

Whitefish Housing Authority

Board of Commissioners Regular Monthly Meeting Agenda

Date: Wednesday, November 19, 2025

Time: 4:30 pm – 6:30 pm

Location: Whitefish City Hall

1. Call to Order

2. Roll Call

3. Consent Agenda

- A. Approval of Previous Meeting Minutes (attached)
- B. Approval of Agenda

4. Continuing Business (Old/Unfinished)

- A. Welcoming New Board Members
- B. Updates on Board Training + Strategic Planning
- C. Legacy Homes Program Administration Updates
- D. Other HO&D Accounts Receivable Discussion
- E. Section 18 Disposition vs RAD Blend Discussion
- F. HR Handbook Engagement

5. Public Comment

6. Committee Reports (if necessary)

A. Executive Committee

Members: Kate Berry + Thomas Shea

B. Community Housing Committee

Member: Paul Leisher

C. Financial Reports (attached)

D. Executive Director's Report

7. New Business

- A. Request to Put Utilities on AutoPay
- B. Railroad Homes Use + Policy Discussion
- C. Legal Updates

8. Closed Session (if necessary)

Pursuant to MCA 2-3-203 for legal or personnel discussion, during this meeting, the board may elect to enter a closed-door session for reasons related to legal and/or personnel issues. Per Montana Code Annotated 2-3-203: The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.

9. Adjourn

Whitefish Housing Authority
Board of Commissioners Meeting Minutes

Date: October 22, 2025

Meeting Type: Regular Monthly Meeting

Location: Whitefish City Hall Conference Room, 418 East 2nd Street, Whitefish, Montana

1.Call to Order: 4:36 pm

Adjourned: 6:49 pm

Staff Present: Riss Getts

Meeting Chaired By: Thomas Shea

2. Roll Call: Kate Berry, Jason Sauzo, Paul Leisher, Nick Farmer, Riss (staff), Geoff Anderson (GHP consultant), Thomas Shea (arrived 4:43 PM)

3. Consent Agenda

A. Approval of Previous Meeting Minutes

B. Approval of Agenda

Discussion: Riss requested that, given no public comment, item 4D (Section 18 Conversion updates) be moved up in the agenda order.

Motion to accept: Paul Leisher

Seconded by: Jason Suazo

Vote: Unanimous approval

4. Continuing Business (Old/Unfinished)

A. Capital Fund 5-Year Action Plan Public Hearing (attached)

Riss presented the background and public notice process for the Capital Fund 5-Year Action Plan, noting that this may be the final year for capital funding due to the agency's transition toward voucher-based funding. Projected allocations are expected to begin at approximately \$136,974, with annual increases based on HUD's funding formula. Funds will be allocated between unit turnover (non-routine maintenance) and operations. Riss confirmed that all required federal compliance documents have been signed by both her and Thomas. She also noted that processing may be delayed due to the ongoing federal government shutdown; however, the funds remain secure.

Discussion: Nick asked whether Section 18 conversion would require expending these funds before conversion. Riss clarified that operating reserves will either roll into the conversion deal or be spent down prior to that stage.

Motion: Paul Leisher moved to approve the Capital Fund 5-Year Action Plan and Year 1 Work Statement.

Second: Nick Farmer

Vote: Unanimous approval

B. Section 18 Conversion Updates

Geoff Anderson presented an update on the Section 18 and RAD conversion processes, outlining impacts on funding, compliance, and long-term stability. He noted that WHA qualifies

for the simplified Section 18 application (50 units or fewer), offering potential advantages for Project-Based Rental Assistance (PBRA). HUD has recently expanded flexibility to allow Section 18/RAD blended conversions, though future approvals for full Section 18 conversions may become more limited due to shifting priorities.

Geoff explained that PBRA provides a different funding source than PBVs, with an estimated annual difference of -\$11,000. He added that the RAD program, created in 2012 to address public housing capital needs, offers greater flexibility. The ongoing federal government shutdown may delay HUD's review and approval process.

Board members requested a comparative financial pro forma for PBV, PBRA, and blended models, along with related organizational and ownership structures. Additional information will be provided on tenant impacts, staffing, and administrative differences.

