Whitefish Housing Authority

COMMUNITY | CONNECTION | COLLABORATION

Board of Commissioners Regular Monthly Meeting Agenda

Date: November 18th, 2026	**Location:** Whitefish City Hall	**Time:** 5:15pm

I. Call to Order & Roll Call

II. Consent Agenda

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

III. General Business

1. 'Rapid Fire' Updates from ED Report
2. Bylaws + Internal Controls Re-write Update
3. Foster Youth to Independence Voucher Program Updates
4. Work Session with Whitefish City Council – Presentation Draft Review

IV. Public Comment 1

V. Committee Reports

A. Executive Committee	Members: Kate Berry + Thomas Shea
B. Community Housing Committee	Member: Paul Leisher

C. Financial Reports (attached)

VI. New Business

None

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

Whitefish Housing Authority
COMMUNITY | CONNECTION | COLLABORATION

Board of Commissioners Regular Monthly Meeting Minutes

Date: October 28, 2026 **Location:** Whitefish City Hall

I. Call to Order & Roll Call

The meeting was called to order at **5:19 p.m by acting chair, Thomas Shea.**

Commissioners Present: Paul Leisher, Nick Farmer, Roxann Lucas, Jason Suazo, Katie Boyd, Thomas Shea (Acting Chair), Kate Berry

Staff Present: Riss Getts

II. Consent Agenda

A. Approval of September Regular Board Meeting Minutes
B. Approval of Agenda
Motion: Paul Leisher
Second: Nick Farmer
Vote: All in favor
Action: Motion carried.

III. Continuing Business

1. "Rapid Fire" Updates from ED Report

- Mountain View Manor is nearing full occupancy. Staff is coordinating with the City regarding potential acquisition of the lower parcel for park and riparian preservation. The City's Real Estate Committee will review the proposal before it proceeds to City Council.
- HCV leasing remains frozen at 15 of 19 vouchers. WHA received shortfall funding for November and anticipates additional funding for December. Staff also provided updates on the Foster Youth to Independence voucher opportunity and ongoing cooperative housing efforts.
- WHA is working toward completion of the FY2025 audit by year-end and is seeking a new accountant. Approximately $80,000 in shortfall funding is expected, with allocations for the prior and current fiscal years.

2. Bylaws Re-write

- The Board reviewed proposed revisions addressing officer responsibilities, check-signing authority, financial reporting and oversight, meeting procedures, and commissioner terms. Discussion included separating financial oversight from recordkeeping responsibilities, clarifying delegation of duties, and establishing regular Board review of financial reports and supporting materials.
- Roxann Lucas will circulate an updated draft before the next meeting. Riss Getts will bring recommendations regarding internal controls and related procedures to the November meeting.

3. Melania Trump Foster Youth to Independence Voucher Program

- Staff presented the FYI voucher program as an opportunity to provide housing assistance to young adults transitioning out of foster care. Participation would require an Administrative Plan update and an MOU with a Chafee provider. Staff is coordinating with the State and exploring partnerships with local providers, including CAPS. WHA would primarily serve as the administering authority and funding conduit, helping eligible youth remain in the region.

4. Dignity in Work Coalition

- The Board discussed a proposed initiative supporting additional local authority to establish work-related requirements for certain housing assistance recipients. Coalition membership would support further research and local policy authority, not adoption of a specific requirement. The Board agreed to defer consideration pending additional information.

5. WHA Future Plan, Including Scheduled Work Session with Whitefish City Council: Draft Review

- The Board reviewed the proposed presentation outlining WHA's history, organizational capacity, and potential future role in affordable housing. Discussion focused on expanding partnerships, developing housing finance expertise, supporting affordable housing preservation and development, and aligning WHA's work with the City's Housing Roadmap.
- The Board discussed using the December 7 City Council work session to assess interest in a potential partnership. If areas of mutual interest are identified, WHA may develop a proposal outlining services, costs, and responsibilities through an MOU.
- Riss Getts will meet with Jason Suazo and Paul Leisher to revise the presentation and provide the Board an opportunity for advance review.

