



Notice of Regular Board Meeting
Whatcom County Housing Authority Board of Commissioners
Tuesday, September 16, 2025

Location: 321 N. Samish Way, by phone, or by zoom

Time: 1:00pm

AGENDA

A. ROLL CALL/QUORUM

B. PUBLIC COMMENT AND RESIDENT INPUT

Public comments are only accepted in writing and must be submitted no later than 5pm on the day prior to the meeting.

C. REPORTS

1. WCHA Quarterly Financial Report (Jana Robbins, 10 minutes)

RECESS THE PUBLIC MEETING AND OPEN A PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 820, FY 2026 WCHA PHA PLAN

CLOSE THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 820, FY 2026 WCHA PHA PLAN

D. DISCUSSION / ACTION ITEMS

1. Approve FY 2026 WCHA PHA Plan ([Link to doc](#))
Approve Resolution 820 (Kate Donnelly, 10 minutes)
2. Approve WCHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan
Approve Resolution 821 (Tony Casale, 5 minutes)
3. Approve FY 2026 WCHA Public Housing Utility Allowance and Flat Rent Schedule
Approve Resolution 822 (Kate Donnelly, 5 minutes)
4. Nomination for Chair and Vice Chair (November 2025 - October 2026)
(Andrew Calkins, 5 minutes)

E. CONSENT ITEMS

1. Motion: Approve Cash Disbursements/Vouchers for the month of August 2025
2. Motion: Approve Minutes for the month of August 2025 Regular Board meeting
3. Motion: Approve BOC Meetings Calendar (January 2026 – December 2026)

F. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, September 16, 2025. **Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.***

*Those who wish to provide **public comment** may send direct e-mail to publiccomment@bellingshamhousing.org and must be submitted no later than 5pm on the day prior to the meeting.*

Meeting Information

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#) (data rates may apply)

To Join via Phone - (phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)

**Whatcom County Housing Authority
2nd Quarter Budget to Actual
6/30/2025**

		Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income										
Rental Income	1	45,114.32	28,869.64	16,244.68	56.27	194,898.37	173,217.84	21,680.53	12.52	346,435.85
Other Tenant Income	2	379.53	2,362.18	-1,982.65	-83.93	9,361.44	14,173.08	-4,811.64	-33.95	28,346.15
Grant Income	3	7,596.18	15,431.25	-7,835.07	-50.77	107,289.39	92,587.50	14,701.89	15.88	185,175.00
Other Income	4	0.00	2,169.92	-25,566.92	-11.78	23,549.00	13,019.52	-10,529.48	-81.00	26,039.00
Total Income		53,090.03	48,832.99	-19,139.96		335,098.20	292,997.94	21,041.30	23.4%	585,996.00
Expense										
Administrative Expense	5	15,732.79	14,528.85	-1,203.94	-8.29	93,270.54	87,173.10	-6,097.44	-6.99	174,346.57
Tenant Services Expense	6	0.00	41.67	41.67	100.00	23.00	250.02	227.02	90.80	500.00
Utility Expense	7	5,660.92	5,333.03	-327.89	-6.15	44,052.93	31,998.18	-12,054.75	-37.67	63,996.31
Maintenance Expense	8	23,396.39	21,060.56	-2,335.83	-11.09	96,436.85	126,363.36	29,926.51	23.68	252,726.98
General Expense	9	4,764.11	5,575.44	811.33	14.55	67,967.99	33,452.64	-34,515.35	-103.18	66,905.43
Total Expense		49,554.21	46,539.55	-3,014.66		301,751.31	279,237.30	-22,514.01	-14.47	558,475.29
Net Income		3,535.82	2,293.44	1,242.38		33,346.89	13,760.64	19,586.25		27,520.71

WHATCOM COUNTY HOUSING AUTHORITY
Statement of Net Position
6/30/2025

		12/31/2024	6/30/2025	\$ Change	% Change
ASSETS					
<i>Current assets:</i>					
Cash and cash equivalents	1	1,348,283	1,438,719	90,436	7%
Restricted cash - tenant security deposits	2	32,059	32,071	12	0%
Restricted cash - other	3	1,260,640	1,260,745	105	0%
Accounts receivable (net)					
Tenants	4	51,142	44,551	(6,591)	-13%
HUD	5	25,392	9,731	(15,661)	-62%
Miscellaneous	6	101,734	92,935	(8,799)	-9%
Prepaid expenses	7	62,500	35,068	(27,432)	-44%
Total current assets		<u>2,881,750</u>	<u>2,913,820</u>		
<i>Non-current assets:</i>					
Restricted investments					
Notes receivable from related parties	8	2,139,202	2,139,202	-	0%
Accrued interest receivable	9	764,724	764,724	(0)	0%
Investment in related parties	10	191,940	191,940	-	0%
Net pension asset	11	33,893	33,893	-	0%
Capital assets					
Non-depreciable	12	1,047,245	1,082,772	35,527	3%
Net depreciable	13	2,679,478	2,679,478	-	0%
Total non-current assets		<u>6,856,482</u>	<u>6,892,009</u>		
Total Assets		<u><u>9,738,232</u></u>	<u><u>9,805,829</u></u>		
Deferred outflows of resources					
Amounts related to pensions and OPEB	14	55,180	55,180	-	0%
Total Deferred Outflows of Resources		<u><u>55,180</u></u>	<u><u>55,180</u></u>		
LIABILITIES					
<i>Current liabilities:</i>					
Accounts payable	15	112,794	148,669	35,875	32%
Tenant security deposits	16	36,327	35,702	(625)	-2%
Unearned revenues	17	943,143	940,884	(2,259)	0%
Accrued liabilities - other	18	89,967	88,352	(1,615)	-2%
Current portion of long-term compensated absence	19	19,317	19,317	-	0%
Current portion of long-term debt					
Capital projects	20	14,942	14,942	-	0%
Total current liabilities		<u>1,216,491</u>	<u>1,247,867</u>		
<i>Noncurrent liabilities:</i>					
Accrued interest	21	34,621	34,621	-	0%
Bonds, notes and loans payable					
Capital projects	22	257,502	257,502	-	0%
Accrued compensated absences	23	14,063	14,063	-	0%
Other post-employment benefits	24	80,874	80,874	-	0%
Pension liabilities	25	14,009	14,009	-	0%
Total noncurrent liabilities		<u>401,069</u>	<u>401,069</u>		
Total Liabilities		<u><u>1,617,560</u></u>	<u><u>1,648,936</u></u>		
Deferred inflows of resources					
Amounts related to pensions	26	17,022	17,022	-	0%
Total Deferred Inflows of Resources		<u><u>17,022</u></u>	<u><u>17,022</u></u>		
NET POSITION					
Net Investment in capital assets		3,454,279	3,414,286		
Restricted		1,290,265	1,292,183		
Unrestricted		<u>3,414,286</u>	<u>3,488,582</u>		
Total Net Position		<u><u>8,158,830</u></u>	<u><u>8,195,051</u></u>		

