

THE TWIN FALLS HOUSING AUTHORITY
REGULAR MEETING * November 17th, 2021

The Board of Commissioners met November 17th, 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 12:07 p.m. Those in attendance: Mike Mason, Rick Brown, Dennis Sonius and Jan Murphy. Sunny Shaw, Toasha Lierman, and Marty Ginder were also present. Terry Winkle was excused.

Chair Mike Mason presented the minutes for the October 12th 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 October 12th minutes as presented. Commissioner Jan Murphy 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 October 2021 and called for a motion to approve.

- Vice-chair Dennis Sonius moved to approve the October list of bills paid; Commissioner Rick Brown seconded. Call for discussion or vote. Discussion followed regarding the high water bill at Sunny View. Director Shaw indicated that after working with the city, it has been determined that there is a leak somewhere on the property. Maintenance Supervisor Marty Ginder shared that he will be going into all apartments at the conclusion of this meeting to check for internal water leaks. Once that possibility has been eliminated, we expect to contract with a company out of Boise that specializes in leak detection. Commissioner Rick Brown inquired about the high power bill at Duvall. Finance Manager Toasha Lierman explained that the agency pays all utilities (including power) at Terry and Duvall. The Duvall power bill reflects the charge for both as they are on one meter. The other properties have a lower power bill because TFHA does NOT pay power at the other properties. Instead, it is paid by the tenants themselves. 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 a new report called the Capital Fund Dashboard. This report shows TFHA capital funds currently open and their various stages of obligation and expenditure. Director Shaw explained that this report is important to allow the board opportunity for grant management oversight.
- The board was presented with a request to write off a bad debt. There was discussion regarding the incredibly small amount to be written off. Director Shaw shared that HUD does require that every amount owed by a tenant must be reported. 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 October billing.
- Executive Director Shaw explained that, in order for a new credit card account to be created for the agency, the board must give approval. Commissioner Murphy moved to approve Director Shaw to open a credit card account. The motion was seconded by Commissioner Brown. The motion passed unanimously.

Informational Items

- Unit Vacancy Report: The Commisioners reviewed the vacancy report and were pleased by the quick lease up of units once they were available.
- Work Orders Report: The Commisioners reviewed a new report that shows the number of open work orders as well as the number of work orders completed each month. This is important information for agency oversight. The commissioners found the information to be informative and helpful. Conversation was had about the efficient work order system as it pertains to technology.
- Waiting List Report: The Commissioners viewed the waiting list report. They discussed the high number of applicants in need of studio and/or 1 bedroom units.
- NAHRO Monitor: The board members reviewed the monitor.

Report of the Executive Director

Director Shaw shared that the transition is almost complete and has gone very well. She also provided the board with a list of meetings she had attended in the last 30 days as well as reports submitted. Director Shaw also discussed her plan to create a non-profit and shared the opportunities that could become available by doing so.

General Discussion/Other Business

Director Shaw discussed line items that will be considered in the 2022 budget that will be presented to the board at the next meeting. She plans to increase expenses for training and to hire a part time customer service representative in the coming year. She also had conversation about potential salary increases. Board Chair Mason requested that Director Shaw and Finance Manager Toasha Lierman prepare a proposed budget and that Director Shaw also gather some salary comparables for review at the next meeting.

Discussion and Call to Adjourn

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

- Commissioner Sonius moved to adjourn the meeting; Commissioner Brown seconded the motion. The motion carried unanimously. Meeting adjourned at 1:17 p.m.

The next meeting is December 15th, 2021, at 12:00 p.m.

Sunny Shaw, Secretary

Mike Mason, Chair

Date