IV. Public Comment I

No members of the public were present.

V. Committee Reports

A. Executive Committee Members: Kate Berry + Thomas Shea: No updates.
B. Community Housing Committee Member: Paul Leisher: No updates.
C. Financial Reports: Nick Farmer requested clarification regarding the PILOT expense, HO&D net income, and financial items the Board should monitor. Riss Getts explained that the annual PILOT payment is returned by the City to WHA's local non-federal account.

VI. New Business

None

VII. Closed Door Session (if necessary)

No closed door session was held.

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VIII. Public Comment II

No members of the public were present.

IX. Adjournment

Adjourned at 7:15 **pm**

Whitefish Housing Authority
COMMUNITY | CONNECTION | COLLABORATION

Executive Director Report

November 2026

Mountain View Manor

- Public Housing occupancy: 50/50 units currently occupied.
- Finance meeting with HUD for RAD/Section 18 conversion likely to be held in early December.

Housing Choice Vouchers

- Voucher issuance: 15/19 vouchers leased with one port-in voucher due to budget authority. Awaiting information regarding December shortfall, but anticipate receiving assistance.
- Working to amend Administrative Plan for compliance to Housing Opportunity Through Modernization Act of 2016 (due in Jan 2027) and offering Foster Youth Initiative Vouchers in partnership with local Chafee providers. Expect request for approval of updated Admin Plan, including FYI updates in December board meeting.

Local Housing Programs & Partnerships

- Working on cooperative with NWMTCLT and Neighborworks MT.
- Prepping presentation for city council work session to discuss future of WHA & City of Whitefish collaboration.

Operations & Administration

- Still working on FY2025 audit.

Financials

- Seeking proposals / quotes for new accountants + updates on internal controls. Will bring for December board meeting approval in conjunction with bylaws.

Whitefish Housing Authority
Statement of Activity
July-October, 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	$53,156.00
3000.3 PORT HAP Received	5,781.70
Total for 3000.1 HCV HAP PMTS Received	**$58,937.70**
3000.2 HCV Admin Fees	$5,986.00
3000.4 Admin Fees - PORT	233.10
Total for 3000.2 HCV Admin Fees	**$6,219.10**
3110.00 MVM Rent	86,475.00
3111.00 Other MVM Tenant Revenue	$1,896.67
3111.20 Laundry Machine Income	1,741.50
Total for 3111.00 Other MVM Tenant Revenue	**$3,638.17**
3630.00 RR House Rent	7,490.00
3690.00 Other Income	$24.02
3690.02 City DPTH Grant / Reimbursement	35,241.04
3690.13 Deed Restriction Management Fee	2,844.00
3690.15 LHP Rental Admin Fee	9,318.49
Total for 3690.00 Other Income	**$47,427.55**
8020 HUD Operating Subsidy	54,448.00
8029.25 Capital Fund 2025	10,764.00
8029.26 Capital Fund 2026	21,002.00
Total Revenue	**$296,401.52**
Gross Profit	**$296,401.52**
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	$49,286.64
4110.01 Compensated Absences - Admin	3,334.38
Total for 4110.00 Administrative Salaries	**$52,621.02**
4120.00 Payroll Taxes	5,047.90
4130.00 Legal Expense	655.00
4140.00 Staff Training	1,379.53
4170.00 Accounting	$4,615.00
4175.10 Outside Accounting / Bookkeeping Fees	12,001.25
Total for 4170.00 Accounting	**$16,616.25**
4171.00 Auditing Fees	12,750.00

