

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * December 15th, 2021

The Board of Commissioners met December 15th, 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 12:12 p.m. Those in attendance: Mike Mason, Rick Brown, Dennis Sonius, Jan Murphy, and Terry Winkle. Sunny Shaw and Toasha Lierman were also present.

Chair Mike Mason presented the minutes for the November 17th Board meeting and called for a motion.

- Vice-chair Dennis Sonius pointed out some corrected grammar.
- With grammar corrections, Commissioner Rick Brown moved to approve the November 17th minutes as presented. Vice-chair Dennis Sonius seconded the motion. Call for discussion or vote to approve. No discussion followed. Motion passed unanimously.

Review and Approval

Chair Mike Mason presented the bills paid for November 2021 and called for a motion to approve.

- Vice-chair Dennis Sonius moved to approve the November list of bills paid; Commissioner Jan Murphy seconded. Call for discussion or vote. Discussion followed. Director Shaw shared that the water leak issue had been resolved. After testing, and determining that we had no leak, the city replaced the meter which led to consensus that the meter had been bad. Sunny has had communication with the city. They have agreed that a refund is in order and will contact us this week to talk about the refund amount once calculated. Commissioner Rick Brown posed a question regarding the size of aerators used by TFHA. He believes they are 2.5 and shared his experience having used 1.5 aerators. The smaller size produces smaller output which could result in water cost savings. Director Shaw stated that she would discuss the aerators with the team and report back the board at the next meeting. All questions were discussed and answered. Chair Mason called for the vote; motion passed unanimously.
- The board reviewed the monthly profit/loss statement.
- The board reviewed the Capital Fund Dashboard. This report shows TFHA capital funds currently open and their various stages of obligation and expenditure. Toasha discussed the status of each capital fund grant and which stages of utilization they are in.
- The board was presented with a request to write off a bad debt. The customer is deceased and Toasha expressed the need to write off the amount owed prior to the close of the fiscal year. Commissioner Murphy made a motion to write off the bad debt. The motion was seconded by Commissioner Sonius. The motion passed unanimously.
- The Commissioners reviewed the HACJ November billing. Toasha explained how the billing is created based upon the percentage of units in portfolio owned by HACJ.
- The board was presented the budget proposal for 2022. Toasha explained her methodology for its creation to the commissioners and responded to questions. She and Director Shaw both believe this is a realistic and more accurate budget than those they have previously seen. Additionally, Director Shaw presented the salary study that she had completed with documentation from 4 housing authorities in Idaho, area costs of living, and the comparables at the City of Twin Falls. Chair Mason expressed his appreciation for the detailed information that was provided. The budget approval and the accompanying resolution will be discussed later in the meeting immediately following the Executive Session.

Informational Items

- Unit Vacancy Report: The Commissioners reviewed the vacancy report and learned more about PHAS scoring as well as the role that vacancies and lease up play in that scoring.
- Work Orders Report: The Commissioners reviewed the work orders report. The commissioners asked more questions about the work order process and were pleased to learn about the efficiencies the process gives.
- Waiting List Report: The Commissioners viewed the waiting list report.
- NAHRO Monitor: The board members reviewed the monitor.

Report of the Executive Director

Director Shaw provided a written report. She did share that she has a meeting with the attorney on the 22nd to move the nonprofit creation work forward.

General Discussion/Other Business: None

EXECUTIVE SESSION: As per Idaho Statute 74-206(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student (Action Item)

A Motion was made by Vice-chair Sonius to enter Executive Session. The motion was seconded by Commissioner Rick Brown. All voted in favor of moving to Executive Session. The time was 1:03 pm. The board exited executive session at 1:24 pm.

Resolution #626 – 2022 Proposed Budget (Action Item): During Executive Session, the board discussed the proposed budget and salary increases for 2022. In open session, Commissioner Winkle moved to approve the budget as presented with adjustments to salaries with 3% budget increase for all staff as well as market adjustments, where needed, and to support the Executive Directors request for the increases. The motion was seconded by Commissioner Murphy. The motion passed unanimously.

Discussion and Call to Adjourn

Chair Mike Mason called for any other business, discussion, or motion to adjourn.

- Commissioner Brown moved to adjourn the meeting; Commissioner Winkle seconded the motion. The motion carried unanimously. Meeting adjourned at 1:29 p.m.

The next meeting is January 19th, 2022, at 12:00 p.m.

Sunny Shaw, Secretary

Mike Mason, Chair

Date