



# Housing Authority of the City of Bellingham

Notice of Regular Board Meeting  
Bellingham Housing Authority Board of Commissioners  
October 21, 2025

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

Time: 1:05pm

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## 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. Executive Director Report (Andrew Calkins, 10 minutes)
  2. Fiscal Year 2024 BHA Audit (Jana Robbins, 10 minutes)
  3. BHA Quarterly Operations Report (Kate Donnelly, 10 minutes)
  4. 2026 Budget Development (Jana Robbins, 20 minutes)
  5. Overview of BWCHA's Housing Programs Department (HP 101) (Steve Grichel, 20 minutes)
- RECESS THE PUBLIC MEETING AND OPEN A PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 2823, FY 2025-2029 BHA CAPITAL FUND 5-YEAR PLAN**
- D. PUBLIC HEARING  
Public Hearing: BHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan
- CLOSE THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 2823, FY 2025-2029 BHA CAPITAL FUND 5-YEAR PLAN**
- E. DISCUSSION / ACTION ITEMS
1. Approve BHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan  
Approve Resolution 2823 (Tony Casale, 5 minutes)
  2. Approve FY 2026 BHA Housing Choice Voucher Utility Allowance Schedule  
Approve Resolution 2830 (Steve Grichel, 5 minutes)
  3. Election of Chair and Vice Chair (November 2025 - October 2026) (Andrew Calkins, 5 minutes)
- F. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the month of September 2025
  2. Motion: Approve Minutes for the month of September 2025 Regular Board meeting
- G. NEW BUSINESS – COMMISSIONER REPORTS
- H. ADJOURNMENT

*The Bellingham Whatcom County Housing Authority Board of Commissioners will meet electronically on Tuesday, October 21, 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@bellinghamhousing.org](mailto:publiccomment@bellinghamhousing.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)



## **Bellingham & Whatcom County Housing Authorities**

**To:** Board of Commissioners  
**From:** Andrew Calkins, Executive Director / CEO  
**Date:** October 21st, 2025  
**Re:** Executive Director's Update

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### **Staffing Updates**

The Building Services Technician I position has been filled by Daniel Rodriguez. Daniel brings a wealth of maintenance experience to BHA, having owned and operated the business Maintenance Professionals since 2011. In that role, he managed a wide range of maintenance and cleaning tasks related to apartment turnovers. The Grounds Technician III position remains open, and applications are currently under review. Recruitment for the temporary flooring position has been placed on hold at this time.

### **Federal Budget**

The federal fiscal year began on October 1<sup>st</sup> without Congress having approved a budget for FY 2026 or having passed a stopgap spending measure, such as a continuing resolution. The federal government has been partially shutdown since that time, and it is unclear when Congress will be able to compromise on a short or long-term fix. The longest previous shutdown lasted for 35 days.

While HUD initially indicated that the Housing Choice Voucher program was funded through mid-November, the Department has since stated that funding is available through December. HUD has also indicated that the Public Housing program is funded through November. We are monitoring this situation closely.

### **AWHA Conference**

I attended the Association of Washington Housing Authorities conference on September 18<sup>th</sup> and 19<sup>th</sup> in Leavenworth. The Washington Housing Authority Accounting Professionals group also met during this time, which Jessica Ota from BWCHA's accounting team attended. AWAHA's agenda focused on updates from state agencies, presentations on emerging administrative policy issues for public entities, and discussion of legislative issues.

### **November Board Meeting – Unity Street Presentation**

The November Board of Commissioners meeting will include a presentation from RMC Architects and Tony Casale on the status of the Unity Street Redevelopment Project. There will be time for questions and discussion.



## **Community Connections**

- Tony Casale represented BWCHA in my absence at the Whatcom County Housing Advisory Committee on Thursday October 9<sup>th</sup>. The committee approved the Whatcom County 5 Year Homeless Housing Plan along with an accompanying letter stating that there is a need for additional time to discuss certain elements. These include any new prioritization of funding for certain populations, discussion of the impact of plan changes to families with children, and discussion of the data and impact of homelessness prevention activities.
  - On October 14<sup>th</sup> I attended the Whatcom Housing Alliance Community Summit to kick-off Whatcom Housing Week. The session focused on potential strategies for the region to pursue following the many land-use changes that have been made recently.
  - I attended the first day of the Housing Washington Conference on September 29<sup>th</sup>, co-hosted by the Washington State Housing Finance Commission and the Washington Low Income Housing Alliance.
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## **Operations Quarterly Report July 1, 2025 – September 30, 2025**

### **Goals and Initiatives Progress**

The Housing Programs and Maintenance departments' goals for 2025 are focused on careful management of resources, continued improvement and use of systems, data integrity, and improved reporting to inform program operations, and customer experience.

#### **Housing Choice Voucher (HCV) Program**

- **Funding & Leasing**
  - The HCV program continues to face a funding shortfall and is projected to exceed available housing assistance funds during CY 2025.
    - Staff are actively working with HUDs shortfall prevention team and anticipate receiving supplemental funding to address the deficit.
    - Staff have submitted an application for HCV set-aside funding under the categories of portability expense and unforeseen circumstances. Award announcements are expected later this fall.
  - Prior to the government shutdown, HUD funded the HCV program through mid-November. HUD has since obligated funding through December. Currently, the program remains unaffected. We are actively monitoring this situation and will provide updates as needed.
- **Program Expansion**
  - In partnership with the local Department of Veterans Affairs, staff submitted an application in September for 10 additional Veterans Affairs Supportive Housing (VASH) vouchers.

#### **Public Housing and Affordable Housing Programs**

- **Funding & Leasing**
  - In mid- August, staff reopened select Public Housing and project-based voucher waiting lists for approximately 3 weeks. More than 900 households applied and were successfully added to the waitlists.
  - Staff continue to manage the Public Housing program efficiently, with a focused effort on increasing investments in property improvements that enhance building systems and overall livability.
  - Prior to the government shutdown, HUD provided funding for the Public Housing program through November. HUD has since obligated funding through December. Currently, the program remains unaffected. We are actively monitoring this situation and will provide updates as needed.

- **Capital and Maintenance Projects**

- Maintenance and Development continued to advance the following capital projects:
  - Replaced the transfer switches at each high-rise as part of the generator replacement project.
  - Completed the Whatcom County playground modernization project.
  - Released the high-rise boiler plant modernization for bid.
  - Completed pressure washing, and installation of playground mulch at Varsity Village.
- In addition to responding to work orders and unit turnovers, the Maintenance team also focused on the following:
  - Made significant advances toward closing out preventative maintenance related work orders for 2025.
  - Completed a bathroom rebuild at Seamist.
  - Commenced sidewalk and curb repair work at Varsity Village.
  - Completed a waste line replacement at Varsity Village.
  - Completed a large tree removal at Lincoln Square.
  - Began planning for a crawl space and plumbing repair project at Lincoln Square.

## **All Housing Programs**

- **Advancing Successful Partnerships**

- Maintained monthly participation in the Washington HCV Managers meeting.
- Continued engagement in monthly program meetings with Lydia Place, Opportunity Council, DCYF, and the VA.
- Participated in bi-weekly and monthly Low-Income Housing Tax Credit (LIHTC) portfolio management meetings with Indigo.
- Attended a planning meeting with Lydia Place to support project-based voucher services for 2026.
- Collaborated with the City of Bellingham on the 2026 Police Department contract.
- Collaborated with Indigo leadership to streamline and improve the eligibility processing timeline.

- **Program Integrity, Efficiency, and Stability.**

- Housing Programs and Accounting teams continued refining the Voucher Management System (VMS) to improve reporting and support future planning.
- Worked with Accounting to clean up housing assistance payment data, including landlord overpayments and utility reimbursement transactions.
- Revised the Public Housing lease to align with new City of Bellingham regulations.
- Executed grounds contracts for CY 2026.
- Continued efforts to address tenant accounts receivable.
- Initiated planning for 2026, including leasing strategies, funding allocations, capital projects, and program budgets.

- **Enhancing Customer Experience.**

- Held monthly resident meetings at each high-rise and regular meetings at Varsity Village.
- Continued annual preventative maintenance inspections, with all BWCHA units expected to be completed by November. These inspections focus on health, safety, and housekeeping standards.
- Increased focus on addressing inspection failures, and pest-related issues, with an emphasis on enhancing tenant engagement and overall accountability.

**New lobby seating at Lincoln Square**



**New playground at Baycrest**



**Key Performance Indicators**

| <b>Audits/Reviews</b> |            |                  |                           |              |
|-----------------------|------------|------------------|---------------------------|--------------|
| Program Reviewed      | Date       | Auditor/Reviewer | Type of Review            | Status/Score |
| Varsity Village       | 1/27/2025  | Loveridge Hunt   | Program Management Review | No findings  |
| Varsity Village       | 5/13/2025  | WSHFC            | NSPIRE                    | N/A          |
| Varsity Village       | 6/26/2025  | Enterprise       | Investor Review           | No findings  |
| Varsity Village       | 10/27/2025 | HUD              | NSPIRE                    | TBD          |

| <b>Public Housing Occupancy Rates</b>   |       |       |        |    |           |
|---|-------|-------|--------|----|-----------|
| HUD considers an annual occupancy average of 98% or higher to be a "high performer" |       |       |        |    |           |
|   | Q1    | Q2    | Q3     | Q4 | Average % |
| AMP 1   | 99.3% | 99.0% | 99.58% |    | 99.3%     |
| AMP 15  | 98.2% | 99.5% | 100%   |    | 99.3%     |
| WCHA  | 100%  | 98.6% | 95.76% |    | 98.2%     |

| <b>Housing Choice Voucher Lease Up Rate</b>   |            |            |            |    |            |
|---|------------|------------|------------|----|------------|
| BHA has 1,798 baseline units and uses this number to calculate units under lease. HUD considers an annual leased average based on units and/or funding of 98% or higher to be a "high performer". |            |            |            |    |            |
|   | Q1         | Q2         | Q3         | Q4 | Avg        |
| % Of Units  | 102.4%     | 102.2%     | 99.0%      |    | 100.6%     |
| % of Funding  | 105%       | 108%       | 107.9%     |    | 106.9%     |
| Per Unit HAP Expense  | \$1,066.97 | \$1,106.70 | \$1,126.79 |    | \$1,102.36 |
| Applicants Selected   | 2          | 0          | 0          |    |            |