C. Updates on Board Training, Engagement, & Recruitment

Kate will circulate the Board Engagement Survey prior to the next meeting. Members were encouraged to complete the survey to inform future training and engagement initiatives.

D. Legacy Homes Program Administration Updates

Riss reported that **eight new Legacy Homes units** are nearing completion and a rise in application volume is being observed. Due to this increase, the importance of careful income qualification review was emphasized to ensure all applicants meet the necessary Area Median Income (AMI) guidelines. The Board discussed the significant potential influx of 60 new units anticipated next year, noting the need to manage both community perception and organizational capacity for this growth. Jason highlighted the critical importance of risk management and closely monitoring any unintended impacts resulting from AMI adjustments.

E. Housing Whitefish Partnership Updates

The anticipated Memorandum of Understanding (MOU) between WHA and Housing Whitefish will be reviewed by both organizations' executive committees prior to board approval. Riss will distribute the draft MOU well in advance of the next meeting for review.

5. Public Comment: None

6. Committee Reports

A. Executive Committee (Kate Berry and Thomas Shea)

No updates

B. Finance Committee (Kate Berry + Nick Farmer)

No updates

C. Affordable Housing Committee (Jason Suazo)

Jason's term on the **Affordable Housing Committee** ends in December. Paul volunteered to assume the position.

D. Comprehensive Grant Report (Riss Getts, Acting Director)

No updates

E. Financial Reports (Riss Getts, Acting Director)

Riss provided updates on corrections to the chart of accounts and collaboration with the accountant to ensure budget accuracy. The budget-to-actual report is being finalized.

F. Executive Director's Report (Riss Getts, Acting Director) Riss provided overview of October 2025 Executive Director's report (included in October board packet)	
7. New Business: A. HO&D Activities Discussion deferred to a future meeting to allow adequate time for review. B. Legal Updates The board entered closed session at 6:23 pm to discuss legal matters and exited at 6:44 pm Motion: Paul Leisher moved to authorize Riss to solicit RFPs for employment attorneys to update the Employee Handbook. Second: Kate Berry Vote: Unanimous approval	
8. Closed Session (if necessary)	Time entered: 6:23 pm Time exited: 6:44 pm
<i>Pursuant to MCA 2-3-203 for legal or personnel discussion, during this meeting, the board may elect to enter a closed-door session for reasons related to legal and/or personnel issues. Per Montana Code Annotated 2-3-203: The presiding officer of any meeting may close the meeting during the time the discussion relates to a matter of individual privacy and then if and only if the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.</i>	
Adjourned: 6:49 pm	

Summary of Key Action Items:

1. Submit finalized Capital Fund 5-Year Plan to HUD (Riss).
2. Prepare comparative financial pro forma for RAD/Section 18 (Geoff).
3. Distribute PBV vs. PBRA educational materials (Riss).
4. Schedule Q&A session for board (Kate).
5. Circulate Board Engagement Survey (Kate).
6. Finalize budget-to-actual review (Riss & Nick).
7. Solicit RFPs for HR consultant (Riss).
8. Submit appointment letter for Affordable Housing Committee (Riss).



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From: Sophie Lee sophie@mountainhrconsulting.com
Subject: Re: Employee Handbook Help
Date: November 13, 2025 at 4:21 PM
To: Marissa Getts mgetts@whitefishhousing.org

SL

Hi Riss!

Thank you for connecting with me! I would be more than happy to help Whitefish Housing Authority with an employee handbook. We have two different handbook service options:

1. Handbook Review: for organization with an existing handbook, we will provide a comprehensive review with written feedback of suggested revisions. This works great for handbooks 3 years old or newer with only a few minor updates. Flat fee of \$499
2. Full Handbook Build: a complete, custom handbook with federal, state, and applicable local policies plus several options for organization-specific policy add-ins. This is great for organizations who have handbooks that are outdated and need policy rewrites/additions or for organizations that do not currently have a written handbook. Flat fee of \$899

If you are looking to overhaul your current handbook and add-in new policies and procedures, I would probably recommend the handbook build to ensure policy compliance and to include all of your intended updates. I currently have some space in my project queue looking towards the end of November, into early December for an additional client if you are interested in partnering together! Let me know what questions you have - I am always happy to provide general insight!

