

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * MARCH 9th, 2021

The Board of Commissioners met March 9th, 2021 at the Housing Authority Community Room located at Sunny View Courts, 1779 Addison Avenue East, Twin Falls. Mike Mason, Chair, called the meeting to order with Roll Call at 12:10 p.m. Those in attendance: Mike Mason, Dennis Sonius, Mary Shaw, Jan Murphy and Rick Brown. Toasha Lierman, Financial Manager and Leanne Trappen, present.

Mike Mason presented the minutes for the February 9th Board meeting called for any questions or corrections.

- Dennis noted that under General Business it stated Executive Direction which should read Executive Director. Correction was noted and made. Mary Shaw made the motion to approve the February 9th meeting minutes as corrected. Dennis Sonius seconded the motion. Motion passed unanimous.

Mike Mason presented the Bills and Vouchers for February 2021 and called for discussion or a motion. Question regarding rate for mileage reimbursement and identifying the term 'PILOT'. Discussion followed referencing the GSA website and Payment In Lieu of Taxes (PILOT).

- Dennis Sonius moved to approve the February Bills and Vouchers, Mary Shaw seconded the motion. Motion passed unanimous.
 - The Board reviewed the February 2021 Profit & Loss report. Discussion followed regarding the net income and the adjusted net income for the month.

Mike Mason introduced the Request for Write-off of an account for the amount of \$117.04. Toasha explained the process and that the Housing Authority recently updated the Collection Procedure which coincides with HUD's guidelines, making the process more consistent.

- Rick Brown made the motion to approve the request to write off \$117.04 from the accounts. Jan Murphy seconded the motion. Motion passed unanimous.

Mike Mason introduced Resolution #616 to Adopt the Admissions and Continued Occupancy Policy (ACOP) that was out for Public Hearing. HUD requires Housing Authorities to review their policies for compliance and conformity with the Admissions and Continued Occupancy Policy (ACOP) and the Lease Agreement. Leanne noted that there were no comments received from the public. Commissioners were guided through a review of each section, highlighting proposed changes. Questions and clarification followed. The Board made recommendation to allow individuals leasing studio apartments the opportunity to request a transfer to a 1-bedroom after leasing for three (3) years in good standing. The approved ACOP will be posted on the website.

- Rick Brown made a motion to Adopt Resolution #616 to approve the Admissions & Continued Occupancy Policy. Mary Shaw seconded the motion, motion passed unanimously.

Mike Mason introduced Resolution #617 to Adopt the Occupancy Lease and associated Tenant rules. Leanne explained that these documents were updated to coincide with the Admissions & Continued Occupancy Policy for consistency and compliance. Review and discussion followed. The new Lease will be enacted with new move-ins and at annual recertifications. With the recertification process begins 90 days prior to the annual date of lease-up, tenants with a lease dated in the month of July will begin signing the new lease with recertification. These documents will be posted on the website.

- Jan Murphy made a motion to adopt Resolution #617 approving the Occupancy Lease associated with the newly adopted ACOP with the specification that tenant's initial key sections indicated on the lease when reviewing the document during orientation prior to signing the legal document. Mary Shaw seconded the motion, motion passed unanimously.

Mike Mason introduced Resolution #618 to Adopt the Partial Release of the Declaration of Trust(s) (PRDoT). Leanne explained documents were updated to bring the Housing Authority into compliance as the previous Declaration of Trusts (DoT) expired for these developments. HUD requires DoT's to be kept current. Should the Housing Authority move into any development or repositioning projects in the future they would have to have current DoT's. After updating the DoT's they are referred to as Partial Release of the Declaration of Trust (PRDoT) as all bonds have been paid and there are no existing loans. Review and discussion followed. The PRDoT's associated with Resolution #618 are IDA-1-2 Pioneer Square, IDA-1-3 Sunny View Courts, IDA-1-5 Duvall and Terry Courts. IDA-1-1 Washington Courts and IDA-1-6 Elizabeth Courts were updated with the development process for Elizabeth Courts and remain current. Once the Resolution has been adopted, the PRDoT's will be recorded with the County and confirmation returned to HUD.

- Dennis Sonius made a motion to Adopt Resolution #618 to approve the Partial Release of the Declaration of Trust(s) (PRDoT) for IDA-1-2, IDA-1-3 and IDA-1-5. Rick Brown seconded the motion, motion passed unanimously.

Executive Director Report: Informed the Board that the annual audited FDS report to HUD was submitted timely and the agency Financial Audit would be taking place the week of March 15th. The Housing Authority exceeded the expenditure threshold in 2020 for the Yellow Book Audit and are now required to undergo the 'single' audit process. This will also be our first audit working with B2a CPA's. Training for the new public Housing software program will begin the following week with plans to go live April 1st. Lytle signs should have the new signs for Sunny View installed within the week. Informed the Board of the release of the 2021 Capital Funds with Twin Falls Housing awarded \$437,620, which is a 5% increase over 2020 funding.

General Business: Mike opened discussion to review the Executive Director job description, job announcement and advertising for the position. The position is to be advertised as soon as possible and to close on Friday April 16th at 5 p.m. The Commissioners then reviewed the proposed interview questions for applicants. Interview questions will be completed at the April 13th, Board meeting.

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

- Dennis Sonius made the motion to adjourn the Regular Meeting, Mary Shaw seconded, motion passed unanimously. Meeting adjourned at 3:52 p.m. The next meeting is April 13th 2021 at 12:00 p.m.


Leanne Trappen, Secretary


Mike Mason, Chair

4-13-2021
Date