Whitefish Housing Authority
Statement of Activity
July-October, 2026

	Total
4190.00 Sundry - other Admin Expense	$1,897.15
4190.10 Office Expenses	366.90
4190.20 Bank Fees	20.52
4190.30 Advertising & Marketing	220.89
4190.40 Postage & Delivery	89.30
4190.70 Office Lease Expense	1,040.00
4190.85 Membership Dues/Subscription	1,709.80
Total for 4190.00 Sundry - other Admin Expense	**$5,344.56**
Total for 4100.00 Administrative Expenses	**$94,414.26**
4210.00 Tenant Services	99.21
4300.00 Utilities	
4300.05 Utilities - Internet	1,454.40
4310.00 Water	3,511.91
4320.00 Electricity	5,182.00
4330.00 Gas	1,697.88
4390.00 Sewer	3,152.56
4390.01 Trash Removal	1,373.92
Total for 4300.00 Utilities	**$16,372.67**
4420.00 Materials	$1,000.92
4420.02 Plumbing	19.94
4420.03 Paint	155.96
4420.05 Other Materials	66.07
4420.07 Cleaning	344.72
4420.08 HVAC	1,083.00
Total for 4420.00 Materials	**$2,670.61**
4430.00 Maintenance Contract(or) Costs	
4430.10 Heating & Cooling Contract	848.35
4430.11 Maintenance & Janitorial Salaries	11,399.32
4430.25 Equipment Repair and Maintenance	6.84
4430.30 Elevator Maintenance Contract	4,991.88
4430.40 Landscape & Grounds Contract	5,310.40
4430.50 Unit Turnaround	6,898.00
4430.70 Plumbing Contract	8,934.00
4430.95 Routine Maintenance Contract	219.00
4431.00 Garbage & Trash Removal	22.80
4432.00 Mat Rental Services	532.40
4433.00 Safety and Security	320.05
Total for 4430.00 Maintenance Contract(or) Costs	**$39,483.04**
4500.00 General Expenses	
4501.11 Property Taxes	12,609.65
4510.20 Liability Insurance	14,433.23
4520.00 Payments in Lieu of Taxes	9,724.00

Whitefish Housing Authority
Statement of Activity
July-October, 2026

	Total
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	7,405.08
Total for 4540.00 Employee Benefit Contribution	**$7,405.08**
Total for 4500.00 General Expenses	**$44,171.96**
4570.01 Bad Debts - other (admin)	50.00
4715.00 Housing Assistance Payments	$64,415.00
4715.02 HAP - Resident Utility Reimbursement / Payment	675.00
4715.1 PORT IN Housing Assistance Payments	2,852.00
Total for 4715.00 Housing Assistance Payments	**$67,942.00**
66000 Payroll Expenses	469.97
7540.01 Flooring	218.38
7540.02A Boiler System	72.00
Total Expenditures	**$265,964.10**
Net Operating Revenue	**$30,437.42**
Other Revenue	
3610.01 Interest Income - Notes Rec	1,400.73
3610.02 Interest Income - MMA accounts	363.46
Total Other Revenue	**$1,764.19**
Net Other Revenue	**$1,764.19**
Net Income	**$32,201.61**

Whitefish Housing Authority
Statement of Activity
October 2026

	Total
Revenue	
3000.1 HCV HAP PMTS Received	$12,587.00
3000.3 PORT HAP Received	1,426.00
Total for 3000.1 HCV HAP PMTS Received	**$14,013.00**
3000.2 HCV Admin Fees	$1,256.00
3000.4 Admin Fees - PORT	77.70
Total for 3000.2 HCV Admin Fees	**$1,333.70**
3110.00 MVM Rent	21,359.00
3111.00 Other MVM Tenant Revenue	$55.00
3111.20 Laundry Machine Income	832.75
Total for 3111.00 Other MVM Tenant Revenue	**$887.75**
3630.00 RR House Rent	3,110.00
3690.00 Other Income	
3690.13 Deed Restriction Management Fee	1,569.00
Total for 3690.00 Other Income	**$1,569.00**
8020 HUD Operating Subsidy	39,472.00
Total Revenue	**$81,744.45**
Gross Profit	**$81,744.45**
Expenditures	
4100.00 Administrative Expenses	
4110.00 Administrative Salaries	$10,805.32
4110.01 Compensated Absences - Admin	230.63
Total for 4110.00 Administrative Salaries	**$11,035.95**
4120.00 Payroll Taxes	1,101.72
4130.00 Legal Expense	35.00
4140.00 Staff Training	57.93
4170.00 Accounting	$0.00
4175.10 Outside Accounting / Bookkeeping Fees	563.75
Total for 4170.00 Accounting	**$563.75**
4190.00 Sundry - other Admin Expense	$599.20
4190.20 Bank Fees	30.52
4190.70 Office Lease Expense	260.00
4190.85 Membership Dues/Subscription	340.00
Total for 4190.00 Sundry - other Admin Expense	**$1,229.72**
Total for 4100.00 Administrative Expenses	**$14,024.07**
4210.00 Tenant Services	0.40
4300.00 Utilities	
4300.05 Utilities - Internet	363.72
4310.00 Water	1,036.63
4320.00 Electricity	1,293.00
4330.00 Gas	324.39
4390.00 Sewer	835.61

