

BELLINGHAM HOUSING AUTHORITY
Board of Commissioners Regular Meeting
October 21, 2025

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, October 21, 2025 in a hybrid format. The meeting was called to order at 1:15 p.m. by Board Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

ROLL CALL/QUORUM

Present:

Commissioner Valerie Billmire
Commissioner Dave Finet **present until 2:20pm*
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused:

Commissioner Terry Bornemann

BWCHA Staff Presenters:

Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Tony Casale, Director of Development
Kate Donnelly, Chief Operating Officer
Steve Grichel, Housing Programs Manager
Jana Robbins, Finance Director
Ty Terrwyn, Housing Programs Coordinator III

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

Paul Moore, Washington Square Resident – Provided the results of the annual Needs Assessment Questionnaire that was conducted in September at Washington Square.

A. REPORTS

1. Executive Director Report: Attached to the Agenda
 - Executive Director Andrew Calkins provided the Executive Director Report.
2. Fiscal Year 2024 BHA Audit:
 - Jana Robbins, Director of Finance reported that Loveridge and Hunt (L&H) performed the Fiscal Year 2024 BHA audit. The audit went well, and there were no findings.
 - Commissioner Finet inquired if there were any process improvements that were gained from the audit. Jana Robbins reported that since there were no findings, there was no process improvement that directly resulted from the audit. A management letter was later received from L&H regarding bank reconciliation, that suggested the process of internal review could be improved.
3. BHA Quarterly Operations Report: Attached to the Agenda
 - Director of Operations Kate Donnelly provided an update on housing program operations
4. 2026 Budget Development: Attached to the Agenda

- Executive Director Andrew Calkins and Director of Finance Jana Robbins provided an update on the 2026 Budget Development
5. Overview of BWCHA’s Housing Programs Department (HP 101): Attached to the Minutes
- Steve Grichel, Housing Programs Manager, led the HP101 presentation
 - Ty Terrwyn presented an overview of the Housing Programs Compliance Team, which she leads in her role as Housing Programs Coordinator III.
 - Commissioner Gockley inquired as to the racial and ethnic breakdown of Whatcom County residents as compared to households served under the BHA Voucher Program. Steve Grichel noted that the figures are closely aligned and consistent with local census data.
 - Commissioners Gockley and Billmire requested clarification on the voucher lottery process. Kate Donnelly explained that the lottery uses a random selection process, and Steve Grichel added that selected applicants have 90 days to utilize their vouchers.

AT 2:38PM, THE PUBLIC MEETING WAS RECESSED AND CHAIR GOCKLEY OPENED THE PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 2823, FY 2025-2029 BHA CAPITAL FUND 5-YEAR PLAN

Director of Development Tony Casale provided an overview of BHA’s FY 2025-2029 BHA Capital Fund 5-Year Plan.

Public Comment and Resident Input relating to Resolution 2823:

- None

AT 2:44PM, THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 2823, FY 2025-2029 BHA CAPITAL FUND 5-YEAR PLAN WAS ADJOURNED.

B. DISCUSSION / ACTION ITEMS

1. Resolution 2823: Approve BHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan

Approve Resolution 2823

Commissioner Billmire moved to approve the motion

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

AYES: Commissioner Valerie Billmire
 Commissioner Stephen Gockley
 Commissioner Alana Pattermann

2. Resolution 2830: Approve FY 2026 BHA Housing Choice Voucher Utility Allowance Schedule

Housing Programs Manager Steve Grichel provided an overview of resolution 2830.

Approve Resolution 2830

Commissioner Pattermann moved to approve the motion

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

3. Election of Chair and Vice Chair (November 2025 – October 2026)

Motion: Commissioner Pattermann moved to elect Stephen Gockley for Chair and Valerie Billmire for Vice Chair.

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

C. CONSENT ITEMS

Commissioner Billmire moved to approve the Consent Agenda as follows:

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

Motion: Approve Minutes for the September 2025 Regular BHA Board meeting.