| <b>Mainstream Voucher Lease Up Rate</b>   |          |          |          |    |          |
|---|----------|----------|----------|----|----------|
| BHA has 158 Mainstream Vouchers designated for non-elderly people between 18 - 62 years of age with a disability. |          |          |          |    |          |
|   | Q1       | Q2       | Q3       | Q4 | Avg      |
| % Of Units  | 87.5%    | 87.1%    | 95.1%    |    | 89.9%    |
| % of Funding  | 86.3%    | 87.3%    | 89.8%    |    | 87.8%    |
| Per Unit HAP Expense  | \$925.40 | \$946.00 | \$888.61 |    | \$915.94 |

| <b>Interims Completed – HCV and Public Housing</b> |     |     |     |     |     |     |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| FY 2024  | 168 | 139 | 141 | 97  | 87  | 151 | 156 | 96  | 138 | 114 | 119 | 104 |
| FY 2025  | 112 | 180 | 134 | 114 | 104 | 147 | 163 | 78  | 127 |     |     |     |

| <b>Unit Turnover Time</b>                         |                              |                                |                |
|---|------------------------------|--------------------------------|----------------|
|   | Public Housing – City<br>YTD | Public Housing - County<br>YTD | Affordable YTD |
| Total number of turnaround days                   | 1024                         | 95                             | 731            |
| Total number of vacant units turned<br>and leased | 32                           | 4                              | 10             |
| Average unit turnaround days                      | 32                           | 23                             | 73             |

| <b>Work Order Response</b>            |           |           |           |           |        |
|---------------------------------------|-----------|-----------|-----------|-----------|--------|
|                                       | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Annual |
| Total number of routine work orders   | 520       | 668       | 1036      |           | 2224   |
| Total number of emergency work orders | 42        | 21        | 40        |           | 103    |
| Average days to complete work order   | 15.5      | 22.61     | 19.27     |           | 12.57  |

| <b>Income Targeting</b>   |                                  |                        |           |           |           |          |
|---|----------------------------------|------------------------|-----------|-----------|-----------|----------|
| HUD requires the HCV and PH programs target new admissions for extremely low-income families (families with annual incomes at or below the federal poverty level or 30% of the area median income, whichever number is higher). |                                  |                        |           |           |           |          |
| Program   | Annual Income<br>Target Required | Income Target Realized |           |           |           |          |
|   |                                  | Quarter 1              | Quarter 2 | Quarter 3 | Quarter 4 | All 2025 |
| Housing Choice Voucher  | 75%                              | 92.6%                  | 85.94%    | 92.31%    |           |          |
| Public Housing  | 40%                              | 87.5%                  | 88.24%    | 88.89%    |           |          |



**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:** Jana Robbins, Director of Finance  
Andrew Calkins, Executive Director

**DATE:** October 21, 2025

**SUBJECT:** 2026 Budget Development: Historical Trends and Strategic Considerations

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### **SUMMARY**

In advance of the 2026 budget review scheduled for November, we wanted to take this opportunity to provide an overview of the budget development process, examine prevailing financial trends, and discuss primary cost drivers along with other key considerations that have shaped the proposed 2026 budget.

### **BUDGET DEVELOPMENT**

Each Fall, BWCHA's Finance team begins preparing the agency's annual budget by analyzing the current and prior year revenues and expenditures and subsequently creating forecasts for the coming year. These forecasts incorporate projections of federal funding actions, macro-economic trends, and historical costs. The preliminary budget is then provided to Department Directors, who review the forecasts and update the budget based on changes to any existing activities, new initiatives or programming, and anticipated staffing and personnel needs.

Once this feedback is gathered, the Finance team presents a semi-final draft to agency leadership who then work together to ensure the planned activities for the coming year are financially feasible and completed in a way that's financially advantageous to the authority.

### **BWCHA'S PRIMARY FUNDING SOURCES**

BWCHA's agency-wide budget for 2025 included \$51.3 million in revenues and \$47.6 million in expenditures when including tax credit component unit properties.

Federal funding for the Public Housing and Housing Choice Voucher program accounted for 54% of BWCHA's total revenue in 2025.

|                          | <b>2025 Budget</b>  |
|--------------------------|---------------------|
| <b>BWCHA Agency Wide</b> | <b>\$51,345,419</b> |
| -- Federal Sources       | \$27,915,845        |
| -- Non-Federal Sources   | \$23,429,575        |

|                              |                     |
|------------------------------|---------------------|
| <b>PH Total</b>              | <b>\$3,839,869</b>  |
| -- Federal Operating Subsidy | \$1,246,923         |
| -- Non-federal total         | \$2,592,946         |
| <b>HCV Total</b>             | <b>\$25,892,473</b> |
| -- Federal HAP & Admin Fee   | \$25,882,154        |
| -- Other                     | \$10,319            |

Tenant rents play an increasing role in the financial stability of both the Public Housing program and the stability of BWCHA's other affordable properties, accounting for approximately 35% of the BWCHA's revenue. Other resources, which primarily support the agency's non-federalized local fund, consist of lease revenue, management fees, and cash flow from the operation of component unit tax credit partnership properties. Although not received annually, BWCHA may receive developer fees upon successful completion of a Low-Income Housing Tax Credit (LIHTC) project.

### **HISTORICAL TRENDS – FEDERAL PROGRAMS**

To build on the analysis from last year, staff collected and analyzed the federal program revenues and expenditures for the past 10 years. These analyses help to demonstrate trends and to help identify potential issues. In the below analysis, the Public Housing and the Housing Choice Voucher (HCV) programs are presented as totals for each program and across agencies (BHA and WCHA), even though there are sub-programs within each (Asset Management Program groupings or AMPS, and different voucher types).

### **PUBLIC HOUSING**

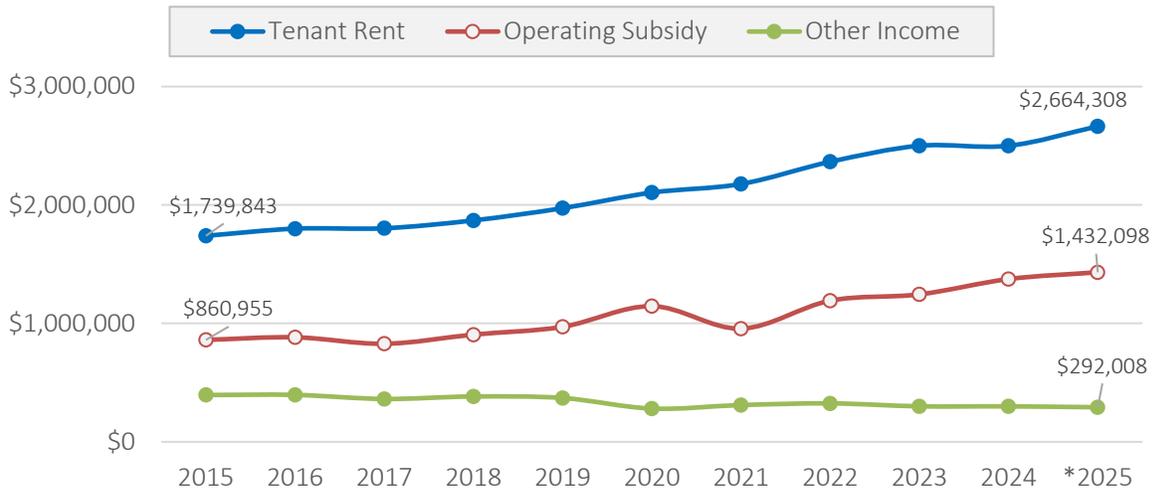
#### *Program Background*

BWCHA owns and operates 12 affordable housing properties that are subsidized through the federal Low-Income Public Housing program. These sites total 567 affordable homes (504 in Bellingham and 63 in Whatcom County) and primarily serve families with children, people with disabilities, and seniors. Tenants at these sites pay approximately 30% of their income on rent each month.

The Public Housing program's revenues consist of rent paid by tenants, an operating subsidy from HUD, and other income including laundry, vending, cleaning, and non-dwelling revenue. The operating subsidy from HUD accounts for an average of 28% of the program's total revenues and is determined based on HUD's Operating Fund formula. This formula considers the number of occupied unit months, the number of available units, inflation levels, utility expenses, additional programs in operations, and income generated through tenant rents.

Historically, HUD has pro-rated Operating Funds to PHAs at around 90%, rather than funding their full benefit under the Operating Fund formula.

## Public Housing: Revenue Streams



\* 2025 numbers include a projection based on YTD revenues and expenditures

### Historical Trends

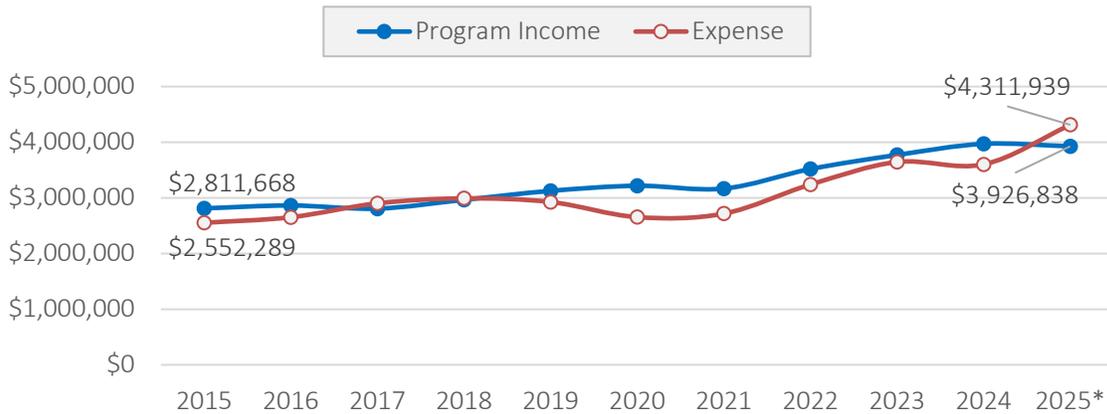
A review of historical revenues and expenses for the Public Housing program shows slight increases in program income over the last decade, due to increases both in revenue collected from tenants and modest increases to the HUD operating subsidy (shown above). Operating subsidies dipped during the COVID-19 pandemic but have steadily increased since. Tenant income and non-dwelling income have remained relatively flat over the last decade. The total contribution from tenants for rent and utilities (called the Total Tenant Payments or TTP) in the Public Housing program has averaged \$386 per month in 2025.

