



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

AGENDA REGULAR MEETING
MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, February 18, 2020 at 3:30pm

Meeting at Community Center for this meeting

1. **Call to order** by Chairperson Denise Harrington
2. **Roll Call** by Tammy Dreyer, Executive Director
3. **Adoption of Agenda**
4. **Comments from the Public** (limit 3 minutes per person)
5. **Approval of Consent Agenda**

Approval of Regular meeting minutes for: January 21, 2020

Executive Director's Report:

- a. Financials
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
 - e. Maintenance Reports
7. **Unfinished Business**

Safety Policy Update
T Dreyer handed out the hard copy of the Audit for FYE 3-2019
 8. **New Business:**

CMCA Community Needs Assessment

9. **Other Business:**

Reschedule March meeting to March 24, 2020 at 3:30pm

10. **Comments from Commissioner:**

11. **Adjournment of Open Meeting:**

12. **Closed Meeting Session pursuant to the revised statutes of Missouri 610.021(3) personnel matter**

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 January 21, 2020

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, January 21, at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner Denise Harrington 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 January 21, 2020 in the MHA Administration Building at 828 Garfield, Mexico, Missouri 65265. Commissioner Denise Harrington called the meeting to order at 3:32pm.

D Harrington wanted to introduce our new BOC member Martin Keller and Josh Hinten for attending the meeting.

- 2. Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Denise Harrington
Commissioner Amy Prater
Commissioner Martin Keller

Commissioners excused:

Commissioner Rita Jackson

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney
Maintenance/Contract Manager	Josh Hinten

- 3. Adoption of Agenda**

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

Yes:	T Dobyns, A Prater, M Keller
No:	None
Absent:	R Jackson

4. Comments from the public:

None

5. Approval of Consent Agenda (if applicable)

D Harrington requested a motion to approve Consent Agenda. Commissioner T Dobyms made a motion and A Prater second. All commissioners present voted “aye”, and M Keller abstained. Commissioner D Harrington declared the motion approved.

6. Executive Director’s Report

D Harrington requested a motion to approve Executive Director Report. Commissioner A Prater made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, M Keller, T Dobyms
No: None
Absent: R Jackson

7. Unfinished Business

D Harrington wanted MHA to work on combining the sample Safety Policy with the previous submitted policy and bring back to BOC for approval. She stated she wanted it to be worked on not entirely rewritten.

8. New Business

Resolution 2927 Acceptance of FY 2018/2019 Audit

D Harrington requested a motion to approve Resolution 2927. Commissioner T Dobyms made a motion and A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyms, M Keller
No: None
Absent: R Jackson

Resolution 2928 Approving FY 2019/2020 Tenant Write Offs

D Harrington requested a motion to approve Resolution 2928. Commissioner T Dobyms made a motion and A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, M Keller, T Dobyms
No: None
Absent: R Jackson

8. Other Business:

D Harrington requested a motion to permanently remove Tentative from our MHA BOC Agenda. Commissioner T Dobyns made a motion and M Keller second. Commissioners present voted “aye”, and “naye” as noted below, and Commissioner D Harrington declared the motion approved.

Yes: M Keller, T Dobyns
No: A Prater
Absent: R Jackson

D Harrington requested a motion to not attach the financials to the BOC Packet, but to have readily available at the meeting on the big screen. Commissioner A Prater made a motion and T Dobyns second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, M Keller, T Dobyns
No: None
Absent: R Jackson

10. Comments from Commissioners:

D Harrington wanted to welcome M Keller to the BOC. T Dobyns recommends a tour of MHA as well. D Harrington wanted to let MHA know that they are here to support our agency. A Prater wanted to thank MHA for allowing her to feel safe in her home and that we are always there to help with anything that we can. She stated that TD has been able to handle anything that has come her way and she feels we are doing a great job.

11. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on January 21, 2020, Commissioner T Dobyns the motion and Commissioner M Keller seconded. The open session meeting was adjourned at 4:30 pm

ATTEST:

Denise Harrington, Board Chair

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 January 15, 2020, I posted public notice of the January 21, 2020 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

date

**Mexico Housing Authority
Financial Analysis
01/31/20**

Low Rent **04/30/19** **05/31/19** **06/30/19** **07/31/19** **08/31/19** **09/30/19** **10/31/19** **11/30/19** **12/31/19** **01/31/20** **02/29/20** **03/31/20**

Balance Sheet

Cash-unrestricted	\$1,407,092.78	\$1,442,265.22	\$1,449,671.82	\$1,431,738.89	\$1,447,411.20	\$1,443,554.36	\$1,446,512.16	\$1,402,973.75	\$1,425,492.40	\$1,483,900.37		
Investments - unrestricted	885,602.45	886,232.81	886,476.62	886,476.62	886,476.62	886,878.47	887,854.38	890,182.46	888,852.94	891,391.41		
Tenant accounts receivable	8,542.48	9,235.73	9,630.65	8,427.04	10,458.44	14,254.52	15,862.02	15,696.27	19,744.92	5,910.19		

