



Housing Authority of the City of Bellingham

Notice of Regular Board Meeting
Bellingham Housing Authority Board of Commissioners
November 18, 2025

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

Time: 1:10pm

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. GUEST PRESENTATION
1. Unity Street Project (Tony Casale, RMC Architects, 30 minutes)
- D. REPORTS
1. Executive Director Report (Andrew Calkins, 10 minutes)
2. BHA Q3 Finance Report (Jana Robbins, 10 minutes)
3. LIHTC Portfolio Report (Myrriah Train, 10 minutes)
- E. DISCUSSION / ACTION ITEMS
1. Approve FY 2026 BHA Budget
Approve Resolution 2831 (Jana Robbins, Andrew Calkins, 20 minutes)
2. Approve 2026 BHA Maintenance Schedule of Charges
Approve Resolution 2832 (Kate Donnelly, 10 minutes)
3. Review and Approve Public Comment Policy
Approve Resolution 2833 (Andrew Calkins, 10 minutes)
- F. CONSENT ITEMS
1. Motion: Approve Cash Disbursements/Vouchers for the month of October 2025
2. Motion: Approve Minutes for the month of October 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, November 18, 2025. Board Members and the public can attend this meeting via zoom or in person at the BWCHA Board Room located at 321 N. Samish Way.

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

Meeting Information

Webinar ID: 868 2734 6793

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

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

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



**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: November 18, 2025
SUBJECT: Unity Street Redevelopment Design Presentation

SUMMARY

The Bellingham Housing Authority is transforming a vacant commercial building located at 202 & 208 Unity Street into 64 apartments that will offer affordable rents for households who are between 30-60% of the Area Median Income.

This project was approved for \$6,148,634 from the City of Bellingham and \$1,000,000 from Whatcom County, and our request for \$6,000,000 from Washington State is currently under review. Applications to the state exceeded \$511,771,000 in total requests, but we strongly believe the Unity Street project is well positioned to receive an award. An award from the state Housing Trust Fund will pave the way for construction to commence in late-2026.

Today's presentation will focus on design elements that are being incorporated into the building, and it will be facilitated by Neil McCarthy and Robert Wright from RMC Architects. RMC Architects was selected through a publicly advertised Request for Qualifications conducted in November-December 2024.

PRESENTER BIOS

Neil McCarthy, Architect AIBC, AIA, LEED AP

Principal

Neil's commitment to excellence in architecture stems from an understanding that the built environment has profound effects on people, whether those inhabiting the building, casual visitors, neighbors, or those who share the same civic settings. Architecture can reinforce and guide communities; it can restore the environment, and works across time. Above all, architecture is a collective endeavor that begins with a conversation, builds to a team effort of owners, designers and builders, then is handed off to the community, and those who use and experience the building every day.

Working as a project leader since 1988, Neil brings an extraordinary level of discipline, organization, and empathy to the office each day. He is equally at home in the public and private sectors, and has directed projects of every type and scale. His intensity is matched by his integrity and he is a natural mentor for young architects. He's fair, unflappable, and sets a high bar. Give Neil a project with multiple funding sources, competing interests, colorful personalities, and diverse aspirations, and watch an outstanding project emerge, team intact and better for the experience.

**Robert A. Wright, AIA, LEED AP
Associate**

Since joining RMC in 2014, Robert has developed expertise in managing complex public projects with a passion for affordable housing. He is skilled at facilitating projects as well as producing designs, preparing documentation for permits and construction, providing construction administration services and bringing projects to a successful conclusion.

Robert's quiet but firm leadership motivates consultants, contractors and his colleagues. His diligence and focused work ethic solves technical problems and keeps projects moving. While Robert has extensive expertise in the public work sector, he is equally at home working on private sector projects.



Bellingham & Whatcom County Housing Authorities

To: Board of Commissioners
From: Andrew Calkins, Executive Director / CEO
Date: November 18th, 2025
Re: Executive Director's Update

Staffing Updates

The Grounds Technician III position remains open, and applications are being reviewed on a rolling basis as they are received. Interviews have begun. Recruitment for the temporary maintenance position has been reopened, and applications are currently under review by the hiring manager.

Federal Budget & Funding for HUD Programs

The federal fiscal year began on October 1st 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 remains shutdown as of this writing (November 12th). The Senate has passed a measure that would provide government funding through January 30th and the House is expected to take this measure up either late on November 12th or on November 13th.

Funding for the Housing Choice Voucher and Public Housing programs has not been substantially impacted by the shutdown and HUD has continued to communicate that funding will be available through the end of the year for both programs. However, the lack of working HUD staff has impacted BHA's ability to get information on any voucher shortfall awards ahead of December 1 disbursements.

Property Inspections

Our Varsity Village property had an NSPIRE inspection in late October, receiving an overall positive score of 85 out of 100. Special thanks to the maintenance and property management teams for keeping this large site in great condition and working quickly to address inspection findings. Properties in BHA and WCHA's Public Housing portfolio are also expected to see inspections in December and early 2026. Many thanks to Kate Donnelly and her team for coordinating.

Local Housing Policy

As part of November's elections, voters in Bellingham and Ferndale approved two separate initiatives dealing with rental housing operations. The Bellingham Initiative [No. 2025-03](#) prohibits landlords from interfering with tenants' ability to engage in certain activities, such as organizing, sharing information, or displaying signs. The initiative prohibits retaliation by landlords for certain activities. The [Ferndale initiative](#) prohibits landlords from assessing



certain “junk fees” and is similar to an ordinance passed by Bellingham City Council earlier this year.

Community Connections

- I attended a community gathering held by the Washington Low-Income Housing Alliance (WLIHA) in Bellingham on October 27th. The session included the Washington State Attorney General and focused on policy and regulatory changes that can improve housing outcomes for low-income people in the state ahead of the 2026 legislative session.
- On November 12th, I met with Rachel Holliday of Representative’s Larsen’s office to discuss the importance of continued funding for HUD programs, and to provide an update on BWCHA’s initiatives.
- The Association of Washington Housing Authorities meets here in Bellingham on November 13th and 14th. Kate Donnelly and myself will be attending.
- Ahead of the 2026 State legislative session, I have been participating in a working group convened by the Housing Development Consortium of Seattle-King County and Rep. Hill (Spokane) to prepare a bill for 2026 that would authorize housing authorities, public development authorities, and non-profits to undertake coordinated land banking activities.

Attachments:

- None

Upcoming Events of Note for Board Members:

- PHADA Commissioners’ Conference. Tampa, Florida. January 4th – 7th, 2026. An early agenda can be found at: <https://www.phada.org/Events/Upcoming-Events>.
- NAHRO Washington Conference & Hill Day. Washington, DC. March 9th – 11th, 2026. Additional information can be found at: <https://www.nahro.org/events/washington-conference/>.

**Bellingham Housing Authority
3rd Quarter Budget to Actual
9/30/2025**

Bellingham Housing Authority All Funds										
		Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income										
Rental Income	2	281,029.99	259,065.30	21,964.69	8.48	2,564,855.64	2,331,587.70	233,267.94	10.00	3,108,783.71
Other Tenant Income	3	2,213.99	7,467.73	-5,253.74	-70.35	59,391.33	67,209.57	-7,818.24	-11.63	89,612.88
Grant Income	4	2,717,770.42	2,256,822.91	460,947.51	20.42	24,023,715.24	20,311,406.19	3,712,309.05	18.28	27,081,874.89
Fee Income	5	190,624.66	198,136.20	-7,511.54	-3.79	1,808,286.92	1,783,225.80	25,061.12	1.41	2,377,634.25
Grounds Income	7	31,906.31	31,906.36	-0.05	0.00	283,008.52	287,157.24	-4,148.72	-1.44	382,876.31
Other Income	8	41,185.78	107,729.22	-66,543.44	-61.77	603,044.70	969,562.98	-366,518.28	-37.80	1,292,750.55
Total Income		3,264,731.15	2,861,127.72	403,603.43	14.1%	29,342,302.35	25,750,149.48	3,592,152.87	14.0%	34,333,532.59
Expense										
Administrative Expense	9	457,661.24	448,760.46	-8,900.78	-1.98	4,443,961.31	4,038,844.14	-405,117.17	-10.03	5,385,125.03
Tenant Services Expense	10	685.48	3,175.20	2,489.72	78.41	32,395.25	28,576.80	-3,818.45	-13.36	38,102.46
Utility Expense	11	59,202.30	72,304.62	13,102.32	18.12	631,422.57	650,741.58	19,319.01	2.97	867,655.33
Maintenance Expense	12	207,012.05	259,395.04	52,382.99	20.19	2,437,789.80	2,334,555.36	-103,234.44	-4.42	3,112,740.11
General Expense	13	27,381.37	34,664.97	7,283.60	21.01	313,675.02	311,984.73	-1,690.29	-0.54	415,979.62
Housing Assistance Expense	14	2,224,382.00	1,923,065.73	-301,316.27	-15.67	19,973,994.00	17,307,591.57	-2,666,402.43	-15.41	23,076,788.80
Other Expenses	15	7,277.87	6,429.30	-848.57	-0.13	66,748.69	57,863.70	-8,884.99	-0.15	792,251.56
Total Expense		2,983,602.31	2,807,386.98	-176,215.33	-6.28	27,903,599.57	25,266,482.82	-2,637,116.75	-10.44	33,688,642.91
Net Income		288,562.14	53,740.74	234,821.40		1,528,113.43	483,666.66	1,044,446.77		644,889.68

Bellingham Housing Authority Public Housing and COCC										
		Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income										
Rental Income		212,537.57	208,666.55	3,871.02	1.86	1,865,530.70	1,877,998.95	-12,468.25	-0.66	2,503,998.63
Other Tenant Income		2,024.65	7,424.01	-5,399.36	-72.73	59,201.99	66,816.09	-7,614.10	-11.40	89,088.19
Grant Income		106,418.33	103,910.25	2,508.08	2.41	1,066,817.64	935,192.25	131,625.39	14.07	1,246,923.00
Fee Income		190,624.66	180,467.47	10,157.19	5.63	1,808,286.92	1,624,207.23	184,079.69	11.33	2,165,609.48
Grounds Income		31,906.31	31,906.36	-0.05	0.00	283,008.52	287,157.24	-4,148.72	-1.44	382,876.31
Other Income		0.00	14,127.83	-14,127.83	-100.00	7,172.07	127,150.47	-119,978.40	-94.36	169,534.00
Total Income		543,511.52	546,502.47	-2,990.95	-0.55	5,090,017.84	4,918,522.23	171,495.61	3.49	6,558,029.61
Expense										
Administrative Expense		222,790.06	196,081.75	-26,708.31	-13.62	2,017,877.31	1,764,735.75	-253,141.56	-14.34	2,352,980.68
Tenant Services Expense		0.00	591.67	591.67	100.00	6,506.83	5,325.03	-1,181.80	-22.19	7,100.00
Utility Expense		57,192.13	57,102.75	-89.38	-0.16	599,867.07	513,924.75	-85,942.32	-16.72	685,232.87
Maintenance Expense		204,754.64	252,463.59	47,708.95	18.90	2,325,162.52	2,272,172.31	-52,990.21	-2.33	3,029,562.89
General Expense		20,027.35	28,006.09	7,978.74	28.49	249,385.24	252,054.81	2,669.57	1.06	336,073.06
Total Expense		504,764.18	534,245.85	29,481.67	5.52	5,198,798.97	4,808,212.65	-390,586.32	-8.12	6,410,949.50
Net Income		38,747.34	12,256.62	26,490.72		-108,781.13	110,309.58	-219,090.71		147,080.11

Bellingham Housing Authority HCV (Section 8)

	Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income									
Rental Income	21.90	0.00	21.90	100.00	7,528.90	0.00	7,528.90	100.00	
Other Tenant Income	211.24	0.00	211.24	100.00	7,718.24	0.00	7,718.24	100.00	
Grant Income	2,611,352.09	2,152,912.66	458,439.43	21.29	22,947,855.60	19,376,213.94	3,571,641.66	18.43	25,834,951.89
Fee Income	0.00	859.95	-859.95	100.00	0.00	7,739.55	-7,739.55	100.00	
Other Income	5,568.00	3,933.51	1,634.49	41.55	69,041.98	35,401.59	33,640.39	95.03	47,202.02
Total Income	2,617,153.23	2,157,706.12	459,447.11	21.3%	23,032,144.72	19,419,355.08	3,612,789.64	18.6%	25,882,153.91
Expense									
Administrative Expense	195,877.54	173,077.63	-22,799.91	-13.17	1,839,309.87	1,557,698.67	-281,611.20	-18.08	2,076,931.43
Tenant Services Expense	0.00	1,836.87	1,836.87	100.00	4,584.16	16,531.83	11,947.67	72.27	22,042.49
Maintenance Expense	68.07	492.74	424.67	86.19	4,127.85	4,434.66	306.81	6.92	5,912.87
General Expense	916.43	472.14	-444.29	-94.10	33,257.87	4,249.26	-29,008.61	-682.67	5,665.64
Housing Assistance Expense	2,230,222.00	1,923,065.73	-307,156.27	-15.97	19,989,874.00	17,307,591.57	-2,682,282.43	-15.50	23,076,788.80
Total Expense	2,427,084.04	2,098,945.11	-328,138.93	-15.63	21,871,153.75	18,890,505.99	-2,980,647.76	-15.78	25,187,341.23
Net Income	190,047.29	58,761.01	131,286.28		1,153,462.07	528,849.09	624,612.98		694,812.68