BWCHA experienced a decrease in expenses during the COVID-19 pandemic for a multitude of pandemic-related reasons including a significant decrease in unit turnover, the postponement of preventative maintenance inspections and deferment of non-emergency maintenance. However, once the pandemic eased, maintenance expenses increased rapidly as the maintenance team cleared the backlog of inspections and work orders that were postponed during the pandemic. Additionally, the needs in many of the units were found to be much more significant than experienced pre-pandemic because of the loss of community support, services, and interventions. Other contributing factors to rising maintenance expenses were increased costs due to inflation, supply chain issues affecting the entire country, and an eviction moratorium that exacerbated the wear and tear on some units.

The 2025 budget outlook currently projects an increase in operating costs, reflecting an intentional emphasis by BWCHA to, where available, use more of the reserves in Public Housing program on improvements to properties. These efforts have included new garden boxes at the senior/disabled high-rise properties, investments in common room flooring (ongoing) and furniture, and other projects.

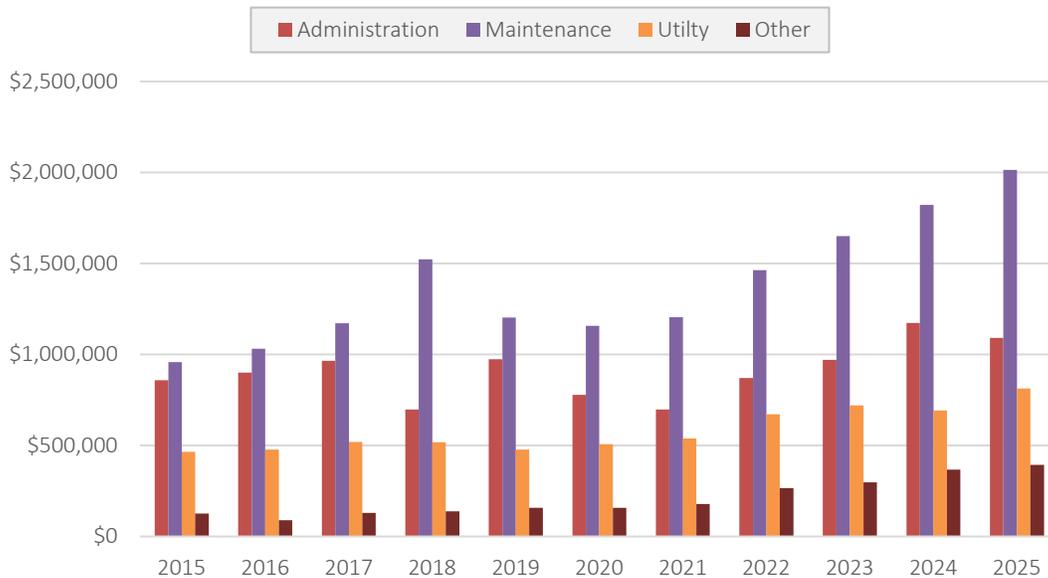
The dip in revenues illustrates the nature of the housing authority's operating grant timelines. HUD bases operating grant levels based on the prior years' activities and costs. Given initial federal budget proposals for FY 2026, we anticipate a 12% decrease in operating subsidy for 2026.

### Public Housing: Operating Income and Expense



\* 2025 numbers include a projection based on YTD revenues and expenditures

### Public Housing: Operating Expense Categories



\* 2025 numbers include a projection based on YTD revenues and expenditures

## THE HOUSING CHOICE VOUCHER PROGRAM

### Program Background

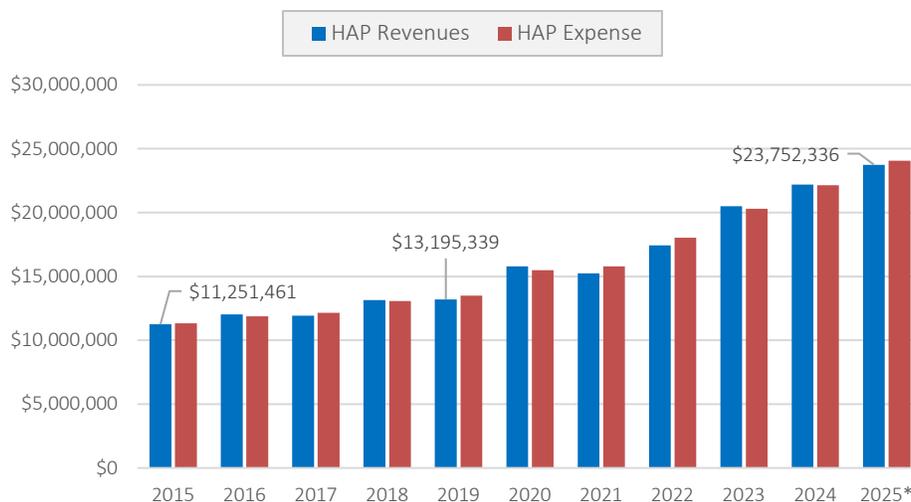
The Housing Choice Voucher program (HCV), more commonly known as Section 8, is BWCHA’s largest rental assistance program, serving approximately 1,900 households each day. Households participating in this program secure housing in the private market and pay a portion of their rent while the program subsidizes the remainder. In 2025, BWCHA estimates that rental subsidies (called Housing Assistance Payments or HAP) will total \$24,051,882. Revenue sources for the HCV program consist of HAP subsidies and an Administrative Fee. In addition to HAP paid to landlords, expenses consist of staffing costs, tenant services expenses, and inspection fees.

### Historical Trends

In recent years, BWCHA's HAP expenses have grown in direct response to consistently increasing market rents in our area. As a result, BWCHA is paying more in HAP expenses to cover the gap between the tenant rent and landlord's asking rent. The HCV program has realized modest program increases annually that has generally allowed BWCHA to absorb the increase in per unit expenses while maintaining a steady level of households served. However, funding is inadequate to support the increasing rent levels while expanding the program to serve the number of eligible individuals in our area. HUD bases renewal funding on prior year expenses and housing authorities must manage their program to that budget. Because of this, it is important for management to regularly evaluate these trends and coordinate any course correction needed within the housing department.

In 2025, BWCHA's HCV program had insufficient funding available to cover the costs of housing assistance payments. This is known as shortfall. This is primarily caused by increased costs, specifically in our area, skyrocketing rents. BWCHA has applied for shortfall funding and until the recent government shutdown, was working with HUD's shortfall prevention team. We anticipate a funding award to cover the shortfall before the end of the year.

#### HCV Program: HAP Income & Expense

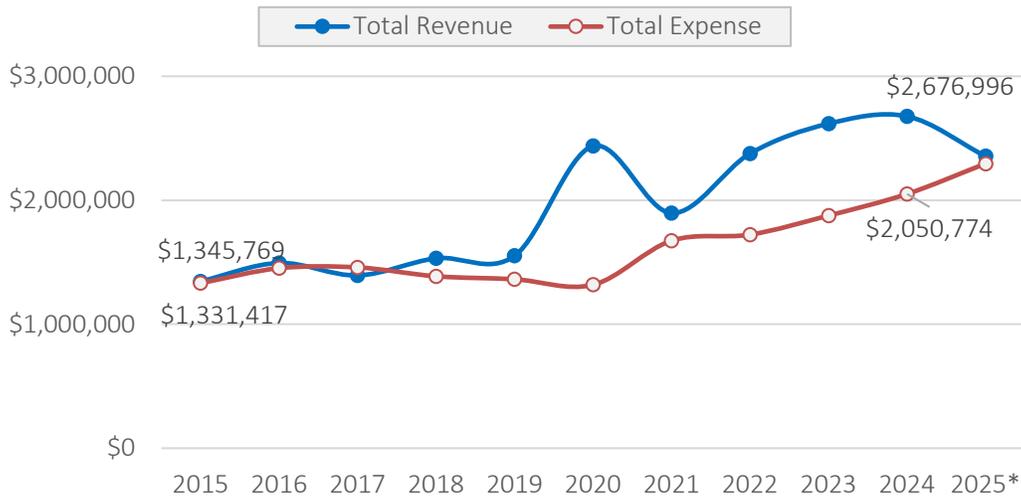


\* 2025 numbers include a projection based on YTD revenues and expenditures

The HCV Administrative Fee revenue and expense analysis, below, shows both fee income and expenses increasing over time. Because the expenses do not match the fee income, we are slowly building reserves in the program. It's important to note that HUD has historically underfunded the HCV program Administrative Fee. The fact that BWCHA is slowly building program reserves is due to the careful and efficient management of this program. That said, we have ensured expense allocations are billing to the Administrative Fee as much as possible to ensure responsible use of this resource.

During the pandemic, BWCHA received an allocation of 75 Emergency Housing Vouchers, which included \$650,000 in HAP funding. The agency also received additional fees for the Mainstream voucher program. These anomalies are reflected in the increase in fee income in 2020 in the Voucher Revenue Analysis chart.

HCV Program: Admin Revenue and Expense



**LOW-INCOME HOUSING TAX CREDIT PORTFOLIO**

BWCHA is also the general partner and long-term owner of a portfolio of properties financed through the Low-Income Housing Tax Credit (LIHTC) program. These properties account for a growing percentage of BWCHA’s budget. Tax credit partnerships are legally separate entities and are audited each year. They are presented on the BWCHA’s financial statements as either a Blended Component Unit or a Discretely Presented Component Unit, depending on if the outside investor has completed their 15 Year tax credit investment and exited the partnership. The LIHTC portfolio consists of 24 properties with 1,079 affordable housing units and is third-party managed by Indigo Real Estate Services, Inc.

In the 2025 budget, we projected rent collected at \$15.6 million. Total expenses are projected to be \$12.8 million. For the 2026 budget, our preliminary budget is \$16.4 million in rent revenue and \$14.6 million in expenses.

Depending on how properties in this portfolio perform over the course of a given year, they may provide BWCHA with proceeds to invest in other agency priorities. Each partnership has, within its partnership agreements, a cash flow waterfall. The waterfall explicitly describes where any excess funds at the end of the year are paid, including potential disbursements to investors and funders. Since 2016, annual proceeds to the housing authority’s local fund have ranged from \$600,000 to over \$2.4 million, fluctuating based on the addition of properties to the portfolio, pandemic era challenges, and other factors.

**BWCHA ORGNIZATIONAL COST DRIVERS**

The main expense categories for BWCHA are Housing Assistance Payments (HAP) for the HCV program, administrative and maintenance expenses, followed by utility expenses, tenant services, insurance and bad debt write-offs. This section highlights two of these important cost areas.

