

Whitefish Housing Authority

Board of Commissioners Regular Monthly Meeting Agenda

Date: June 24th, 2026

Location: Whitefish City Hall

Time: 5:15pm

I. Call to Order & Roll Call – 5:15pm*

*All agenda item durations are estimates provided for planning and time management purposes only and are subject to change.

II. Consent Agenda – 5:17pm

- A. Approval of May Regular Board Meeting Minutes (attached)
- B. Approval of Agenda

III. Continuing Business - 5:20pm

- 1. ED Report 'Rapid Fire' Updates – 5:20pm (attached)
 - i. MVM
 - ii. Section 18 / RAD Conversion
 - iii. LHP Homeownership / WALT
 - iv. LHP Rental
 - v. Flathead Valley Affordable Housing Inventory Project
- 2. Whitefish Housing Strategy Discussion - 5:30pm
- 3. Approval of Updated Standardized LHP Rental MOU with Developer/Owner (attached)
- 4. Discussion & Approval of Updated Budget – 6:15pm – Resolution #309 (attached)

IV. Public Comment 1 - 6:45pm

V. Committee Reports - 6:50pm

- | | |
|---------------------------------|-----------------------------------|
| A. Executive Committee | Members: Kate Berry + Thomas Shea |
| B. Community Housing Committee | Member: Paul Leisher |
| C. Financial Reports (attached) | |

VI. New Business - 7:00pm

- A. HCV Cost Savings Measures – Resolution #310 (attached)
- B. Bylaws Review

VII. 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.

VIII. Public Comment 2



Board of Commissioners Regular Monthly Meeting Minutes

Date: May 27, 2026

Location: Whitefish City Hall

I. Call to Order & Roll Call

The meeting was called to order at **5:22 p.m.**

Commissioners Present:

Thomas Shea (meeting chair), Kate Berry (secretary/vice chair), Jason Suazo, Katie Boyd, Roxann Lucas, Nick Farmer

Commissioner Absent: Paul Leisher

Staff Present: Riss Getts

II. Consent Agenda

- A. Approval of April Regular Board Meeting Minutes
- B. Approval of Agenda

Motion: Kate Berry

Second: Katie Boyd

Vote: Unanimous

Action: Motion carried.

III. Continuing Business

A. Section 18 / RAD Conversion Updates

Staff reported FEMA delays have extended the anticipated project closing date to January. The application has been resubmitted, and approval is expected within 30–60 days. Resident meetings were scheduled for June to discuss project scope, timelines, and unit finishes.

B. WALT & LHP Homeownership Updates

Staff reported progress on the first Trailview homeownership transaction and provided

updates regarding the partnership with the Northwest Community Land Trust. Planning is underway for a community homeownership event.

C. LHP Rental Updates

The City approved funding for a full-time Workforce Rental Program position. Recruitment is expected to begin shortly.

D. Board Social with Housing Whitefish

The Board discussed hosting a joint social gathering with Housing Whitefish leadership to strengthen collaboration and relationships.

E. Updated 5-Year PHA Plan – Resolution No. 308

The Board reviewed the updated 5-Year Public Housing Agency Plan.

Motion: Katie Boyd

Second: Jason Suazo

Vote: Unanimous

Action: Approved Resolution No. 308.

IV. Public Comment

None

V. Committee Reports

A. Executive Committee

No report.

B. Community Housing Committee

Staff and Commissioner Boyd reported on discussions regarding affordable housing partnerships, community education, and opportunities for WHA leadership within the local housing ecosystem.

C. Financial Report

Staff reviewed current financials, including receipt of federal shortfall funding, anticipated repayment of previously misused grant funds, and exploration of in-house grounds maintenance options.

D. Executive Director's Report

Staff provided updates on compliance activities, audit progress, restricted net position balances, and ongoing organizational operations. The FY2024 audit is nearing completion.

E. WHA Future Committee

No report.

VI. New Business

V. New Business

A. FYE June 30, 2027 Public Housing Operating Budget – Resolution No. 309

The Board reviewed the proposed operating budget. Discussion focused on budget assumptions, including Executive Director compensation and uncertainties related to the RAD conversion timeline.

Motion: Kate Berry

Second: Nick Farmer

Following discussion, the motion and second were withdrawn by mutual consent.

Action: Motion rescinded unanimously.

The Board entered closed session at **6:34 p.m.** to discuss personnel matters, returned briefly to open session at **6:35 p.m.** to ensure adherence to public meeting rules, re-entered closed session at **6:37 p.m.**, and returned to open session at **7:20 p.m.**

No action was taken on Resolution No. 309. Commissioners will revisit at June meeting.