Bellingham Housing Authority Local Fund

	Month to Date Actual	Month to Date Budget	Variance	% Var	Year to Date Actual	Year to Date Budget	Variance	% Var	Annual Budget
Income									
Nondwelling income	68,470.52	50,442.47	18,028.05	35.74	691,796.04	453,982.23	237,813.81	52.38	448,310.08
Management Fee Income	7,433.30	0.00	7,433.30	100.00	89,410.65	0.00	89,410.65	100.00	156,475.00
Developer Fee Income	35,617.78	89,667.88	-54,050.10	-60.28	528,830.65	807,010.92	-278,180.27	-34.47	1,278,244.59
Other Income	0.00	16,808.78	-16,808.78	100.00	7,042.00	151,279.02	-144,237.02	704.00	
Total Income	111,521.60	156,919.13	-45,397.53	-28.93	1,317,079.34	1,412,272.17	-95,192.83	-6.74	1,883,029.67
Expense									
Administrative Expense	38,993.64	79,601.08	40,607.44	51.01	586,774.10	716,409.72	129,635.62	18.10	955,212.92
Tenant Services	685.48	746.66	61.18	8.19	21,304.26	6,719.94	-14,584.32	-217.03	8,959.97
Utility Expense	2,010.17	15,201.87	13,191.70	86.78	31,555.50	136,816.83	105,261.33	76.94	182,422.46
Maintenance Expense	2,189.34	6,438.71	4,249.37	66.00	108,499.43	57,948.39	-50,551.04	-87.23	77,264.35
General Expense	6,437.59	6,186.74	-250.85	-4.05	31,031.91	55,680.66	24,648.75	44.27	74,240.92
Other Expenses	7,277.87	66,020.96	58,743.09	88.97	70,361.62	594,188.64	523,827.02	88.15	792,251.56
Total Expense	57,594.09	174,196.02	116,601.93	66.94	849,526.82	1,567,764.18	718,237.36	45.81	2,090,352.18
Net Income	53,927.51	-17,276.89	71,204.40		467,552.52	-155,492.01	623,044.53		-207,322.51

BELLINGHAM HOUSING AUTHORITY
Statement of Net Position
9/30/2025

		12/31/2024	9/30/2025	\$ Change	% Change
ASSETS					
<i>Current Assets</i>					
Cash and cash equivalents	1	\$ 15,175,159	\$ 17,763,940	2,588,781	17%
Restricted cash - tenant security deposits	2	310,413	311,524	1,111	0%
Restricted cash - other	3	1,720,477	1,720,477	0	0%
Accounts receivable (net)					
Tenants	4	398,688	516,151	117,463	29%
Fraud recovery	5	2,825	2,825		
Miscellaneous	6	1,022,166	829,175	(192,991)	-19%
Current portion of notes receivable					
Component units	7	334,949	334,949		
Short term lease	8	204,337	204,337		
Prepaid expenses	9	287,206	1,401,965	1,114,759	388%
Inventories	10	<u>23,385</u>	<u>23,385</u>		
Total Current Assets		19,479,605	23,108,729		
<i>Non-Current Assets</i>					
Restricted investments		-			
Accrued interest receivable	11	11,917,041	10,400,364	(1,516,678)	-13%
Notes receivable					
Component units	12	74,649,715	73,970,420	(679,295)	-1%
Long term lease receivable	13	1,852,497	1,852,497		
Investment in tax credit partnerships	14	6,256,376	6,256,376		
Net Pension Asset	15	762,872	762,872		
Capital assets					
Non-depreciable	16	6,370,798	6,416,249	45,451	1%
Net depreciable	17	<u>39,156,320</u>	<u>39,226,308</u>		
Total Non-Current Assets	18	<u>140,965,619</u>	<u>138,885,085</u>		
Total Assets	19	<u><u>160,445,224</u></u>	<u><u>161,993,814</u></u>		
<i>Deferred Outflows of Resources</i>					
Amounts related to pensions	20	1,194,394	1,194,394		
Amounts related to OPEB	21	<u>16,832</u>	<u>16,832</u>		
Total Deferred Outflows of Resources	22	<u><u>1,211,226</u></u>	<u><u>1,211,226</u></u>		
LIABILITIES					
<i>Current Liabilities</i>					
Accounts payable	23	813,085	832,262	19,177	2%
Tenant security deposits	24	333,029	337,777	4,748	1%
Unearned revenues	25	275,287	283,411	8,124	3%
Accrued liabilities - other	26	499,524	436,002	(63,522)	-13%
Short term lease liability	27	34,022	34,022		
Short term compensated absence	28	429,923	429,923		
Current portion of long term debt					
Capital projects	29	1,111,944	1,104,262	(7,682)	-1%
Component units	30	<u>355,078</u>	<u>355,078</u>		
Total Current Liabilities	31	3,851,892	3,812,737		
<i>Non-Current Liabilities</i>					
Accrued interest payable	32	1,043,340	1,045,489	2,149	0%
Bonds, notes and loans payable					
Capital projects	33	23,150,890	23,150,890	-	0%
Component units	34	29,098,860	29,098,862	-	0%
Long term compensated absences	35	312,987	312,987	-	
Long term lease liability	36	42,729	42,729	-	
Other post employment benefits	37	1,799,945	1,799,945		
Net pension liability	38	<u>308,043</u>	<u>308,043</u>		
Total Non-Current Liabilities	39	<u>55,756,794</u>	<u>55,758,945</u>		
Total Liabilities	40	<u><u>59,608,686</u></u>	<u><u>59,571,682</u></u>		
<i>Deferred inflows of resources</i>					
Amounts related to pensions	41	374,280	374,280		
Amounts related leases	42	<u>1,951,495</u>	<u>1,951,495</u>		
Total Deferred Inflows of Resources	43	<u><u>2,325,775</u></u>	<u><u>2,325,775</u></u>		
NET POSITION					
Net investment in capital assets	44	21,264,285	21,387,405		
Restricted	45	2,460,732	2,511,462		
Unrestricted	46	<u>75,996,972</u>	<u>76,176,611</u>		
Total Net Position	47	<u><u>\$ 99,721,989</u></u>	<u><u>\$ 100,075,478</u></u>		

Bellingham Housing Authority 3rd Quarter 2025 Financial Report

Analysis – Budget to Actual Income Statement (BHA All Funds)

Variances of Year to Date over 10% explained:

Revenue Variances

Rental Income (line 2) (10%)

Rental income consists of tenant rent, interest, and nondwelling rental income. Interest from component units is not a cash item and is not budgeted. Most of the increase is based on non-cash interest accruals for component unit debt. These are usually booked at the end of the year.

Other Tenant Income (line 3) (-11.63%)

Other tenant income consists of laundry and vending, cleaning fees, damages, late fees, and tenant owned utilities. This varies considerably. While we have seen an increase in laundry and vending revenues, we have not seen the income from damages and late charges we anticipated.

Grant Income (line 4) (18.28%)

Grant income consists of operating subsidies, housing assistance payments, admin fees and capital grants. Most of the increase is in housing assistance payments, based on increased utilization.

Other Income (line 8) (-37.8%)

Other income consists of miscellaneous income, developer fees, cash flow waterfall, and insurance proceeds. Most of the budgeted balance is based on the cash flow waterfall, which we recognized in April. The cash flow waterfall was mostly booked to balance sheet accounts and did not hit the income statement.

Expenditure Variances

Administrative Expenses (line 9) (-10.03%)

Administrative expenses consist of salaries and benefits, management fees paid by programs, office rent, travel and training, software licensing costs, as well as other administrative costs. Costs have increased overall. Specific increases affecting the variance are temporary office help, office rent, management fee increases, and software license fees.

Tenant Services (line 10) (-13.36%)

This balance consists of resident council costs, contract tenant services, tenant screening, and EHV service costs. The increase is based on tenant services contract expenses.

Housing Assistance Expense (line 14) (-15.41%)

Housing assistance payments are up for the month and the year, based on increased utilization.

Analysis – Statement of Net Position

Variations over 10% explained:

Cash and Cash Equivalents (line 1) (17%)

The increase in cash is mainly represented in cash flow waterfall we received in April.

Tenant Receivables (line 4) (29%)

The increase in tenant receivables reflects timing differences between when rents are posted and paid.

Miscellaneous Receivables (line 6) (-19%)

The decrease in miscellaneous receivables reflects the receipts of items that were accrued.

Prepaid Expenses (line 9) (388%)

The increase is primarily the result of our predevelopment costs for the Unity and King Mountain.

Accrued Interest Receivable (line 11) (13%)

The decrease in accrued interest receivable reflects the cash flow waterfall payment to soft debt interest.

Accrued Liabilities - Other (line 26) (-13%)

Accrued liabilities other is mainly created by payroll wages and benefit expenses. The decrease in this line mainly represents payments made for these costs.

BHA LIHTC 2025 QTR 3 Financial Data

	Reserve Balances		Asset Performance - Total Revenue vs Budgeted Revenue 3rd Quarter				Percent Revenue Variance	# of Units	Expense Cost Per Unit - Total Costs / Total Units	2025 Annual Budgeted Revenue
	Replacement	Operating	Actual	Balance	Payment Plan	Budget				
Northwest Corner	\$1,759,622	\$0	\$1,785,369.88	\$416,256.02	5	\$1,731,237	3%	469	\$ 3,806.76	\$6,872,315
Bakerview Redevelopment	\$251,981	\$237,000	\$269,624.50	\$132,262	0	\$299,465	-10%	96	\$ 2,808.59	\$1,200,954
Laube Hotel	\$222,205	\$0	\$50,791.27	\$5,783	0	\$76,156	-33%	23	\$ 2,208.32	\$300,613
Laurel Village	\$25,243	\$55,243	\$234,286.00	\$11,252	0	\$206,112	14%	51	\$ 4,593.84	\$814,758
Meadow Wood Townhomes	\$44,085	\$71,192	\$225,543.33	\$32,534	0	\$214,972	5%	51	\$ 4,422.42	\$860,795
Meadow Wood 2	\$30,693	\$63,035	\$91,566.71	-\$6,049	1	\$96,690	-5%	25	\$ 3,662.67	\$385,161
Oakland Building	\$67,178	\$59,630	\$59,791.69	-\$27,166	0	\$40,900	46%	25	\$ 2,391.67	\$157,831
Orleans Place	\$288,886	\$0	\$114,843.37	\$14,393	0	\$152,669	-25%	24	\$ 4,785.14	\$609,140
River House	\$271,344	\$0	\$158,037.65	\$5,352	0	\$161,109	-2%	50	\$ 3,160.75	\$635,039
Samish Commons A	\$115,600	\$179,596	\$250,246.65	\$56,297	0	\$226,292	11%	69	\$ 3,626.76	\$891,097
Samish Commons B	\$31,768	\$77,500	\$163,790.53	\$34,086	0	\$181,838	-10%	53	\$ 3,090.39	\$721,757
Samish Commons C	\$38,564	\$0	\$135,322.21	\$81,883	0	\$169,580	-20%	49	\$ 2,761.68	\$654,042
Walton Place	\$345,177	\$0	\$227,927.17	\$13,703	0	\$193,225	18%	51	\$ 4,469.16	\$763,555
Walton Place 2	\$209,496	\$170,620	\$140,242.00	\$49,966	0	\$137,723	2%	40	\$ 3,506.05	\$543,502
Willow Creek	\$20,480	\$20,480	\$18,104.00	\$25,530	0	\$44,814	-60%	16	\$ 1,131.50	\$176,007
		Totals:	\$3,925,486.96	\$846,083	6	\$3,932,783	0%			
Notes: OKB- \$69,637.49 written off										

**BHA LIHTC 2025 QTR 3
Audits / Reviews / Inspections**

Property Reviewed	Date	Auditor/Reviewer	Type of Review	Status / Score / Comment
Deer Run Terrace				
Harborview				
Orleans Place				
Laube Hotel				
Laurel Village	7/12/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	
Meadow Wood I				
Meadow Wood II				
Riverhouse				Misc. maintenance repairs. All repairs are complete pending one commn elect work order.
Samish Commons				
Samish Senior				
Samish Family				
Walton Place I	7/13/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	
Walton Place II				
Pacific Rim				Misc. maintenance repairs. All repairs are complete pending vent cleaning.
Fernview				
Willow Creek				
Seabreeze				
Creekside Meadows				
Oakland	7/13/2025	WSHFC Nspire inspection	Physical Inspection- full site/ unit inspection	
Cascade Meadows				Misc. maintenance repairs. All repairs are complete pending vent cleaning.
Bridge Creek				Misc. maintenance repairs. All repairs are complete exterior stair repair.
Heather Commons I				Misc. maintenance repairs. All repairs are complete
Heather Commons II				Misc. maintenance repairs. All repairs are complete
Prince Court				Misc. maintenance repairs. All repairs are complete

LIHTC Portfolio
3rd Quarter 2025 Report - Occupancy

LIHTC Portfolio 3rd Quarter 2025 Report - Occupancy							
Property	Total Apts.	Average Physical Occupancy	Average Percent Occupied	July	August	September	
Bridge Creek	31	29	95%	30	29	29	
Cascade Meadows	216	207	96%	210	205	205	
Creekside	20	19	95%	19	19	19	
Deer Run Terrace	42	40	94%	39	40	40	
Fernview	30	26	87%	26	26	26	
Harborview	18	17	93%	16	17	17	
Heather Commons I	24	22	92%	22	22	22	
Heather Commons II	14	14	100%	14	14	14	
Laube Hotel	20	19	93%	19	19	18	
Laurel Village	51	50	99%	51	51	49	
Meadow Wood	51	44	86%	42	45	44	
Meadow Wood 2	25	23	93%	24	23	23	
Oakland Building	20	19	93%	19	18	19	
Orleans Place	24	22	90%	22	22	21	
Pacific Rim	132	129	97%	128	129	129	
Prince Court	25	24	97%	25	24	24	
River House	50	49	98%	49	49	49	
Seabreeze	11	11	100%	11	11	11	
Samish Commons A	69	66	95%	66	66	65	
Samish Commons B	53	52	98%	52	52	52	
Samish Commons C	49	46	94%	46	47	45	
Walton Place	51	47	92%	49	47	45	
Walton Place Two	40	38	96%	38	38	39	
Willow Creek	16	13	79%	14	12	12	
Total	1082	1024	95%				