*Housing Choice Voucher Housing Assistance Payments (HAP)*

We are projecting a total of housing assistance payments of \$24,845,688 for 2025. As stated above, these housing assistance payments are offset by the Section 8 Housing Assistance grant. We are currently projecting \$25,492,132 million in HAP for 2026, but final funding will depend on congressional appropriations for FY 2026 and a re-benchmarking process yet to be completed by HUD.

### *Salaries and Benefits*

A significant cost category for BWCHA is personnel. BWCHA currently has 55 employees, of which 5 are part-time. We are currently projecting year-end administrative expenses at \$5,837,414 for 2025, of which salaries and benefits are \$3,235,406 (or 56%). For the maintenance department, the 2025 projections are \$3,246,546, of which salaries and benefits are \$1,542,427. We expect salary and benefit costs to continue to increase in 2026.

### **FINALIZING THE 2026 BUDGET**

During the October board presentation, staff will provide additional context on planned investments that will come be included as part of the 2026 budget proposal. Staff welcomes input as we work to finalize the budget proposal for 2026.



**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:** October 21, 2025

**SUBJECT:** Resolution 2823 – Approve 2025-2029 5-Year Action Plan for the Public Housing Capital Fund Grant Program

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### **SUMMARY**

The Housing Authority of the City of Bellingham’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 2823 so we can begin accessing FY2025 grants funds.

### **BACKGROUND**

As a component of the Low-Income Public Housing Program, the Bellingham 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 Bellingham 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 2823**

**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 the City of Bellingham’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 the City of Bellingham 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 the City of Bellingham 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 21st day of October 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 BHA Narrative Five Year Action Plan**

The Bellingham 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 Bellingham 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.

**2025 HUD Allocation: \$ 1,307,252.00**

|      |  |                        |   |
|------|--|------------------------|---|
| 2025 | Family Housing Admin                             | \$ 20,000.00           | BHA 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 | High Rise Admin                                  | \$ 80,000.00           |   |
| 2025 | Family Housing A&E                               | \$ 10,000.00           | 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 | High Rise A&E                                    | \$ 10,000.00           |   |
| 2025 | High Rise Interior & Exterior Modernization      | \$ 18,759.00           | 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 | Family Housing Interior & Exterior Modernization | \$ 75,705.00           |   |
| 2025 | Chuckanut Square - Window Replacement            | \$ 1,092,788.00        | Continue the phased replacement of windows at Chuckanut Square. Work includes bidding, procurement, and installation of new windows.  |
|      |  | <b>\$ 1,307,252.00</b> |   |

**2026**

|      |  |                        |   |
|------|--|------------------------|---|
| 2026 | Family Housing Admin                             | \$ 20,000.00           | BHA 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.            |
| 2026 | High Rise Admin                                  | \$ 80,000.00           |   |
| 2026 | Family Housing A&E                               | \$ 10,000.00           | 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 | High Rise A&E                                    | \$ 10,000.00           |   |
| 2026 | High Rise Interior & Exterior Modernization      | \$ 25,000.00           | 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 | Family Housing Interior & Exterior Modernization | \$ 18,759.00           |   |
| 2026 | Chuckanut Square - Window Replacement            | \$ 503,493.00          | Complete the replacement of windows at Chuckanut Square   |
| 2026 | Washington Square - Roof Replacement             | \$ 640,000.00          | Bid, procure, and contract for the replacement of the roof at Washington Square, including all necessary demolition, materials, labor, and related construction activities.                         |
|      |  | <b>\$ 1,307,252.00</b> |   |

| 2027 |  |                        |   |
|------|--|------------------------|---|
| 2027 | Family Housing Admin                             | \$ 20,000.00           | BHA 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.            |
| 2027 | High Rise Admin                                  | \$ 80,000.00           |   |
| 2027 | Family Housing A&E                               | \$ 10,000.00           | 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. |
| 2027 | High Rise A&E                                    | \$ 10,000.00           |   |
| 2027 | High Rise Interior & Exterior Modernization      | \$ 28,493.00           | 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 | Family Housing Interior & Exterior Modernization | \$ 25,000.00           |   |
| 2027 | Lincoln Patio Modernization                      | \$ 15,000.00           | Modernize and upgrade patio areas at Lincoln Square, including removal and replacement of outdated surfaces. Work may include new concrete accessibility improvements, and other related site work. |
| 2027 | Washington Square Roof Replacement               | \$ 368,759.00          | Finalize roof replacement at Washington Square, including all necessary materials, installation, and related repairs.   |
| 2027 | High Rise Window Replacement                     | \$ 750,000.00          | High Rise window replacement activities as needed to complete projects or to move forward to other unit window replacement.   |
|      |  | <b>\$ 1,307,252.00</b> |   |
| 2028 |  |                        |   |
| 2028 | Family Housing Admin                             | \$ 20,000.00           | BHA 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.            |
| 2028 | High Rise Admin                                  | \$ 80,000.00           |   |
| 2028 | Family Housing A&E                               | \$ 5,000.00            | 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 | High Rise A&E                                    | \$ 10,000.00           |   |
| 2028 | High Rise Interior & Exterior Modernization      | \$ 68,705.00           | 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 | Family Housing Interior & Exterior Modernization | \$ 18,759.00           |   |
| 2028 | Washington Square - Windows Replacement          | \$ 324,788.00          | Begin the phased replacement of windows at Washington Square. Work includes bidding, procurement, and installation of new windows.  |
| 2028 | High Rise Bathroom Modernization                 | \$ 80,000.00           | Modernize resident bathrooms in the High Rise building, including replacement of fixtures, finishes, and any upgrades as needed.  |
| 2028 | High Rise Common Area Flooring Replacement       | \$ 100,000.00          | Replace common area flooring at Lincoln Square, Chuckanut Square, and Washington Square to improve safety, durability, and aesthetics.  |

|             |  |                        |   |
|-------------|--|------------------------|---|
| 2028        | Chuckanut Square - Roof Replacement              | \$ 600,000.00          | Bid, procure, and contract for the replacement of the roof at Chuckanut Square, including all necessary demolition, materials, labor, and related construction activities.                          |
|             |  | <b>\$ 1,307,252.00</b> |   |
| <b>2029</b> |  |                        |   |
| 2029        | Family Housing Admin                             | \$ 20,000.00           | BHA 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        | High Rise Admin                                  | \$ 80,000.00           |   |
| 2029        | Family Housing A&E                               | \$ 5,000.00            | 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        | High Rise A&E                                    | \$ 25,000.00           |   |
| 2029        | High Rise Interior & Exterior Modernization      | \$ 151,000.00          | 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        | Family Housing Interior & Exterior Modernization | \$ 15,493.00           |   |
| 2029        | Chuckanut Square - Roof Replacement Completion   | \$ 108,759.00          | Finalize roof replacement at Chuckanut Square, including all necessary materials, installation, and related repairs.  |
| 2029        | Washington Square - Windows Replacement          | \$ 902,000.00          | Continue the phased replacement of windows at Washington Square.  |
|             |  | <b>\$ 1,307,252.00</b> |   |



**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:** Steve Grichel, Housing Programs Manager

**DATE:** October 21, 2025

**SUBJECT:** Resolution 2830 – 2026 BHA Housing Choice Voucher Utility Allowance Schedule

---

### **BACKGROUND**

Public Housing Authorities (PHA) must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection. The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality.

Each year BHA solicits a third-party utility allowance update that reflects utility rate changes for the upcoming year. The Nelrod Company, an industry leader in performing utility allowance surveys for public housing authorities, performed this year's update. Nelrod uses consumption-based data to develop this schedule.

### **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, natural gas, garbage and water/sewer rates increased between 0% - 33%.

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

We recommend approval of Resolution 2830 approving the FY 2026 BHA Housing Choice Voucher Utility Allowance Schedule that will be effective January 1, 2026.

RESOLUTION 2830

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

APPROVE FY 2026 HOUSING CHOICE VOUCHER UTILITY ALLOWANCE SCHEDULE

WHEREAS, Department of Housing and Urban Development (HUD) regulations require review of utility allowances on a regular basis; and

WHEREAS, 24 CFR 982.517 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, 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 the City of Bellingham, that the Housing Choice Voucher Utility Allowance Schedule, is hereby approved and made a part hereof.

DATED this 21st day of October 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 October 21, 2025

FY 2026 HOUSING CHOICE VOUCHER UTILITY ALLOWANCE SCEHDULE

Resolution 2830, Exhibit A includes the following documents:

- The Nelrod Company's comparison of previous and current utility rates
- The Nelrod Company's proposed utility allowance schedule

# **COMPARISON OF PREVIOUS AND CURRENT UTILITY RATES**

# Comparison of Previous and Current Utility Rates

## SECTION 8 HCV PROGRAM

### BELLINGHAM-WHATCOM COUNTY HOUSING AUTHORITIES, WA

**NOTE: Rates in bold print indicate changes and gray print indicates removal.**

(We use the absolute value of the changes which gives us the percentage of change. This is the best way to determine a 10% change in utility rates and charges.)