Thank you,



[Visit our website!](#)

Out of office notice: November 17 - 19, & 27 - 28

On Thu, Nov 13, 2025 at 2:57 PM Marissa Getts <mgetts@whitefishhousing.org> wrote:
Hi Sophie -

I run Whitefish Housing Authority - a small local government organization that works on affordable housing in Whitefish. We are looking for some consulting services related to HR structures, specifically overhauling our employee handbook / HR policies. Drilling down even more, we need better policy for employee reviews / disciplinary action and I'd like to make our benefits / schedule flexibility a lot more clear. If you have availability for another client the next few months, I'd love to get a quote for your services!

Best,

Riss Getts
Acting Director
Whitefish Housing Authority
call or text: (406) 558-4086
director@whitefishhousing.org

Statement of Activity

Whitefish Housing Authority
October 2025

Distribution account	Total
Income	
3000.1 HCV HAP PMTS Received	13,161.00
3000.2 HCV Admin Fees	\$1,243.00
3000.4 Admin Fees - PORT	58.44
Total for 3000.2 HCV Admin Fees	\$1,301.44
3110.00 MVM Rent	19,929.00
3111.00 Other MVM Tenant Revenue	\$30.00
3111.10 Excess Utilities	115.00
3111.20 Laundry Machine Income	1,808.00
Total for 3111.00 Other MVM Tenant Revenue	\$1,953.00
3630.00 RR House Rent	1,460.00
3690.00 Other Income	
3690.03 Rehab Income (admin fee)	0.00
Total for 3690.00 Other Income	\$0.00
8020 HUD Operating Subsidy	4,987.00
Total for Income	\$42,791.44
Gross Profit	\$42,791.44
Expenses	
4100.00 Administrative Expenses	
4170.00 Accounting	
4175.10 Outside Accounting / Bookkeeping Fees	1,140.00
Total for 4170.00 Accounting	\$1,140.00
4190.00 Sundry - other Admin Expense	\$275.00
4190.90 Admin Services Contract	260.00
Total for 4190.00 Sundry - other Admin Expense	\$535.00
Total for 4100.00 Administrative Expenses	\$1,675.00
4300.00 Utilities	
4320.00 Electricity	1,477.00

Statement of Activity

Whitefish Housing Authority
October 2025

Distribution account	Total
Total for 4300.00 Utilities	\$1,477.00
4420.00 Materials	\$220.66
4420.02 Plumbing	5.98
4420.05 Other Materials	254.28
Total for 4420.00 Materials	\$480.92
4430.00 Maintenance Contract(or) Costs	
4430.10 Heating & Cooling Contract	7,914.00
4430.25 Equipment Repair and Maintenance	260.00
4430.30 Elevator Maintenance Contract	4,579.80