JULY THROUGH SEPTEMBER 2025

Turnover Stats

LIHTC Portfolio 3rd Quarter Report 2025 July through September

Property	Total Apts	Total Number of Unit Turns	% of Units Turned	Average Days to turn Apt.	Average Days Vacant	Comment
Bridge Creek	31	2	6%	5		
Cascade Meadows	216	9	4%	5		CCM 404-101 FLOOD CCM 499-101 495-104 EVICTION
Creekside	20	1	5%	0		
Deer Run Terrace	42	3	7%	0		
Fernview	30	3	10%	0		FRN 104 EVICTION
Harborview	18	1	6%	0		
Heather Commons I	24	1	4%	5		HC 210 FIRE REMEDIATION
Heather Commons II	14	0	0%	5		
Laube Hotel	20	2	10%	0		
Laurel Village	51	0	0%	0		
Meadow Wood 1	51	3	6%	0		MW 923-204 FLOOD REMEDIATION
Meadow Wood 2	25	1	4%	10		
Oakland Building	20	1	5%	2		OKB 307 DEATH
Orleans Place	24	1	4%	7		
Pacific Rim	132	3	2%	5		
Prince Court	25	1	4%	0		
River House	50	1	2%	0		
Samish Commons A	69	2	3%	2		SCA 102 METH REMIDIATION
Samish Commons B	53	1	2%	0		
Samish Commons C	49	4	8%	2		SCC 407 AND SCC 501 METH REMIDIATION
Seabreeze	11	0	0%	0		
Walton Place	51	5	10%	0		
Walton Place Two	40	1	3%	0		
Willow Creek	16	4	25%	3		
	1082	50				

LIHTC Portfolio
Work Order Statistics - 3rd QTR 2025

Property	Total Apts	Work Orders at End of 3RD QTR 2025	New Work Orders 3RD QTR 2025	Work Orders Closed During 3RD QT 2025	Pending Work Orders as of 06/30/2025	New Work Order v. Unit Ratio	% New Work Orders in Relationship to Portfolio
Bridge Creek	31	99	66	73	33	213%	7%
Cascade Meadows	216	451	180	240	271	83%	20%
Creekside	20	9	1	14	8	5%	0%
Deer Run Terrace	42	32	13	22	19	31%	1%
Fernview	30	70	41	61	29	137%	5%
Harborview	18	44	3	9	41	17%	0%
Heather Commons I	24	64	31	25	33	129%	3%
Heather Commons II	14	41	14	14	27	100%	2%
Laube Hotel	20	27	13	15	14	65%	1%
Laurel Village	51	62	34	52	28	67%	4%
Meadow Wood 1	51	68	26	60	42	51%	3%
Meadow Wood 2	25	56	12	20	44	48%	1%
Oakland Building	20	26	13	16	13	65%	1%
Orleans Place	24	18	7	18	11	29%	1%
Pacific Rim	132	354	70	124	284	53%	8%
Prince Court	25	72	44	27	28	176%	5%
River House	50	88	9	58	79	18%	1%
Samish Commons a	69	93	61	54	32	88%	7%
samish commons b	53	51	37	44	14	70%	0%
samish commons c	49	57	37	49	20	76%	0%
Seabreeze	11	10	6	6	4	55%	1%
Walton Place	51	58	33	50	25	65%	4%
Walton Place Two	40	34	9	14	25	23%	1%
Willow Creek	16	21	5	12	16	31%	1%

1082 1905 765 1077 1140

Special Projects:	

LIHTC Portfolio
3rd Quarter Report 2025

Capital Improvements

LIHTC Portfolio 2nd Quarter Report 2025

Property	Cap X Projects Completed	Cost	Budget	Variance	Comment
Bridge Creek					
Cascade Meadows	Pressure wash all stairs and exterior landings	\$4,800.00	\$15,000.00	\$10,200.00	
Creekside					
Deer Run Terrace					
Fernview					
Harborview					
Heather Commons I					
Heather Commons II					
Laube Hotel	Tuck point for building exterior	\$4,000.00	\$0.00	\$4,000.00	WSHFC Nspire call out
Laurel Village					
Meadow Wood					
Meadow Wood 2					
Oakland Building					
Orleans Place	Camera purchase	\$2,400.00	\$6,000.00	\$3,600.00	
Pacific Rim	Bark blow in	\$6,000.00	\$8,500.00	\$2,500.00	
Prince Court					
River House					
Samish Commons					
Seabreeze					
Walton Place					
Walton Place Two					
Willow Creek					



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: November 18, 2025

SUBJECT: Bellingham Housing Authority 2026 Operating Budget

Summary

Over the last three months, BHA's Finance team has worked with senior leadership to develop a proposed 2026 Operating Budget. As presented below, BHA anticipates that revenues in 2026 will be sufficient to maintain existing operations and continue to provide effective affordable housing solutions to the community. The proposed budget assumes total revenues of \$56,245,159, an increase of 10% from 2025's budget, and expenditures of \$50,661,946, an increase of 7%. The budget will be presented for approval during the November 18th Board of Commissioners meeting.

Budget Overview

To develop the budget for 2026, BHA's team analyzed current and prior year revenues and expenditures and subsequently created forecasts for the coming year. These forecasts incorporate potential federal funding actions, macro-economic trends, and historical costs. Also considered are changes to existing activities, new initiatives or programming, and anticipated increases in staffing and personnel needs.

The 2026 Operating Budget includes assumptions for the operation of BHA's HUD-funded housing programs (including Public Housing and the Housing Choice Voucher program), activities funded by local fund resources, and budgets for tax credit partnerships where BHA is a managing member (blended component and discrete component unit tax credit partnerships).

The Bellingham Housing Authority (BHA) budget consists of the following programs and properties:

- **HUD Programs & Cost Centers**
 - Central Office Cost Center (COCC)
 - Public Housing
 - AMP 1 – Elderly/Disabled (396 Units)
 - AMP 15 – Family (108 Units)
 - Housing Choice Vouchers (HCV or Section 8)
 - Housing Choice Vouchers – General (1711 vouchers)
 - Mainstream Vouchers (158 vouchers)
 - Emergency Housing Vouchers (50 vouchers currently leased)

- **Local Fund Enterprise Properties (Blended component units)**
 - Oakland Building (20 Units)
 - River House (50 Units)
 - Laurel Village (51 Units)
 - Meadow Wood I (51 Units)
 - Meadow Wood II (25 Units)
 - Laube (22 Units)
 - Walton Place I (51 Units)
 - Walton Place II (40 Units)

- **Low Income Housing Tax Credit Properties (Discretely presented, included for reference)**
 - Bakerview (94 Units)
 - Northwest Corner (469 Units)
 - Orleans (24 Units)
 - Samish Way (69 Units)
 - Samish Family (49 Units)
 - Samish Senior (53 Units)
 - Varsity Village (101 Units)

Public Housing & Central Office Cost Center (COCC)

Central Office Cost Center

The Central Office Cost Center (COCC) is an accounting business unit within the housing authority that contains those cost activities that are considered non-frontline activities of the Public Housing and other programs. The COCC generates fee income from the management of Public Housing, Housing Choice Voucher, and other programs. BHA also currently uses a fee-for-service approach to maintenance within the Public Housing portfolio, where maintenance activities are charged to the each Public Housing project and paid to the COCC. COCC revenue is used to pay for maintenance staff and expenses that cannot be directly charged to program budgets. Funds in the COCC are considered non-federalized.

In the 2026 budget, the COCC is currently projected to start and end 2026 with a balance of \$538,000. The COCC budget includes a transfer from the Bellingham Local Fund of \$189,830 required to ensure sustainability.¹ The COCC

Public Housing

BHA's housing portfolio includes 12 affordable housing properties that are subsidized through the federal Low-Income Public Housing program. These sites total 504 affordable homes 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 rents paid by tenants, an operating subsidy from HUD, and other income including laundry, vending, cleaning, and non-dwelling revenue. For BHA's Public Housing portfolio, the HUD operating subsidy accounts for an average of 28% of the program's total revenues and is determined based on the 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.

¹ The 2025 budget assumed a transfer of \$169,534 from the Bellingham Local Fund, however as of November 2025, this has not been necessary or utilized.

In 2026, BHA's budget conservatively projects a reduction of 12% in operating subsidy receipts. Congress has currently not yet finalized a HUD budget for FY 2026 and may not do so until 2026. The Senate's draft FY 2026 budget included a 12% reduction to the Public Housing operating fund and the House proposal provides for a 10% cut. If Congress approves a full year continuing resolution for HUD programs, as in FY 2025, we would expect level funding for this program. At this time, we are budgeting conservatively for the operating subsidy and assuming a modest increase in revenue from tenant rents.

In general, expenditures within the Public Housing program are forecasted based on an inflation rate of 3% and department work plans. The 2026 budget proposes to spend \$283,577 in Public Housing program reserves due to lower assumed revenue levels, rising operational costs, planned continued investments in community improvement efforts, and creation of a new resident services positions.

Annualized 2025 vs 2026 Budget Comparisons - Public Housing including Central Office Cost Center		
	2025	2026
Total Rents	2,295,753	2,276,848
Total Subsidy	1,281,416	1,186,882
Total Other Revenue	2,065,435	3,057,306
Total Revenue	5,642,604	6,521,036
Total Administrative Expense	2,454,704	2,499,746
Total Utility Expense	799,823	818,934
Total Maintenance Expense	3,072,391	3,157,737
Total General Expenses	436,402	328,196
Total Expenses	6,763,319	6,804,613
Beginning Reserves	4,295,994	3,175,280
Total Reserves	3,175,280	2,891,704

Housing Choice Vouchers

Overview

The Housing Choice Voucher (or Section 8) program is BHA's largest subsidy program, serving approximately 1,950 households each day. BHA currently operates three discretely funded voucher programs: **1)** a general Housing Choice Voucher program that includes 1,711 general vouchers, 12 Foster Youth to Independence Vouchers, and 75 HUD-VASH vouchers (1,798 total); **2)** a Mainstream program (158 vouchers); and, **3)** an Emergency Housing Voucher Program (50 currently leased vouchers).

Households participating in voucher programs pay a portion of their income on rent with the voucher subsidy covering the rest. 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.

2026 HCV Budget Assumptions

In 2026, BHA is projecting a slight increase in revenue to support the Housing Choice Voucher program's subsidy payments, which will allow the program to absorb slightly higher contract rents and full utilization of all vouchers. While HUD may not provide BHA a firm renewal budget until well into 2026,

we expect the overall HAP renewal amount to rise given a 9% increase in the local fair market rent (FMR), rising per unit costs, and strong support for the program in draft federal budget proposals.

BHA is forecasting a reduction in revenues from HCV Administrative Fees, assuming a 95% pro-ration relative to eligibility. If Congress approves stronger funding for this program, the pro-ration could increase, resulting in additional revenue to BHA.

Comparisons of revenues, expenditures and estimated reserves are as follows.

Annualized 2025 vs 2026 Budget Comparisons - HCV Program		
	2025	2026
Total Housing Assistance Revenue	27,681,527	25,945,900
Total Administrative Fee Revenue	3,017,953	2,530,741
Total Revenue	30,699,480	28,476,641
Total Administrative Expenses	2,558,338	2,443,159
Total Housing Assistance Payments	26,850,075	25,199,450
Total Expenses	29,408,412	27,642,609
Residual Reserve Receipts	1,291,067	834,033
Beginning reserves	4,226,607	5,517,674
Ending Reserves	5,517,674	6,351,707

Emergency Housing Vouchers

In 2025, HUD provided notice to housing authorities that funding for the Emergency Housing Voucher (EHV) program would end in 2026, well ahead of the original projection of 2030. While industry groups have asked Congress to provide permanent funding for the renewal of all EHVs as part of the FY 2026 budget, neither the House nor Senate proposed HUD budgets include explicit funding of the program. If no additional funding is provided, BHA is making plans to absorb EHVs into the general HCV program after funding expires.

BHA's Local Fund and Blended Component Units

BHA's Local Fund

In addition to the housing authority's federally-funded programs and central office cost center, BHA uses non-federalized resources to pay for a limited portion of staffing and to support the expansion of affordable housing and other agency priorities.

Local fund revenues include developer fees from new construction or substantial rehabilitation projects, non-dwelling revenues, and revenue from the operation of affordable properties (in the form of a cash flow waterfall). Expenses charged to the local fund includes activities that cannot be directly charged to either the Public Housing, the HCV program, or to the COCC. In some cases, BHA's Local Fund absorbs costs due to the inability of the COCC to fully pay for all associated costs.

Of note for 2026, the BLF budget includes the following non-routine expenses:

- \$150,000 for predevelopment costs at King Mountain and Unity Street.²
- \$25,000 for redevelopment of BWCHA’s website.
- \$25,000 for a compensation survey.
- \$189,830 to supplement COCC, if needed.

Blended Component Unit Tax Credit Partnerships

Blended component units represent low-income housing tax credit properties where the investor has exited the partnership. These partnerships are still separate legal entities, but BHA is the sole owner. Therefore, they are blended with BHA in the financial statements and in our operating budgets.

Local fund comparisons have been separated from the rollup of the blended tax credit properties below.