B. Flathead Valley Affordable Housing Inventory Project

Staff reported on a collaborative effort among local housing organizations to create a comprehensive inventory of deed-restricted housing throughout the Flathead Valley.

VII. Closed Door Session

Moved to closed door session at **6:37 pm** to discuss personnel matters.

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.

Returned to open door session at **7:20 pm**

VIII. Adjournment

The meeting adjourned at **7:28 p.m.**

Executive Director Report

Whitefish Housing Authority

June 2026

Mountain View Manor

- Public Housing occupancy: 50/50 units currently occupied with two upcoming unit turns.
- Problem solving for maintenance costs moving forward involves:
 - Splitting maintenance into two separate part time roles:
 - Janitorial/Light Maintenance Specialist – 12 hours/week
 - Specialized Maintenance – 8 hours/week + special projects when needed
 - Contractors – used only for most technical fixes, i.e. plumbing, sub-floors, elevator, electric.
 - Snow Removal / Landscaping - Because we have 3.9 acres and live in Whitefish, this is going to be a significant cost each year. Still putting out quotes and working on making sure we get snow removal contract early.

Housing Choice Vouchers

- Voucher issuance: 15/19 vouchers leased with one port-in voucher.
- Unrestricted net position:
- Restricted net position:

Local Housing Programs & Partnerships

- Submitted reconciliation for DPTH to City of Whitefish – anticipate ~\$25,000 in reimbursement + additional \$10,000 administration fee.
- Land Trust/Deed-Restricted Homeowners Block Party with NWMTCLT scheduled for July 30, 2026 from 6-8pm at Trailview Way. Will pass along invitation when prepped.
- Making headway with amending the Legacy Home Program administration to work much better for all stakeholders – working with the City very closely.

Operations & Administration

- Compliance review final item is 2024 audit. Nearing close!
- Property management update training & determining LIHTC/PBRA training & software necessary to prep for transition.

Financials

- Soon to begin preparation of unaudited financials for FY2026 – due in October. Goal is to submit in August / September.

MEMORANDUM OF AGREEMENT BETWEEN OWNER
AND
THE WHITEFISH HOUSING AUTHORITY FOR THE
MARKETING OF A WHITEFISH LEGACY HOMES PROGRAM RENTAL UNITS

This Memorandum of Agreement (this “MOA”) is entered into by and between _____ (“Owner”) and the Whitefish Housing Authority (“WHA”). This MOA establishes the roles and responsibilities of each party relative to the marketing of and resident qualification for Legacy Homes Program (“LHP”) rental units located at _____ (the “Property”). For purposes of this MOU, “designee” means any third-party administrator, contractor, or agent authorized by WHA to carry out its duties under this MOA.

WITNESSETH:

WHEREAS, the Whitefish Legacy Homes program was established by the City of Whitefish in order to maintain a diverse housing stock, to allow individuals who work in the City to live in the City, and to allow employers to maintain an adequate workforce; and

WHEREAS, WHA, in partnership with the City, administers the Whitefish Legacy Homes Program either directly or through a designee; and

WHEREAS, the Property was developed through the Whitefish Legacy Homes Program to ensure permanent affordability; and

WHEREAS, it is to the advantage of both Owner and WHA to coordinate their efforts and define each party’s responsibilities in the marketing of the Property through this MOA.

NOW, THEREFORE, it is agreed as follows:

Owner agrees to:

1. Provide photos of the Property, floor plans and suggested marketing copy to WHA. At initial lease-up, this is due no later than 70 days prior to anticipated availability of a unit. At subsequent lease-ups, this is due no later than 30 days prior to anticipated availability of a unit.
2. Arrange and pay for, at Owner’s sole cost and expense, any external marketing Owner may choose to undertake, including but not limited to, hiring a property manager.
3. Show the Property to potential tenants or make arrangements for such showings.
4. Subject to the maximum rental rates provided by the City of Whitefish, negotiate the rental price of the Property and other terms of occupancy with income-eligible tenants, and reduce the proposed rental rate as reasonably necessary to attract and secure a qualified tenant within the required AMI range if sufficient eligible applicants are not obtained at the initial rate.
5. Select an income-eligible tenant for the Property based upon its own due diligence and requirements.
6. Enter into a lease with a tenant that complies with all federal, state and local regulations.

7. Be responsible for compliance with, and implementation of, all aspects of MT Landlord Tenant Law, Fair Housing and the City of Whitefish non-discrimination ordinance.
8. Collect and report all rental income from LHP units to WHA or designee. Reports will be timed as follows: rental income by unit for July 1 – December 31 submitted by January 30th and rental income by LHP unit for January 1 – June 30 by July 30th.
9. Pay an administrative fee equal to 3% of collected rents on LHP units to WHA, as detailed in the deed restriction within 30 days of receipt of invoice.