#### ELECTRICITY

**UPDATE 2025**

| <b>Puget Sound Energy (Sch 7)</b>      |            | Rates    |                 | Difference |         |
|--|------------|----------|-----------------|------------|---------|
| Description                            | Measure    | 5/2024   | 5/2025          | Amount     | Percent |
| Basic Charge                           | per month  | \$7.49   | \$7.49          | \$0.00     | 0%      |
| Tier-1 Total Energy Charges (0-600)    | per kwh    | 0.127333 | <b>0.152653</b> | 0.025320   | 20%     |
| Tier-2 Total Energy Charges (over 600) | per kwh    | 0.146750 | <b>0.172070</b> | 0.025320   | 18%     |
| Public Utility Tax                     | % of total | 3.8734%  | 3.8734%         | 0.00       | 0%      |

| <b>City of Blaine (13.16)</b> |            | Rates    |                 | Difference |         |
|-------------------------------|------------|----------|-----------------|------------|---------|
| Description                   | Measure    | 5/2024   | 5/2025          | Amount     | Percent |
| Base Rate                     | per month  | \$7.27   | <b>\$7.63</b>   | \$0.36     | 5%      |
| Consumption Rates             | per kwh    | 0.081552 | <b>0.085629</b> | 0.004077   | 5%      |
| Public Utility Tax            | % of total | 3.8734%  | 3.8734%         | 0.00       | 0%      |

| <b>City of Sumas (1796)</b> |            | Rates   |         | Difference |         |
|-----------------------------|------------|---------|---------|------------|---------|
| Description                 | Measure    | 5/2024  | 5/2025  | Amount     | Percent |
| Monthly Basic Charge        | per month  | \$5.50  | \$5.50  | \$0.00     | 0%      |
| Consumption Rates           | per ccf    | 0.0848  | 0.0848  | 0.0000     | 0%      |
| Public Utility Tax          | % of total | 3.8734% | 3.8734% | 0.00       | 0%      |

#### NATURAL GAS

| <b>Cascade Natural Gas (Schedule 503)</b> |            | Rates   |                | Difference |         |
|---|------------|---------|----------------|------------|---------|
| Description                               | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Basic Service Charge                      | per month  | \$5.00  | <b>\$5.50</b>  | \$0.50     | 10%     |
| Total Energy Charges                      | per therm  | 0.40300 | <b>0.53345</b> | 0.13045    | 33%     |
| Municipal Taxes                           | % of total | 6.383%  | 6.383%         | 0.00       | 0%      |

#### BOTTLE GAS/PROPANE

| <b>Northwest Propane</b> |            | Rates  |               | Difference |         |
|--------------------------|------------|--------|---------------|------------|---------|
| Description              | Measure    | 5/2024 | 5/2025        | Amount     | Percent |
| Fuel Rate                | per gallon | \$2.40 | <b>\$2.53</b> | \$0.13     | 6%      |
| Sales Tax                | % of total | 8.8%   | 8.8%          | 0.00       | 0%      |

| <b>Vanderyacht Propane</b> |            | Rates  |               | Difference |         |
|----------------------------|------------|--------|---------------|------------|---------|
| Description                | Measure    | 5/2024 | 5/2025        | Amount     | Percent |
| Fuel Rate                  | per gallon | \$2.71 | <b>\$3.01</b> | \$0.30     | 12%     |
| Sales Tax                  | % of total | 8.8%   | 8.8%          | 0.00       | 0%      |

## Comparison of Previous and Current Utility Rates

### SECTION 8 HCV PROGRAM

|                          |            |        |               |        |           |
|--------------------------|------------|--------|---------------|--------|-----------|
| <b>Average Fuel Rate</b> | per gallon | \$2.56 | <b>\$2.77</b> | \$0.22 | <b>9%</b> |
| <b>Sales Tax</b>         | % of total | 8.8%   | 8.8%          | 0.00   | <b>0%</b> |

#### FUEL OIL

| <b>Coleman Oil</b> | Measure    | Rates  |               | Difference |            |
|--------------------|------------|--------|---------------|------------|------------|
|                    |            | 5/2024 | 5/2025        | Amount     | Percent    |
| Description        |            |        |               |            |            |
| Fuel Rate          | per gallon | \$3.35 | <b>\$3.92</b> | \$0.57     | <b>18%</b> |
| Sales Tax          | % of total | 8.8%   | 8.8%          | 0.00       | <b>0%</b>  |

| <b>Christensen Inc Yorkston Oil</b> | Measure    | Rates  |               | Difference |            |
|-------------------------------------|------------|--------|---------------|------------|------------|
|                                     |            | 5/2024 | 5/2025        | Amount     | Percent    |
| Description                         |            |        |               |            |            |
| Fuel Rate                           | per gallon | \$4.55 | <b>\$4.98</b> | \$0.43     | <b>10%</b> |
| Sales Tax                           | % of total | 8.8%   | 8.8%          | 0.00       | <b>0%</b>  |

|                              |            |        |               |        |            |
|------------------------------|------------|--------|---------------|--------|------------|
| <b>Average Fuel Oil Rate</b> | per gallon | \$3.95 | <b>\$4.45</b> | \$0.50 | <b>13%</b> |
| <b>Sales Tax</b>             | % of total | 8.8%   | 8.8%          | 0.00   | <b>0%</b>  |

#### WATER, SEWER & TRASH COLLECTION

| <b>City of Bellingham (Multi-Family)</b> | Measure    | Rates   |                | Difference |           |
|--|------------|---------|----------------|------------|-----------|
|  |            | 5/2024  | 5/2025         | Amount     | Percent   |
| Description - <b>Water</b>               |            |         |                |            |           |
| Water Base Rate                          | per month  | \$40.35 | <b>\$41.60</b> | \$1.25     | <b>4%</b> |
| Consumption Rate                         | per ccf    | \$2.56  | <b>\$2.63</b>  | \$0.07     | <b>3%</b> |
| Public Utility Tax                       | % of total | 5.029%  | 5.029%         | 0.00       | <b>0%</b> |
| Description - <b>Sewer</b>               |            |         |                |            |           |
| Total Monthly Charges (0-8)              | per month  | \$68.28 | <b>\$70.03</b> | \$1.75     | <b>3%</b> |
| Sewer Rate (over 8)                      | per ccf    | \$7.92  | <b>\$8.16</b>  | \$0.24     | <b>4%</b> |
| Public Utility Tax                       | % of total | 3.852%  | 3.852%         | 0.00       | <b>0%</b> |

| <b>City of Bellingham (Single Family)</b> | Measure    | Rates   |                | Difference |           |
|---|------------|---------|----------------|------------|-----------|
|   |            | 5/2024  | 5/2025         | Amount     | Percent   |
| Description - <b>Water</b>                |            |         |                |            |           |
| Water Base Rate                           | per month  | \$28.07 | <b>\$28.94</b> | \$0.87     | <b>4%</b> |
| Consumption Rate                          | per ccf    | \$2.52  | <b>\$2.59</b>  | \$0.07     | <b>3%</b> |
| Public Utility Tax                        | % of total | 5.029%  | 5.029%         | 0.00       | <b>0%</b> |
| Description - <b>Sewer</b>                |            |         |                |            |           |
| Total Monthly Charges                     | per month  | \$68.28 | <b>\$70.03</b> | \$1.75     | <b>3%</b> |
| Public Utility Tax                        | % of total | 3.852%  | 3.852%         | 0.00       | <b>0%</b> |

| <b>Birch Bay Water &amp; Sewer District</b> | Measure    | Rates   |                | Difference |            |
|---|------------|---------|----------------|------------|------------|
|   |            | 5/2024  | 5/2025         | Amount     | Percent    |
| Description - <b>Water</b>                  |            |         |                |            |            |
| Water Minimum Charge (0-2)                  | per month  | \$12.90 | <b>\$14.95</b> | \$2.05     | <b>16%</b> |
| Tier-1 Water Usage Charge (2.01-10)         | per ccf    | \$3.70  | <b>\$4.20</b>  | \$0.50     | <b>14%</b> |
| Tier-2 Water Usage Charge (over 10)         | per ccf    | \$7.05  | <b>\$8.00</b>  | \$0.95     | <b>14%</b> |
| Public Utility Tax                          | % of total | 5.029%  | 5.029%         | 0.00       | <b>0%</b>  |

*Continue...*

## Comparison of Previous and Current Utility Rates

### SECTION 8 HCV PROGRAM

*Birch Bay Water & Sewer District continued...*

| Description - <b>Sewer</b>       | Measure    | 5/2024  | 5/2025         | Amount | Percent    |
|----------------------------------|------------|---------|----------------|--------|------------|
| Sewer Minimum Charge (0-2)       | per month  | \$23.80 | <b>\$27.30</b> | \$3.50 | <b>15%</b> |
| Sewer Usage Charge (2.01-10 max) | per ccf    | \$3.15  | <b>\$3.60</b>  | \$0.45 | <b>15%</b> |
| Public Utility Tax               | % of total | 3.852%  | 3.852%         | 0.00   | <b>0%</b>  |

| <b>City of Blaine</b>                  |            | Rates    |                 | Difference |            |
|--|------------|----------|-----------------|------------|------------|
| Description - <b>Water</b>             | Measure    | 5/2024   | 5/2025          | Amount     | Percent    |
| Water Base Rate (0-3)                  | per month  | \$20.11  | <b>\$23.62</b>  | \$3.51     | <b>18%</b> |
| Tier-1 Water Consumption Rate (3.01-8) | per ccf    | \$3.06   | <b>\$3.59</b>   | \$0.53     | <b>18%</b> |
| Tier-2 Water Consumption Rate (over 8) | per ccf    | \$4.25   | <b>\$4.99</b>   | \$0.74     | <b>18%</b> |
| Public Utility Tax                     | % of total | 5.029%   | 5.029%          | 0.00       | <b>0%</b>  |
| Description - <b>Sewer</b>             | Measure    | 5/2024   | 5/2025          | Amount     | Percent    |
| Total Monthly Charges                  | per month  | \$137.48 | <b>\$146.63</b> | \$9.15     | <b>7%</b>  |
| Public Utility Tax                     | % of total | 3.852%   | 3.852%          | 0.00       | <b>0%</b>  |

| <b>City of Everson</b>      |            | Rates   |                | Difference |           |
|-----------------------------|------------|---------|----------------|------------|-----------|
| Description - <b>Water</b>  | Measure    | 5/2024  | 5/2025         | Amount     | Percent   |
| Water Base Charge (0-3)     | per month  | \$19.12 | <b>\$19.69</b> | \$0.57     | <b>3%</b> |
| Water Usage Charge (over 3) | per ccf    | \$2.62  | \$2.62         | \$0.00     | <b>0%</b> |
| Utility Tax                 | % of total | 6%      | 6%             | 0.00       | <b>0%</b> |
| Description - <b>Sewer</b>  | Measure    | 5/2024  | 5/2025         | Amount     | Percent   |
| Sewer Base Rate (0-6)       | per month  | \$80.00 | \$80.00        | \$0.00     | <b>0%</b> |
| Sewer Rate (over 6)         | per ccf    | \$2.00  | \$2.00         | \$0.00     | <b>0%</b> |
| Utility Tax                 | % of total | 6%      | 6%             | 0.00       | <b>0%</b> |

| <b>City of Ferndale (MF/SF)</b>            |           | Rates   |                | Difference |           |
|--|-----------|---------|----------------|------------|-----------|
| Description - <b>Water</b>                 | Measure   | 5/2024  | 5/2025         | Amount     | Percent   |
| Water Base Chg (\$27.29 bi-monthly)        | per month | \$13.19 | <b>\$13.65</b> | \$0.46     | <b>4%</b> |
| Tier-1 Water Consumption (0 - 5)           | per ccf   | \$5.79  | <b>\$5.99</b>  | \$0.20     | <b>4%</b> |
| Tier-2 Water Consumption (5.01-7.5)        | per ccf   | \$6.38  | <b>\$6.60</b>  | \$0.22     | <b>4%</b> |
| Tier-3 Water Consumption (7.51-15)         | per ccf   | \$7.55  | <b>\$7.81</b>  | \$0.26     | <b>4%</b> |
| Tier-4 Water Consumption (over 15)         | per ccf   | \$8.90  | <b>\$9.21</b>  | \$0.31     | <b>4%</b> |
| Description - <b>Sewer (Multi-Family)</b>  | Measure   | 5/2024  | 5/2025         | Amount     | Percent   |
| Total Monthly Charges                      | per month | \$44.70 | <b>\$47.76</b> | \$3.06     | <b>7%</b> |
| Sewer Consumption                          | per ccf   | \$11.70 | \$11.70        | \$0.00     | <b>0%</b> |
| Description - <b>Sewer (Single-Family)</b> | Measure   | 5/2024  | 5/2025         | Amount     | Percent   |
| Total Monthly Charges                      | per month | \$42.96 | <b>\$46.02</b> | \$3.06     | <b>8%</b> |
| Sewer Consumption                          | per ccf   | \$10.91 | \$10.91        | \$0.00     | <b>0%</b> |