Annualized 2025 vs 2026 Budget Comparisons - Local Fund and Blended Component Units					
	Local Fund		Blended Components		Total 2026
	2025	2026	2025	2026	
Rental Income			4,336,001	4,748,437	4,748,437
Other Revenue	1,541,584	2,809,242	124,425	55,594	2,864,836
Total Revenue	1,541,584	2,809,242	4,460,426	4,804,031	7,613,273
Operating Expenses	923,196	1,485,395	2,452,971	2,651,815	4,137,210
Non Operating Expenses		150,000	1,198,496	1,198,183	1,348,183
Total Expenses	923,196	1,635,395	3,651,467	3,849,998	5,485,393
Residual Reserve Receipts	618,389	1,173,847	808,959	954,033	2,127,881
Beginning Reserves	7,607,913	8,226,302	1,853,549	2,663,508	10,889,810
Residual Reserves Receipts	618,389	1,173,847	808,959	954,033	2,127,880
Ending Reserves	8,226,302	9,400,149	2,662,508	3,617,541	13,017,690

Low Income Housing Tax Credit Properties (Discretely presented component units)

Discretely presented component units are those tax credit partnerships that still have an investor. To prepare budgets for 2026, BHA staff worked very closely with the Indigo team to create operating budgets, assessing property and staffing needs. BHA’s portfolio includes 7 discretely presented component units.

Below are the discretely presented component unit changes from 2025 to 2026.

² Predevelopment costs are tracked closely and typically reimbursed at a tax credit development project’s financial closing.

2025 Budget vs 2026 Comparisons - Discretely Presented Component Units		
	2025	2026
Total Rents	11,302,869	11,675,047
Total Subsidy	786,768	1,339,620
Total Other Revenue	618,825	619,541
Total Revenue	12,708,462	13,634,208
Operating Expenses	6,963,809	7,350,522
Debt Service	2,795,794	2,860,124
Capital Improvements	564,216	518,686
Total Expenses	10,323,819	10,729,332
Beginning Reserves	10,787,111	13,171,754
Total Reserves	13,171,754	16,076,630

Overall BHA Budget

Staffing

For BHA to carry out its mission, undertake new initiatives, and continue delivering high quality services, the agency's operating budget includes funding for 56 permanent employees (including four part-time positions). Of note, the budget assumes the following personnel additions: a resident services position to support tenants living at the senior/disabled high-rise properties; an asset manager to support oversight of BHA's tax credit properties; an accounting manager; a Maintenance Tech I position; and a part-time information technology specialist. The addition of these positions brings BHA back to staffing levels proposed in the agency's 2022 (56), 2023 (56), and 2024 (55) operating budgets.

Overall Comparison

Across all cost centers and programs, BHA's budget includes \$56.2 million in revenues, \$45.8 million in operating expenditures, and \$4.7 million in debt service and non-operating expenses. The 2026 Operating Budget projects that the Bellingham Housing Authority will end 2026 with program reserves increasing by \$5,700,782.

2025 Annualized vs 2026 Comparison – BHA		
	2025	2026
Total Receipts	55,052,556	56,245,159
Total Expenses	46,511,707	45,814,506
Debt Service, Reserve Payments, Capital Improvements	4,708,506	4,729,871
Residual Receipts	3,823,343	5,700,782
Reserve Balances		
<i>FY – Beginning Estimated Reserves</i>	28,980,632	32,803,975
<i>FY – Estimated Changes to Reserves</i>	3,823,343	5,700,782
FYE – Ending Estimated Reserves	32,803,975	38,504,757

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

RATIFY THE AUTHORIZATION OF THE COMPREHENSIVE, AGENCY-WIDE OPERATING BUDGET FOR FY 2026 AND APPROVE CERTIFICATION OF FORM HUD-52574 (PHA BOARD RESOLUTION)

WHEREAS, the Board affirms that, to the best of their knowledge, the housing authority is in compliance with assertions 1 through 6 listed on the attached form HUD-52574;

WHEREAS, the low-income housing tax credit limited partnership budgets are presented for informational purposes only, as they do not constitute wholly owned funds of the primary government; and

WHEREAS, the housing authority’s 2026 Operating Budget provides for revenues of \$56,245,159, expenditures of \$50,661,946, and 56 permanent staff positions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the November 18th, 2025 vote to authorize the comprehensive, agency-wide budget and form HUD-52574 for FY 2026, attached hereto and made a part hereof, is hereby ratified, with the tax credit budgets recognized.

DATED this 18th day of November, 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

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Exhibit A

BELLINGHAM HOUSING AUTHORITY 2026 OPERATING BUDGET								
	Central Office Cost Center	PUBLIC HOUSING	VOUCHER PROGRAM	LOCAL FUND	BLENDED COMPONENT UNITS	TOTAL LOCAL FUND	DISCRETE COMPONENT UNITS	TOTAL BHA BUDGET
REVENUES								
RENTAL INCOME INCLUDING NONDWELLING		\$2,276,848			\$4,748,437	\$4,748,437	\$11,675,047	\$18,700,333
HUD SUBSIDY AND HAP GRANTS		\$1,186,882	\$25,945,900			\$0	\$1,339,620	\$28,472,402
ADMIN. FEE GRANT			\$2,530,741			\$0		\$2,530,741
Capital Grant								\$0
OTHER REVENUES	\$2,769,976	\$287,330	\$0	\$2,809,242	\$55,594	\$2,864,836	\$619,540	\$6,541,683
TOTAL REVENUES	\$2,769,976	\$3,751,061	\$28,476,641	\$2,809,242	\$4,804,031	\$7,613,273	\$13,634,208	\$56,245,159
EXPENSES								
ADMINISTRATIVE SALARIES	\$862,928	\$302,595	\$798,856	\$715,750		\$715,750	\$117,517	\$2,797,645
LEGAL EXPENSE	\$0	\$12,500		\$2,000		\$2,000	\$2,000	\$16,500
STAFF TRAINING	\$2,808	\$1,800	\$3,509	\$1,724		\$1,724	\$1,000	\$10,840
TRAVEL EXPENSES & FUEL	\$25,793	\$1,500	\$1,748	\$10,000		\$10,000	\$300	\$39,341
AUDIT, ACCOUNTING & CONSULTING EXPENSE	\$29,882	\$36,844	\$1,256	\$22,689		\$22,689	\$9,250	\$99,920
PB-CENTRAL OFFICE COST CENTER MGMT FEES		\$565,728	\$659,243			\$0	\$83,999	\$1,308,971
OFFICE RENT	\$0	\$38,607	\$154,044	\$0		\$0		\$192,651
SUNDRY ADMINISTRATIVE COSTS	\$127,083	\$69,285	\$401,297	\$320,234	\$1,147,138	\$1,467,372	\$2,655,341	\$4,720,379
TEN. SVCS-CONTRACTS, BACKGRND CHECKS		\$500	\$22,104		\$19,184	\$19,184	\$250	\$42,038
TEN. SVCS-CONTRACTS, SERVICE & CABLE		\$7,400	\$0			\$0	\$53,000	\$60,400
UTILITIES & REFUSE	\$19,388	\$799,546		\$66,016	\$601,418	\$667,434	\$1,703,170	\$3,189,539
MAINTENANCE LABOR *	\$933,604	\$388,386		\$1,751	\$386,462	\$388,213	\$806,846	\$2,517,050
MAINTENANCE MATERIALS *	\$47,772	\$286,971		\$2,517	\$13,347	\$15,863	\$24,950	\$375,557
MAINTENANCE CONTRACTS - EXTERNAL*	\$30,392	\$271,400		\$9,546	\$48,232	\$57,778	\$259,659	\$619,229
PB-MAINT. CONTRACTS - FEE FOR SERVICE		\$628,282	\$11,283		\$172,424	\$172,424	\$619,573	\$1,431,562
PROTECTIVE SERVICES		\$49,617		\$35,559	\$2,133	\$37,692	\$9,605	\$96,914
INSURANCE		\$193,172	\$4,058	\$8,370	\$260,672	\$269,042	\$960,907	\$1,427,178
BENEFIT CONTRIBUTIONS	\$690,325	\$302,998	\$283,375	\$209,327		\$209,327	\$23,719	\$1,509,744
COLLECTION LOSSES *		\$77,507	\$1,547			\$0	\$16,557	\$95,612
OTHER GENERAL & PORT-OUT EXPENSE			\$100,841		\$805	\$805		\$101,646
LEASE EXPENSE				\$79,912		\$79,912		\$79,912
HOUSING ASSISTANCE PAYMENTS			\$25,199,450			\$0		\$25,199,450
TOTAL ROUTINE EXPENSES	\$2,769,976	\$4,034,638	\$27,642,609	\$1,485,395	\$2,651,815	\$4,137,209	\$7,347,644	\$45,932,075
OPERATING INCOME (LOSS)	\$0	-\$283,577	\$834,033	\$1,323,847	\$2,152,216	\$3,476,064	\$6,286,564	\$10,313,084
NONOPERATING EXPENSES								
DEBT INTEREST PAYMENTS/ACCRUALS (xxx)					\$718,811	\$718,811	\$2,863,002	\$3,581,813
TOTAL NONOPERATING EXPENSES	\$0	\$0	\$0	\$0	\$718,811	\$718,811	\$2,863,002	\$3,581,813
INCOME (LOSS)	\$0	-\$283,577	\$834,033	\$1,323,847	\$1,433,405	\$2,757,253	\$3,423,562	\$6,731,271
CAPITAL ITEMS								
NONEXPENDABLE EQUIPMENT					\$100,170	\$100,170	\$198,429	\$298,599
ADDITIONS, REHAB & DEVELOPMENT				\$150,000	\$379,202	\$529,202	\$320,257	\$849,459
TOTAL CAPITAL OUTLAYS	\$0	\$0	\$0	\$150,000	\$479,372	\$629,372	\$518,686	\$1,148,058
RESIDUAL RESERVE RECEIPTS	\$0	-\$283,577	\$834,033	\$1,173,847	\$954,033	\$2,127,881	\$2,904,876	\$5,583,213
EXPENDABLE FUND BALANCE								
FY'26 Beginning Estimated Reserves	\$538,888	\$2,636,392	\$5,517,674	\$8,226,302	\$2,663,508	\$10,889,810	\$13,171,754	\$32,754,518
FY'26 Estimated Changes to Reserves	\$0	-\$283,577	\$834,033	\$1,173,847	\$954,033	\$2,127,881	\$2,904,876	\$5,583,213
FYE 2026 Ending Estimated Reserves	\$538,888	\$2,352,815	\$6,351,707	\$9,400,149	\$3,617,541	\$13,017,690	\$16,076,630	\$38,337,731

