

Whitefish Housing Authority

Minutes of Board Meeting
August 19, 2015
4:05 pm Start 5:25 pm Adjourn

Meeting held at the Mountain View Manor, 100 East 4th Street, Whitefish, MT

Type of meeting: Regular Board Meeting	Staff Present:	Lori Collins, Executive Director
Attendees:	Myrna Fleming, Ralph Ammondson, Robert Fitzgerald, John Middleton and Bill Mulcahy	
Absent:	None	
Public:	None	

AGENDA**I. APPROVAL OF MINUTES Chair**

The June minutes were adopted.

Motion to Accept by: Ralph Ammondson	Seconded by: Bill Mulcahy
--------------------------------------	---------------------------

All voted in favor.

II. PUBLIC COMMENT

None.

III. OLD BUSINESS Chair**a. Replacement of Front Room Windows:**

Discussion: A commissioner asked about the time frame and cost of replacing the front community room windows. This was an item that failed the HUD REAC inspection earlier in the spring. The director reported that she had received one bid, but needed to expand the bid to include the upper, transom windows. She also will need to go out for a 2nd bid per HUD guidelines/rules. After receiving the completed and 2nd bid, she will apply to the Flathead Electric Coop for grant funds to complete the rehab.

IV. EXECUTIVE DIRECTOR REPORT

Lori Collins

a. Public Housing

Discussion: The director reported that the MVM has one vacancy. Since June, there have been seven turnovers. There is a waitlist and hopefully these apartments will rent fairly quickly. She stated that the high amount of turnovers is putting quite a bit of strain on staff. Hopefully this trend will not continue. Maintenance is going well except for the high turnover. The yard is looking good since the 2nd application from our weed/feed contractor. This is good news with the extreme hot, dry, weather we continue to experience.

b. Housing Choice Vouchers

Discussion: The director reported that 15 vouchers are leased up. The 16th voucher has been issued and the household continues to look for a home. This is proving difficult with the high rents in our area.

c. Financials:**1. Current Monthly and Year-to-Date Reports**

Discussion: The monthly financial reports were included in the board pack. The following items were discussed: We are currently at the 1st month on the budget. No specific discussion was had on the current financials as no one had any specific concerns or questions. The director hopes to have the final month (June) work from the fee accountant at next month's meeting.

d. Other PHA Business**1. Changes to: Policy & Bylaws**

Discussion: The director included the Billings Pet Policy with the board packs. After a general discussion and reading of the policy, the board was generally happy with the policy as a whole. More information and discussion

will be needed to set up and adopt a deposit fee structure along with the remedy and fees for any/all violations. This discussion was tabled until the next meeting for further review.

2. Master Key Holders

Discussion: The director reported that she felt too many of the residents were taking advantage of the master key holders. She wanted to voice her concern that if and/or when the current key holders no longer wished or were able to do this service, if replacement master key holders would be asked to volunteer for this service. Her feeling is that this service would be done away with. No action is being taken at this time, but this will be an ongoing discussion.

3. Fair Market Rent / Payments Standards

Discussion: This discussion was tabled until next month due to time constraints

4. Write off of Uncollectable Tenant Accounts

Discussion: The director explained that this is an annual task that has been worked out with the fee accountant and auditor. Uncollectable tenant accounts are those funds owed to the housing authority that will, in all likelihood, not be recouped. These funds are then written off the books by a resolution. She asked for a motion to write off funds in the amount of \$1,377.

Resolution #252 was adopted.

Motion to Accept by: Bill Mulcahy

Seconded by: John Middleton

5. New Board Member

Discussion: The director announced that a new board member, Alison Young, would be joining the board beginning in September. The members were excited for the new arrival.

6. Low Income Housing Tax Credit

Discussion: The director and two commissioners met with a developer who is interested in creating a housing tax credit property in Whitefish. They discussed the roles each would play and the benefit to the community. This project will involve a lengthy application process that will include community meetings and approval from the City. After much discussion on the work load, the benefit this will bring to the community and the continuation of our mission, the board decided that they would endorse this project and work with the developer to get the project up and running. The board will now work on a neighborhood meeting, a press release and gaining community and state wide support for the project.

V. Homeownership & Development

Chair

a. Update on Current Projects

Discussion: The director reported that she is still working with a local household interested in purchasing a permanently affordable home as part of our program. They continue to work with a lender and are moving forward with hopes of purchasing by winter.

VI. OTHER BUSINESS / Commissioner Comments

Chair

The following discussions were had:

- The director was asked to scan and email the LIHTC slide presentation to the whole board; and
- A commissioner volunteered to look into the special improvement assessment statement that was sent to the MVM regarding the new parking structure. It is believed that WHA should be exempt from this charge. Further review is necessary.

VII. ADJOURN		
The meeting adjourned at 5:36 p.m.		

Signature below signifies adoption of the minutes.

Jo Collins 9/16/15
Executive Director Date

Myma Fleming 9/16/15
WHA Board Chair Date