Income Statement

Net tenant rental revenue	36,177.25	30,114.00	31,092.00	30,774.00	31,224.50	32,207.00	30,344.00	30,473.00	29,293.00	29,116.15		
Operating expenses	48,675.47	97,977.10	60,765.94	116,823.99	76,833.86	84,355.84	70,754.29	86,332.50	73,697.10	89,867.16		
Operating income/loss (monthly)	45,827.38	(13,768.15)	50,547.71	(26,936.61)	11,092.63	(3,679.69)	23,437.16	8,791.82	21,449.40	(8,054.33)		
Operating income/loss (ytd)	46,827.38	33,059.23	83,606.94	56,670.33	67,762.96	64,083.27	87,520.43	96,312.25	117,761.65	109,707.32		
Units leased	200.00	200.00	201.00	201.00	200.00	201.00	201.00	201.00	201.00	201.00		
Occupancy rate	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%		
Average monthly rent	180.89	150.57	154.69	153.10	156.12	160.23	150.97	151.61	145.74	144.86		

Section 8

Balance Sheet

Cash-unrestricted	\$ 154,153.07	\$ 161,656.87	\$ 132,795.70	\$ 133,159.25	\$ 134,704.27	\$ 136,604.02	\$ 140,131.40	\$ 122,222.85	\$ 136,925.01	\$ 111,182.91		
Investments - unrestricted	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80		

Income Statement

Housing assistance payments	36,038.00	36,623.00	37,443.00	36,788.00	36,882.00	41,603.00	39,821.00	39,254.00	39,818.00	41,336.00		
Operating expenses	3,589.36	8,802.01	7,211.50	6,040.62	3,573.77	5,020.75	5,485.27	7,843.62	5,247.58	4,901.73		
Operating income/loss (monthly)	6,730.65	(1,298.21)	(20,660.39)	1,360.33	3,837.77	(2,538.64)	(1,957.89)	(25,752.17)	9,454.58	(2,377.06)		
Operating income/loss (ytd)	6,730.65	5,432.44	(15,227.95)	(13,867.62)	(10,029.85)	(12,568.49)	(14,526.38)	(40,278.55)	(30,823.97)	(33,201.03)		
Units leased	120.00	122.00	125.00	123.00	125.00	125.00	136.00	133.00	135.00	138.00		
Average HAP cost (monthly)	300.32	300.19	299.54	299.09	295.06	332.82	292.80	295.14	294.95	299.54		

A - Low Rent Waiting List
Housing Authority of the City of Mexico
Bedroom Size: ALL

Effective Date : 2/10/2020

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	1	0	0	1	0	0	2
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	8	0	0	2	0	0	10
Single Fed Disp	0	0	0	0	0	0	0	0
Family	0	27	5	4	6	0	0	42
Hispanic	0	0	0	0	0	0	0	0
White	0	22	3	3	5	0	0	33
Black	0	12	1	0	2	0	0	15
Indian/Alaskan	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0
Mixed	0	1	0	1	1	0	0	3
Other	0	1	1	0	0	0	0	2

Income Limit Breakdown

High:	1
Low:	1
Very Low:	4
ExtLow:	47

B - Section 8 Mexico
Housing Authority of the City of Mexico
Section 8

Effective Date : 2/10/2020

Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	3	1	0	1	0	0	5
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	8	0	1	2	0	0	11
Single Fed Disp	0	0	0	0	0	0	0	0
Family	1	8	12	9	0	0	0	30
Hispanic	0	1	0	0	0	0	0	1
White	0	7	6	4	0	0	0	17
Black	1	8	6	5	2	0	0	22
Indian/Alaskan	0	1	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0
Mixed	0	1	0	1	0	0	0	2
Other	0	0	1	0	0	0	0	1

Income Limit Breakdown

High:	2
Low:	0
Very Low:	5
ExtLow:	36



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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

February 2020

Current Modernization Projects

1. We have replaced 133 countertops, we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. We are also replacing unit tile/vinyl and counter tops as needed and funds available
5. We are refinishing tubs, showers, and cabinets on as needed basis. Currently we have refinished eight tubs, one countertop, and one set of cabinets.

Current Capital Fund

1. Hassen Gutters and Soffit are complete
2. We have several concrete bids out

Current Contracting

1. Exterior Paint of brick has been put on hold.

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

1/1/2020 TO 1/31/2020

WORK ORDERS

Received	Processed
159	152

Routine Work Received	Avg. Completion Time Routine
139	14.539 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
17	4.584 Hrs.
All Other Work Received	Avg. Completion Time Other
3	113.389 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	29
Emergency work orders with completion time over 24 hours:	1

Work Orders called in this month/Outstanding 1st day of next month: 7

W/O #	Work Order Date
138743	01/28/2020
138755	01/30/2020
138761	01/31/2020
138762	01/31/2020
138763	01/31/2020
138764	01/31/2020
138765	01/31/2020

Work orders completed from prior months: 0

Work orders still outstanding from prior months: 2

W/O #	Called In Date	PHA/Proj/Site/Bldg/Unit
138590	12/27/2019	1 04 222
138592	12/27/2019	1 01 019

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

Report Criteria

PHA:

Project:

Starting Date: 1/1/2020

Ending Date: 1/31/2020

Staff Generated Work Orders: False