Whitefish Housing Authority
Statement of Activity
October 2026

	Total
4390.01 Trash Removal	343.48
Total for 4300.00 Utilities	**$4,196.83**
4420.00 Materials	$64.52
4420.07 Cleaning	143.20
4420.08 HVAC	635.00
Total for 4420.00 Materials	**$842.72**
4430.00 Maintenance Contract(or) Costs	
4430.10 Heating & Cooling Contract	848.35
4430.11 Maintenance & Janitorial Salaries	2,887.17
4430.25 Equipment Repair and Maintenance	6.84
4430.30 Elevator Maintenance Contract	4,991.88
4430.40 Landscape & Grounds Contract	480.00
4430.70 Plumbing Contract	464.00
4431.00 Garbage & Trash Removal	22.80
4432.00 Mat Rental Services	133.10
4433.00 Safety and Security	320.05
Total for 4430.00 Maintenance Contract(or) Costs	**$10,154.19**
4500.00 General Expenses	
4501.11 Property Taxes	12,609.65
4510.20 Liability Insurance	6,772.28
4540.00 Employee Benefit Contribution	
4540.10 Employee Benefits - Admin	1,821.34
Total for 4540.00 Employee Benefit Contribution	**$1,821.34**
Total for 4500.00 General Expenses	**$21,203.27**
4715.00 Housing Assistance Payments	24,234.00
66000 Payroll Expenses	61.97
Total Expenditures	**$74,717.45**
Net Operating Revenue	**$7,027.00**
Other Revenue	
3610.01 Interest Income - Notes Rec	590.83
Total Other Revenue	**$590.83**
Net Other Revenue	**$590.83**
Net Income	**$7,617.83**

Whitefish Housing Authority

Statement of Financial Position Summary

As of Oct 31, 2026

Distribution account	Total
Assets	$4,664,823.75
Current Assets	$1,403,312.61
Bank Accounts	$282,479.73
Accounts Receivable	$3,657.17
Other Current Assets	$1,117,175.71
Total Current Assets	**$1,403,312.61**
Fixed Assets	$3,256,505.14
Other Assets	$5,006.00
Total Assets	**$4,664,823.75**
Liabilities and Equity	$4,664,823.75
Liabilities	$127,924.77
Current Liabilities	$266,591.84
Accounts Payable	$12,643.18
Credit Cards	$266.05
Other Current Liabilities	$253,682.61
Total Current Liabilities	**$266,591.84**
Long-term Liabilities	-$138,667.07
Total Liabilities	**$127,924.77**
Equity	$4,536,898.98
Total Liabilities and Equity	**$4,664,823.75**

WHA Public Housing Budget to Actual - July - Oct 2026

REVENUE

		FYE 2027 Budget		October YTD	October Percent YTD
Dwelling Income	$	249,558	$	86,475	35%
Nondwelling Rental	$	3,357	$	-	0%
Interest Income	$	2,194	$	1,764	80%
Other Income (Tenant & Laundry)	$	8,024	$	3,638	45%
Capital Fund - Operating Expense (	$	141,014	$	31,766	23%
Casualty Loss Ins Proceeds	$	-			
Operating Subsidy	$	69,499	$	54,448	78%
Total Revenue	$	474,840	$	178,091	38%