## Comparison of Previous and Current Utility Rates

### SECTION 8 HCV PROGRAM

| <b>Lake Whatcom Water &amp; Sewer District</b>  |            | Rates   |                | Difference |         |
|---|------------|---------|----------------|------------|---------|
| Description - <b>Water</b>                      | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Water Service Charge (\$90.69 bi-monthly) (0-3) | per month  | \$43.40 | <b>\$45.35</b> | \$1.95     | 5%      |
| Tier-1 Water Usage Chg (3.01-12.5)              | per ccf    | \$12.31 | <b>\$12.86</b> | \$0.55     | 5%      |
| Tier-2 Water Usage Chg (over 12.5)              | per ccf    | \$15.40 | <b>\$16.10</b> | \$0.70     | 5%      |
| Public Utility Tax                              | % of total | 5.029%  | 5.029%         | 0.00       | 0%      |
| Description - <b>Sewer</b>                      | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Sewer Service Charge (\$198.90 bi-monthly)      | per month  | \$95.86 | <b>\$99.45</b> | \$3.59     | 4%      |
| Public Utility Tax                              | % of total | 3.852%  | 3.852%         | 0.00       | 0%      |

| <b>City of Lynden (Multi-Family)</b> |            | Rates   |                | Difference |         |
|--------------------------------------|------------|---------|----------------|------------|---------|
| Description - <b>Water</b>           | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Water Basic Charge                   | per month  | \$34.08 | <b>\$39.02</b> | \$4.94     | 15%     |
| Water Volume Charge                  | per ccf    | \$2.09  | <b>\$2.40</b>  | \$0.31     | 15%     |
| Total Taxes                          | % of total | 8.5%    | 8.5%           | 0.00       | 0%      |

| <b>City of Lynden (Single Family)</b> |            | Rates   |                | Difference |         |
|---------------------------------------|------------|---------|----------------|------------|---------|
| Description - <b>Water</b>            | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Water Basic Charge                    | per month  | \$34.08 | <b>\$39.02</b> | \$4.94     | 15%     |
| Tier-1 Water Volume Charge (0-5)      | per ccf    | \$1.68  | <b>\$1.93</b>  | \$0.25     | 15%     |
| Tier-2 Water Volume Charge (5.01-18)  | per ccf    | \$2.21  | <b>\$2.53</b>  | \$0.32     | 15%     |
| Total Taxes                           | % of total | 8.5%    | 8.5%           | 0.00       | 0%      |

| <b>City of Lynden (MF/SF)</b>      |            | Rates   |                | Difference |         |
|------------------------------------|------------|---------|----------------|------------|---------|
| Description - <b>Sewer (MF/SF)</b> | Measure    | 5/2024  | 5/2025         | Amount     | Percent |
| Total Monthly Charges              | per month  | \$64.71 | <b>\$74.08</b> | \$9.37     | 15%     |
| Public Utility Tax                 | % of total | 3.852%  | 3.852%         | 0.00       | 0%      |

| <b>City of Nooksack</b>       |               | Rates   |               | Difference |              |
|-------------------------------|---------------|---------|---------------|------------|--------------|
| Description - <b>Water</b>    | Measure       | 5/2024  | 5/2025        | Amount     | Percent      |
| Water Basic Rate (0-7500)     | per month     | \$34.08 | \$34.08       | \$0.00     | 0%           |
| <b>Water Rate (over 7500)</b> | per 1000 gals |         | <b>\$3.88</b> |            | <b>Added</b> |
| <b>Public Utility Tax</b>     | % of total    |         | <b>6%</b>     |            | <b>Added</b> |
| Description - <b>Sewer</b>    | Measure       | 5/2024  | 5/2025        | Amount     | Percent      |
| Sewer Rate                    | per month     | \$58.88 | \$58.88       | \$0.00     | 0%           |
| <b>Public Utility Tax</b>     | % of total    |         | <b>6%</b>     |            | <b>Added</b> |

*Tiers were restructured.*

| <b>Nooksack Valley Disposal &amp; Recycling</b> |            | Rates   |         | Difference |         |
|---|------------|---------|---------|------------|---------|
| Description - <b>Trash Collection</b>           | Measure    | 5/2024  | 5/2025  | Amount     | Percent |
| Total Monthly Charges                           | per month  | \$14.90 | \$14.90 | \$0.00     | 0%      |
| Total Taxes                                     | % of total | 17.4%   | 17.4%   | 0.00       | 0%      |

| <b>Sanitary Service</b>               |         | Rates  |        | Difference |         |
|---------------------------------------|---------|--------|--------|------------|---------|
| Description - <b>Trash Collection</b> | Measure | 5/2024 | 5/2025 | Amount     | Percent |

## Comparison of Previous and Current Utility Rates

### SECTION 8 HCV PROGRAM

|                         |            |         |                |        |    |
|-------------------------|------------|---------|----------------|--------|----|
| Trash Collection Charge | per month  | \$56.63 | <b>\$58.16</b> | \$1.53 | 3% |
| Public Utility Tax      | % of total | 3.6%    | 3.6%           | 0.00   | 0% |

## Comparison of Previous and Current Utility Rates

### SECTION 8 HCV PROGRAM

| <b>City of Sumas</b>       |            | Rates         |               | Difference |           |
|----------------------------|------------|---------------|---------------|------------|-----------|
| Description - <b>Water</b> | Measure    | <b>5/2024</b> | <b>5/2025</b> | Amount     | Percent   |
| Water Base Charge (0-6)    | per month  | \$10.40       | \$10.40       | \$0.00     | <b>0%</b> |
| Water Rate (over 6)        | per ccf    | \$1.13        | \$1.13        | \$0.00     | <b>0%</b> |
| Public Utility Tax         | % of total | 5.029%        | 5.029%        | 0.00       | <b>0%</b> |
| Description - <b>Sewer</b> | Measure    | <b>5/2024</b> | <b>5/2025</b> | Amount     | Percent   |
| Total Monthly Charges      | per month  | \$15.85       | \$15.85       | \$0.00     | <b>0%</b> |
| Sewer Volume Surcharge     | per ccf    | \$6.368       | \$6.368       | \$0.000    | <b>0%</b> |
| Public Utility Tax         | % of total | 3.852%        | 3.852%        | 0.00       | <b>0%</b> |

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

**U.S. Department of Housing and Urban  
Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0169

(exp. 04/30/2026)

**Effective 01/01/2026**

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA <b>Bellingham-Whatcom County<br/>Housin Authorities, WA</b>                                    |   | Unit Type: <b>Multi-Family<br/>(Apartment)</b>                    |          |          |                           |           | Date (mm/dd/yyyy)<br><b>01/01/2026</b> |  |
|---|---|---|----------|----------|---------------------------|-----------|--|--|
| Utility of Service  | Fuel Type   | 0 BR  | 1 BR     | 2 BR     | 3 BR                      | 4 BR      | 5 BR                                   |  |
| Heating   | Natural Gas<br><i>(Includes Monthly Charge)</i>   | \$18.00   | \$21.00  | \$23.00  | \$26.00                   | \$28.00   | \$30.00                                |  |
|   | Bottle Gas  | \$72.00   | \$84.00  | \$102.00 | \$115.00                  | \$130.00  | \$142.00                               |  |
|   | Electric <i>(avg)</i>                             | \$17.00   | \$20.00  | \$27.00  | \$34.00                   | \$42.00   | \$48.00                                |  |
|   | Electric Heat Pump <i>(avg)</i>                   | \$15.00   | \$18.00  | \$21.00  | \$24.00                   | \$27.00   | \$29.00                                |  |
|   | Fuel Oil  | \$92.00   | \$111.00 | \$126.00 | \$145.00                  | \$160.00  | \$179.00                               |  |
| Cooking   | Natural Gas                                       | \$2.00  | \$2.00   | \$3.00   | \$3.00                    | \$5.00    | \$5.00                                 |  |
|   | Bottle Gas  | \$9.00  | \$9.00   | \$15.00  | \$21.00                   | \$27.00   | \$30.00                                |  |
|   | Electric <i>(avg)</i>                             | \$5.00  | \$5.00   | \$8.00   | \$10.00                   | \$13.00   | \$15.00                                |  |
| Other Electric  | <i>(avg)</i><br><i>(Includes Monthly Charges)</i> | \$24.00   | \$28.00  | \$35.00  | \$43.00                   | \$51.00   | \$59.00                                |  |
| Air Conditioning  | <i>(avg)</i>                                      | \$1.00  | \$1.00   | \$1.00   | \$1.00                    | \$1.00    | \$1.00                                 |  |
| Water Heating   | Natural Gas                                       | \$4.00  | \$5.00   | \$6.00   | \$9.00                    | \$10.00   | \$12.00                                |  |
|   | Bottle Gas  | \$24.00   | \$27.00  | \$36.00  | \$48.00                   | \$60.00   | \$72.00                                |  |
|   | Electric <i>(avg)</i>                             | \$24.00   | \$28.00  | \$35.00  | \$43.00                   | \$51.00   | \$59.00                                |  |
|   | Fuel Oil  | \$29.00   | \$34.00  | \$48.00  | \$63.00                   | \$77.00   | \$92.00                                |  |
| Water   |   | <b>See Attached Water, Sewer, &amp; Trash Collection Schedule</b> |          |          |                           |           |  |  |
| Sewer   |   |   |          |          |                           |           |  |  |
| Trash Collection  |   |   |          |          |                           |           |  |  |
| Range/Microwave   |   | \$11.00   | \$11.00  | \$11.00  | \$11.00                   | \$11.00   | \$11.00                                |  |
| Refrigerator  |   | \$12.00   | \$12.00  | \$12.00  | \$12.00                   | \$12.00   | \$12.00                                |  |
| <b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit. |   |   |          |          | Utility/Service/Appliance | Allowance |  |  |
| Head of Household Name  |   |   |          |          | Heating                   |           |  |  |
| Unit Address  |   |   |          |          | Cooking                   |           |  |  |
|   |   |   |          |          | Other Electric            |           |  |  |
|   |   |   |          |          | Air Conditioning          |           |  |  |
|   |   |   |          |          | Water Heating             |           |  |  |
| Number of Bedrooms  |   |   |          |          | Water                     |           |  |  |
|   |   |   |          |          | Sewer                     |           |  |  |
|   |   |   |          |          | Trash Collection          |           |  |  |
| Number of Bedrooms  |   |   |          |          | Other                     |           |  |  |
|   |   |   |          |          | Range/Microwave           |           |  |  |
|   |   |   |          |          | Refrigerator              |           |  |  |
|   |   |   |          |          | Total                     |           |  |  |