Statement of Activity

Whitefish Housing Authority
October 2025

Distribution account	Total
4430.50 Unit Turnaround	1,475.60
4430.80 Extermination Contract	2,300.00
4430.95 Routine Maintenance Contract	825.00
Total for 4430.00 Maintenance Contract(or) Costs	\$17,354.40
4500.00 General Expenses	
4540.00 Employee Benefit Contribution	393.88
Total for 4500.00 General Expenses	\$393.88
4715.00 Housing Assistance Payments	\$11,939.90
4715.02 HAP - Resident Utility Reimbursement / Payment	181.00
4715.1 PORT IN Housing Assistance Payments	619.00
Total for 4715.00 Housing Assistance Payments	\$12,739.90
4800.00 Depreciation Expense	3,688.34
66000 Payroll Expenses	116.00
7520.00 Capital Expenditures	
7520.01 Appliances & Stoves	750.00
Total for 7520.00 Capital Expenditures	\$750.00
Total for Expenses	\$38,675.44
Net Operating Income	\$4,116.00
Net Other Income	
Net Income	\$4,116.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
1100 Petty Cash	150.52
1111 HO&D (9397)	12,624.57
1112 CENTRAL OPERATIONS (5964)	37,645.79
1113 RAB (5428) - MVM Resident Account	12,200.00
1115 Whitefish Credit Union Savings	192,100.65
Total for Bank Accounts	\$254,721.53
Accounts Receivable	
11000 Accounts Receivable	0.00
1122.00 A/R Tenants	5,039.10
Total for Accounts Receivable	\$5,039.10
Other Current Assets	
1121 A/R PORT-IN	1,733.29
1123.00 A/R Vacated Tenants	0.00
1125.00 A/R Subsidy	4,285.95
1125.01 A/R HUD Admin Fee	0.00
1125.02 A/R - CARES Act	0.00
1129.00 A/R HO&D	-\$93,421.84
1129.01 A/R WALT	11,468.50
1129.05 A/R Current HO&D	3,139.35
1129.25 A/R 2009-2012 HO&D	0.00
Total for 1129.00 A/R HO&D	-\$78,813.99
1129.03 Repayment Agreement	0.00
1129.06 A/R Low Rent	-16,518.09
1129.08 A/R - Homeward	50,000.00
1129.10 A/R Other	4,697.89
1129.19 A/R -501-19 CFP	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
1129.23 A/R -501-23 CFP	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
1130.00 Restitution due to WHA	144,841.93
1145.00 Accrued Interest	9,750.00
12000 Undeposited Funds/Unapplied funds	0.00
1211.00 Prepaid Insurance	1,897.12
1290.01 Prepaid Support	0.00
1290.02 Prepaid Elevator Maintenance	10.00
1290.03 Prepaid Expenses	-1,143.12
1300.00 Deferred Outflows of Resources	29,160.51
1350.00 Deed Restricted Assets	809,456.05
Total for Other Current Assets	\$959,357.54
Total for Current Assets	\$1,219,118.17
Fixed Assets	
1400.18 Work in Process 501-18 CFP	0.00
1400.19 CFP 501-19 (Work in Process)	0.00
1400.20 Work in Process 501-20 CFP	0.00
1400.21 Work in Process 501-21 CFP	0.00
1400.22 Work in Process 501.22 CFP	0.00
1410.00 Construction In Process - DEPOT PARK DEVELOPMENT	1,964,299.57
1440.00 Site Acquisition	752,621.62
1450.00 Site Improvement	338,332.66
1460.07 Buildings	2,781,787.92
1465.01 Dwelling Equipment	57,821.98
1475.00 Equipment	\$0.00
1475.01 Office Furniture & Equipment	33,557.86
1475.02 Maintenance Equipment	7,400.02
1475.03 Community Space Equipment	9,848.05
Total for 1475.00 Equipment	\$50,805.93
1490.00 Furniture and Fixtures - Admin	0.00
1499.18 501-18 Accumulated Depreciation	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
1499.19 501-19 Accumulated Depreciation	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
1499.20 501-20 Accumulated Depreciation	0.00
1499.21 501-21 Accumulated Depreciation	0.00
1499.22 501-22 Accumulated Depreciation	0.00
1499.99 Accumulated Depreciation	-2,693,688.75
Total for Fixed Assets	\$3,251,980.93
Other Assets	
1500.01 Rehab Loan Due Upon Sale	5,050.00
1776 Investment in Joint Ventures	-35.00
18700 Security Deposits Asset	155.00
515.100 Operation	
515.140 Operations.	0.00
515.141 Operations Contra	0.00
515.145 Site Improvements	0.00
515.146 Dwelling Structures	0.00
515.147 Dwelling Structures Contra	0.00
515.148 Dwelling Equipment AS	0.00
515.149 Dwelling Equipment AS Contra	0.00
Total for 515.100 Operation	\$0.00
Total for Other Assets	\$5,170.00
Total for Assets	\$4,476,269.10
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-52.53
Total for Accounts Payable	-\$52.53
Credit Cards	
2050 Central Ops Credit Card	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account