WHA agrees to (or agrees to cause its designee to):

1. Act as a non-agent facilitator of the rental of Legacy Homes Program units at Property, either directly or through its designee.
2. Market the Legacy Homes Program units at the Property through social media, the WHA website, Craigslist, email distributions, and any other appropriate channels.
3. Market the Property beginning 60 days prior to anticipated availability of a unit(s).
4. Accept all Legacy Homes Program applications during the marketing period.
5. Qualify potential tenants based upon their income.
6. Forward income-qualified applications to Owner or its designee for final selection of a tenant.
7. Invoice Owner for the administrative fee twice a year within 30 days of each bi-yearly rental income report submitted by Owner to WHA.

It is further agreed upon by both parties that:

1. Representations. WHA makes no representations or guarantees as to the effectiveness of its marketing.
2. Modification. This MOA can be modified only by a written amendment, signed and dated by both parties.
3. Governing Law. This MOA shall be governed by the laws of the State of Montana. The exclusive venue for any litigation arising from or related to this MOA is the state courts of Flathead County, State of Montana.
4. Binding Effect. The obligations set forth in this MOA shall be binding upon, and the benefit of this MOA shall inure to the benefit of, the parties' respective successors and assigns.
5. Relationship of the Parties. Nothing contained in this MOA shall be deemed or construed, either by the parties hereto or by any third party, to create the relationship of principal and agent or create any partnership, joint venture or other association between Owner and WHA.
6. Severability and Integration. If any single part or parts of this MOA are determined to be void, the remaining parts will remain valid and operative. This MOA, as written, expresses the total, final and only agreement of the parties relevant to its subject matter.

Dated this _____ day of _____, 20_____.

WHITEFISH HOUSING AUTHORITY

By: _____

Its: _____

Dated this _____ day of _____, 20_____.

OWNER

By: _____

Its: _____

Whitefish Housing Authority

RESOLUTION #No. 309

RESOLUTION ADOPTING THE FY2027 PUBLIC HOUSING OPERATING BUDGET

WHEREAS, the establishment and adoption of an annual operating budget is essential to ensuring the financial stability, accountability, and effective management of the Public Housing Authority, enabling it to responsibly allocate resources, meet regulatory requirements, maintain safe and affordable housing, and continue providing vital services to residents and the community;

WHEREAS, staff of the Whitefish Housing Authority has developed a proposed budget that is responsive to the operational, capital, and programmatic needs of the Authority's Public Housing program, reflecting careful planning to address resident services, property maintenance, regulatory compliance, and long-term financial sustainability;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Whitefish Housing Authority that:

1. The Board of Commissioners hereby adopts the FYE June 30, 2027 Operating Budget.
2. The Board of Commissioners hereby authorizes the Executive Director to implement and administer the adopted budget and to execute any documents, certifications, or actions necessary to carry out this resolution.

ADOPTED AT THE MONTHLY BOARD OF COMMISSIONERS MEETING OF THE WHITEFISH HOUSING AUTHORITY THIS 24th DAY OF June 2026

Whitefish Housing Authority, Whitefish, Montana

Katherine Berry, WHA Board of Commissioners

Marissa Getts, Executive Director

WHA Public Housing Proposed Budget FYE June 30, 2027

REVENUE

	Budget Adopted Jan 2026	YTD Actuals (May 2026)	Projected FYE 2026 Totals	Proposed Budget for FYE 2027
Dwelling Income	\$ 242,288.96	\$ 198,507.00	\$ 242.00	\$ 249,558
Excess Utilities	\$ 1,160.00	\$ 945.00	\$ 1,134.00	\$ 1,195
Nondwelling Rental	\$ 3,259.00	\$ 1,659.50	\$ 1,991.40	\$ 3,357
Interest Income	\$ 2,130.00	\$ 1,062.00	\$ 2,130.00	\$ 2,194
Other Income (Tenant & Laundry)	\$ 7,790.00	\$ 6,093.00	\$ 7,311.60	\$ 8,024
Capital Fund - Operating Expense (1406)	\$ 121,974.00	\$ 111,102.00	\$ 121,974.00	\$ 141,014
Capital Fund - Capital Expense (1408)	\$ 15,000.00	\$ 14,095.00	\$ 15,000.00	-
Casualty Loss Ins Proceeds		\$ 100,588.22	\$ 104,588.22	-
Subsidy (based on 90% Proration)	\$ 65,000.00	\$ 47,142.00	\$ 92,114.00	\$ 69,499
Total Revenue	\$ 458,601.96	\$ 481,193.72	\$ 346,485.22	\$ 474,840