EXPENSES

Salaries(inc. absences)	$	89,576	$	31,576	35%
Auditing Fees	$	26,550	$	12,750	48%
Travel / Staff Taining	$	2,500	$	1,380	55%
Board Training	$	500	$	-	
Accounting Fees	$	25,000	$	16,616	66%
Legal Expense	$	25,000	$	655	3%
All Other Sundry	$	21,500	$	5,345	25%
Total Administrative	$	190,626	$	68,322	36%
Tenant Services Salaries	$	-	$	-	0%
Tenant Services	$	1,250	$	99	8%
Total Resident Servic	$	1,250	$	99	8%
Water	$	13,374	$	3,512	26%
Electricity	$	14,963	$	5,182	35%
Gas	$	12,474	$	1,698	14%
Internet	$	4,200	$	1,454	35%
Sewer	$	8,400	$	3,153	38%
Trash	$	4,200	$	1,374	33%
Total Utilities	$	57,610	$	16,373	28%
Maintenance + Janitorial Salaries	$	40,246	$	11,399	28%
Maintenance Materials	$	15,000	$	2,671	18%

Maintenance Contract Costs* (see	$	57,500	$	28,084	49%	
Total Maintenance	$	112,746	$	42,154	37%	
Protective Service Costs	$	-	$	-	0%	
Materials	$	-	$	-	0%	
Total Protective Servi	$	-	$	-		
Insurance	$	29,015	$	14,433	50%	
PILOT	$	10,017	$	9,724	97%	
Employee Benefit Contributions	$	12,134	$	7,405	61%	
Payroll Taxes	$	13,548	$	5,048	37%	
Collection Losses			$	50		
Other General Expenses (RE Taxes)			$	6,690		
Total General Expens	$	64,714	$	43,350	67%	
Total Operating Expenses	$	426,946	$	170,297	40%	
Extra-ordinary Maintenance	$	25,000	$	-	$	-
Total Non-Routine Ex	$	25,000	$	-	$	-
Total Expenses	$	451,946	$	170,297	$	-
Profit (Loss) from Operations	$	22,894	$	7,794		

WHA HCV + Local Program Administration B2A YTD October 2026

REVENUE

	Proposed Budget FYE 2027	July - Oct Actual	October Percent Budget
Dwelling Income	$ 19,800	$ 7,490	38%
HCV Admin Fees	$ 7,404	$ 5,986	81%
LHP Rental Admin Fees	$ 2,000	$ 9,318	466%
WALT Deed Restriction Management Fee	$ -	$ 2,844	
PILOT Income	$ 10,017	$ 9,724	97%
Development Admin Fees	$ 55,000	$ 10,000	18%
Total Revenue	$ 94,221	$ 45,362	48%

EXPENSES

Local Programs Salaries(inc. absences)	$ 68,155	$ 21,044.56	31%
HCV Salaries/Admin	$ 6,328	$ 1,974.00	31%
Office Expense	$ 2,000		0%
Legal Expense	$ -		
Total Administrative	$ 76,483	$ 23,018.56	30%
Maintenance Salaries	$ 2,633	$ -	
Maintenance Materials	$ 1,000	$ -	
Total Maintenance	$ 3,633	$ -	
Insurance	$ 300	$ 300.00	
Property Taxes	$ -	$ 2,960.00	
Total General Expenses	$ 300	$ 3,260.00	
Total Operating Expenses	$ 80,416	$ 26,278.56	33%
Extra-ordinary Maintenance	$ 2,500	$ -	
Total Non-Routine Expenses	$ 2,500	$ -	
Total Expenses	$ 82,916	$ 26,278.56	32%
Profit (Loss) from Operations	$ 11,306	$ 19,083.93	169%
	$ 33,735.35		