

**Whitefish Housing Authority**

**Minutes of Board Meeting**  
**February 17, 2016**  
**4:004pm Start 5:50 pm Adjourn**

Meeting held at the Mountain View Manor, Whitefish

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

**AGENDA****I. APPROVAL OF MINUTES Chair**

The January minutes were adopted.

Motion to Accept by: Ben Davis

Seconded by: Alison Young

All voted in favor.

**II. PUBLIC COMMENT**

None.

**III. OLD BUSINESS**

**Chair**

**1. Gone Fishing:**

*Discussion:* The director reported that she had spoken with the Chamber and was notified that WHA is on the waitlist for this monthly gathering. Currently there are approximately 20 businesses ahead of us on the list.

**2. Maintenance Report:**

*Discussion:* Both Jeff and the new maintenance staffer, Brendon, made a report to the board on the state of the MVM as well as updating them on current and future projects. No questions were asked. The board requested that the maintenance staff attend the board meetings to update them on a monthly basis.

**IV. EXECUTIVE DIRECTOR REPORT**

**Lori Collins**

**a. Public Housing**

*Discussion:* The director reported that the MVM has no vacancies. She let them know that we are expecting one vacancy at months end with a new tenant lined up to move in by mid-March.

**b. Housing Choice Vouchers**

*Discussion:* The director reported that 16 vouchers are leased up.

**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:

No specific discussion was had on the current financials; no one had any specific concerns or questions. A discussion was had on the need/purpose of the monthly Balance Sheet. The director felt that this was not an accurate tool as it was not up-to-date in the months it is presented. She stated that it was the Fee Accountants job to balance the books and send them to WHA. WHA does not receive the books from the FA on a timely basis. Typically they are 3+ months behind. The board agreed that no balance sheet was necessary.

**d. Other PHA Business****1. Commissioner Handbooks**

*Discussion:* Two commissioners are spear heading this project. They reported that they had received no feedback pertaining to the email they sent with respect to the acronyms and the contents. She stated that the book will be

a tool for informational purposes from the broad to the small of who and what we are as a company. This discussion will continue at the next meeting to finalize some things.

**2. 50<sup>th</sup> Anniversary of the Mountain View Manor / Raise the Roof Fundraiser**

*Discussion:* Nothing specific was discussed at this time other than the need for a committee to be assembled to start this project. It was noted that this will be an ongoing subject.

**3. Resolution #254 – Payment Standards**

*Discussion:* The payment standards are adopted on an annual basis. These are standards decided by HUD for the Flathead Valley and adopted by the housing authority. After a short discussion, a motion was made to adopt the standards.

Motion to Accept by: Robert Fitzgerald

Seconded by: Bill Mulcahy

All voted in favor.

<b>V. <u>Homeownership &amp; Development</u></b>	<b>Chair</b>
<b>a. Update on Current Projects</b>	
<ul style="list-style-type: none"> <li>• <u>Homebuyer:</u> The director reported that all was moving ahead on schedule with the accepted Purchase Agreement. Work orders noted in the inspection and required by RD, have been proposed and accepted. The work will commence prior to closing. Funds will be held at the title company. The closing is set for the end of March. All funds have been set aside and approved.</li> <li>• <u>WF Crossing:</u> The director reported that the project will be moving forward and that the housing authority will receive six affordable rental units. A discussion was had on the legal device to ensure the affordability moving forward. The director will contact the city attorney to schedule a conversation.</li> <li>• <u>FHA Loan Analysis:</u> A commissioner had gone over the loan info given to us regarding the potential purchase and development of the former LIHTC property. After some discussion, it was not found to be feasible.</li> </ul>	

<b>VI. <u>OTHER BUSINESS / Commissioner Comments</u></b>	<b>Chair</b>
<ul style="list-style-type: none"> <li>• It was asked if the director needed a property manager's license or accreditation to manage the affordable rental homes. The director will look into this.</li> <li>• A commissioner asked for some response to the commissioner handbooks info previously emailed.</li> </ul>	

<b>VII. <u>ADJOURN</u></b>	
The meeting adjourned at 5:50 p.m.	

Signature below signifies adoption of the minutes.

*Jo Collins*      *4/20/16*  
 Executive Director      Date

*Mona F. Flaming*      *4/20/16*  
 WHA Board Chair      Date