EXPENSES

Salaries(inc. absences, payroll taxes)	\$ 84,100.00	\$ 87,119.23	\$ 104,543.08	\$ 87,705
Auditing Fees	\$ 36,870.00	\$ 1,155.00	\$ 26,655.00	\$ 28,000
Travel / Staff Training	\$ 2,500.00	\$ 1,537.93	\$ 1,845.52	\$ 2,500
Board Training		\$ 1,180.91	\$ 1,417.09	\$ 500
Accounting Fees	\$ 25,000.00	\$ 24,560.00	\$ 29,472.00	\$ 25,000
Advertising	\$ 1,000.00	\$ 341.66	\$ 409.99	\$ 1,500
Legal Expense	\$ 21,000.00	\$ 31,816.79	\$ 38,180.15	\$ 25,000
All Other Sundry	\$ 30,000.00	\$ 18,818.43	\$ 22,582.12	\$ 20,000
Total Administrative	\$ 200,470.00	\$ 168,766.01	\$ 227,788.21	\$ 190,205

Tenant Services Salaries

Tenant Services	\$	1,200.00	\$	1,603.09	\$	1,923.71	\$	1,250
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Total Resident Services	\$	1,200.00	\$	1,603.09	\$	1,923.71	\$	1,250
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Water	\$	16,720.00	\$	8,572.78	\$	10,287.34	\$	13,374
Electricity	\$	13,020.00	\$	11,875.00	\$	14,250.00	\$	14,963
Gas	\$	11,880.00	\$	8,856.10	\$	10,627.32	\$	12,474
Internet	\$	4,000.00	\$	3,486.24	\$	4,183.49	\$	4,200
Sewer	\$	8,000.00	\$	7,408.11	\$	8,889.73	\$	8,400
Trash	\$	4,000.00	\$	3,326.00	\$	3,991.20	\$	4,200

Total Utilities	\$	57,620.00	\$	43,524.23	\$	52,229.08	\$	57,610
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Maintenance Salaries			\$	7,001.19	\$	8,401.43	\$	40,246
Maintenance Materials	\$	7,500.00	\$	8,059.98	\$	9,671.98	\$	15,000
Contract Costs	\$	88,473.08	\$	85,945.64	\$	103,134.77	\$	57,500

Total Maintenance	\$	95,973.08	\$	101,006.81	\$	121,208.17	\$	112,746
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Protective Service Costs	\$	-	\$	-	\$	-	\$	-
Materials	\$	-	\$	-	\$	-	\$	-

Total Protective Services	\$	-	\$	-	\$	-	\$	-
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Insurance	\$	25,332.18	\$	27,117.07	\$	27,117.07	\$	29,015
PILOT	\$	9,470.00	\$	9,470.00	\$	9,470.00	\$	10,017
Employee Benefit Contributions	\$	19,080.64	\$	15,006.25	\$	18,007.50	\$	11,500
Payroll Taxes							\$	13,549
Collection Losses								
Other General Expenses								

Total General Expenses	\$ 53,882.82	\$ 51,593.32	\$ 54,594.57	\$ 64,081
Total Operating Expenses	\$ 409,145.90	\$ 366,493.46	\$ 457,743.74	\$ 425,892
Extra-ordinary Maintenance	\$ 25,000.00	\$ 127,966.73	\$ 132,966.73	\$ 25,000
Total Non-Routine Expenses	\$ 25,000.00	\$ 127,966.73	\$ 132,966.73	\$ 25,000
Total Expenses	\$ 434,145.90	\$ 494,460.19	\$ 590,710.47	\$ 450,892
Profit (Loss) from Operations	\$ 24,456.06	\$ (13,266.47)	\$ (244,225.25)	\$ 23,948

WHA HCV + Local Program Administration Proposed Budget FYE June 30, 2027

REVENUE

	Projected FYE 2026 Totals	Proposed Budget for FYE 2027
Dwelling Income	\$ 17,550.00	\$ 19,200
HCV Admin Fees	\$ 14,882.00	\$ 7,404
LHP Rental Admin Fees	\$ 11,500.00	\$ 2,000
WALT Deed Restriction Management Fees	\$ 2,700.00	-
PILOT Income	\$ 32,875.00	\$ 10,017
Development Admin Fees	\$ -	\$ 55,000

Total Revenue	\$ 79,507.00	\$ 93,621
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EXPENSES

