



Notice of Regular Board Meeting  
Whatcom County Housing Authority Board of Commissioners  
Tuesday, October 21, 2025

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

Time: 1:00pm

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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. Fiscal Year 2024 WCHA Audit (Jana Robbins, 10 minutes)

**RECESS THE PUBLIC MEETING AND OPEN A PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 821, FY 2025-2029 WCHA CAPITAL FUND 5-YEAR PLAN**

- D. PUBLIC HEARING  
Public Hearing: WCHA's Public Housing 2025-2029 Capital Fund 5-Year Action Plan

**CLOSE THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 821, FY 2025-2029 WCHA CAPITAL FUND 5-YEAR PLAN**

- E. DISCUSSION / ACTION ITEMS
1. Approve WCHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan  
Approve Resolution 821 (Tony Casale, 5 minutes)
  2. 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. 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**

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

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### **SUMMARY**

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

### **BACKGROUND**

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

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

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

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

**RESOLUTION 821**

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

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

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

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

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

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

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

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

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

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

**DATED** this 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 WCHA Narrative Five Year Action Plan**

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

**FY2025 HUD Allocation - \$265,146**

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

**2026**

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

**2027**

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



## 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.

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

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, September 16, 2025 in a hybrid format. The meeting was called to order at 1:07 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

**A. ROLL CALL/QUORUM**

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

**Absent & Excused:** Commissioner Terry Bornemann

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

**Guest Presenters:** None

**PUBLIC COMMENT AND RESIDENT INPUT**

None

**B. REPORTS**

1. WCHA Quarterly Financial Report: Attached to the Agenda

**AT 1:11PM, THE PUBLIC MEETING WAS RECESSED AND CHAIR GOCKLEY OPENED THE PUBLIC HEARING OF INTENT TO APPROVE RESOLUTION 820, FY 2026 WCHA PHA PLAN**

Chief Operating Officer Kate Donnelly provided an overview of the WCHA PHA Plan.

Public Comment and Resident Input:

- None

**AT 1:15PM, THE PUBLIC HEARING ON INTENT TO APPROVE RESOLUTION 820, FY 2026 WCHA PHA PLAN WAS ADJOURNED.**

**C. DISCUSSION / ACTION ITEMS:**

1. Approve Fiscal Year 2026 WCHA Public Housing Authority (PHA) Plan

Approve Resolution 820

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

**2. Resolution 821: Approve WCHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan**

Development Director Tony Casale requested to move resolution 821 to the October 2025 Agenda for approval following a public hearing.

Commissioner Finet made a motion to set the public hearing date for WCHA Public Housing 2025-2029 Capital Fund 5-Year Action Plan on 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 Fiscal Year 2026 WCHA Public Housing Utility Allowance and Flat Rent Schedule**

Chief Operating Officer Kate Donnelly provided an overview of resolution 822.

Approve Resolution 822

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 Nomination for Chair and Vice Chair (November 2025 - October 2026)**

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

**D. CONSENT**

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 WCHA 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

**ADJOURNMENT**

The meeting was adjourned at 1:24PM

Respectfully Submitted,

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**Andrew Calkins**  
**Secretary/Treasurer**

**ATTEST:**

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