Exhibit B

BELLINGHAM HOUSING AUTHORITY 2026 OPERATING BUDGET							
HUD-FUNDED PROGRAMS DETAIL							
	Central Office Cost Center	HUD-Funded Programs					TOTAL (COCC and HUD-Funded Programs)
		Public Housing		Housing Choice Vouchers			
		PUBLIC HSNG AMP 01 Eld/Disab	PUBLIC HSNG AMP 15 Family	Housing Choice Vouchers (Section 8)	Emergency Housing Vouchers	Mainstream Vouchers	
Units		396	108	1798	50	158	2669
REVENUES/CASH SOURCES							
RENTAL INCOME		\$1,715,086	\$561,762				\$2,276,848
TENANT ASSISTANCE PAYMENTS							\$0
OTHER INCOME - W/D, VENDING & CABLE		\$11,472	\$0				\$11,472
OTHER INCOME - CLEANING/DAMAGE FEES		\$19,297	\$3,144				\$22,441
OTHER INCOME - MISC. TENANT INCOME		\$33,545	\$12,531				\$46,077
NONDWELLING RENTAL INCOME (+Cell Towers)		\$206,841					\$206,841
SECTION 8 PORT-IN REVENUE							\$0
INTEREST INCOME	\$140	\$500					\$640
PB-PROPERTY MANAGEMENT FEES	\$452,062						\$452,062
PB-ASSET MGMT FEES	\$60,820						\$60,820
PB-BOOKEEPING/IT/HR FEES	\$45,443						\$45,443
PB-SEC. 8 MGMT FEE	\$479,782						\$479,782
PB-SEC. 8 BOOKEEPING FEES	\$164,443						\$164,443
PB-FEE FOR SERVICE INCOME - MAINTENANCE	\$845,587						\$845,587
PB-FEE FOR SERVICE INCOME - GROUNDS	\$402,020						\$402,020
PB-BHA CAPITAL FUND GRANT MGMT FEE (1410)	\$129,849						\$129,849
PB-CAPITAL GRANT OP. SUBSIDY (1406)							\$0
ADMIN. GRANTS	\$0	\$868,532	\$318,351	\$24,000,782	\$385,000	\$1,560,118	\$27,132,782
ADMIN. FEE GRANT				\$2,260,310	\$71,276	\$199,155	\$2,530,741
RENTAL ASSISTANCE & CAPITAL GRANT SUBSIDIES							\$0
DEVELOPER FEES							\$0
EQUITY/CAPITAL CONTRIBUTIONS	\$189,830						\$189,830
DEBT PROCEEDS							\$0
TOTAL RECEIPTS	\$2,769,976	\$2,855,273	\$895,788	\$26,261,092	\$456,276	\$1,759,272	\$35,000,347
EXPENSES							
ADMINISTRATIVE SALARIES	\$862,928	\$234,218	\$68,377	\$734,764	\$3,641	\$60,451	\$1,964,379
LEGAL EXPENSE		\$10,000	\$2,500				\$12,500
STAFF TRAINING	\$2,808	\$1,000	\$800	\$3,500		\$9	\$8,116
TRAVEL EXPENSES & FUEL	\$25,793	\$1,250	\$250	\$1,674		\$74	\$29,041
AUDIT, ACCOUNTING & CONSULTING EXPENSE	\$29,882	\$27,392	\$9,451	\$450		\$806	\$67,981
PB-CENTRAL OFFICE COST CENTER MGMT FEES		\$446,253	\$119,475	\$604,173	\$21,725	\$33,345	\$1,224,971
OFFICE RENT	\$0	\$30,334	\$8,273	\$137,728	\$4,213	\$12,103	\$192,651
SUNDRY ADMIN - OTHER	\$1,367	\$19,000		\$3,381	\$4,000	\$319	\$28,067
SUNDRY ADMIN - FISCAL/MGT/INSPECTION FEES		\$6,850		\$206,368	\$4,500	\$19,081	\$236,798
SUNDRY ADMIN - TELEPHONE & PAGERS	\$6,650	\$570	\$380	\$8,750		\$341	\$16,691
SUNDRY ADMIN - PUBLICATIONS	\$297	\$250	\$200	\$2,965		\$258	\$3,970
SUNDRY ADMIN - OFFICE SUPPLIES	\$19,775	\$1,150	\$100	\$3,000		\$400	\$24,425
SUNDRY ADMIN - MARKETING & ADVERTISING	\$552	\$700	\$250	\$623		\$0	\$2,125
SUNDRY ADMIN - MEMBERSHIPS & FEES	\$7,769	\$0	\$0	\$0		\$0	\$7,769
SUNDRY ADMIN - CONTRACT IT & COPIER SUPPORT	\$58,864	\$348	\$8,611	\$131,962		\$12,084	\$211,869
SUNDRY ADMIN - COLLECT & COURT COSTS		\$0					\$0
SUNDRY ADMIN - EXPENDABLE EQUIP/FURN						\$2,306	\$2,306
SUNDRY ADMIN - TEMP ADMIN ASSISTANCE	\$0	\$0	\$0	\$0			\$0
SUNDRY ADMIN - IT EXPENDABLE EQUIP/SFTWR	\$15,660	\$28,626	\$2,250	\$960			\$47,496
SUNDRY ADMIN - CONSULTING & HR FEES	\$15,908						\$15,908
SUNDRY ADMIN - BANK SERVICE FEES	\$242	\$0	\$0	\$0		\$0	\$242
TENANT SERVICES - SALARIES							\$0
TEN. SVCS-CONTRACTS, BACKGRND CHECKS		\$500	\$0	\$2,550	\$19,554		\$22,604
TEN. SVCS-CONTRACTS, SERVICE & CABLE		\$7,400	\$0				\$7,400
UTILITIES & REFUSE	\$19,388	\$568,388	\$231,158				\$818,934
MAINTENANCE LABOR *	\$933,604	\$324,790	\$63,597				\$1,321,990
MAINTENANCE MATERIALS *	\$47,772	\$201,000	\$85,971				\$334,743
MAINTENANCE CONTRACTS - EXTERNAL*	\$30,392	\$163,900	\$107,500				\$301,792
PB-MAINT. CONTRACTS - FEE FOR SERVICE		\$540,522	\$87,760	\$4,083	\$7,200		\$639,565
PROTECTIVE SERVICES	\$0	\$38,099	\$11,518				\$49,617
INSURANCE	\$0	\$118,904	\$74,268	\$3,746		\$311	\$197,230
PILOT/TAXES/ASSESSMENTS							\$0
TERMINAL LEAVE PAYMENTS							\$0
BENEFIT CONTRIBUTIONS	\$690,325	\$242,999	\$59,999	\$261,287	\$704	\$21,384	\$1,276,698
COLLECTION LOSSES *		\$47,069	\$30,438	\$1,547			\$79,054
OTHER GENERAL & PORT-OUT EXPENSE				\$96,513		\$4,328	\$100,841
LEASE EXPENSE							\$0
HOUSING PAYMENTS				\$23,137,472	\$498,500	\$1,563,478	\$25,199,450
TOTAL ROUTINE EXPENSES	\$2,769,976	\$3,061,512	\$973,126	\$25,347,498	\$564,037	\$1,731,075	\$34,447,222
OPERATING INCOME (LOSS)	\$0	-\$206,239	-\$77,338	\$913,595	-\$107,760	\$28,197	\$553,125
NONOPERATING REVENUES (EXPENSES)							
RESERVE FUND INTEREST REVENUE							\$0
DEBT INTEREST PAYMENTS/ACCRUALS (xxx)							\$0
TOTAL NONOPERATING REVENUE (EXP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INCOME (LOSS)	\$0	-\$206,239	-\$77,338	\$913,595	-\$107,760	\$28,197	\$553,125
RESIDUAL RESERVE RECEIPTS	\$0	-\$206,239	-\$77,338	\$913,595	-\$107,760	\$28,197	\$553,125
EXPENDABLE FUND BALANCE							
FY'26 Beginning Estimated Reserves	\$538,888	\$2,559,054	\$77,338	\$3,958,065	\$296,585	\$1,263,024	\$8,692,955
FY'26 Estimated Changes to Reserves	\$0	-\$206,239	-\$77,338	\$913,595	-\$107,760	\$28,197	\$553,125
FYE 2026 Ending Estimated Reserves	\$538,888	\$2,352,815	\$0	\$4,871,660	\$188,825	\$1,291,221	\$9,246,080



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners
FROM: Kate Donnelly, Chief Operating Officer
DATE: November 18, 2025
SUBJECT: Resolution 2832 – FY 2026 Maintenance Schedule of Charges

BACKGROUND

Public Housing Authorities are responsible for establishing material and labor charges that may be assessed for the cost of cleaning and/or repair and replacement of damaged items due to neglect or abuse by a resident, family member or guest.

SUMMARY

Each year BHA completes a comprehensive review of the Maintenance Schedule of Charges. Labor rates are updated to reflect the hourly personnel cost within each maintenance trade classification. Material costs are updated using market data and are charged at actual cost at the time of purchase.

Exhibit A, provides a detailed comparison between the approved 2025 rates and the proposed 2026 rates. Items marked with an asterisk denote labor and/or material items that will be assessed at actual cost at the time of purchase.

The proposed schedule was submitted to the public for comment October 1, 2025 – October 31, 2025.

We recommend approval of Resolution 2832, the FY 2026 BHA Maintenance Schedule of Charges that will be effective January 1, 2026.

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

APPROVE MAINTENANCE SCHEDULE OF CHARGES

WHEREAS the Department of Housing and Urban Development requires housing authorities to recover costs for tenant damages at actual costs; and,

WHEREAS, it is necessary to update maintenance charges to reflect actual material and labor costs of repairs; and

WHEREAS, the proposed schedule was posted for a 30-day comment period, and no comments were received; and

WHEREAS, the new schedules for public housing, and Housing Authority of the City of Bellingham managed properties will be effective January 1, 2026;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Bellingham that the Maintenance Schedule of Charges attached hereto and made a part hereof, are hereby approved.

DATED this 18th, day of November 2025.

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

AYES

NAYS

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

BY: _____
Stephen Gockley, Chair

ATTEST:

Andrew Calkins, Secretary/Treasurer

EXHIBIT A

BOARD OF COMMISSIONERS MEETING OF NOVEMBER 18, 2025

FY 2026 PUBLIC HOUSING MAINTENANCE SCHEDULE OF CHARGES

Resolution 2832, Exhibit A includes the 2025 vs. 2026 Maintenance Schedule of Charges comparison.

SCHEDULE OF CHARGES

EFFECTIVE JANUARY 1, 2026

The following is a schedule of estimated Labor and Material Charges which residents may be assessed for cost of cleaning and/or repair and replacement of non-consumable items damaged due to neglect or abuse by the resident, a family member, or a guest of the resident. The Schedule of Charges lists the most common routine and non-routine repairs and replacements. An asterisk (*) denotes non-priced repairs and replacements caused by resident abuse or neglect and will be charged at the actual cost at the time expenses are incurred. Washington State Sales Tax may be added to materials and services provided at rental properties subject to sales tax. Items not listed will be charged at current market rates and appropriate labor charges.

Labor charges are based on the following rate revisions:

		<u>2025</u>	<u>2026</u>
MAINTENANCE	(M)	\$69.21 PER HOUR	\$66.43 PER HOUR
JANITORIAL	(J)	\$50.98 PER HOUR	\$52.81 PER HOUR
GROUND	(G)	\$59.70 PER HOUR	\$46.56 PER HOUR

Each item on the Schedule of Charges will have the appropriate trade initial placed beside the item that will signify the rate that will be charged for repair or replacement.

Exceptions: Expenses related to consumable items (i.e. light bulbs, range drip pans, oven broiler pans) are the sole responsibility of the resident. Repair or replacement of consumable items by the Bellingham Housing Authority will be charged to the resident at the noted rates.

Note: Labor rates noted herein apply to normal business hours (M – F), 8:00 AM to 4:30 PM. Maintenance call-outs after normal business hours, weekends and holidays will be charged at the overtime rate of time and one half (1.5 hours) for each hour worked.

CARPENTRY

CARPENTRY WORK ITEM		2025 MAT COST	2026 MAT COST		HUD LABOR CHARGE
DOORS					
DOOR - 2/0 INT. MILLED HOLLOW CORE	20FFDOOR-13	\$129.36	\$129.36	M	\$66.43
DOOR - 2/4 INT. MILLED HOLLOW CORE	24FFDOOR-13	\$138.42	\$138.42	M	\$66.43
DOOR - 2/6 INT. MILLED HOLLOW CORE	26FFDOOR-13	\$142.56	\$142.56	M	\$66.43
DOOR - 2/8 INT. MILLED HOLLOW CORE	28FFDOOR-13	\$146.88	\$146.88	M	\$66.43
DOOR - 3/0 INT. MILLED HOLLOW CORE	30FFDOOR-13	\$152.57	\$152.57	M	\$66.43
DOOR - 2/0 INT. SLAB HOLLOW CORE	20FFSLAB	\$77.46	\$77.46	M	\$66.43
DOOR - 2/4 INT. SLAB HOLLOW CORE	24FFSLAB	\$84.47	\$84.47	M	\$66.43
DOOR - 2/6 INT. SLAB HOLLOW CORE	26FFSLAB-13	\$87.85	\$87.85	M	\$66.43
DOOR - 2/8 INT. SLAB HOLLOW CORE	28FFSLAB-13	\$91.68	\$91.68	M	\$66.43
DOOR - 3/0 INT. SLAB HOLLOW CORE	30FFSLAB-13	\$114.05	\$114.05	M	\$66.43
DOOR - 2/0 BI-FOLD HOLLOW CORE	20FFBIFOLD	\$108.63	\$108.63	M	\$66.43
DOOR - 2/6 BI-FOLD HOLLOW CORE	26FFBIFOLD	\$122.34	\$122.34	M	\$66.43
DOOR - 3/0 BI-FOLD HOLLOW CORE	30FFBIFOLD	\$138.21	\$138.21	M	\$66.43
DOOR - EXTERIOR		*	*	M	\$166.08
DOOR HARDWARE - EXTERIOR					
DOOR - ENTRY KNOB-SET - KEYED	6K37ABCSTK626	\$171.00	\$190.09	M	\$33.22
DOOR - ENTRY KNOB-SET - PASSAGE	6K30N4CSTK626	\$103.55	\$115.37	M	\$33.22
DOOR - ENTRY LEVER SET - KEYED	7KC27AB15STK626	\$259.29	\$288.12	M	\$33.22
DOOR - ENTRY LEVER SET - PASSAGE	7KC27N15STK626	\$154.34	\$171.75	M	\$33.22
DOOR - DEADBOLT LOCK	7T37KSTK626	\$190.43	\$158.03	M	\$33.22
DOOR - BEST CORE	1C6A1626	\$31.35	\$33.43	M	*
DOOR - KEY	1A1A1KS473KS800	\$2.38	\$2.56	M	*
DOOR - ELECT. KEY CARD	P10SHL	\$4.00	\$4.00	M	*
DOOR - ELECT. KEYCHAIN DEVICE	P40KEY	\$8.00	\$8.00	M	*
LOCKOUT CHARGE				M	\$55.00
LOCK CHANGE 2 OR FEWER CORES				M	\$33.22
LOCK CHANGE >2 CORES				M	\$66.43
MAILBOX LOCK Family	PTR-656UN-000	\$7.68	\$8.32	M	\$33.22
MAILBOX LOCK Varsity	K30809	\$12.10	\$15.10	M	\$33.22
DOOR - CHIME & VIEWER	334354/334353	\$26.85	\$27.28	M	\$33.22
DOOR - PEEPHOLE	874135	\$12.82	\$13.59	M	\$33.22
DOOR - SEAL - STANDARD WHITE/BROWN	808142/808144	\$8.23	\$8.55	M	\$33.22
DOOR - SWEEP	808212	\$14.55	\$15.11	M	\$33.22
DOOR - DOORSTOP - WALL (SPRING)	167558	\$0.88	\$0.98	M	\$16.61
DOOR HARDWARE - INTERIOR					
INTERIOR KNOB - SET PASSAGE	226928	\$8.94	\$14.03	M	\$33.22
INTERIOR KNOB - SET PRIVACY	226932	\$16.01	\$15.83	M	\$33.22
BY-PASS DOOR CUP PULL - SMALL BRASS	123824	\$1.76	\$1.76	M	\$16.61
BY-PASS DOOR CUP PULL - LARGE NICKLE	830565	\$1.51	\$1.92	M	\$16.61
BY-PASS DOOR GUIDE	333681	\$0.87	\$0.87	M	\$33.22
BY-PASS ROLLERS 7/8"	833250/833500	\$1.40	\$1.53	M	\$33.22
BI-FOLD TOP GUIDE - 2 1/2"	332275	\$1.40	\$1.40	M	\$33.22
BI-FOLD TOP PIVOT - 2 1/2"	332276	\$1.72	\$1.72	M	\$33.22
JOHN STERLING BY-PASS KIT COMPLETE	4310916	\$49.99	\$49.99	M	\$33.22
BI-FOLD BOTTOM PIVOT - 1 3/4"	828250	\$1.94	\$1.94	M	\$33.22
BI-FOLD PIVOT TRACK BRACKET	491124	\$2.68	\$2.68	M	\$33.22
BI-FOLD TOP GUIDE WHEEL	828725	\$1.27	\$1.57	M	\$33.22