Local Programs Salaries(inc. absences)	\$ 37,950.00	\$ 60,751
HCV Salaries/Admin	\$ 12,000.00	\$ 6,274
Office Expense (budgeted for in all other sundry)	\$ 2,000.00	\$ 2,000
Legal Expense	\$ -	-

Total Administrative	\$ 51,950.00	\$ 69,025
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Maintenance Salaries	\$ 1,044.46	\$ 2,633
Maintenance Materials	\$ 1,000.00	\$ 1,000

Total Maintenance	\$ 2,044.46	\$ 3,633
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Protective Service Costs	\$ -	\$ -
Materials	\$ -	\$ -

Total Protective Services	\$ -
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Insurance	\$ 300.00	\$ 300
PILOT	\$ -	\$ 10,017
Property Taxes	\$ 2,783.00	\$ 2,922

Total General Expenses	\$ 3,083.00	\$ 13,240
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Total Operating Expenses	\$	57,077.46	\$	85,897
Extra-ordinary Maintenance	\$	-	\$	2,500
Total Non-Routine Expenses	\$	-	\$	2,500
Total Expenses	\$	57,077.46	\$	88,397
Profit (Loss) from Operations	\$	22,429.54	\$	5,224
			\$	27,653.67

Whitefish Housing Authority

Statement of Activity
July, 2025-May, 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	\$123,020.00
3000.3 PORT HAP Received	11,584.70
Total for 3000.1 HCV HAP PMTS Received	\$134,604.70
3000.2 HCV Admin Fees	\$13,524.00
3000.4 Admin Fees - PORT	622.26
Total for 3000.2 HCV Admin Fees	\$14,146.26
3110.00 MVM Rent	220,104.00
3111.00 Other MVM Tenant Revenue	\$1,669.50
3111.10 Excess Utilities	965.00
3111.20 Laundry Machine Income	6,522.75
Total for 3111.00 Other MVM Tenant Revenue	\$9,157.25
3630.00 RR House Rent	16,060.00
3690.00 Other Income	\$416.02
3690.09 City of Whitefish PILOT income	32,875.20
3690.13 Deed Restriction Management Fee	275.00
3690.15 LHP Rental Admin Fee	5,033.92
Total for 3690.00 Other Income	\$38,600.14
4620.04 Casualty Loss Ins Proceeds	100,588.22
49900 Uncategorized Income	1,183.58
8020 HUD Operating Subsidy	50,062.30
8021 HUD Shortfall Operating Subsidy	39,473.00
8029.22 Capital Funds 2022	462.00
8029.23 Capital Funds 2023	439.00
8029.25 Capital Fund 2025	123,679.00
Total for Revenue	\$748,559.45
Gross Profit	\$748,559.45
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	\$117,794.03
4110.01 Compensated Absences - Admin	6,158.88
Total for 4110.00 Administrative Salaries	\$123,952.91
4120.00 Payroll Taxes	11,896.52
4130.00 Legal Expense	41,475.39
4140.00 Staff Training	1,980.99
4141.00 Board Training	1,180.91

Whitefish Housing Authority

Statement of Activity
July, 2025-May, 2026

	Total
4170.00 Accounting	\$910.00
4175.10 Outside Accounting / Bookkeeping Fees	25,088.75
Total for 4170.00 Accounting	\$25,998.75
4171.00 Auditing Fees	13,905.00
4190.00 Sundry - other Admin Expense	\$2,084.67
4190.10 Office Expenses	3,317.56
4190.20 Bank Fees	368.77
4190.30 Advertising & Marketing	468.48
4190.40 Postage & Delivery	829.19
4190.60 Telephone	1,611.04
4190.70 Office Lease Expense	2,235.61
4190.85 Membership Dues/Subscription	5,912.65
4190.90 Admin Services Contract	6,579.50
Total for 4190.00 Sundry - other Admin Expense	\$23,407.47
Total for 4100.00 Administrative Expenses	\$243,797.94
4210.00 Tenant Services	
4220.00 Tenant Services - Other Expense	1,922.69
Total for 4210.00 Tenant Services	\$1,922.69
4300.00 Utilities	
4300.05 Utilities - Internet	3,854.48
4310.00 Water	9,295.64
4320.00 Electricity	12,994.05
4330.00 Gas	9,725.79
4390.00 Sewer	8,268.27
4390.01 Trash Removal	3,659.37
Total for 4300.00 Utilities	\$47,797.60
4420.00 Materials	\$762.83
4420.02 Plumbing	366.19
4420.03 Paint	216.12
4420.04 Lawn & Garden	52.00
4420.05 Other Materials	3,696.82
4420.06 Electrical	1,072.24
4420.07 Cleaning	733.47
4420.08 HVAC	1,007.41
4420.10 Small Tools and Equipment	414.68
Total for 4420.00 Materials	\$8,321.76