Total

2052 Ramp card

1,113.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
Total for Credit Cards	\$1,113.00
Other Current Liabilities	
2111.00 Vendors & Contractors	0.00
2111.01 A/P - CFP	0.00
2111.02 A/P -Capital Assets	0.00
2111.03 A/P Utilities	0.00
2111.04 A/P Employee Benefits	0.00
2114.00 Tenant Security Deposits	10,410.75
2115.00 Payroll Payable (Gusto)	3,048.56
2115.10 Payroll Tax Payable	-22.05
2116.00 PERS Payable	2,994.09
2117.00 Payroll Deductions	-3,165.57
2118.00 A/P 2010 Subsidy	0.00
2118.01 A/P HUD	0.00
2118.04 Unearned Revenue AF - CARES Act	0.00
2119.00 A/P - Other	0.00
2119.05 A/P Public Housing	-102,424.84
2119.08 A/P Vouchers	-16,518.09
2135.10 Comp. Absences - Current	1,102.00
2135.11 Comp. Absences - Noncurrent	1,684.00
2137.00 Payment in Lieu of Taxes	38,155.00
2137.01 PILOT Current	0.00
2240.00 Tenants Unearned Revenue	76.00
2290.00 Other Payable	45,896.00
2290.01 Unearned Revenue-Subsidy	70,923.89
2300.00 Net Pension Liability	156,133.00
2400.00 Deferred Inflows of Resources	27,895.00
24000 Payroll Liabilities	\$0.00
24001 Employee Advance	0.00

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
Total for 24000 Payroll Liabilities	\$0.00
Total for Other Current Liabilities	\$236,187.74
Total for Current Liabilities	\$237,248.21
Long-term Liabilities	
2806.05 Net Position - Pension Accrual	98,636.88
Total for Long-term Liabilities	\$98,636.88
Total for Liabilities	\$335,885.09

Statement of Financial Position

Whitefish Housing Authority
As of October 31, 2025

Distribution account	Total
Equity	
2802.01 Invested in Capital Assets, NET	1,506,031.77
2806.02 Restricted Net Assets	1,605,383.17
2806.03 Restricted Net Position - HAP	13,425.00
30000 Opening Balance Equity	0.00
2806.01 Unrestricted Net Assets - Admin	1,042,760.72
Net Income	-27,216.65
Total for Equity	\$4,140,384.01
Total for Liabilities and Equity	\$4,476,269.10

Statement of Activity

Whitefish Housing Authority
July-October, 2025

Distribution account	Total
Income	
3000.1 HCV HAP PMTS Received	\$41,875.00
3000.3 PORT HAP Received	1,857.00
Total for 3000.1 HCV HAP PMTS Received	\$43,732.00
3000.2 HCV Admin Fees	\$5,638.00
3000.4 Admin Fees - PORT	233.76
Total for 3000.2 HCV Admin Fees	\$5,871.76
3110.00 MVM Rent	78,538.00
3111.00 Other MVM Tenant Revenue	\$1,528.00
3111.10 Excess Utilities	715.00
3111.20 Laundry Machine Income	2,855.00
Total for 3111.00 Other MVM Tenant Revenue	\$5,098.00
3630.00 RR House Rent	5,840.00
3690.00 Other Income	
3690.03 Rehab Income (admin fee)	0.00
Total for 3690.00 Other Income	\$0.00
8020 HUD Operating Subsidy	23,961.00
Total for Income	\$163,040.76
Gross Profit	
\$163,040.76	
Expenses	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	\$19,480.24
4110.01 Compensated Absences - Admin	897.00
Total for 4110.00 Administrative Salaries	\$20,377.24
4120.00 Payroll Taxes	2,312.33
4140.00 Staff Training	-24.28
4170.00 Accounting	-\$195.00
4175.10 Outside Accounting / Bookkeeping Fees	6,460.00