Whatcom County Housing Authority 2nd Quarter 2025 Financial Report

Analysis – Budget to Actual Income Statement

Variiances of Year to Date over 10% are explained below.

Revenue Variances

Tenant Rent (line 1) (12.52%)

The increase in tenant rent reflects increased rents due to unreported income on various tenants. Higher incomes reflect increased rents.

Other Tenant Income (line 2) (-33.95%)

Consists of cleaning fees, late charges, damages, tenant owed utilities, miscellaneous tenant income and interest income. It can vary widely. In this case, we budgeted for damages that haven't been realized.

Grant Income (line 3) (15.88%)

We received \$37,609 in capital grant funds received that were not included in the budget for a roofing project at Bay Townhomes.

Other Income (line 4) (-81%)

We budgeted for a cash flow waterfall, which we realized in April of 2025. The budget allocates the revenue equally over the year.

Expenditure Variances

Tenant Services Expense (line 6) (90.8%)

We budgeted for some tenant screening expenses that have not been realized to date.

Utilities (line 7) (-37.67%)

Utility expense is up for the month and the year. Most of the increase in Utilities expenses are due to water and garbage increases. Rates and usage have increased more than expected. We use the 3-year average for budgeting the utility expenses with an inflation factor. In 2025, the inflation factor was 3%.

Maintenance Expenses (line 8) (23.68%)

Maintenance expenses are down for the year. This is mostly due to decreased contract fees for service costs. Also, we budgeted for unit turnaround costs that have not been realized.

General Expenses (line 9) (-103.18%)

General expenses are up based on the bad debt written off from Baycrest Homes.

Analysis – Statement of Net Position

Variations over 10% are explained below.

Tenant Accounts Receivable – others (line 4) (-13%)

The decrease in tenant accounts receivable is primarily because we wrote off bad debt for the meth unit in Baycrest. This has been offset with a few tenant payment agreements.

HUD Accounts Receivable (line 5) (-62%)

Reflects the receipt of accrued HUD accounts receivable.

Prepaid Expenses (line 7) (-44%)

Relates to costs in IT and insurance. These are booked as prepaid and allocated over the year. The reduction to this account reflects the insurance and IT used during the year.

Accounts Payable (line 15) (32%)

The increase in accounts payable reflects the timing issues between receiving invoices and paying invoices. We have changed our payment dates from weekly to twice a month, on the 5th and the 20th.



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Kate Donnelly, Chief Operating Officer

DATE: September 16, 2025

SUBJECT: Resolution 820 – FY 2026 WCHA PHA Plan
[Link to the FY 2026 WCHA PHA Plan](#)

BACKGROUND

The Public Housing Agency (PHA) Plan is a comprehensive guide to the policies, programs, operations, and strategies for meeting local housing needs and goals. PHA's are required to submit Annual Plans, and a 5-Year Plan every fifth fiscal year to HUD. Housing authorities meeting the definition of a small PHA, are known as "Qualified PHAs" and are exempt from the annual plan requirement. The Whatcom County Housing Authority is a qualified PHA because it has fewer than 550 combined public housing units and housing choice vouchers.

SUMMARY

As a qualified PHA, WCHA is exempt from the annual submission, however it is still required to report any updates to the Admissions and Continued Occupancy Policy (ACOP) and hold a public hearing. The ACOP is the guiding policy and procedural document for the public housing program and is the same for both WHCA and BHA.

We reviewed the proposed plan and ACOP revisions at the August meeting. Exhibit A, attached to this memo contains a comprehensive summary of this year's revisions. The plan remains as proposed at the August meeting, with no additional revisions.

We also reviewed revisions to the Public Housing Lease, required by Bellingham Municipal Code 6.16 – Prohibited Fees and Deposits in Residential Rentals. Although the code is specific to Bellingham, for ease of administration and to the benefit of residents, we are proposing adoption of the same lease for WCHA properties. One additional update has been made since the August meeting. HUD provided guidance that public housing leases include a reference to the public housing over-income rule. This has been added to the 'Termination of Lease' section.

The public comment period was July 21 through September 5; no comments were received.

We recommend approval of Resolution 820 approving the FY 2026 WCHA PHA Plan that will be effective January 1, 2026.