Whitefish Housing Authority

Statement of Activity
July, 2025-May, 2026

	Total
4430.00 Maintenance Contract(or) Costs	
4430.01 Nonspecified Repairs and Maintance	1,407.50
4430.10 Heating & Cooling Contract	9,359.12
4430.11 Maintenance & Janitorial Salaries	9,168.73
4430.20 Snow Removal Contract	9,875.27
4430.25 Equipment Repair and Maintenance	3,451.08
4430.30 Elevator Maintenance Contract	4,994.80
4430.40 Landscape & Grounds Contract	4,815.28
4430.50 Unit Turnaround	\$22,159.99
4430.70 Plumbing Contract	20,052.88
4430.80 Extermination Contract	2,300.00
4430.90 Janitorial Contracts	3,289.50
4430.95 Routine Maintenance Contract	1,567.00
4432.00 Mat Rental Services	798.60
4433.00 Safety and Security	2,205.25
Total for 4430.00 Maintenance Contract(or) Costs	\$95,445.00
4450 RR House General Maintenance	1,044.46
4500.00 General Expenses	
4501.11 Property Taxes	1,789.91
4510.20 Liability Insurance	27,117.07
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	16,668.03
Total for 4540.00 Employee Benefit Contribution	\$16,668.03
Total for 4500.00 General Expenses	\$45,575.01
4610.00 Extraordinary Maintenance	127,966.73
4715.00 Housing Assistance Payments	\$120,214.61
4715.02 HAP - Resident Utility Reimbursement / Payment	1,663.00
4715.1 PORT IN Housing Assistance Payments	11,032.00
Total for 4715.00 Housing Assistance Payments	\$132,909.61
66000 Payroll Expenses	1,007.78
7520.00 Capital Expenditures	
7520.01 Appliances & Stoves	1,278.00
7520.02 Office Equipment	903.97
Total for 7520.00 Capital Expenditures	\$2,181.97

Whitefish Housing Authority

Statement of Activity
July, 2025-May, 2026

	Total
7540.02A Boiler System	407.95
Total for Expenditures	\$708,378.50
Net Operating Revenue	\$40,180.95
Other Revenue	
3610.01 Interest Income - Notes Rec	43.22
Total for Other Revenue	\$43.22
Other Expenditures	
80000 Ask My Accountant	0.00
Total for Other Expenditures	\$0.00
Net Other Revenue	\$43.22
Net Revenue	\$40,224.17

Public Housing Budget to Actuals July 2025 - May 2026

REVENUE

	Budget Adopted Jan 2026	YTD Actuals	% of Total Budget
Dwelling Income	\$ 242,288.96	\$ 220,104.00	91%
Excess Utilities	\$ 1,160.00	\$ 965.00	83%
Nondwelling Rental	\$ 3,259.00	\$ 1,669.50	51%
Interest Income	\$ 2,130.00	\$ 1,062.00	50%
Other Income (Tenant & Laundry)	\$ 7,790.00	\$ 6,093.00	78%
Capital Fund	\$ 138,031.00	\$ 123,679.00	90%
Casualty Loss Ins Proceeds		\$ 104,000.12	
Operating Subsidy (estimate based on 90% Proration)	\$ 65,000.00	\$ 50,963.30	78%
Operating Shortfall Subsidy		\$ 39,473.00	
Total Revenue	\$ 458,601.96	\$ 548,008.92	

EXPENSES

Salaries(inc. absences, payroll taxes etc)	\$ 84,100.00	\$ 94,599.43	112%
Auditing Fees	\$ 36,870.00	\$ 13,905.00	38%
Travel / Staff Taining	\$ 2,500.00	\$ 1,980.99	79%
Board Training		\$ 1,180.91	
Accounting Fees	\$ 25,000.00	\$ 25,998.75	104%
Legal Expense	\$ 21,000.00	\$ 41,405.39	197%
All Other Sundry	\$ 30,000.00	\$ 23,669.96	79%
Total Administrative	\$ 200,470.00	\$ 202,740.43	101%

Tenant Services Salaries

Tenant Services	\$ 1,200.00	\$ 1,603.09	134%
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Total Resident Services	\$ 1,200.00	\$ 1,603.09	134%
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Water	\$ 16,720.00	\$ 9,295.64	56%
Electricity	\$ 13,020.00	\$ 12,994.05	100%
Gas	\$ 11,880.00	\$ 9,725.79	82%
Internet	\$ 4,000.00	\$ 3,854.00	96%
Sewer	\$ 8,000.00	\$ 8,268.27	103%
Trash	\$ 4,000.00	\$ 3,659.37	91%

