

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * NOVEMBER 10th, 2020

The Board of Commissioners met via conference call November 10th, 2020 due to COVID-19 Pandemic protocols. Mike Mason, Chair, called the meeting to order with Roll Call at 12:03 p.m. Those attending: Mike Mason, Rick Brown, Dennis Sonius and Mary Shaw. Leanne Trappen, Secretary and Toasha Lierman (staff) present. Jan Murphy guest. Quorum present.

Mike Mason welcomed Jan Murphy, who is scheduled to be appointed to the Board by the mayor and City Council during the November 16th City Council meeting.

Mike Mason presented the minutes for the October 20th Board meeting called for any questions or discussion.

- Rick Brown moved to approve the October 20th minutes. Mary Shaw seconded the motion. Motion carried unanimously.

Mike Mason presented the Bills and Vouchers for October and called for discussion or a motion. Question regarding several checks for Idaho Power, and a few other vendors that appeared to be paid twice. Toasha explained this was due to when checks were last signed and when statements come in. This month just happened to fall with a few coming in late in the month, therefore they are listed on this report. Discussion followed on contract labor, roof replacement and new dryers in the laundry facilities.

- Dennis Sonius moved to approve the Bills and Vouchers for October, Mary Shaw seconded, motion passed unanimous.

The Board reviewed the October's Profit & Loss report and the Invoice to Jerome Housing Authority for shared costs. Discussion followed regarding a change in how the report is formatted in order to provide a monthly report that is not showing the Housing Authority in the negative. The report lists expenditures associated with the Capital Fund and yet the Capital Funds to cover those costs are drawn down the following month. Therefore the negative balance.

Resolution #611 – 2021/2025 Capital Fund Plan & Civil Rights Certification: Leanne explained the purpose of the Resolution which is to approve the 5-year Capital Improvement Plan which is a rolling five-year plan that is updated annually. The Resolution also certifies that the Housing Authority is in compliance with the Civil Rights Act and other factors as required for the process as listed in the Resolution. Discussion followed.

- Rick Brown made a motion to Adopt Resolution #610 – 2021/2025 CFP Plan and Civil Rights Certifications. Dennis Sonius seconded the motion. Motion passed unanimous.

Resolution #612: Leanne presented the Operating Budget. The Operating budget is comprised of the primary Operating Subsidy Grant and the Capital Fund. The Capital fund issues a new grant award annually, with the funding expended over several years and overlapping other CFP grants. Discussion included looking at alternative ways to present a 12 month budget when funds may be available for a longer period of time. Mike Mason asked for a motion to Adopt Resolution #612 to approve the 2021 Operating Budget.

- Mary Shaw made a motion to Adopt Resolution #612 – 2021 Operating Budget. Rick Brown seconded the motion. Motion passed unanimous.

Executive Director report:

- Previous discussion regarding the NSPIRE inspection standards prompted a question of liability. I contacted ICRMP and their legal experts suggested we create a Maintenance Plan outlining the installation procedure that the Board approve. Should there be an incident in a unit with no fire extinguisher, the Maintenance Installation Plan would explain that due to the COVID era prolonging the installation, we were moving forward as best we can under the circumstances. The Maintenance Plan is included for your review. I am asking for approval so the maintenance team can feel confident moving forward.
- MRI Software Solutions has indicated we will be transitioning by the end of the first quarter of 2021.

- The Housing Authority is on the November 16th agenda for the City Council and Mayor to appoint Jan Murphy as a Commissioner to the Board to complete the vacated term, confirmation of Mike Mason for his first full term and to request a Residency Waiver for Mary Shaw to continue to serve out her term since moving to Jerome County.
- Updated the Board on the Streamlined Voluntary Conversion of Public Housing and the great assistance from the Seattle HUD Office, Updating our Declaration of Trust(s), along with the website development and notification of the Request for Proposal for an Auditing Firm to perform the 2020 financial audit.

Mike Mason asked for a motion to approve the Maintenance Plan for the Installation of the Fire Extinguishers.

- Dennis Sonius made a motion to Approve the Maintenance Plan for the Installation of Fire Extinguishers, Rick Brown seconded the motion. Motion passed unanimously.

Mike Mason called for any other business or a motion to adjourn the regular meeting. No discussion followed.

- Rick Brown made the motion to adjourn the Regular Meeting, Dennis Sonius seconded, motion passed unanimously. Meeting adjourned at 12:57 p.m. The next meeting is December 8th, 2020 at 12:00 p.m.


Leanne Trappen, Secretary


Mike Mason, Chair

12-8-2020
Date