adapted from form HUD-52667

(04/2023)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

**U.S. Department of Housing and Urban  
Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0169

(exp. 04/30/2026)

**Effective 01/01/2026**

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA <b>Bellingham-Whatcom County<br/>Housin Authorities, WA</b>                                    |   | Unit Type <b>Single-Family<br/>(Detached House)</b>              |          |          |                           | Date (mm/dd/yyyy)<br><b>01/01/2026</b> |          |
|---|---|--|----------|----------|---------------------------|--|----------|
| Utility of Service  | Fuel Type   | 0 BR   | 1 BR     | 2 BR     | 3 BR                      | 4 BR                                   | 5 BR     |
| Heating   | Natural Gas<br><i>(Includes Monthly Charge)</i>   | \$24.00  | \$27.00  | \$31.00  | \$34.00                   | \$38.00                                | \$41.00  |
|   | Bottle Gas  | \$105.00   | \$124.00 | \$145.00 | \$166.00                  | \$184.00                               | \$205.00 |
|   | Electric <i>(avg)</i>                             | \$40.00  | \$47.00  | \$55.00  | \$63.00                   | \$71.00                                | \$80.00  |
|   | Electric Heat Pump <i>(avg)</i>                   | \$22.00  | \$26.00  | \$31.00  | \$34.00                   | \$38.00                                | \$42.00  |
|   | Fuel Oil  | \$136.00   | \$155.00 | \$184.00 | \$208.00                  | \$232.00                               | \$257.00 |
| Cooking   | Natural Gas                                       | \$2.00   | \$2.00   | \$3.00   | \$3.00                    | \$5.00                                 | \$5.00   |
|   | Bottle Gas  | \$9.00   | \$9.00   | \$15.00  | \$21.00                   | \$27.00                                | \$30.00  |
|   | Electric <i>(avg)</i>                             | \$5.00   | \$5.00   | \$8.00   | \$10.00                   | \$13.00                                | \$15.00  |
| Other Electric  | <i>(avg)</i><br><i>(Includes Monthly Charges)</i> | \$33.00  | \$37.00  | \$49.00  | \$60.00                   | \$72.00                                | \$84.00  |
| Air Conditioning  | <i>(avg)</i>                                      | \$1.00   | \$1.00   | \$1.00   | \$1.00                    | \$1.00                                 | \$1.00   |
| Water Heating   | Natural Gas                                       | \$5.00   | \$6.00   | \$8.00   | \$10.00                   | \$13.00                                | \$15.00  |
|   | Bottle Gas  | \$27.00  | \$33.00  | \$45.00  | \$60.00                   | \$75.00                                | \$87.00  |
|   | Electric <i>(avg)</i>                             | \$33.00  | \$37.00  | \$49.00  | \$60.00                   | \$72.00                                | \$84.00  |
|   | Fuel Oil  | \$34.00  | \$39.00  | \$58.00  | \$77.00                   | \$97.00                                | \$111.00 |
| Water   |   | <b>See Attached Water, Sewer &amp; Trash Collection Schedule</b> |          |          |                           |  |          |
| Sewer   |   |  |          |          |                           |  |          |
| Trash Collection  |   |  |          |          |                           |  |          |
| Range/Microwave   |   | \$11.00  | \$11.00  | \$11.00  | \$11.00                   | \$11.00                                | \$11.00  |
| Refrigerator  |   | \$12.00  | \$12.00  | \$12.00  | \$12.00                   | \$12.00                                | \$12.00  |
| <b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit. |   |  |          |          | Utility/Service/Appliance | Allowance                              |          |
| Head of Household Name  |   |  |          |          | Heating                   |  |          |
| Unit Address  |   |  |          |          | Cooking                   |  |          |
|   |   |  |          |          | Other Electric            |  |          |
|   |   |  |          |          | Air Conditioning          |  |          |
|   |   |  |          |          | Water Heating             |  |          |
| Number of Bedrooms  |   |  |          |          | Water                     |  |          |
|   |   |  |          |          | Sewer                     |  |          |
|   |   |  |          |          | Trash Collection          |  |          |
|   |   |  |          |          | Other                     |  |          |
| Total   |   |  |          |          | Range / Microwave         |  |          |
|   |   |  |          |          | Refrigerator              |  |          |
|   |   |  |          |          |                           |  |          |



adapted from form HUD-52667

(04/2023)

**BELLINGHAM-WHATCOM COUNTY HOUSING AUTHORITIES, WA**  
**Water, Sewer and Trash Collection**  
**Section 8 HCV Utility Allowances**

Effective 01/01/2026

**All Building Types**

|  |            | Monthly Dollar Allowances |          |          |          |          |          |
|--|------------|---------------------------|----------|----------|----------|----------|----------|
|  |            | 0 BR                      | 1 BR     | 2 BR     | 3 BR     | 4 BR     | 5 BR     |
| City of Bellingham                                       | Water (MF) | \$62.00                   | \$63.00  | \$68.00  | \$74.00  | \$79.00  | \$85.00  |
|  | Water (SF) | \$43.00                   | \$44.00  | \$49.00  | \$55.00  | \$60.00  | \$66.00  |
|  | Sewer (MF) | \$73.00                   | \$73.00  | \$73.00  | \$81.00  | \$98.00  | \$115.00 |
|  | Sewer (SF) | \$73.00                   | \$73.00  | \$73.00  | \$73.00  | \$73.00  | \$73.00  |
| Birch Bay Water & Sewer District                         | Water      | \$28.00                   | \$29.00  | \$38.00  | \$47.00  | \$60.00  | \$76.00  |
|  | Sewer      | \$39.00                   | \$40.00  | \$47.00  | \$55.00  | \$58.00  | \$58.00  |
| City of Blaine   | Water      | \$32.00                   | \$32.00  | \$40.00  | \$49.00  | \$60.00  | \$70.00  |
|  | Sewer      | \$152.00                  | \$152.00 | \$152.00 | \$152.00 | \$152.00 | \$152.00 |
| City of Everson  | Water      | \$26.00                   | \$26.00  | \$32.00  | \$38.00  | \$43.00  | \$49.00  |
|  | Sewer      | \$85.00                   | \$85.00  | \$87.00  | \$91.00  | \$95.00  | \$100.00 |
| City of Ferndale   | Water      | \$42.00                   | \$44.00  | \$57.00  | \$72.00  | \$88.00  | \$103.00 |
|  | Sewer (MF) | \$104.00                  | \$106.00 | \$130.00 | \$153.00 | \$177.00 | \$200.00 |
|  | Sewer (SF) | \$99.00                   | \$101.00 | \$123.00 | \$144.00 | \$166.00 | \$188.00 |
| Lake Whatcom Water & Sewer District                      | Water      | \$72.00                   | \$75.00  | \$102.00 | \$129.00 | \$156.00 | \$185.00 |
|  | Sewer      | \$103.00                  | \$103.00 | \$103.00 | \$103.00 | \$103.00 | \$103.00 |
| City of Lynden   | Water (MF) | \$55.00                   | \$55.00  | \$61.00  | \$66.00  | \$71.00  | \$76.00  |
|  | Water (SF) | \$52.00                   | \$53.00  | \$58.00  | \$64.00  | \$69.00  | \$75.00  |
|  | Sewer      | \$77.00                   | \$77.00  | \$77.00  | \$77.00  | \$77.00  | \$77.00  |
| City of Nooksack<br>Nooksack Valley Disposal & Recycling | Water      | \$36.00                   | \$36.00  | \$36.00  | \$36.00  | \$39.00  | \$45.00  |
|  | Sewer      | \$62.00                   | \$62.00  | \$62.00  | \$62.00  | \$62.00  | \$62.00  |
|  | Trash      | \$17.00                   | \$17.00  | \$17.00  | \$17.00  | \$17.00  | \$17.00  |
| Sanitary Service   | Trash      | \$60.00                   | \$60.00  | \$60.00  | \$60.00  | \$60.00  | \$60.00  |
| City of Sumas  | Water      | \$11.00                   | \$11.00  | \$12.00  | \$15.00  | \$17.00  | \$19.00  |
|  | Sewer      | \$48.00                   | \$50.00  | \$63.00  | \$76.00  | \$89.00  | \$103.00 |



adapted from form HUD-52667  
(04/2023)