CARPENTRY

BI-FOLD SLIDE GUIDE - 4"	829500	\$1.27	\$1.27	M	\$33.22
CARPET RISER	838355	\$0.43	\$0.43	M	\$16.61
DOOR HARDWARE - INTERIOR					
THREE WHEEL DOOR ROLLER	830175	\$10.79	\$10.79	M	\$33.22
DOOR - BALL CATCH	902216	\$4.37	\$5.89	M	\$16.61
POCKET DOOR HANDLE (Nickle)	183627	\$27.28	\$12.58	M	\$16.61
CLOSET HARDWARE					
CLOSET SHELF 97"x15 1/4"	256651	\$31.98	\$31.98	M	\$66.43
CLOSET SHELF 97"x15 1/4" PER FOOT	256651	\$3.99	\$3.99	M	\$16.61
CLOSET SHELF SUPPORT					
CLOSET ROD METAL HEAVY DUTY WHITE	27774PHOLG	\$27.98	\$29.98	M	\$66.43
CLOSET ROD	111353	\$16.91	\$16.91	M	\$16.61
CLOSET ROD SOCKET- 1 3/8"	19179	\$4.67	\$5.48	M	\$16.61
CLOSET ROD BRACKET	805250	\$5.43	\$5.09	M	\$16.61
GENERAL					
CABINET FALSE FRONT CLIPS (PAIR)		\$4.90	\$4.90	M	\$16.61
CABINET HINGE		*	*	M	\$16.61
CABINET PULL		*	*	M	\$16.61
HANDRAIL BRACKET	805800	\$8.62	\$8.71	M	\$33.22
CAULK TUB/SHOWER (5.5 OZ. TUBE)	108705	\$5.88	\$5.31	M	*
CAULK TUB/SHOWER (10.1 OZ. TUBE)	108730	\$8.26	\$8.55	M	*
SILICONE - CLEAR 2.8OZ TUBE	108606	\$6.15	\$6.80	M	*
ADHESIVE - POWER GRAB	108713	\$5.52	\$6.41	M	*
VINYL PLANK ea		\$4.08	\$4.08	M	\$33.22
THRESHOLD - 4"	808265	\$26.76	\$29.49	M	\$33.22
WALL CORNER PROTECTORS	805961	\$15.91	\$16.70	M	\$16.61
WALL PROTECTOR 5" ROUND	807838	\$2.34	\$2.34	M	\$16.61
WALL PATCH 4 X 4	131407	\$2.42	\$2.55	M	\$33.22
WALL PATCH 6 X 6	131408	\$3.25	\$3.69	M	\$33.22
WALL PATCH 8 X 8	131409	\$5.93	\$6.43	M	\$33.22
PAINT GALLON SHELL WHITE SEMIGLOSS		\$45.86	\$48.16	M	*
WALL TEXTURE-ORANGE PEEL	920023	\$18.69	\$19.37	M	\$33.22
WALL TEXTURE-KNOCK DOWN	920015	\$18.69	\$18.69	M	\$33.22
FIRE EXTINGUISHER ABC - 2.5 LB	126402	\$62.50	\$62.50	J	\$16.61
FIRE EXTINGUISHER ABC - 5 LB	126453	\$81.21	\$81.21	J	\$16.61
BATHROOM					
MIRROR - BATHROOM	737950	\$44.44	\$46.66	M	\$66.43
MEDICINE CABINET 24x36	404442	\$91.19	\$106.33	M	\$66.43
MEDICINE MIRROR PULL	404392	\$6.29	\$6.29	M	\$16.61
MIRROR CLIP (PAIR)	840048	\$3.73	\$3.73	M	\$16.61
SHOWER ROD- 40" ADJUSTABLE	249433	\$12.59	\$12.59	M	\$16.61
SHOWER ROD- 60" ADJUSTABLE	249436	\$14.39	\$14.39	M	\$16.61
GRAB BAR - 16"	731211	\$30.59	\$30.59	M	\$33.22
GRAB BAR - 18"	731222	\$35.09	\$35.99	M	\$33.22
GRAB BAR - 24"	731213	\$37.79	\$37.79	M	\$33.22
GRAB BAR - 32"	731214	\$44.99	\$44.99	M	\$33.22
TOILET TISSUE BRACKET (PAIR)	818475	\$4.66	\$5.94	M	\$16.61
TOILET TISSUE ROLLER ONLY	818700	\$0.73	\$0.73	J	\$13.20
TOWEL BAR	818335	\$3.81	\$3.82	M	\$16.61
TOWEL BAR BRACKET (PAIR)	818475	\$4.66	\$5.94	M	\$16.61
TOWEL RING	514698	\$7.64	\$8.09	M	\$16.61
COUNTER TOP					

CARPENTRY

PLYWOOD (1 SHEET/ .5 SHEET MIN)		*	*	M	*
LAMINATE 4X8 KALAHARI (1 SHEET/ .5 SHEET MIN)		\$172.80	\$138.88	M	*
BACK SPLASH (PER LINEAL FOOT)		\$8.00	\$8.00	M	\$66.43
COUNTER TOP WITH KITCHEN SINK		*	*	M	\$398.58
COUNTER TOP ISLAND		*	*	M	\$166.08
COUNTER TOP SMALL END		*	*	M	\$232.51
COUNTER TOP WITH BATH SINK		*	*	M	\$116.25
WINDOWS					
WINDOW LOCK ASSEMBLY	868715	\$5.40	\$5.40	M	\$16.61
MINI-BLIND AND PATIO BLINDS (CUSTOM)		*	*	M	\$16.61
MINI-BLIND - UP TO 28.5" (<64" DROP)	484909	\$16.49	\$16.50	M	\$16.61
MINI-BLIND 29" TO 34.5" (<64" DROP)	484910	\$20.48	\$19.91	M	\$16.61
MINI-BLIND 35" TO 40.5" (<64" DROP)	527471	\$26.16	\$23.33	M	\$16.61
MINI-BLIND 41" TO 52.5" (<64" DROP)	527474	\$33.28	\$30.15	M	\$16.61
MINI-BLIND 53" TO 58.5" (<64" DROP)	527475	\$35.84	\$33.28	M	\$16.61
MINI-BLIND 59 TO 64.5 (<64" DROP)	484914	\$36.97	\$35.84	M	\$16.61
MINI-BLIND 65" AND UP (<64" DROP)	527476	\$40.96	\$36.98	M	\$16.61
MINI-BLIND WAND	810518	\$1.38	\$1.38	J	\$13.20
NEW WINDOW SCREEN - 14 X 28		\$31.87	\$31.58	M	\$16.61
NEW WINDOW SCREEN - 20 X 24		\$33.40	\$33.04	M	\$16.61
NEW WINDOW SCREEN - 20 X 36		\$42.50	\$42.12	M	\$16.61
NEW WINDOW SCREEN - 20 X 40		\$45.54	\$45.13	M	\$16.61
NEW WINDOW SCREEN - 24 X 46		\$42.13	\$52.65	M	\$16.61
NEW WINDOW SCREEN - 24 X 48		\$54.65	\$54.15	M	\$16.61
NEW WINDOW SCREEN - 28 X 34		\$47.06	\$46.63	M	\$16.61
NEW WINDOW SCREEN - 30 X 36		\$50.09	\$49.64	M	\$16.61
NEW WINDOW SCREEN - 30 X 48		\$59.20	\$58.67	M	\$16.61
NEW WINDOW SCREEN - 36 X 48		\$63.76	\$63.18	M	\$16.61
NEW WINDOW SCREEN - 48 X 48		\$72.86	\$72.21	M	\$16.61
NEW WINDOW SCREEN - 60 X 40		\$75.90	\$75.22	M	\$16.61
WINDOW RESCREEN - SMALL		\$10.29	\$10.29	M	\$33.22
WINDOW RESCREEN - LARGE		\$19.50	\$19.50	M	\$33.22
WINDOW SCREEN REBUILD- SMALL		\$17.90	\$17.90	M	\$49.82
WINDOW SCREEN REBUILD- LARGE		\$34.74	\$34.74	M	\$49.82
PATIO					
PATIO BLIND - 66"	703087	\$53.76	\$53.76	M	\$16.61
PATIO BLIND - 78"	703057	\$55.99	\$55.99	M	\$16.61
PATIO BLIND SLAT	703168	\$1.91	\$1.91	M	\$16.61
PATIO BLIND WAND	810520	\$3.34	\$3.68	J	\$13.20
PATIO DOOR SECURITY BAR	875665	\$12.78	\$12.78	M	\$16.61
PATIO DOOR SECURITY BAR HOLDER	332248	\$4.14	\$4.14	M	\$16.61
PATIO DOOR LATCH	842860/842850	\$11.33	\$11.51	M	\$16.61
PATIO DOOR HANDLE KIT	333716	\$34.19	\$37.43	M	\$33.22
PATIO SCREEN DOOR - 36"	848220	\$65.38	\$67.68	M	\$16.61
PATIO RESCREEN		\$55.59	\$55.59	M	\$33.22
PATIO SCREEN ROLLER	853250	\$1.48	\$1.66	M	\$16.61
PATIO SCREEN HANDLE - NO LOCK	850350	\$4.07	\$4.07	M	\$16.61
FLOORS					
COVE BASE - PER LINEAL FOOT		*	*	M	*
VINYL PLANK ea	V334207100	\$4.08	\$4.08		
VINYL PLANL case	V334207100	\$61.22	\$61.21		
SHEET VINYL		*	*	M	*

CARPENTRY

VP GLUE 4 GALLON		\$155.00	\$155.00		
VINYL FLOORING WITH UNDERLAYMENT		*	*	M	*
CARPET	Profusion 26 Tons		\$1.35 sf		
STAIR TREAD		*	*	M	*
VCT TILE - PER 12X12 SQUARE	807220	\$2.02	\$2.02	M	*
CARPET REPLACEMENT PRORATE BY LENGTH OF OCCUPANCY					
1 YR - 100%-90% OF TOTAL REPLACEMENT COST					
2 YR - 90%-80% OF TOTAL REPLACEMENT COST					
3 YR - 80%-70% OF TOTAL REPLACEMENT COST					
4 YR - 70%-60% OF TOTAL REPLACEMENT COST					
5 YR - 60%-45% OF TOTAL REPLACEMENT COST					
6 YR - 45%-30% OF TOTAL REPLACEMENT COST					
7 YR - 30%-15% OF TOTAL REPLACEMENT COST					
8 YR - 15%-0% OF TOTAL REPLACEMENT COST					