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

NAYES: None

D. COMMISSIONER UPDATES

None.

E. ADJOURNMENT

The public meeting was adjourned at 2:51 p.m.

Respectfully Submitted,

Andrew Calkins

**Andrew Calkins,
Secretary/Treasurer**

ATTEST:

Stephen Gockley
Stephen Gockley (Nov 19, 2025 15:21:43 PST)

**Stephen Gockley,
Chair, Board of Commission**

Introduction to the Housing Programs Department

October 21, 2025



**Housing Authority of
the City of Bellingham**





**Housing Authority of
the City of Bellingham**

Presentation Agenda

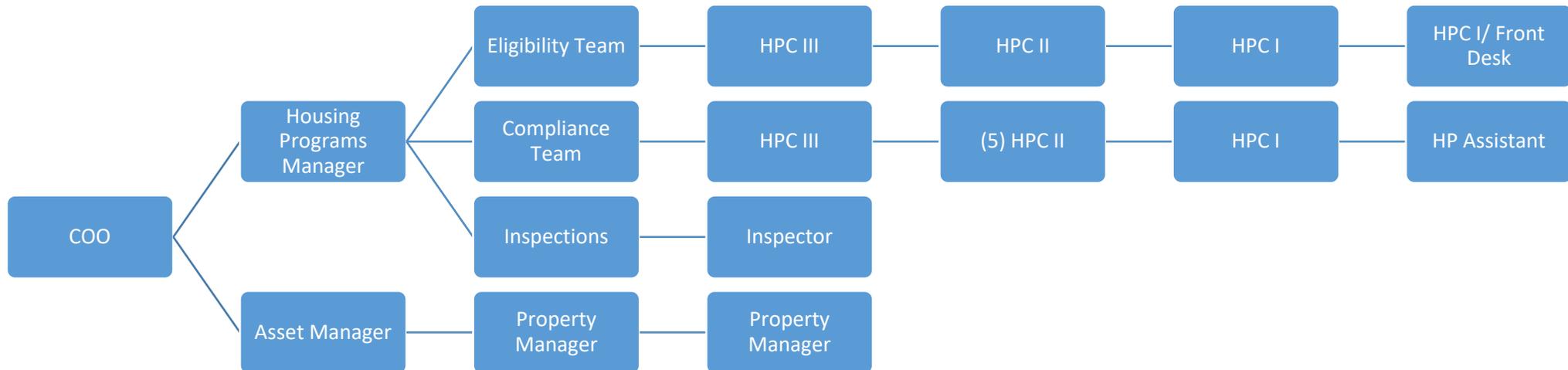
- 1. Department Overview**
 - Brief Introduction to Programs offered by BWCHA
- 2. Public Housing Overview**
 - Participants Metric Breakdown
- 3. Voucher Program Overview**
 - Participants Metric Breakdown
- 4. Bellingham and Whatcom County Housing Waitlists Review**
 - A Listing of Active Waitlist Offered by our Agency
- 5. Referral Programs Overview**
 - Partner Agencies Listing and Agreement Details
- 6. Program Eligibility and Compliance Review**
 - Review of Eligibility Requirements Pertaining to Housing Programs Offered
 - Review of Continued Compliance for Program Participation



Housing Authority of the City of Bellingham



Housing Programs Department





Housing Authority of the City of Bellingham



Public Housing by the Numbers

560 households

- 860 total individuals including 170 under the age of 18
- 84% of households are extremely low-income (0-30% AMI)
- 79% of households have fixed income (SSI, SS, Pension)
- 37% are elderly households (head, spouse, or co-head is 62+)
- 20% are non-elderly disabled households
- Racial breakdown
 - American Indian: 1.3%
 - Asian: 4%
 - Black/African American: 3.7%
 - White: 80.1%
 - Other: 1.5%
 - Mixed: 4%
- Ethnicity
 - 17% Identify as Hispanic
 - 83% Identify as Non Hispanic