The following resolution was brought before the Board of Commissioners for consideration:

APPROVE 2026 PUBLIC HOUSING AUTHORITY (PHA) PLAN

WHEREAS, the U.S. Department of Housing and Urban Development requires the Housing Authority of Whatcom County to approve the PHA Plan; and

WHEREAS, it is necessary to update the Admissions and Continued Occupancy Policy to clarify and/or add language allowed by the U.S. Department of Housing and Urban Development (HUD) to comply with the Public Housing Program governed by 24 CFR 5; and

WHEREAS, the attached Exhibit A provides a summary of the proposed changes and additions to the Admissions and Continued Occupancy Policy; and

WHEREAS, it is recommended to update the Public Housing Lease in accordance with Bellingham Municipal code 6.16 – Prohibited Fees and Deposits in Residential Rentals and HUD Notice 2023-03; and

WHEREAS, a public hearing and resident advisory board meeting have been held for public comments and the comments have been considered; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Whatcom County that the PHA Plan and required attachments and policies are hereby approved as stated on the certification attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to submit the approved PHA Plan to the U. S. Department of Housing and Urban Development.

DATED this 16th day of September 2025.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____, and upon roll call, the "ayes" and "nays" were as follows:

AYES

NAYS

The Chair thereupon declared the motion carried and the resolution adopted.

BY: _____
Stephen Gockley, Chair

ATTEST: _____
Andrew Calkins, Secretary/Treasurer

EXHIBIT A
BOARD OF COMMISSIONERS MEETING OF
SUMMARY OF PROPOSED CHANGES
2026 PUBLIC HOUSING AUTHORITY (PHA) PLAN

September 16, 2025

The following elements of the PHA Plan have been revised as follows:

Public Housing Lease

The lease was updated in conformance with the City of Bellingham’s August 1st, 2025, rental fee laws (Bellingham Municipal Code 6.16 – Prohibited Fees and Deposits in Residential Rentals).

Pursuant to HUD Notice PIH 2023-03, a reference to the public housing over-income rule was added.

The Admissions and Continued Occupancy Policy (ACOP)

The revisions noted below represent policy changes, significant revisions, changes in practice, clarification/clean up language and updated regulatory citations.

- Introduction
 - Added explanation of HOTMA changes throughout the policy document, including changes for HOTMA Sections 102 and 104.
- Chapter 1
 - This chapter contains only minor corrections to bring the content current.
- Chapter 2
 - This chapter contains only minor corrections to bring the content current.
- Chapter 3
 - Called out and added policies that will be effective prior to the PHA’s HOTMA 102/104 compliance date.
 - Clarified language regarding the EIV Income Report.
 - Clarified language regarding restriction on assistance based on assets.
- Chapter 4
 - Refined language on local preferences to account for changes brought about by the HOTMA Voucher Final Rule affecting public housing.
- Chapter 5
 - This chapter contains only minor corrections to bring the content current.
- Chapter 6
 - Split Chapter 6 into two chapters: 6.A and 6.B.
 - Chapter 6.A represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:
 - Clarifications regarding the definition of annual income.
 - Clarifications regarding student financial assistance requirements under HOTMA.
 - Clarifications regarding periodic payments, including Social Security benefits and the treatment of alimony and child support.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Updates to the list of federally mandated income exclusions.
 - Clarifications regarding assets, including assets disposed of for less than fair market value, necessary vs. non-necessary personal property, checking, savings, and investment accounts, and trusts.
 - Clarifications regarding health and medical care expenses, and childcare expenses.
- Chapter 7

- Split Chapter 7 into two chapters: 7.A and 7.B.
 - Chapter 7.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:
 - Changes regarding the use of consent forms, specifically as related to HUD-9886-A.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Policy revisions for streamlined income determinations from fixed sources of income.
 - Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EIV + self-certification, verification of net family assets, self-certification of real property ownership, and treatment of zero-income families.
- Chapter 8
 - Updated language in conformance with Bellingham Municipal Code 6.16.
- Chapter 9
 - Split Chapter 9 into two chapters: 9.A and 9.B.
 - Chapter 9.A. represents the policies the PHA will use prior to the HOTMA 102/104 compliance date.
 - Chapter 9.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 9. This includes:
 - Minor clarifications regarding calculating annual income at reexamination.
 - Minor revisions regarding non-interim reexamination transactions.
- Chapter 10
 - Updated language in conformance with the Bellingham Municipal Code 6.16.
- Chapter 11
 - This chapter contains only minor corrections to bring the content current.
- Chapter 12
 - This chapter contains only minor corrections to bring the content current.
- Chapter 13
 - Added a callout to state that the section on failure to provide consent is effective upon the PHA's HOTMA 102/104 compliance date.
 - Clarified language regarding over-income families.
 - Added a section on the asset limitation with a callout effective upon the PHA's HOTMA 102/104 compliance date.
 - Clarified policy language regarding notice to vacate.
- Chapter 14
 - This chapter contains only minor corrections to bring the content current.
 - Revised PHA Policy for grievance hearings for lease terminations.
- Chapter 15
 - Added a callout to state that the section on de minimis errors is effective upon the PHA's HOTMA 102/104 compliance date.
- Chapter 16
 - Updated references regarding HUD-9886 to HUD-9886-A.
- Glossary
 - Called out various definitions for HOTMA. Definitions effective prior to and upon specific effective dates are explicitly called out.
- Appendix
 - Added a new appendix per recent HUD guidance to explicitly call out HOTMA 102/104 policies that are on hold until implementation.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires: 09/30/2027

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

PHA Name

PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director:

Name of Board Chairperson:

Signature:

Date:

Signature:

Date:

The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Tony Casale, Director of Asset Development

DATE: September 16, 2025

SUBJECT: Resolution 821 – Approve 2025-2029 5-Year Action Plan for the Public Housing Capital Fund Grant Program

SUMMARY

The Housing Authority of Whatcom County's draft 2025-2029 5-Year Action Plan for the Public Housing Capital Fund Grant Program was presented at the August Board Meeting, and today we seek Commissioner approval of Resolution 821 so we can begin accessing FY2025 grants funds.