ELECTRICAL

ELECTRICAL WORK ITEM		2025	2026		HUD
		MAT	MAT		LABOR
		COST	COST		CHARGE
LIGHTING					
LIGHT BULB - 15W T-8 - 18"	F15T8/CW 841	\$5.65	\$4.91	J	\$13.20
LIGHT BULB - F17T8/841 T8 24" 4100K	F17T8/841	\$3.10	\$5.67	J	\$13.20
LIGHT BULB - 24W T5 22" FP24/841/HO/ECO	FP24/841/HO/ECO	\$13.99	\$13.04	J	\$13.20
125W HEAT LAMP BR 40 - CLEAR	311110	\$4.94	\$4.85	J	\$13.20
LIGHT BULB - 48" FLUORESCENT - T8	423186	\$7.53	\$7.53	J	\$13.20
LIGHT BULB - LED T8 28"		\$23.99	\$22.79	J	\$13.20
LIGHTBULB - 40W APPLIANCE	327820	\$1.38	\$1.59	J	\$13.20
LIGHT BULB - 45W REFLECTOR (SHWR)	309139	\$2.49	\$4.76	J	\$13.20
LIGHT BULB -LED 2ft T5 14W Tube w 5000K White 2500		\$2.50	\$2.50	J	\$13.20
LIGHT BULB -LED 4' DIRECT WIRE T-8 4100K 1800 Lum 12Watt	295937	\$10.00	\$10.45	J	\$13.20
LIGHT BULB- LED A19 MEDIUM BASE	701144	\$1.50	\$1.28	J	\$13.20
LIGHT BULB - LED A19 GU24 BASE Non Dimmable		\$2.50	\$2.50	J	\$13.20
LIGHT BULB - LED 1W Night Light	312244	\$3.32	\$3.32	J	\$13.20
LIGHT BULB - LED 8.5W 4 PIN GX24Q	136136	\$21.27	\$23.74	J	\$13.20
LIGHT BULB - LED 10.5W 4 PIN GX24Q	136138	\$22.22	\$22.22	J	\$13.20
LIGHT BULB - 4-Pin Triple Tube CF26DT/E/IN/827/ECO		\$3.78	\$4.25	J	\$13.20
LIGHT BULB - LED 9W FLOOD	345635	\$5.38	\$3.56	J	\$13.20
LIGHT BALLAST- T8 - 48" 2 TUBE	314615	\$24.38	\$25.28	M	\$33.22
LIGHT BALLAST - T8 - 48" 3 TUBE	362298	\$35.90	\$40.94	M	\$33.22
LIGHT BALLAST - T8 - 48" 4 TUBE	362299	\$29.47	\$43.91	M	\$33.22
LIGHT FIXTURE - LED CAN LIGHT (SHOWER) 5"6" Sylvania	62236	\$4.83	\$5.16	M	\$33.22
LIGHT FIXTURE- 8" WHITE	322216	\$20.23	\$25.59	M	\$33.22
LIGHT FIXTURE- 12" NICKEL	321506	\$33.83	\$31.99	M	\$33.22
LIGHT FIXTURE- 16" NICKLE	325134	\$45.43	\$43.99	M	\$33.22
LIGHT FIXTURE- BATH 14" CHANNEL LED	368722	\$26.81	\$26.81	M	\$33.22
LIGHT FIXTURE - PORCH LED - SIMPLE	326821	\$36.54	\$37.14	M	\$33.22
LIGHT FIXTURE - PORCH LED - ORNATE	326804	\$38.92	\$42.49	M	\$33.22
LIGHT FIXTURE - UNDER CABINET 24" LED	340921	\$34.84	\$58.64	M	\$33.22
LIGHT FIXTURE - LED 24" Linear Vanity	326957	\$75.98	\$76.49	M	\$33.22
LIGHT FIXTURE - STORAGE SOCKET	314970	\$3.86	\$3.99	M	\$33.22
LIGHT FIXTURE - STORAGE SOCKET W/ PULL CHAIN	314973	\$6.56	\$6.74	M	\$33.22
LIGHT LENS - 6" BALL	315050	\$8.73	\$8.73	J	\$13.20
LIGHT LENS - 8" BALL	315200	\$8.84	\$8.84	J	\$13.20
LIGHT LENS - 6" MUSHROOM	318663	\$8.32	\$8.32	J	\$13.20
LIGHT LENS - 8" MUSHROOM	318666	\$10.46	\$10.46	J	\$13.20
LIGHT LENS - PORCH LIGHT OPAL CYLINDER 5 1/4"	320300	\$9.56	\$9.56	J	\$13.20
LIGHT LENS - 12x12 SQUARE	318550	\$5.17	\$5.69	J	\$13.20
LIGHT LENS - 12" ROUND	315148	\$17.23	\$19.12	J	\$13.20
LIGHT LENS - VANITY 14" CHANNEL	316800	\$9.99	\$9.99	J	\$13.20
LIGHT LENS - VANITY 24" CHANNEL	317050	\$15.52	\$16.82	J	\$13.20
LIGHT LENS - COORIDOR NURSE HR	674066	\$16.10	\$16.10	J	\$13.20
LIGHT PULL CORD	315985	\$0.41	\$0.36	J	\$13.20
LIGHT GLASS CAP KIT	316276	\$1.60	\$2.43	J	\$13.20
GENERAL					
NURSE PULL CORD - 6'	660526	\$3.74	\$3.74	J	\$13.20
NURSE PULL CORD PENDANT	660527	\$3.21	\$3.54	J	\$13.20
BATTERY - AAA	158003	\$0.83	\$0.83	J	\$13.20
BATTERY - AA	157755	\$0.67	\$0.83	J	\$13.20
BATTERY - C	158325	\$2.00	\$2.00	J	\$13.20
BATTERY - D	158425	\$2.20	\$2.20	J	\$13.20
BATTERY - 9V	158476	\$2.67	\$2.67	J	\$13.20
SMOKE DETECTOR		\$22.94	\$18.05	M	\$16.61
SMOKE/CO DETECTOR		\$65.78	\$44.17	M	\$16.61
SMOKE/CO DETECTOR BATTERY POWER					

ELECTRICAL

<p>(NOTE: INOPERABLE SAFETY EQUIPMENT) REPAIR/REPLACEMENT DUE TO RESIDENT TAMPERING OR NEGLIGENCE WILL BE CHARGED A MINIMUM OF 1 HOUR LABOR + MATERIALS.</p>	<p>_____</p> <p>_____</p>
<p>TAMPERING WITH/DAMAGING BUILDING SYSTEMS INCLUDING ALARMS, CAMERAS AND ELEVATORS WILL RESULT IN CHARGES EQUAL TO COSTS FOR REPAIR</p>	

ELECTRICAL

GENERAL					
RECEPTACLE (DRYER)	337992	\$7.04	\$7.81	M	\$16.61
RECEPTACLE (GFI)		\$8.90	\$8.86	M	\$16.61
RECEPTACLE (RANGE)	337980	\$11.04	\$11.04	M	\$16.61
RECEPTACLE (WALL)	301059	\$5.09	\$5.09	M	\$16.61
RECEPTACLE (Single Wall)	287880		\$8.75	M	\$16.61
SWITCH (LIGHT)	336600	\$4.49	\$4.50	M	\$16.61
SWITCH 3 WAY (LIGHT)	918742	\$7.30	\$7.30	M	\$16.61
DOUBLE SWITCH	337000	\$7.64	\$7.64	M	\$16.61
SWITCHPLATE DOUBLE	336028	\$0.78	\$0.78	J	\$13.20
SWITCHPLATE SINGLE	918714	\$0.39	\$0.39	J	\$13.20
RECEPTACLE WALL PLATE	329010	\$0.33	\$0.69	J	\$13.20
RECEPTACLE WALL PLATE (Single)	336046		\$2.88	J	
TV COAX WALL PLATE	190308	\$1.78	\$1.87	J	\$13.20
PHONE JACK COVER	190298	\$2.24	\$2.24	J	\$13.20
BATH FAN		*	*	M	*
EXHAUST FAN MOTOR		*	*	M	\$16.61
RANGE					
CONVECTION OVEN/ MICROWAVE	PEB9159DJWW	\$395.00	\$180.70	M	*
RANGE - COOKTOP	JP3021DPBB	\$375.00	\$375.00	M	*
RANGE - COMPACT 24"	RAS240DMWW	\$475.00	\$475.00	M	*
RANGE - FULL 30"	JB258DMWW	\$550.00	\$550.00	M	*
RANGE - FULL ADA	JBS460DMWW	\$525.00	key fob	M	*
RANGE- 6' POWER CORD	301471	\$40.79	\$40.88	M	\$16.61
DRIP PANS - 6"	229755	\$3.47	\$3.60	J	\$13.20
DRIP PANS - 8"	229760	\$4.00	\$4.00	J	\$13.20
RANGE BURNER - 6" SENSI TEMP	WB30X31058	\$39.00	\$39.00	M	\$16.61
RANGE BURNER 8" SENSI-TEMP	WB30X31057	\$42.00	\$42.00	M	\$16.61
RANGE BURNER RECEPTACLE - UNIVERSAL	231650	\$22.39	\$20.79	M	\$16.61
RANGE BURNER RECEPTACLE - GE	220909	\$21.99	\$23.19	M	\$16.61
RANGE INFINITE SWITCH - 6"	221810	\$31.19	\$35.99	M	\$16.61
RANGE INFINITE SWITCH - 8"	221815	\$31.99	\$41.59	M	\$16.61
BAKE ELEMENT		*	*	M	\$33.22
BROILER ELEMENT		*	*	M	\$33.22
GASKET SEAL OVEN DOOR		*	*	M	\$66.43
TIMER KNOBS		*	*	J	\$13.20
OVEN RACK		*	*	J	\$13.20
OVEN INFINITE SWITCH		*	*	M	\$33.22
RANGE HOOD - 30" VENTLESS	243476	\$83.99	\$71.20	M	\$66.43
RANGE HOOD - 30" RECT. VENT (Convertible)	357221	\$79.20	\$103.20	M	\$66.43
RANGE HOOD - 30" ROUND VENT (Convertible)	357221	\$106.40	\$103.20	M	\$66.43
RANGE HOOD - 24" VENTLESS	345591	\$87.20	\$103.20	M	\$66.43
RANGE HOOD LENS	237764	\$12.23	\$20.79	J	\$13.20
RANGE HOOD FILTER - HR	246400	\$10.63	\$11.19	J	\$13.20
RANGE HOOD FILTER - FAM/WHA	246850	\$10.23	\$11.99	J	\$13.20
RANGE REPLACEMENT PRORATE BY LENGTH OF OCCUPANCY					
1 YEAR - 100%					
2 YEAR - 90%					
3 YEAR - 80%					
4 YEAR - 70%					
5 YEAR - 60%					
6 YEAR - 50%					
7 YEAR - 40%					
8 YEAR - 30%					
9 YEAR - 20%					
10 YEAR - 10%					

ELECTRICAL

REFRIGERATOR					
REFRIGERATOR - COMPACT	GPE12FGKWW	\$650.00	\$650.00	M	*
REFRIGERATOR - FULL	GTE16DTNRWW	\$599.00	\$599.00	M	*
CRISPER COVER		*	*	J	\$13.20
CRISPER PAN		*	*	J	\$13.20
DEFROST CONTROL		*	*	M	*
DOOR GASKET FREEZER		*	*	M	\$33.22
DOOR GASKET REFRIGERATOR		*	*	M	\$66.43
GRILL (TOE KICK PLATE)		*	*	J	\$13.20
GUARDETTE		*	*	M	\$16.61
GUARDETTE CLIPS (LARGE)		*	*	M	\$16.61
GUARDETTE CLIPS (SMALL)		*	*	M	\$16.61
OTHER APPLIANCE PARTS		*	*	M	*
REFRIGERATOR REPLACEMENT PRORATE BY LENGTH OF OCCUPANCY					
1 YEAR - 100%					
2 YEAR - 90%					
3 YEAR - 80%					
4 YEAR - 70%					
5 YEAR - 60%					
6 YEAR - 50%					
7 YEAR - 40%					
8 YEAR - 30%					
9 YEAR - 20%					
10 YEAR - 10%					

PLUMBING

PLUMBING WORK ITEM		2025	2026	HUD LABOR CHARGE	
		MAT	MAT		
		COST	COST		
SLOAN					
DUAL FLUSH HANDLE	40260212	\$67.46	\$73.69	M	\$33.22
VALVE REPAIR KIT A-1041-A 1.6 GAL (FLUSHOMETER)	40261122	\$41.29	\$45.09	M	\$33.22
VACUUM BREAKER	584250	\$6.20	\$6.56	M	\$33.22
HANDLE REPAIR KIT B-50-A	40262305	\$4.55	\$4.49	M	\$16.61
FLUSH METER RELIEF VALVE A19ALC	40261127	\$5.49	\$6.28	M	\$16.61
TOILET					
COMPLETE TOILET - WESTERN POTT. ROUND	34509	\$117.80	\$117.86	M	\$66.43
COMPLETE TOILET - WESTERN POTT. ELONGATED	821753	\$130.20	\$130.20	M	\$66.43
COMPLETE TOILET - WESTERN POTT. ADA	821750	\$183.68	\$183.67	M	\$66.43
WALL MOUNT TOILET - KOHLER 1.6 GAL	1091648	\$102.70	\$69.36	M	\$66.43
TOILET TANK		*	*	M	\$33.22
TOILET SEAT STANDARD	189859	\$14.39	\$16.63	M	\$16.61
TOILET SEAT ELONGATED	189860	\$22.39	\$23.99	M	\$16.61
TOILET SEAT PLASTIC ELONGATED	189906	\$35.19	\$36.08	M	\$16.61
FLUID MASTER FILLVALVE PRO 45	115942	\$13.91	\$13.91	M	\$33.22
TOILET FLAPPER 2"	579589	\$4.87	\$4.87	M	\$16.61
TOILET FLAPPER- WESTERN POTTERY M-FL37	439943	\$9.30	\$9.30	M	\$16.61
TOILET FLUSH HANDLE	569525	\$4.94	\$3.60	M	\$16.61
TOILET REPAIR FLANGE 4" BRASS	569350	\$16.19	\$16.19	M	\$66.43
TOILET SUPPLY LINE 16"	575011	\$5.51	\$5.09	M	\$16.61
TOILET SHIM	500532	\$0.53	\$0.53	M	\$33.22
TOILET WAX W/FLANGE - OVERSIZED	569293	\$4.31	\$4.31	M	\$66.43
TOILET WAX FLANGELESS	569257	\$2.14	\$2.14	M	\$66.43
TANK TO BOWL SET	569105	\$9.98	\$11.24	M	\$16.61
TOILET BOLTS #28	134273	\$1.74	\$1.74	M	\$16.61
TOILET BOLTS EXTRA LONG #30	359418	\$2.02	\$2.02	M	\$16.61
TOILET BOLT CAP	567100	\$0.33	\$0.39	M	\$16.61
SINK AND FAUCET					
FAUCET SUPPLY LINE - 16"	500398	\$5.26	\$5.26	M	\$16.61
FAUCET SUPPLY LINE - 20"	500399	\$6.45	\$6.45	M	\$16.61
FAUCET AERATOR	410800	\$1.36	\$1.66	M	\$16.61
BASIN SINK 19" ROUND	404653	\$50.39	\$54.53	M	\$66.43
BASIN SINK 17" X 20" OVAL	404678	\$54.89	\$65.24	M	\$66.43
BASIN SINK FAUCET - CORNERSTONE	411011	\$77.39	\$77.39	M	\$66.43
CORNERSTONE CARTRIDGE - LAV	429104	\$17.09	\$16.14	M	\$33.22
BASIN PO ASSEMBLY	71272	\$38.82	\$50.61	M	\$33.22
POP-UP PLUG - 4" MOEN	516275	\$4.13	\$4.49	M	\$16.61
POP-UP PLUG - 5" UNIVERSAL	515520	\$2.34	\$2.19	M	\$16.61
POP-UP BALL JOINT ROD	519000	\$2.37	\$2.37	M	\$16.61
SINK DRAIN RUBBER STOPPER	409275	\$1.05	\$1.13	M	\$16.61
KITCHEN SINK DOUBLE BOWL	837445	\$108.90	\$89.10	M	\$66.43
KITCHEN SINK SINGLE BOWL HR	837452	\$83.69	\$87.92	M	\$66.43
KITCHEN STRAINER BASKET (SINK)	409950	\$2.08	\$2.16	J	\$13.20
KITCHEN STRAINER BASKET - SPIN LOCK	70551	\$7.34	\$9.05	J	\$13.20
KITCHEN STRAINER BASKET ASSEMBLY	70506	\$24.54	\$30.28	M	\$33.22
KITCHEN SINK FAUCET	400051	\$116.09	\$93.60	M	\$66.43