Voucher Programs by the Numbers

2,006 households

- 3,567 total individuals including 1,145 under the age of 18
- 81% of households are extremely low-income (0-30% AMI)
- 49% of households have fixed income (SSI, SS, Pension)
- 22% are elderly households (head, spouse, or co-head is 62+)
- 16% are non-elderly disabled households
- Racial breakdown:
 - American Indian: 3.8%
 - Asian: 2.8%
 - Black/African American: 4.1%
 - Native Hawaiian: .1%
 - White: 72.9%
 - Mixed: 7.1%
- Ethnicity
 - 18% Identify as Hispanic Ethnicity
 - 82% Identify as Non Hispanic Ethnicity



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Waitlists



Public Housing

- Public Housing City
- Public Housing County

Vouchers

- HCV
- PBV City
- PBV County
- PBV Varsity Village
- PBV River House (until depleted)
- PBV Senior City
- PBV Senior County
- PBV Deer Run Terrace (until depleted)



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Referral Programs

Foster Youth to Independence (FYI)

- DCYF (Department of Children, Youth, and families)
- YouthNet
- NWYS (Northwest Youth Services)
- Allocated 12 Family Unification Plan Specific Vouchers for Utilization

Veterans Affairs Supportive Housing (VASH)

- VASH (Veteran Affairs Supportive Housing Program)
- 75 Vouchers Awarded for Project Based Placement as well as Housing Choice Voucher recipients

Local Preference:

- Lydia Place: 3 Direct Referrals Monthly
- Opportunity Council: 3 Direct Referrals Monthly
- Lake Whatcom Treatment Center: 2 Direct Referrals Monthly
- DSHS: 2 Direct Referrals Monthly

Supportive Service PBVs

- Lydia Place, Opportunity Council

Partner PBVs

- VA, Opportunity Council, Lydia Place, Pioneer Human Services, Catholic Community Services, YWCA



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Eligibility Process

- Applicant is selected off the waitlist
- BHA staff reviews for program eligibility, runs applicable screening
- BHA staff issues either an approval or denial letter
- **Public Housing/PBV**: Approved applicants are pooled until a vacancy is available
- **Voucher Programs**: Household is sent a link to watch a briefing video and sign documents
 - Voucher is issued, household searches for a suitable unit
 - Household and landlord submit a RFTA to BHA
 - Unit is reviewed for affordability
 - Initial Inspection is completed
 - Household moves into the unit
- Informal Review Request



Housing Authority of the City of Bellingham

Ongoing



Annually

- Recertification – all BHA program participants complete an annual recertification
- Inspection – every year for PH, every other year for vouchers

As Necessary

- Interim Recertification – change in income or household size, rent increase
- Reasonable Accommodation – based on a disability
- Moves (vouchers) – must have completed initial lease term
 - Portability
- Informal Hearing Request

10.3 2025.10.21 BHA Minutes

Final Audit Report

2025-11-19

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By:	Lindsay Burmeister (lindsay.burmeister@bellinghamhousing.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcR3Tb0BAVzqWjgvVE0JJEyR2Soq-rHp0

"10.3 2025.10.21 BHA Minutes" History

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2025-11-19 - 5:15:02 PM GMT
-  Document emailed to Andrew Calkins (andrew.calkins@bellinghamhousing.org) for signature
2025-11-19 - 5:15:08 PM GMT
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2025-11-19 - 5:15:08 PM GMT
-  Email viewed by Andrew Calkins (andrew.calkins@bellinghamhousing.org)
2025-11-19 - 5:23:52 PM GMT
-  Document e-signed by Andrew Calkins (andrew.calkins@bellinghamhousing.org)
Signature Date: 2025-11-19 - 5:24:13 PM GMT - Time Source: server
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2025-11-19 - 11:21:29 PM GMT
-  Document e-signed by Stephen Gockley (gockleypose1@comcast.net)
Signature Date: 2025-11-19 - 11:21:43 PM GMT - Time Source: server
-  Agreement completed.
2025-11-19 - 11:21:43 PM GMT