

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * JULY 13th, 2021

The Board of Commissioners met July 13th, 2021 at the Twin Falls 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 12:15 p.m. Those in attendance: Mike Mason, Janice (Jan) Murphy, Rick Brown, Dennis Sonius and Mary Shaw. Leanne Trappen, and Toasha Lierman present.

Mike Mason presented the minutes for the June 15th Board meeting and called for a motion.

- Rick Brown moved to approve the June 15th meeting minutes as presented. Janice Murphy seconded the motion. Call for discussion or vote to approve. No discussion followed, Motion passed unanimous.

Mike Mason presented the Bills for June 2021 and called for a motion to approve.

- Dennis Sonius moved to approve the June list of bills, Rick Brown seconded. Call for discussion or vote. Discussion followed regarding sewer line repair, vehicle maintenance, irrigation and sprinkler system operations. Mike Mason called for the vote; Motion passed unanimous.
 - The Board reviewed the July Operating Statement. Discussion followed noting the Operating Statement is generated from PHA-Web Accounting system.
 - The Board reviewed the Quarterly Balance Sheet. It was noted that the Balance sheet included interest earned, which was not included in the monthly financial operating statement. That discrepancy is due to the timing of generating the operating statement prior to the receipt of the quarterly interest statement from the financial institution detailing the interest earned on the Certificates of Deposit. At the 3rd quarter, Toasha will wait until the statement on accounts has been received to generate the reports.

Mike Mason presented the Request to Write Off a Delinquent Account. Toasha explained the collection process and the point of bringing the account to the Board with the request to write it off the books. She followed up with the resulting procedures that must take place to follow that uncollected account. Mike Mason called for motion to approve the request to write off the account.

- Mary Shaw made the motion to approve the request to write off the account for the amount of \$160.93. Dennis Sonius seconded the motion. Mike Mason called for vote or further discussion. Motion was passed.

Executive Director Report: Five Year rolling Capital Improvement planning meeting inviting the residents to review the draft plan has been scheduled for July 29th at 10:00 a.m. at the Sunny View Community Room. Commissioners are invited to attend. Updated the Board regarding the conclusion of the Apex Construction Specialties contract and the legal agreement with the Housing Authority of the City of Jerome for repayment of deposit on a breach of contract. The 2020 Financial audit has been completed in all but HUD approval after reviewing the data in the REAC System. Leanne had discovered that Allie Stratton had sent the Audit documents for uploading the report in REAC and did not have to request them from Brent Stratton as stated in the report. Once the audit has been approved in REAC by HUD, we will finalize the payment for the 2020 Financial Audit. Seal coating is underway, tree planting is tentatively scheduled for mid-August, concrete work is starting this week. We have more storage sheds on order and the maintenance crew will be pouring the concrete slabs where necessary for the installation. Unit inspections have been completed and maintenance are wrapping up the work orders associated with the inspections. During inspections smoke detectors and/or batteries are being replaced and fire extinguishers installed for those units that had not yet received one. Reported an incident that resulted in relocating a tenant to repair a water leak.

Mike Mason called for any other business or discussion. A vacation accrual table was presented to the Board that reflects the agreed upon annual leave negotiated with the hiring of the incoming Executive Director. Accruals reflect the agreed upon three (3) weeks of annual vacation. It was presented to clarify procedure as the rate of accrual is separate from personnel policy for other Housing Authority employees.

Mike Mason called for motion to approve the Vacation Accrual table for the incoming Executive Director.

- Jan Murphy made the motion to approve the accrual process as presented, seconded by Dennis Sonius. Motion passed unanimously.

Mike Mason called for a motion to adjourn the meeting.

- Dennis Sonius moved to adjourn the meeting, Rick Brown seconded the motion. Motion carried unanimous. Meeting adjourned at 1:18 p.m.

The next meeting is August 10th 2021 at 12:00 p.m.


Leanne Trappen, Secretary


Mike Mason, Chair

8-10-2021
Date