regular Board meeting of the Board of Commissioners duly called and held on the 17th day of July, 2018, The Board of Commissioners approved /authorized the renewal for MEM in the amount of \$9563.00 for the year 2018/2019.

Passed this 17th day of July 2018

Tad Dobyms, Vice Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority



P.O. Box 1810, Columbia, MO 65205-1810
 1.800.442.0593 www.mem-ins.com

Renewal No.
 55744591

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY RENEWAL QUOTE

Insured:

Housing Authority Of The City Of Mexico
 PO Box 484
 Mexico, MO 65265-0484

Agency: 1306-1

MHAPCI
 173 Chesterfield Business Pkwy
 Chesterfield, MO 63005-1233

Renewal Effective Date: 09/06/2018	Employers Liability:		
Anniversary Rating Date: 09/06/2018	Bodily Injury by Accident	\$ 500,000	each accident
Quote Date: 05/29/2018	Bodily Injury by Disease	\$ 500,000	policy limit
	Bodily Injury by Disease	\$ 500,000	each employee

Housing Authority Of The City Of Mexico

Period 1: 09/06/2018 to 09/06/2019

Billing Payment Mode: Annual Prepaid

Initial Payment Items

Premium	8,747.00
MO Second Injury Fund	525.00
MO Second Injury Fund EC	14.00
MO Second Injury Fund Terrorism	2.00
Expense Constant	240.00
Terrorism Risk Act	35.00

Total to Remit **9,563.00**

Automatic EFT Payment Options via Checking or Savings

To save time and money, select to enroll in our Automatic EFT payment option. Contact Customer Service for assistance.

Changes to payment plan frequency must be completed prior to issuance.

Note: Only policies enrolled in Automatic EFT are eligible for all installment payment options.

- Annual Prepaid, One Installment of \$9,563.00
- Two Installment with 50% Down, \$4,908.50
- Four Installment with 25% Down, \$2,581.25
- Six Installment with 15% Down, \$1,650.35
- Eight Installment with 15% Down, \$1,650.35
- Nine Installment with 15% Down, \$1,650.35
- Twelve Installment with 8% Down, \$998.72

Amount to remit may include collateral transfer

This is a quotation only and is not a binder of insurance or a guarantee of insurability.
 The renewal payment must be received prior to the renewal effective date.