Statement of Activity

Whitefish Housing Authority
July-October, 2025

Distribution account

Total

Total for 4170.00 Accounting

\$6,265.00

Statement of Activity

Whitefish Housing Authority
July-October, 2025

Distribution account	Total
4190.00 Sundry - other Admin Expense	\$1,098.38
4190.10 Office Expenses	907.52
4190.20 Bank Fees	52.80
4190.30 Advertising & Marketing	122.86
4190.40 Postage & Delivery	190.43
4190.85 Membership Dues/Subscription	447.40
4190.90 Admin Services Contract	520.00
Total for 4190.00 Sundry - other Admin Expense	\$3,339.39
Total for 4100.00 Administrative Expenses	\$32,269.68
4300.00 Utilities	\$341.49
4310.00 Water	2,756.13
4320.00 Electricity	5,487.00
4330.00 Gas	1,533.10
4390.00 Sewer	2,019.48
4390.01 Trash Removal	665.34
Total for 4300.00 Utilities	\$12,802.54
4420.00 Materials	\$531.10
4420.02 Plumbing	87.61
4420.03 Paint	24.75
4420.04 Lawn & Garden	52.00
4420.05 Other Materials	761.04
4420.06 Electrical	185.28
4420.07 Cleaning	89.49
4420.08 HVAC	52.89
4420.10 Small Tools and Equipment	266.70
Total for 4420.00 Materials	\$2,050.86
4430.00 Maintenance Contract(or) Costs	
4430.01 Nonspecified Repairs and Maintance	115.00

Statement of Activity

Whitefish Housing Authority
July-October, 2025

Distribution account	Total
4430.10 Heating & Cooling Contract	7,914.00
4430.25 Equipment Repair and Maintenance	395.00
4430.30 Elevator Maintenance Contract	4,579.80
4430.40 Landscape & Grounds Contract	4,661.38
4430.50 Unit Turnaround	5,467.58
4430.70 Plumbing Contract	2,599.00
4430.80 Extermination Contract	2,300.00
4430.90 Janitorial Contracts	2,189.50
4430.95 Routine Maintenance Contract	1,693.50
4431.00 Garbage & Trash Removal	332.67

Statement of Activity

Whitefish Housing Authority
July-October, 2025

Distribution account	Total
4433.00 Safety and Security	25.00
Total for 4430.00 Maintenance Contract(or) Costs	\$32,272.43
4500.00 General Expenses	
4501.11 Property Taxes	-7,653.51
4510.20 Liability Insurance	6,216.90
4540.00 Employee Benefit Contribution	\$842.51
4540.10 Employee Benefits - Admin	1,396.35
4540.20 Employee Benefits-Tenant Serv	216.00
Total for 4540.00 Employee Benefit Contribution	\$2,454.86
Total for 4500.00 General Expenses	\$1,018.25
4715.00 Housing Assistance Payments	\$39,100.90
4715.02 HAP - Resident Utility Reimbursement / Payment	256.00
4715.1 PORT IN Housing Assistance Payments	2,476.00
Total for 4715.00 Housing Assistance Payments	\$41,832.90
4800.00 Depreciation Expense	14,753.36
66000 Payroll Expenses	462.28
7520.00 Capital Expenditures	
7520.01 Appliances & Stoves	1,278.00
Total for 7520.00 Capital Expenditures	\$1,278.00
7540.02A Boiler System	108.00
Total for Expenses	\$138,848.30
Net Operating Income	\$24,192.46
Other Expenses	
80000 Ask My Accountant	42.02
Total for Other Expenses	\$42.02
Net Other Income	-\$42.02
Net Income	\$24,150.44

		2025 Actuals	2025 Budget	2026 Approved Budget	2026 July - Oct Actuals	Percent of Budget
		12				
REVENUE						
Dwelling Income	3110	247,308	218,020	235,770	78,538	33%
Excess Utilities	3120	1,384	1,300	1,160	715	62%
Fraud Recovery						
Interest Income	3610	2,759	1,930	2,600		
Other Income (Tenant & Laundry)	3690	7,050	8,000	6,170	4,383	71%
Transfer from CFP (1406)	8029	21,457	95,000			0%
Transfer from CFP (1408)		109,512		115,000		0%
HUD Funding - Admin						
HUD Funding - HAP Expense						
Subsidy (based on 90% Proration)	8020	81,340	85,160	79,030	23,961	30%
Total Revenue		470,810	409,410	439,730	107,597	24%
EXPENSES						
Salaries	4110	91,650	98,750	84,100	35,116	42%
Auditing Fees	4171	-	22,600	36,870		0%
Travel / Staff Taining	4140 / 4150	2,317	4,500	4,500	1,000	22%
Accounting Fees		85,423				
Advertising	4190.13	777	-	4,500	123	3%
Dues & Fees		-				
Office Expense	4190.xx	24,260	9,000	28,030	1,037	4%
Legal Expense	4130	30,883	13,000	4,110	1,025	25%
Publications/Subscriptions		-				
Telephone		-				
		-				
All Other Sundry	4190.xx	48,270	25,500	45,000	9,604	21%
Total Administrative		283,580	173,350	207,110	47,905	23%
Tenant Services Salaries		-				
Tenant Services	4220	2,260	2,150	2,060	126	6%
Total Resident Services		2,260	2,150	2,060		
Water	4310	22,093	14,000	16,720	2,756	16%
Electricity	4320	13,690	15,500	13,020	5,487	42%
Gas	4330	9,940	16,000	11,880	1,533	13%
Other Utilities (Sewer)	4390	680	11,000	4,680	3,025	65%