BACKGROUND

As a component of the Low-Income Public Housing Program, the Whatcom County Housing Authority receives an annual grant from the Department of Housing and Urban Development through their Capital Fund Program (CFP). Grant amounts are based on congressional appropriations and subject to change year-to-year, there is no competitive application process that must be followed.

The Capital Fund Program provides financial assistance to housing authorities for the specific purpose of modernizing existing public housing sites and addressing non-routine maintenance items that are not covered by the Operating Fund Program. Each year, housing authorities are required to develop or update a 5-Year Action Plan (Action Plan) to include anticipated work items that will be covered by subsequent CFP grants. Prior to finalizing a new Action Plan and accepting each year's CFP grant, the housing authority must conduct outreach meetings with residents and resident advisory boards, hold a public hearing, and seek approval from the Board of Commissioners.

The Whatcom County Housing Authority operates with a "rolling" plan, which means that it is updated each year by adding activities for the final year being covered. For example, this year we are adding work items for the FY2029 grant but are required to carry forward work items previously established for 2025-2028. Once work activities are included in an approved Action Plan they can be moved to a different year as needed, but new items cannot be added without HUD approval. Any new work activities that constitute a "significant amendment" will trigger requirements for another round of consultation meetings with residents and Commissioners.

In the 5-Year Action Plan, work items are organized based on which grant funds will be used to pay for the activities, not necessarily which calendar year during which the work will take place.

RESOLUTION 821

The following resolution was brought before the Board of Commissioners for consideration:

APPROVE 2025-2029 5-YEAR ACTION PLAN FOR PUBLIC HOUSING CAPITAL FUND GRANT PROGRAM

WHEREAS the U.S. Department of Housing and Urban Development requires that the Housing Authority of Whatcom County’s Board of Commissioners approve a 5-Year Action Plan for the Public Housing Capital Fund Program prior to accepting new grant funds;

WHEREAS the Housing Authority of Whatcom County operates with a rolling 5-Year Action Plan as authorized by 24 CFR 905;

WHEREAS rolling 5-Year Action Plans are required to be updated and submitted annually to comply with requirements of the Public Housing program;

WHEREAS the attached Exhibit A containing a summary of work activity items included in the updated 5-Year Action Plan was reviewed with Commissioners during the August 2025 Board Meeting;

WHEREAS housing authority staff previously conducted a public hearing and resident consultation meeting(s) to advise and accept comment on the proposed 2025-2029 5-Year Action Plan; and

WHEREAS housing authority staff have collected all comments pertaining to this 5-Year Action Plan and described how it has/will address the recommendations or comments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Whatcom County that the Public Housing Capital Fund Program 2025-2029 5-Year Action Plan is hereby approved; and

BE IT FURTHER RESOLVED that the Executive Director or their designee is hereby authorized to submit the approved 5-Year Action Plan to the U. S. Department of Housing and Urban Development.

DATED this 16th day of September 2025.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____, and upon roll call, the "ayes" and "nays" were as follows:

AYES

NAYS

The Chair thereupon declared the motion carried and the resolution adopted.

BY: _____
Stephen Gockley, Chair

ATTEST: _____
Andrew Calkins, Secretary/Treasurer

EXHIBIT A

2025-2029 WCHA Narrative Five Year Action Plan

The Whatcom County Housing Authority's 2025–2029 Capital Fund 5-Year Action Plan focuses on preserving and modernizing its public housing portfolio to ensure long-term viability, resident safety, and quality of life. Planned activities emphasize critical building system upgrades, resident amenity improvements, and compliance with HUD regulations. The plan includes provisions for emergency and unforeseen capital needs to address urgent health, safety, and structural concerns as they arise, ensuring the Housing Authority's ability to maintain quality housing for its residents throughout the five-year period. The years indicated are the funding years and not necessarily the project year.

FY2025 HUD Allocation - \$265,146

2025	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2025	A&E	\$ 4,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2025	Interior/Exterior Modernization	\$ 14,644.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2025	Seamist Siding Replacement	\$ 210,904.36	Procure, bid, and contract for the replacement of exterior siding at SeaMist to improve building durability, weather resistance, and appearance.
2025	Birches, Baycrest, Seamist Playground Replacement	\$ 9,547.64	Replace playground equipment and surfacing at The Birches, Baycrest, and Sea Mist to enhance safety, accessibility, and recreational opportunities for residents.
		\$ 265,146.00	

2026

2026	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
2026	A&E	\$ 4,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2026	Interior/Exterior Modernization	\$ 14,644.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2026	Seamist Siding Replacement	\$ 220,452.00	Procure, bid, and contract for the replacement of exterior siding at Sea Mist to improve building durability, weather resistance, and appearance.
		\$ 265,146.00	