## 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 **10/21/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **September 2025** described as follows:

| Funds                       | Voucher Numbers                    |                        |
|-----------------------------|------------------------------------|------------------------|
| Payroll 09/06/25:           | <u>5337</u> to <u>5389</u>         | \$ <u>142,969.42</u>   |
| Payroll 09/20/25:           | <u>5398</u> to <u>5451</u>         | \$ <u>145,649.33</u>   |
| BHA – Public Housing:       | <u>2003</u> to <u>2013</u>         | \$ <u>652.32</u>       |
| Direct Deposit Checks       | <u>1281</u> to <u>1288</u>         | \$ <u>493.00</u>       |
| Central Office/Maint. Fund: | <u>32213</u> to <u>32311</u>       | \$ <u>309,897.83</u>   |
| Direct Deposit Checks       | <u>78</u> to <u>79</u>             | \$ <u>89,666.42</u>    |
| Section 8 Vouchers:         | <u>130051</u> to <u>130368</u>     | \$ <u>1,000,320.00</u> |
| Direct Deposit Checks       | <u>88756</u> to <u>88874</u>       | \$ <u>1,237,756.00</u> |
| BHA/Local Fund:             | <u>10440</u> to <u>10454</u>       | \$ <u>84,441.88</u>    |
| Direct Deposit Checks       | <u>109</u> to <u>111</u>           | \$ <u>377,458.77</u>   |
| WCHA – Public Housing:      | <u>7705</u> to <u>7713</u>         | \$ <u>1,319.00</u>     |
| Direct Deposit Checks       | <u>900</u> to <u>903</u>           | \$ <u>474.00</u>       |
| *Misc. ACH & Wire Transfers | <u>JV 24833</u> to <u>JV 24833</u> | \$ <u>-4,435.64</u>    |

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Chair

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

**BELLINGHAM HOUSING AUTHORITY**  
**Board of Commissioners Regular Meeting**  
**September 16, 2025**

The Board of Commissioners of Bellingham Housing Authority (“BHA”) held a regular meeting on Tuesday, September 16, 2025 in a hybrid format. The meeting was called to order at 1:25 p.m. by Board 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 Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann *\*present until 3pm*

**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

**Guest Presenters:**

None

**PUBLIC COMMENT AND RESIDENT INPUT**

Paul Moore, Washington Square Resident – Some Washington Square residents have met and started working towards creating a new Washington Square Resident Council.

**B. REPORTS**

1. Executive Director Report: Attached to the Agenda
2. BHA Quarterly Financial Report: Attached to the Agenda
3. Quarterly Development Report: Attached to the Agenda

**AT 1:50PM, THE PUBLIC MEETING WAS RECESSED AND CHAIR GOCKLEY OPENED THE PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 2822, FY 2026 BHA PHA PLAN**

Chief Operating Officer Kate Donnelly provided an overview of BHA’s FY 2026’s PHA Plan.

The following comments were received which did not relate to resolution 2822:

- *Barbara Plaskett – Historically, BHA allowed public comments periods for residents to participate in and provide comments in-person. BHA also occasionally held meetings at properties.*

- *Benny Spencer – Has BHA resident comments to relay to BHA staff having attended a Samish Commons Resident Meeting.*

Public Comment and Resident Input relating to Resolution 2822:

- None

**AT 2:10PM, THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 2822, FY 2026 BHA PHA PLAN WAS ADJOURNED.**

**C. DISCUSSION / ACTION ITEMS**

**1. Approve FY 2026 BHA PHA Plan**

Approve Resolution 2822

Commissioner Finet moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
 Commissioner Dave Finet  
 Commissioner Stephen Gockley  
 Commissioner Alana Pattermann

**2. Resolution 2823: Approve BHA Public Housing 2025-2029 Capital Fund 5-year Action Plan**

Development Director Tony Casale stated that he is requesting to move resolution 2823 to the October 2025 Agenda for approval, following a public hearing.

Commissioner Finet made a motion to set the public hearing date for the BHA Public Housing 2025-2029 Capital Fund 5-year Action Plan for Tuesday, October 21<sup>st</sup>.

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

**AYES:** Commissioner Valerie Billmire  
 Commissioner Dave Finet  
 Commissioner Stephen Gockley  
 Commissioner Alana Pattermann

**3. Approve FY 2026 BHA Public Housing Utility Allowance and Flat Rent Schedule**

Kate Donnelly provided an overview of resolution 2824.

Approve Resolution 2824.

Commissioner Billmire moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**4. Approve FY 2026 BHA Housing Choice Voucher Utility Allowance Schedule**

Steve Grichel provided an overview of resolution 2825.

Approve Resolution 2825

Commissioner Finet moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**5. Approve FY 2026 BHA Housing Choice Voucher Payment Standards**

Housing Programs Manager Stever Grichel provided an overview of Resolution 2826 and its impact on the program and households.

Approve Resolution 2826

Commissioner Billmire moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**6. Approve Revisions to the Bellingham & Whatcom County Housing Authority Personnel Manual**

Executive Services/HR Manager Lindsay Burmeister provided an overview of updates to the Personnel Manual and the reasons for those changes.

Approve Resolution 2827

Commissioner Pattermann moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**7. Approve a New Executive Classification Level**

Executive Services/HR Manager Lindsay Burmeister provided an overview of Resolution 2828 which would approve a new salary range for the Executive Director position.

Approve Resolution 2828

Commissioner Finet moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**8. Authorize an Additional Loan, or an Increase in the Amount of Existing Loans, from BHA to Meadow Wood II Associates LLC**

Director of Asset Development Tony Casale provided an overview of Meadow Wood II and Resolution 2829.

Approve Resolution 2829

Commissioner Billmire moved to approve the motion

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**9. Authorize Nomination of Chair and Vice Chair (November 2025 – October 2026)**

Commissioner Finet nominated Stephen Gockley for Chair and Valerie Billmire for Vice Chair.

**D. CONSENT ITEMS**

Commissioner Pattermann moved to approve the Consent Agenda as follows:

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

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

Motion: Approve BOC Meetings Calendar (January 2026 – December 2026)

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley  
Commissioner Alana Pattermann

**NAYES:** None

**E. COMMISSIONER UPDATES**

None.

**F. EXECUTIVE SESSION**

The Board entered Executive Session pursuant to RCW.42.30.110(1)(g) to evaluate the qualifications and performance of a public employee at 2:42pm; Chair Gockley announced that the Executive Session would conclude at 3:15pm.

Chair Gockley re-opened the meeting to inform the public that they would be extending the Executive Session and that it would conclude at 3:30pm.

No official action took place during the executive session.

**Executive session adjourned at 3:31pm and Public Session was re-opened.**

**G. ADDITIONAL PERSONNEL MATTERS**

Commissioner Finet made the following Motion:

Approve adjusting the Executive Director's salary to \$199,000 per year effective October 1, 2025.

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

**AYES:** Commissioner Valerie Billmire  
Commissioner Dave Finet  
Commissioner Stephen Gockley

**NAYES:**

None

**1. ADJOURNMENT**

The public meeting was adjourned at 3:33 p.m.

Respectfully Submitted,

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**Andrew Calkins,  
Secretary/Treasurer**

**ATTEST:**

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

**January 2025 – December 2025 Regular Meeting Schedule of the  
Bellingham Whatcom County Housing Authorities Board of Commissioners**

| <b><u>Date and Time</u></b>           | <b><u>Locations</u></b>  |
|---------------------------------------|--|
| Tuesday, January 21, 2025<br>1:00PM   | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, February 18, 2025<br>1:00PM  | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, March 18, 2025<br>1:00PM     | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, April 15, 2025<br>1:00PM     | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, May 20, 2025<br>1:00PM       | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, June 17, 2025<br>1:00PM      | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, July 15, 2025<br>1:00PM      | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, August 19, 2025<br>1:00PM    | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, September 16, 2025<br>1:00PM | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| *Tuesday, October 21, 2025<br>1:00PM  | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, November 18, 2025<br>1:00PM  | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, December 16, 2025<br>1:00PM  | BWCHA Administrative Building<br>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](mailto:publiccomment@bellinghamhousing.org) or by mail at PO Box 9701 Bellingham, WA 98227, no later than 5pm on the Monday prior to the meeting.

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

| <b><u>Date and Time</u></b>           | <b><u>Locations</u></b>  |
|---------------------------------------|--|
| Tuesday, January 20, 2026<br>1:00PM   | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
| Tuesday, February 17, 2026<br>1:00PM  | BWCHA Administrative Building<br>321 N. Samish Way & Hybrid via Zoom |
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**Annual Board of Commissioners 2025 Meeting Calendar**  
**Bellingham Housing Authority & Housing Authority of Whatcom County**

| January  | February   | March  |
|--|--|--|
| <b>Reports</b><br>Quarterly: Operations  | <b>Reports</b><br>Quarterly: LIHTC Portfolio<br>Approve HUD SEMAP Certification  | <b>Reports</b><br>Quarterly: Development   |
| <b>Discussion/Action</b><br>Bi-Annual: IT Report   | <b>Discussion/Action</b><br>SEMAP Review   | <b>Discussion/Action</b>   |
| April  | May  | June   |
| <b>Reports</b><br>Quarterly: Operations<br>Quarterly: Q4 Finance Report  | <b>Reports</b><br>Quarterly: LIHTC Portfolio<br>Quarterly: Q1 Finance Report   | <b>Reports</b><br>Quarterly: Development<br>Bi-Annual: IT Report   |
| <b>Discussion/Action</b><br>New/Renewing Commissioners   | <b>Discussion/Action</b>   | <b>Discussion/Action</b><br>ED Annual Performance Evaluation   |
| July   | August   | September  |
| <b>Reports</b><br>Quarterly: Operations  | <b>Reports</b><br>Quarterly: LIHTC Portfolio<br>Annual: HR Safety Report   | <b>Reports</b><br>Quarterly: Development<br>Quarterly: Q2 Finance Report<br>Utility Allowance & PH Flat Rent<br>Schedule HCV Payment Standards |
| <b>Discussion/Action</b>   | <b>Discussion/Action</b><br>Review PHA Plan<br>Set Public Hearing Date<br>Review Draft CFP 5 Year Action Plan 2025 - 2029<br>Set Public Hearing Date | <b>Discussion/Action</b><br>Agency Plan Public Hearing<br>Nominate Officers<br>Preliminary 2025- 2026 Board Schedule                           |
| October  | November   | December   |
| <b>Reports</b><br>Quarterly: Operations<br>Quarterly: Agency 2026 Budget Process<br>FY2024 Audit Exit (Invite SAO) | <b>Reports</b><br>Quarterly: LIHTC Portfolio<br>Quarterly: Q3 Finance Report   | <b>Reports</b><br>Quarterly: Development<br>Bi-Annual: IT Report   |
| <b>Discussion/Action</b><br>Elect Chair & Vice-Chair   | <b>Discussion/Action</b><br>Agency 2025 Budget Adoption<br>Maintenance Schedule of Charges   | <b>Discussion/Action</b><br>Flexible Spending<br>Budget Variances<br>Agency Salaries, co-premiums, CBA   |

New and changed items are in blue