Total Utilities	\$ 57,620.00	\$ 47,797.12	83%
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Maintenance Salaries		\$	7,001.19		
Maintenance Materials	\$	7,500.00	\$	8,059.98	107%
Contract Costs	\$	88,473.08	\$	95,445.00	108%

Total Maintenance	\$	95,973.08	\$	110,506.17	115%
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Protective Service Costs	\$	-	\$	-	
Materials	\$	-	\$	-	

Total Protective Services	\$	-	\$	-	
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Insurance	\$	25,332.18	\$	27,117.07	107%
PILOT	\$	9,470.00	\$	9,470.00	100%
Employee Benefit Contributions	\$	19,080.64	\$	15,006.25	79%

Collection Losses

Other General Expenses

Total General Expenses	\$	53,882.82	\$	51,593.32	96%
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Total Operating Expenses	\$	409,145.90	\$	414,240.13	101%
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Extra-ordinary Maintenance	\$	25,000.00	\$	127,966.73	512%
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Total Non-Routine Expenses	\$	25,000.00	\$	127,966.73	512%
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Total Expenses	\$	434,145.90	\$	542,206.86	125%
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Profit (Loss) from Operations	\$	24,456.06	\$	5,802.06	24%
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Whitefish Housing Authority

Statement of Activity

May 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	\$1,123.00
3000.3 PORT HAP Received	1,426.00
Total for 3000.1 HCV HAP PMTS Received	\$2,549.00
3000.2 HCV Admin Fees	\$1,281.00
3000.4 Admin Fees - PORT	77.70
Total for 3000.2 HCV Admin Fees	\$1,358.70
3110.00 MVM Rent	21,597.00
3111.00 Other MVM Tenant Revenue	\$10.00
3111.10 Excess Utilities	20.00
3111.20 Laundry Machine Income	429.50
Total for 3111.00 Other MVM Tenant Revenue	\$459.50
3630.00 RR House Rent	1,460.00
3690.00 Other Income	\$67.50
3690.13 Deed Restriction Management Fee	25.00
Total for 3690.00 Other Income	\$92.50
8020 HUD Operating Subsidy	2,920.30
8021 HUD Shortfall Operating Subsidy	39,473.00
8029.25 Capital Fund 2025	8,978.00
Total for Revenue	\$78,888.00
Gross Profit	
\$78,888.00	
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	\$9,190.80
4110.01 Compensated Absences - Admin	990.00
Total for 4110.00 Administrative Salaries	\$10,180.80
4120.00 Payroll Taxes	1,049.40
4130.00 Legal Expense	9,658.60
4140.00 Staff Training	443.06
4170.00 Accounting	
4175.10 Outside Accounting / Bookkeeping Fees	1,438.75
Total for 4170.00 Accounting	\$1,438.75
4171.00 Auditing Fees	12,750.00

Whitefish Housing Authority

Statement of Activity

May 2026

	Total
4190.00 Sundry - other Admin Expense	\$380.31
4190.10 Office Expenses	407.76
4190.30 Advertising & Marketing	126.82
4190.40 Postage & Delivery	442.30
4190.60 Telephone	138.42
4190.85 Membership Dues/Subscription	275.00
4190.90 Admin Services Contract	260.00
Total for 4190.00 Sundry - other Admin Expense	\$2,030.61
Total for 4100.00 Administrative Expenses	\$37,551.22
4210.00 Tenant Services	
4220.00 Tenant Services - Other Expense	237.60
Total for 4210.00 Tenant Services	\$237.60
4300.00 Utilities	
4300.05 Utilities - Internet	368.24
4310.00 Water	722.86
4320.00 Electricity	1,119.00
4330.00 Gas	869.69
4390.00 Sewer	860.16
4390.01 Trash Removal	332.67
Total for 4300.00 Utilities	\$4,272.62
4420.00 Materials	\$323.75
4420.05 Other Materials	657.48
4420.07 Cleaning	10.37
Total for 4420.00 Materials	\$991.60
4430.00 Maintenance Contract(or) Costs	
4430.10 Heating & Cooling Contract	857.40
4430.11 Maintenance & Janitorial Salaries	2,167.54
4430.95 Routine Maintenance Contract	915.00
4432.00 Mat Rental Services	199.65
Total for 4430.00 Maintenance Contract(or) Costs	\$4,139.59
4500.00 General Expenses	
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	1,743.78
Total for 4540.00 Employee Benefit Contribution	\$1,743.78
Total for 4500.00 General Expenses	\$1,743.78
4610.00 Extraordinary Maintenance	3,482.50