2027

2027	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
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2027	A&E	\$ 40,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades. Includes needs assessment.
2027	Interior/Exterior Modernization	\$ 10,352.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2027	Seamist Roof Replacement	\$ 63,744.00	Procure, bid, and complete roof replacement at Seamist to ensure long-term weather protection, structural integrity, and code compliance.
2027	Seamist Siding Replacement	\$ 125,000.00	Continuation of the replacement of exterior siding at Seamist to improve building durability, weather resistance, and appearance.
		\$ 265,146.00	
2028			
2028	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible
2028	A&E	\$ 30,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2028	Interior/Exterior Modernization	\$ 109,096.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2028	Asphalt and Concrete Repairs and Replacement	\$ 100,000.00	Procure, bid, and complete asphalt and concrete repairs or replacement as needed to address safety hazards, improve accessibility, and maintain driveways, parking areas, sidewalks, and patios.
		\$ 265,146.00	
2029			
2029	Admin	\$ 26,050.00	WCHA may budget and expend up to 10% of its annual Capital Fund grant for administrative costs, including staff salaries, project management, and other eligible administrative expenses.
2029	A&E	\$ 25,000.00	Program is utilized for architectural and engineering services associated with capital improvements such as siding, exterior patios, windows, and other building envelope or site-related upgrades.
2029	Interior/Exterior Modernization	\$ 114,096.00	Unforeseen capital needs and emergency repairs necessary to protect the health, safety, and security of residents, or to prevent further deterioration of housing properties.
2029	Asphalt and Concrete Repairs and Replacement	\$ 100,000.00	Procure, bid, and complete asphalt and concrete repairs or replacement as needed to address safety hazards, improve accessibility, and maintain driveways, parking areas, sidewalks, and patios.
		\$ 265,146.00	



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Kate Donnelly, Chief Operating Officer

DATE: September 16, 2025

SUBJECT: Resolution 822 – WCHA Public Housing Utility Allowance and Flat Rent Schedule

BACKGROUND

Public Housing Authorities (PHAs) are responsible for establishing allowances for utilities purchased directly by residents from utility providers and review them annually. These allowances represent amounts the PHA determines necessary to cover the resident's reasonable utility costs and are fixed dollar amounts that are deducted from a residents' monthly rent.

HUD also requires PHAs to allow families residing in public housing a choice of rent annually. The choice is based on either the family's income or is a "flat rent" amount between 80-100% of the fair market rents for the PHA's jurisdiction as determined by HUD.

Each year WCHA solicits a third-party utility allowance update that reflects utility rate changes, considering any applicable property modernization that occurred over the year. The Nelrod Company, an industry leader in performing utility allowance surveys for public housing authorities, performed this year's update. Nelrod uses a mix of consumption-based data, as well as an engineering approach that factors in specific unit features such as unit size, structure type and equipment.

SUMMARY

Staff has reviewed the proposed utility rates, paying special attention to any allowance that increased or decreased 10% or more over the 2025 schedule. Generally, electric, gas, garbage and water/sewer rates increased between 3% - 33%, resulting in a \$20-35 per month increase to the tenant's utility allowance, depending on their property and unit of residence.

The flat rent schedule is proposed using 80% of the fair market rent.

The proposed schedule was submitted to the public for comment August 5, 2025 – September 5, 2025.

We recommend approval of Resolution 822 approving the FY 2026 WCHA Public Housing Utility Allowance and Flat Rent Schedule that will be effective January 1, 2026.

RESOLUTION 822

The following resolution was brought before the Board of Commissioners for consideration:

FY 2026 PUBLIC HOUSING UTILITY ALLOWANCE AND FLAT RENT SCHEDULE

WHEREAS, public housing authorities (PHA) must establish allowances for utilities purchased directly by the resident from a utility supplier; and

WHEREAS, 24 CFR 965.5050 requires review of the utility allowances at least annually; and

WHEREAS, The Nelrod Company, a third-party utility allowance survey contractor, completed the update attached in Exhibit A; and

WHEREAS, the proposed study was posted as required to notify residents of the anticipated increases in conformance with HUD requirements; and

WHEREAS, the Public Housing flat rent schedule has been updated to reflect the new utility allowance schedule and current HUD Fair Market Rent; and

WHEREAS, this new utility allowance schedule will begin on January 1, 2026; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Whatcom County that the Public Housing utility allowance and flat rent schedule, are hereby approved, attached hereto and made a part hereof.

DATED this 16th day of September, 2025.

Commissioner _____ moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner _____, and upon roll call, the "ayes", and "nays" were as follows:

AYES

NAYS

The Chair thereupon declared the motion carried and the resolution adopted.

BY: _____
Stephen Gockley, Chair

ATTEST: BY:

Andrew Calkins, Secretary/Treasurer

EXHIBIT A

BOARD OF COMMISSIONERS MEETING OF SEPTEMBER 16, 2025

FY 2026 PUBLIC HOUSING UTILITY ALLOWANCE AND FLAT RENT SCEHDULE

Resolution 822, Exhibit A includes the following documents:

- The Nelrod Company's proposed monthly utility allowances
- The Nelrod Company's comparison of previous and current utility rates
- WCHA's 2026 Public Housing utility allowance and flat rent schedule
- WCHA's 2025 vs. 2026 utility allowance and flat rent comparison



BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES, WA
WHATCOM COUNTY
PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 2

UPDATE 2025

Building Type: Row House/Townhouse

Bay Townhouses, Seamist Townhouses (All Electric) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)				\$194.00		

Building Type: Detached House

Seamist Townhouses (All Electric) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)				\$200.00		

Building Type: Detached House

Baycrest Homes (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)				\$79.00	\$87.00	
Natural Gas (H,WH)				\$29.00	\$31.00	
Trash				\$60.00	\$60.00	
Totals				\$168.00	\$178.00	

A monthly average cost of the summer and winter adjustments were used for the electric and natural gas costs where applicable.

L&A= Lights & Appliances
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows
Ins= Insulation

Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.

BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES, WA
WHATCOM COUNTY
PUBLIC HOUSING

Building Type: Semi-Detached/Duplex

The Birches (All Electric) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)			\$200.00	\$231.00	\$262.00	
Water <i>(Bellingham)</i>			\$61.00	\$69.00	\$77.00	
Sewer <i>(Bellingham)</i>			\$73.00	\$84.00	\$108.00	
Trash			\$60.00	\$60.00	\$60.00	
Totals			\$394.00	\$444.00	\$507.00	

Building Type: Semi-Detached/Duplex

The Birches (Gas Heating) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,WH,C)			\$106.00	\$124.00	\$141.00	
Natural Gas W(H)			\$19.00	\$20.00	\$22.00	
Water <i>(Bellingham)</i>			\$61.00	\$69.00	\$77.00	
Sewer <i>(Bellingham)</i>			\$73.00	\$84.00	\$108.00	
Trash			\$60.00	\$60.00	\$60.00	
Totals			\$319.00	\$357.00	\$408.00	

Building Type: Detached House

The Birches (All Electric) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)					\$257.00	
Water <i>(Bellingham)</i>					\$64.00	
Sewer <i>(Bellingham)</i>					\$73.00	
Trash					\$60.00	
Totals					\$454.00	

Building Type: Detached House

The Birches (Gas Heating) (EE Equip: Win-V,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,WH,C)					\$139.00	
Natural Gas W(H)					\$22.00	
Water <i>(Bellingham)</i>					\$64.00	
Sewer <i>(Bellingham)</i>					\$73.00	
Trash					\$60.00	
Totals					\$358.00	

BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES, WA
WHATCOM COUNTY
PUBLIC HOUSING

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES

Chart 4

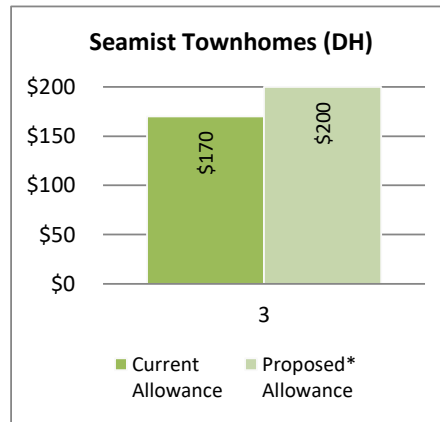
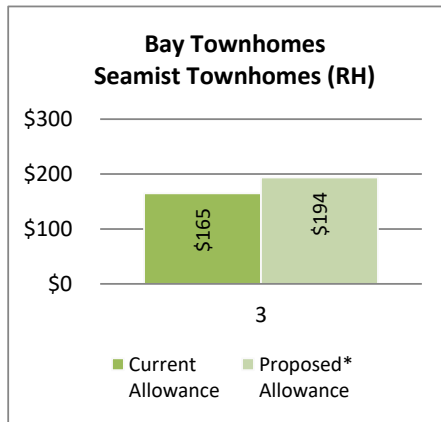
UPDATE 2025

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Bay Townhouses, Seamist Townhouses (All Electric) (Row House)	3	\$165.00	\$194.00	\$29.00
Seamist Townhomes (All Electric) (Detached House)	3	\$170.00	\$200.00	\$30.00
Baycrest Homes (Detached House)	3	\$148.00	\$168.00	\$20.00
	4	\$158.00	\$178.00	\$20.00
The Birches (All Electric) (Semi-Detached)	2	\$360.00	\$394.00	\$34.00
	3	\$404.00	\$444.00	\$40.00
	4	\$461.00	\$507.00	\$46.00
The Birches (Gas Heating) (Semi-Detached)	2	\$294.00	\$319.00	\$25.00
	3	\$329.00	\$357.00	\$28.00
	4	\$377.00	\$408.00	\$31.00
The Birches (All Electric) (Detached House)	4	\$410.00	\$454.00	\$44.00
The Birches (Gas Heating) (Detached House)	4	\$327.00	\$358.00	\$31.00

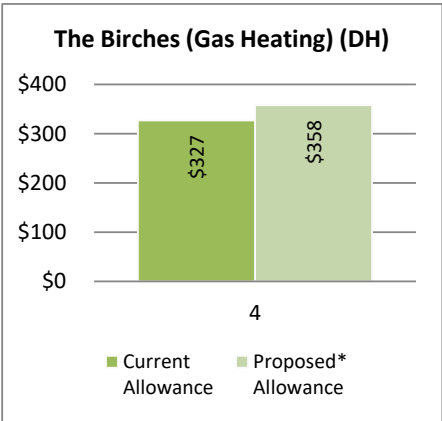
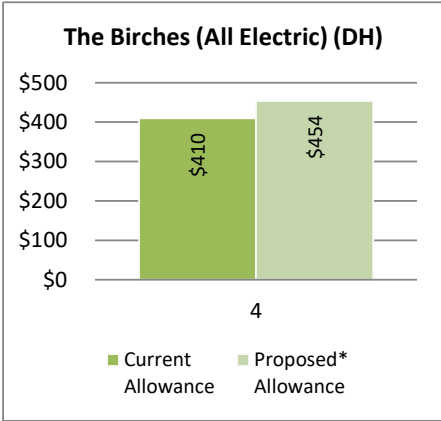
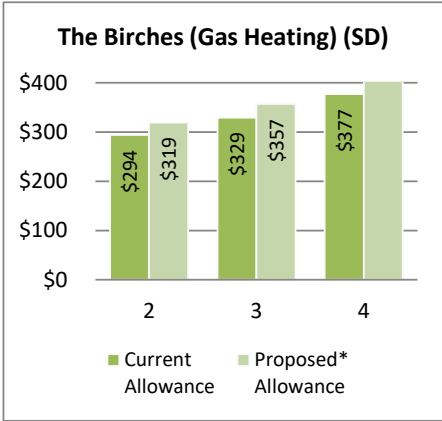
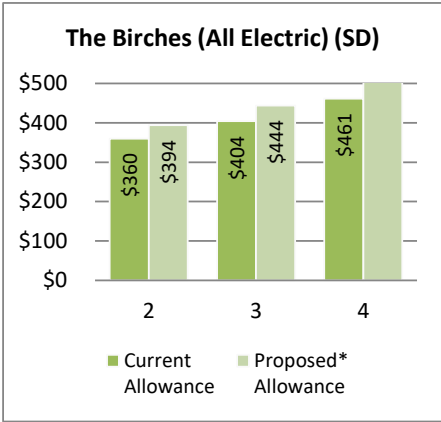
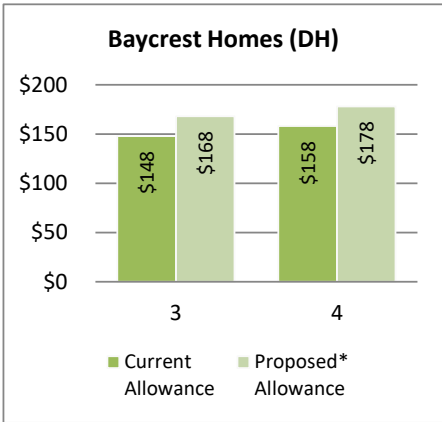
Proposed allowances include the average for electric and natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.



BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES, WA
WHATCOM COUNTY
PUBLIC HOUSING



SITE	UNIT SIZE	UNIT	2026 UA	2026 FMR	80% of FMR	Flat Rent with UA adjustment	
PH	2-bdrm	1800B 1802A/B 1804A/B 1806A/B 1810A/B 1812A/B 1814A 1816A/B 1820A/B 1822A/B	\$99	\$1,794	\$1,435	\$1,336	
	3-bdrm	1800A 1808A/B 1814B 1824A/B	\$109	\$2,495	\$1,996	\$1,887	
FP	2-bdrm	3603A/B 3605B 3607B 3609A/B 3611B 3613B 3615A/B 3617B 3619A/B 3621A/B 3623A/B 3625A 3627A/B 3629A	\$99	\$1,794	\$1,435	\$1,336	
	3-bdrm	3605A 3607A 3611A 3613A 3617A 3625B 3629B	\$109	\$2,495	\$1,996	\$1,887	
TM	2-bdrm	1602A/B 1606A/B 1610A/B 1612A/B 1614A/B 1616A/B 1618A/B 1620A/B 1622A/B 1628A/B	\$200	\$1,794	\$1,435	\$1,235	
	3-bdrm	1600A/B 1604A/B 1624B 1626A/B	\$221	\$2,495	\$1,996	\$1,775	
HH	2-bdrm	2140 2144 2150 2154 2156 2164 2168 2172 2176 2178 2182 2188	\$171	\$1,794	\$1,435	\$1,264	
	3-bdrm	2142 2146 2148 2152 2158 2162 2166 2170 2174 2180 2184 2186	\$188	\$2,495	\$1,996	\$1,808	
TS	2-bdrm	2620 2628	\$158	\$1,794	\$1,435	\$1,277	
	3-bdrm	2622 2626	\$194	\$2,495	\$1,996	\$1,802	
BIR	2-bdrm	102A/B 104A/B 107A/B 110A/B 113A/B	\$319	\$1,794	\$1,435	\$1,116	
	3-bdrm	101A/B 103A/B 105A/B 108A/B 114A/B 115A/B 116A/B	\$357	\$2,495	\$1,996	\$1,639	
	4-bdrm	106A/B 109A/B	\$408	\$3,010	\$2,408	\$2,000	
	4-bdrm House	111 112	\$358	\$3,010	\$2,408	\$2,050	
BC	3-bdrm	4660 4661 4662 4663 4664 4665 4667 4669 4671 4673 4675 4676 4678 4679 4680 4681	\$168	\$2,495	\$1,996	\$1,828	
	4-bdrm	4670	\$178	\$3,010	\$2,408	\$2,230	
BT	3-bdrm	732 744 748	\$194	\$2,495	\$1,996	\$1,802	
SM	3-bdrm	1111 1117 1123 1129 1135 1141 1147 1153 1159 1165 1171 1177	\$200	\$2,495	\$1,996	\$1,796	
LS	0-bdrm	Tenants do not pay utilities at LS, WS, CS			\$1,463	\$1,170	\$1,170
WS	1-bdrm			\$1,493	\$1,194	\$1,194	
CS	2-bdrm			\$1,794	\$1,435	\$1,435	

2025 vs. 2026 Rate Comparison

SITE	UNIT SIZE	UNIT	2025 UA	2026 UA	\$ Change
PH	2-bdrm	1800B 1802A/B 1804A/B 1806A/B 1810A/B 1812A/B 1814A 1816A/B 1820A/B 1822A/B	\$82	\$99	\$17
	3-bdrm	1800A 1808A/B 1814B 1824A/B	\$91	\$109	\$18
FP	2-bdrm	3603A/B 3605B 3607B 3609A/B 3611B 3613B 3615A/B 3617B 3619A/B 3621A/B 3623A/B 3625A 3627A/B 3629A	\$82	\$99	\$17
	3-bdrm	3605A 3607A 3611A 3613A 3617A 3625B 3629B	\$91	\$109	\$18
TM	2-bdrm	1602A/B 1606A/B 1610A/B 1612A/B 1614A/B 1616A/B 1618A/B 1620A/B 1622A/B 1628A/B	\$170	\$200	\$30
	3-bdrm	1600A/B 1604A/B 1624B 1626A/B	\$180	\$221	\$41
HH	2-bdrm	2140 2144 2150 2154 2156 2164 2168 2172 2176 2178 2182 2188	\$145	\$171	\$26
	3-bdrm	2142 2146 2148 2152 2158 2162 2166 2170 2174 2180 2184 2186	\$160	\$188	\$28
TS	2-bdrm	2620 2628	\$134	\$158	\$24
	3-bdrm	2622 2626	\$165	\$194	\$29
BIR	2-bdrm	102A/B 104A/B 107A/B 110A/B 113A/B	\$294	\$319	\$25
	3-bdrm	101A/B 103A/B 105A/B 108A/B 114A/B 115A/B 116A/B	\$329	\$357	\$28
	4-bdrm	106A/B 109A/B	\$377	\$408	\$31
	4-bdrm House	111 112	\$327	\$358	\$31
BC	3-bdrm	4660 4661 4662 4663 4664 4665 4667 4669 4671 4673 4675 4676 4678 4679 4680 4681	\$148	\$168	\$20
	4-bdrm	4670	\$158	\$178	\$20
BT	3-bdrm	732 744 748	\$165	\$194	\$29
SM	3-bdrm	1111 1117 1123 1129 1135 1141 1147 1153 1159 1165 1171 1177	\$165	\$200	\$35



BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITIES

Administrative Offices: 208 Unity Street, Lower Level, Bellingham, WA

Mailing Address: PO Box 9701, Bellingham, WA 98227-9701

Tel: (360) 676-6887 Fax: (360) 527-4646 Tty: (360) 527-4655

SUMMARY OF VOUCHERS AND CASH DISBURSEMENTS FOR BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITY

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of this date **09/16/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **August 2025** described as follows:

Funds	Voucher Numbers	
Payroll 08/09/25:	<u>5215</u> to <u>5267</u>	\$ <u>142,905.04</u>
Payroll 08/23/25:	<u>5276</u> to <u>5328</u>	\$ <u>143,411.02</u>
BHA – Public Housing:	<u>1994</u> to <u>2002</u>	\$ <u>16,628.75</u>
Direct Deposit Checks	<u>1274</u> to <u>1280</u>	\$ <u>435.00</u>
Central Office/Maint. Fund:	<u>32123</u> to <u>32212</u>	\$ <u>257,118.19</u>
Direct Deposit Checks	<u>76</u> to <u>77</u>	\$ <u>223,364.75</u>
Section 8 Vouchers:	<u>129727</u> to <u>130050</u>	\$ <u>1,018,129.20</u>
Direct Deposit Checks	<u>88636</u> to <u>88755</u>	\$ <u>1,247,251.00</u>
BHA/Local Fund:	<u>10424</u> to <u>10439</u>	\$ <u>74,466.13</u>
Direct Deposit Checks	<u>107</u> to <u>108</u>	\$ <u>33,974.77</u>
WCHA – Public Housing:	<u>7697</u> to <u>7704</u>	\$ <u>6,952.06</u>
Direct Deposit Checks	<u>896</u> to <u>899</u>	\$ <u>479.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24696</u> to <u>JV 24758</u>	\$ <u>-15,655.49</u>

Chair

*Reference attachments are hereto. Supporting documents available upon request.

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
August 19, 2025

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, August 19, 2025 in a hybrid format. The meeting was called to order at 1:04 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present: Commissioner Valerie Billmire
Commissioner Terry Bornemann (*joined at 2:25pm*)
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused: Commissioner Dave Finet

BWCHA Staff Presenters: Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Tony Casale, Director of Development
Kate Donnelly, Chief Operating Officer

Guest Presenters: None

PUBLIC COMMENT AND RESIDENT INPUT

None

B. REPORTS

None

C. DISCUSSION / ACTION ITEMS:

1. Review Proposed Revisions to the WCHA PHA Plan ([Link to doc](#))
2. Review WCHA Public Housing Draft 5-year Action Plan for Capital Fund Grant Program 2025 – 2029 – Attached to the Agenda

D. CONSENT

Commissioner Bornemann moved to approve the Consent Agenda as follows:

Motion: Approve Cash Disbursement/Vouchers for the Month of July 2025

Motion: Approve Minutes for the July 2025 Regular WCHA Board meeting

Motion: Set public hearing date for FY 2026 WCHA Agency Plan for September 18, 2025

Commissioner Billmire seconded the motion and Chair Gockley called the vote.

AYES: Commissioner Valerie Billmire
Commissioner Terry Bornemann

Commissioner Stephen Gockley
Commissioner Pattermann

NAYES: None

ADJOURNMENT

The meeting was adjourned at 1:48PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission

**January 2026 – December 2026 Regular Meeting Schedule of the
Bellingham Whatcom County Housing Authorities Board of Commissioners**

<u>Date and Time</u>	<u>Locations</u>
Tuesday, January 20, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, February 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, March 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, April 21, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, May 19, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, June 16, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, July 21, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, August 18, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, September 15, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
*Tuesday, October 20, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, November 17, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, December 15, 2026 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom

**Notice will be provided if there are changes in dates, times or locations
of any of the above noted meetings.**

*Annual Meeting/Elections

To Watch the Meetings

The Board of Commissioners conduct meetings in a hybrid format to allow for remote participation. Members of the public may join by phone, join by zoom, or watch in person at the BWCHA Board Room located at 321 N. Samish Way, Bellingham.

To Join the Meeting (Members of the Public)

Webinar ID: 868 2734 6793

[Click Here to Join on Computer, Tablet, or Smart Phone](#)

(data rates may apply)

To Join via Phone:

(phone service provider rates may apply)

(253) 215-8782 (Tacoma); (206) 337-9723 (Seattle)

(669) 900-6833 (Portland); (971) 247-1195 (Phoenix); (346) 248-7799 (San Jose)

To Submit Public Comment

Those who wish to provide public comment may send direct e-mail to publiccomment@bellinghamhousing.org or by mail at PO Box 9701 Bellingham, WA 98227, no later than 5pm on the Monday prior to the meeting.