

THE TWIN FALLS HOUSING AUTHORITY  
REGULAR MEETING \* JUNE 15<sup>th</sup>, 2021

The Board of Commissioners met June 15<sup>th</sup>, 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 12:10 p.m. Those in attendance: Mike Mason, Janice (Jan) Murphy, Rick Brown and Dennis Sonius. Mary Shaw absent. Leanne Trappen, and Toasha Lierman present. Brent Stratton, CPA - Guest.

Mike Mason opened the meeting and introduced Brent Stratton, CPA with B2a CPA's to review the 2020 Financial Audit Report. Brent explained the role of the Audit firm and the role of the Executive Director and Financial Manager. Brent's presentation highlighted specific areas and comparative graphs for expense categories and revenues which highlighted administrative salaries indicating an increase of only 1% in 10 years. Discussion indicated that the resulting increase of 1% is primarily due to 4 employees with longevity paid at the higher end of the salary range, left the Housing Authority in 2016. Personnel coming into those positions began at lower pay rate, which greatly reduced the overall expense of employee payroll and benefits. Question was posed regarding the Depreciation Schedule and the maintenance of the depreciation schedule. Reviewed Long Term Liabilities in relation to Accrued Pension fund (PERSI). Discussion continued throughout the presentation.

Mike Mason thanked Brent Stratton for the presentation and called for a motion to approve the 2020 Financial Audit.

- Rick Brown made a motion to approve the 2020 Financial Audit as presented. Dennis Sonius seconded the motion. Mike M. called for further discussion or vote. No discussion followed, vote was unanimous.

Mike Mason presented the minutes for the May 11<sup>th</sup> Board meeting and called for a motion.

- Dennis Sonius moved to approve the May 11<sup>th</sup> 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 minutes for the May 26<sup>th</sup> Special meeting and called for a motion.

- Janice (Jan) Murphy moved to approve the May 26<sup>th</sup> Special meeting minutes as presented. Rick Brown seconded the motion. Call for discussion or vote to approve. Discussion followed regarding the salary and vacation agreed upon when hiring Sunny Shaw as the upcoming Executive Director. Mike Mason prepared a memo for the financial office outlining the agreed upon salary and vacation accrual effective Sept. 1, 2021. Motion passed unanimous.

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

- Dennis Sonius moved to approve the May list of bills, Jan Murphy seconded. Call for discussion or vote. Discussion followed with the statement that the Bills & Voucher report has improved every month. The format provides really good detail. Toasha explained if there is no check number indicated for a line item payment, it is because it was an online payment. Motion passed unanimous.
  - The Board reviewed the March 2021 Profit & Loss report. Discussion followed noting the report includes the annual operating budget and a caparison of actual versus estimated. The Operating budget was amended to reflect the actual amount of the Annual Contribution Contract amount rather than the projected amount.

Mike Mason introduced Resolution #619 to Approve the Amended 2021 Operating Budget. In November 2020, the Board approved an estimated operating budget for the coming year based on actual expenses and anticipated revenue. Once HUD releases the approved Operating Fund allocation amount, the Housing Authority is required to amend the budget accordingly and return to the Board for approval. The 2021 Operating fund is \$346,201 which is 19% higher than 2020 funding (\$281,176).

- Rick Brown made a motion to adopt Resolution #619 to approve the amended 2021 Operating Budget. Dennis Sonius seconded the motion, motion passed unanimously.

Executive Director Report: Three large Elm trees are being removed on the Elm Street property. The trees will be replaced with six to eight flowering trees planted parallel with the street.

- Utility consumption is being factored to evaluate the utility allowance for calculating income-based rent.
- ICRMP rates increased primarily due to replacement cost factor with the rising cost of housing per square foot. ICRMP recommended that we increase property values per square foot. Leanne instructed Balanced Rock Insurance to make the calculations and submit to ICRMP the increased property value per complex.
- Beginning the 2022-2026 Capital Fund planning process and have begun to receive tenant suggestions and comments. The process is also collecting email addresses to assist in tenant communication and reduction of postage by emailing rent receipt. The next step would be checking if tenants are agreeable to receive emergency notification by text. Our new system will accommodate this function as long as we have the correct information and permission from the tenant.

Mike Mason called for any other business or discussion. Discussion included the relationship between Commissioner Mary Shaw and the newly hired Executive Director, Sunny Shaw. Mary Shaw had recused herself from the Executive Director hiring process due to the conflict of interest. Since the hiring process has been completed and an offer of employment accepted, Mike Mason spoke with Mary Shaw about the Board's role being the direct supervisor of the Executive Director and Mary's continued service on the Board would be a conflict of interest. Mary Shaw agreed it would best to resign from her seat as Commissioner prior to Sunny Shaw assuming the Executive Director position. Discussion followed and it was agreed to acknowledge Mary's service at the next Board meeting.

Jan Murphy opened discussion about holding an open house to inform the tenants and the community of Leanne's retirement. Discussion followed. It was decided to hold an open house Thursday, August 19 from 3:00 p.m. to 6:00 p.m. at the Sunny View Community Room.

Rick Brown moved to adjourn the meeting, Dennis Sonius seconded the motion. Motion carried unanimous. Meeting adjourned at 2:08 p.m.

The next meeting is July 13<sup>th</sup> 2021 at 12:00 p.m.

  
Leanne Trappen, Secretary

  
Mike Mason, Chair

7-13-2021  
Date