Whitefish Housing Authority

Statement of Activity

May 2026

	Total
4715.00 Housing Assistance Payments	\$11,740.00
4715.02 HAP - Resident Utility Reimbursement / Payment	169.00
4715.1 PORT IN Housing Assistance Payments	1,426.00
Total for 4715.00 Housing Assistance Payments	\$13,335.00
66000 Payroll Expenses	140.00
Total for Expenditures	\$65,893.91
Net Operating Revenue	\$12,994.09
Other Revenue	
3610.01 Interest Income - Notes Rec	43.22
Total for Other Revenue	\$43.22
Net Other Revenue	\$43.22
Net Revenue	\$13,037.31

Whitefish Housing Authority

Statement of Financial Position Summary

As of May 31, 2026

Distribution account	Total
Assets	\$4,523,214.83
Current Assets	\$1,235,403.46
Bank Accounts	\$250,239.44
Accounts Receivable	\$3,602.17
Other Current Assets	\$981,561.85
Total for Current Assets	\$1,235,403.46
Fixed Assets	\$3,282,801.37
Other Assets	\$5,010.00
Total for Assets	\$4,523,214.83
Liabilities and Equity	\$4,523,214.83
Liabilities	\$8,899.93
Current Liabilities	\$166,053.66
Accounts Payable	-\$39,265.06
Credit Cards	-\$2,518.37
Other Current Liabilities	\$207,837.09
Total for Current Liabilities	\$166,053.66
Long-term Liabilities	-\$157,153.73
Total for Liabilities	\$8,899.93
Equity	\$4,514,314.90
Total for Liabilities and Equity	\$4,523,214.83

Whitefish Housing Authority

RESOLUTION #No. 310

RESOLUTION ADOPTING COST SAVINGS MECHANISMS FOR HCV PROGRAM

WHEREAS, the Whitefish Housing Authority administers the Housing Choice Voucher ("HCV") Program pursuant to Section 8 of the United States Housing Act of 1937 and regulations and guidance issued by the U.S. Department of Housing and Urban Development ("HUD"), including PIH Notice 2025-28 that requires Housing Authorities to pursue cost-containment measures for HCV programs; and

WHEREAS, the Board of Commissioners has reviewed the current and projected financial condition of the HCV Program and has determined that immediate cost-containment measures are necessary to preserve the long-term viability of the program and to avoid reductions in assistance to currently assisted families; and

WHEREAS, the Board finds that implementation of certain programmatic measures may reduce expenditures and assist the Authority in maintaining compliance with budgetary and funding constraints, and potentially qualify the Housing Authority for shortfall funding, if necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Whitefish Housing Authority as follows:

- 1. Closure of Waiting List:** Effective immediately, the Authority's HCV waiting list shall be closed to new applications until further action of the Board or Executive Director. The Executive Director is authorized to provide all required public notice and take all administrative actions necessary to implement this provision.
- 2. Non-Absorption of Portability Families:** Effective immediately, the Authority shall not absorb incoming portability families and shall administer such families in accordance with HUD portability requirements, unless the Executive Director determines that absorption is required by law, regulation, HUD directive, or operational necessity.
- 3. Adoption of Minimum Rent:** Effective as soon as legally permissible, the Authority shall establish a minimum rent of Fifty Dollars (\$50.00) per month for the HCV Program. The Executive Director is authorized to amend the Administrative Plan and implement hardship exemption procedures as required by HUD regulations.
- 4. Administrative Plan Amendments:** The Executive Director and legal counsel are authorized and directed to prepare and implement any amendments to the HCV Administrative Plan necessary to carry out this Resolution and to ensure

compliance with all applicable federal statutes, regulations, HUD notices, and guidance.

5. **Compliance with Law:** Nothing in this Resolution shall be construed to authorize any action inconsistent with federal law, HUD regulations, contractual obligations, or funding requirements. Any provision determined to be inconsistent with applicable law shall be implemented only to the extent permitted by law.
6. **Authorization:** The Board of Commissioners hereby authorizes the Executive Director to immediately implement and administer the adopted policy changes and to execute any documents, certifications, or actions necessary to carry out this resolution.

ADOPTED AT THE MONTHLY BOARD OF COMMISSIONERS MEETING OF THE
WHITEFISH HOUSING AUTHORITY THIS 24th DAY OF JUNE 2026

Whitefish Housing Authority, Whitefish, Montana

Katherine Berry, WHA Board of Commissioners

Marissa Getts, Executive Director