Total Utilities		46,403	56,500	46,300	12,801	28%
Maintenance Salaries	4410	-				
Maintenance Materials	4420	15,190	12,500	13,090	2,050	16%
Contract Costs	4430	127,681	81,700	60,860	32,272	53%
Trash Removal		-				
Total Maintenance		142,871	94,200	73,950	34,322	46%
Protective Service Costs		-	-			
Materials		-	-			
Total Protective Services		-	-			
Insurance	4510	23,328	28,000	23,760	6,216	26%
PILOT	4520	-	8,140	9,470		
Employee Benefit Contributions	4540	20,796	35,020	25,230	2,454	10%
Collection Losses	4570	-	2,500	1,180		
Other General Expenses		-				
Compensated Abs		-	-		897	
HAP Portability-In						
Total General Expenses		44,124	73,660	59,640	9,567	
Total Operating Expenses		519,238	399,860	389,060	104,595	27%
Extra-ordinary Maintenance	4610	13,870	8,400	10,000		
Total Non-Routine Expenses		13,870	8,400	10,000	-	
Total Expenses		533,108	408,260	399,060	104,595	26%
Profit (Loss) from Operations		(62,298)	1,150	40,670	3,002	7%
			1,150		4,152	
OTHER SOURCES & (USES)						
Replacements	7520	-				
Betterment & Additions	7540					
Total Other Sources (Uses) of Funds		-	-			
Cash Flow (Deficit) from Operations		(62,298)	1,150			

Executive Director Report

Whitefish Housing Authority

September 2025

MVM / Section 18

- Public Housing occupancy: 45/47 available units, with another move-out scheduled for this month. 4-5 units due to lease-up by end of year.
- Flood-damaged units currently undergoing rehabilitation from flood. Repair was delayed due to asbestos remediation. – one of the flooded units had further resident damage, so repairs may delay that final unit until a January lease-up date.
- Had some big annual expenses come up – elevator maintenance & boiler system maintenance contracts, alongside an urgent plumbing issue in the public restrooms above the electric room.
- Learning more about Section 18 vs RAD Blends. Recommend moving to a RAD/Section 18 Blend – as per discussion during board meeting.

HCV

- Voucher issuance is at 19/19 vouchers (super proud!!), with one additional port-in. 2 vouchers set to be given up by the end of November – so we will issue vouchers from the waitlist.

HO&D

- Have prepared statements and intend to reach out to current homeowners & participants in our loan program to determine a way forward.
- Meeting with current and future property managers & landlords for LHP program to settle accounts and coordinate future placements.
- Working with Daniel at Housing Whitefish to digitize the LHP rental application to allow for stronger coordination with WRAP & better customer service for our community members.

Operations & Administration

- Spending shared staff time to build teamwork and strong process coordination each week. Hoping to promote greater understanding of our shared / separate duties and roles, particularly cutting down on miscommunication.
- Researching alternative health insurance policies.

Finance

- During September and October we worked hard to control expenses – hired a maintenance technician, switched cleaning services, and I'm working on looking through / negotiating any of our other services (i.e. IT services). It definitely shows through the deficit compared to previous months.
- Have first budget to actuals! Will be updating our budget (update proposal coming next month) to match Quickbooks so reports will be very easily populated.
- Working on Accounts Receivable for HO&D activities – including rehab loans, WALT homes administrative fee, and LHP administrative fees.

- Capital Fund is in process via EPIC and eLOCCS online portals. Anticipate drawing it down by the end of the week.