PLUMBING

TUB AND SHOWER					
MOEN CARTRIDGE - 1200B	478750	\$39.89	\$42.74	M	\$33.22
MOEN CARTRIDGE - 1222B	478900	\$66.49	\$66.49	M	\$33.22
POWERS SHOWER VALVE REPAIR KIT	40150022	\$479.28	\$581.40	M	\$66.43
LEONARD REPLACEMENT CARTRIDGE	40140181	\$275.97	\$292.55	M	\$66.43
LEONARD REPAIR KIT	108265	\$38.57	\$40.90	M	\$66.43
MOEN POSI-TEMP LEVER KIT	438657	\$26.21	\$29.92	M	\$16.61
MOEN POSI-TEMP ESCUTCHEON	463260	\$43.12	\$47.49	M	\$33.22
SHOWERHEAD	532922	\$16.46	\$17.09	M	\$16.61
HANDHELD SHOWERHEAD	416346	\$29.96	\$26.99	M	\$16.61
TUB DIVERTER SPOUT - 5/8"	425276	\$8.37	\$11.69	M	\$33.22
TUB DIVERTER SPOUT - 1/2"	425168	\$9.89	\$9.89	M	\$33.22
TUB DIVERTER SPOUT - CAST BRASS	425163	\$28.79	\$300.59	M	\$33.22
TUB DRAIN STOPPER	544001	\$19.16	\$19.79	M	\$16.61
TUB DRAIN RUBBER STOPPER	409025	\$1.49	\$1.74	M	\$16.61
DRAIN INSERT - FINE THREAD	543725	\$6.83	\$7.19	M	\$16.61
DRAIN INSERT - COARSE THREAD	543700	\$7.19	\$7.73	M	\$16.61
TUB/SHOWER OVERFLOW BLANK COVER	543100	\$4.53	\$5.39	M	\$16.61
DRAIN AND WASTE					
J TRAP 1 1/4" PLASTIC	403389	\$3.59	\$4.76	M	\$16.61
J TRAP 1 1/2" PLASTIC	403390	\$2.24	\$4.76	M	\$16.61
DOUBLE SINK OUTLET PLASTIC 1 1/2"	553250	\$4.76	\$4.76	M	\$16.61
TAILPIECE - 1 1/4"	403601	\$4.49	\$4.49	M	\$16.61
TAILPIECE - 1 1/2"	403603	\$3.68	\$3.68	M	\$16.61
TAILPIECE - FLANGED 1 1/2"	403398	\$2.42	\$2.78	M	\$16.61
PLASTIC SLIP JOINT NUT 1 1/4"	561650	\$0.40	\$0.45	M	\$16.61
PLASTIC SLIP JOINT NUT 1 1/2"	561600	\$0.37	\$0.43	M	\$16.61
PLASTIC SLIP JOINT WASHER 1 1/2" x 1 1/4"	563275	\$0.24	\$0.24	M	\$16.61
PLASTIC SLIP JOINT WASHER 1 1/2"	563025	\$0.16	\$0.16	M	\$16.61
PLASTIC SINK PLUG WASHER 1 1/2"	564025	\$0.27	\$0.25	M	\$16.61
RUBBER SLIP JOINT WASHER 1 1/4"	562775	\$0.12	\$0.12	M	\$16.61
RUBBER SLIP JOINT WASHER 1 1/2"	562275	\$0.18	\$0.18	M	\$16.61
GENERAL PLUMBING					
EXTERIOR HOSE BIB HANDLE KIT	551886	\$16.99	\$17.25	M	*
HOSE END CAP	749478	\$2.43	\$5.13	M	\$16.61
ANGLE STOP	403197	\$7.38	\$9.09	M	\$16.61
LAUNDRY VALVE	603365	\$7.30	\$10.11	M	\$16.61
PLUGGED DRAIN - KITCHEN		*	*	M	*
PLUGGED DRAIN TUB/SHOWER		*	*	M	*
PLUGGED MAIN SEWER LINE		*	*	M	*
PLUGGED TOILET - AUGER		*	*	M	\$33.22
PLUGGED TOILET - REMOVE/RESET		*	*	M	\$66.43
APPLIANCES					
DISHWASHER - HOTPOINT 24"	191203	\$407.55	\$407.55	M	*
WATER HEATER 40 GALLON TALL		Market Price	Market Price	M	*
WATER HEATER 40 GALLON SHORT		Market Price	Market Price	M	*
WATER HEATER 50 GALLON TALL		Market Price	Market Price	M	*
WATER HEATER 50 GALLON SHORT		Market Price	Market Price	M	*
WATER HEATER 24" SS WCS124PP	62001	\$9.51	\$9.51	M	*
GARBAGE DISPOSAL - 1/2 HP	405300	\$150.10	\$142.49	M	\$66.43

HTG. & COOLING

HEATING/COOLING WORK ITEM		2025	2026		HUD LABOR CHARGE
		MAT	MAT		
		COST	COST		
RETURN AIR GRILLE - 6X6	135690	\$5.66	\$5.66	M	\$16.61
RETURN AIR GRILLE - 8X6	253177	\$3.59	\$3.59	M	\$16.61
HEAT VENT - 2 X 12	253009	\$10.50	\$10.50	J	\$13.20
HEAT VENT - 4 X 10	253000	\$8.27	\$9.62	J	\$13.20
HEAT VENT - 4 X 12	253010	\$9.40	\$12.50	J	\$13.20
HEAT VENT - 4 X 14	253008	\$12.43	\$12.44	J	\$13.20
THERMOSTAT 24V - HEAT ONLY	260506	\$46.25	\$46.97	M	\$16.61
THERMOSTAT SINGLE POLE	213751	\$18.98	\$22.13	M	\$16.61
THERMOSTAT DOUBLE POLE	214001	\$35.99	\$39.77	M	\$16.61
THERMOSTATIC OPERATOR - DANFOSS	222131	\$274.82	\$293.37	M	\$33.22
CORDHIDER 5'	39367	\$6.89	\$7.98	M	\$16.61
CORDMATE ELBOW	300690/300689/300688	\$3.32	\$3.32	M	\$16.61
CADET WALL HEATER GRILLE	257509	\$22.49	\$24.83	J	\$13.20
CADET WALL HEATER 240/1000W	257522	\$167.35	\$167.35	M	\$66.43
CADET WALL HEATER 240/1500W	257523	\$161.95	\$161.95	M	\$66.43
CADET WALL HEATER 240/2000W	257524	\$162.08	\$162.08	M	\$66.43
KING WALL HEATER 240/1500W	257968	\$157.42	\$168.29	M	\$66.43

PAINING

PAINING WORK ITEM	2025 MAT COST	2026 MAT COST		HUD LABOR CHARGE
PAINT				
WALLS ONLY	\$0.60	\$0.60	M	*
WALLS & TRIM	\$0.80	\$0.80	M	*
WALLS & ACOUSTIC CEILINGS	\$0.80	\$0.80	M	*
WALLS, CEILING & MINOR TRIM	\$0.80	\$0.80	M	*
WALLS, ACOUSTIC CEILINGS & TRIM	\$0.90	\$0.90	M	*
HIGHRISE - PAINT COMPLETE	\$1.00	\$1.00	M	*
TOUCH UP - OTHER ROOMS	*	*	M	*
SEAL COAT				
WALLS & CEILINGS	\$0.60	\$0.60	M	*
WALLS & ACOUSTIC CEILINGS	\$0.75	\$0.75	M	*
WALLS, ACOUSTIC CEILINGS & TRIM	\$0.80	\$0.80	M	*
PREP TO PAINT				
0 BEDROOM	\$35.00	\$35.00	M	*
1 BEDROOM	\$35.00	\$35.00	M	*
2 BEDROOM	\$40.00	\$40.00	M	*
3 BEDROOM	\$45.00	\$45.00	M	*
4 BEDROOM	\$50.00	\$50.00	M	*
EXTRAORDINARY PREP/REPAIRS (W/ TEXTURE)	*	*	M	*
VARNISH/STAIN MISCELLANEOUS	*	*	M	*
WALL PREPARATION	*	*	M	*
WALL SHEETROCK	*	*	M	*
PAINT PRORATE BY LENGTH OF OCCUPANCY				
6 MONTHS TO 1 YEAR - 75% OF TOTAL COST				
1 YEAR TO 18 MONTHS - 50% OF TOTAL COST				
18 MONTHS TO 2 YEARS - 25% OF TOTAL COST				

JANITORIAL

JANITORIAL WORK ITEM	2025 MAT COST		HUD LABOR CHARGE
GENERAL			
CLEAN CARPETS/SHAMPOO - STUDIO	\$69.00	J	*
CLEAN CARPETS/SHAMPOO - 1 BR UNIT	\$89.00	J	*
CLEAN CARPETS/SHAMPOO - 2 BR UNIT	\$109.00	J	*
CLEAN CARPETS/SHAMPOO - 3 BR UNIT	\$129.00	J	*
CLEAN CARPETS/SHAMPOO - 4 BR UNIT	\$149.00	J	*
CLEAN CARPETS/VACUUM	*	J	*
CLEAN BASEBOARDS	*	J	*
CLEAN COMMUNITY ROOM	*	J	*
CLEAN FIRE JOBS	*	J	*
CLEAN GARBAGE ROOM/CHUTE	*	J	*
CLEAN HALLWAYS	*	J	*
CLEAN LIGHT FIXTURES	*	J	*
CLEAN OFFICE AREA	*	J	*
CLEAN RANGE	*	J	*
CLEAN REFRIGERATOR	*	J	*
CLEAN VACATED UNIT	*	J	*
CLEAN VENTS/FILTERS	*	J	*
CLEAN WINDOW BLINDS	*	J	*
DELIVERIES	*	J	*
GENERAL JANITORIAL	*	J	*
MOP FLOORS	*	J	*
REPLACE LIGHT BULB	*	J	*
STRIP FLOORS	*	J	*
WASH WINDOWS	*	J	*
WAX FLOORS	*	J	*
ITEM PICK-UP (PER ITEM)	*	J	\$26.41 MIN
ABANDONED ITEM PICK-UP (PER ITEM)	*	J	\$52.81 MIN

GROUNDS

GROUNDS WORK ITEM		HUD LABOR CHARGE
CUT GRASS OCCUPIED	G	\$46.56 PER HR
CUT GRASS RESIDENTIAL VACANCY	G	\$46.56 PER HR
MISC. GROUNDS LABOR	G	\$46.56 PER HR

IPM

INTEGRATED PEST MANAGEMENT WORK ITEM		2025	2026		HUD LABOR CHARGE
		MAT	MAT		
		COST	COST		
GLUEBOARD - INSECTS	602534	\$0.66	\$0.51	M	\$16.61
GLUEBOARD - MICE	111873	\$1.12	\$1.17	M	\$16.61
GLUEBOARD - RATS	111882	\$2.40	\$2.40	M	\$16.61
MOUSE SNAP TRAPS	111875	\$0.97	\$0.97	M	\$16.61
RAT SNAP TRAPS	111876	\$2.77	\$2.77	M	\$16.61
BAIT BOXES - EXTERIOR	740403	\$12.74	\$14.00	M	\$16.61
BLUE MAX BAIT BLOCKS	793454	\$0.87	\$0.43	M	\$16.61
ADVION - GEL BAIT 1 GRAM	807757	\$0.32	\$0.32	M	\$16.61
COMBAT ANT KILLING GEL - 27 GRAMS	111869	\$8.99	\$8.99	M	\$16.61
DIATAMATIOUS EARTH - 1 LBS.		\$11.68	\$3.23	M	\$16.61
D-FORCE 14 OZ. SPRAY	814583	\$17.31	\$18.92	M	\$33.22
PHANTOM II 14 OZ. AERASOL	883089	\$21.21	\$23.36	M	\$33.22
TEMPRID - READY SPRAY	809254	\$20.04	\$21.08	M	\$33.22
GENTROL	641859	\$2.00	\$2.30	M	\$16.61
MAX FORCE BAIT STATION	656007	\$1.12	\$1.14	M	\$16.61
WASP/ HORNET SPRAY	511005	\$11.69	\$11.69	M	\$33.22
GAP AND CRACK FOAM SEALANT	164789	\$8.83	\$9.34	M	\$16.61
BED BUG MONITOR	530049	\$3.90	\$3.90	M	\$16.61
CLIMB-UPS	784439	\$3.20	\$3.04	M	\$16.61
CLIMB-UP XL	793960	\$8.80	\$6.97	M	\$16.61
MATTRESS ENCASEMENT TWIN	103162	\$38.11	\$40.00	M	\$33.22
MATTRESS ENCASEMENT TWIN XL	103119	\$38.11	\$39.65	M	\$33.22
MATTRESS ENCASEMENT FULL	103115	\$46.27	\$36.44	M	\$33.22
MATTRESS ENCASEMENT QUEEN	103171	\$50.98	\$53.52	M	\$33.22
MATTRESS ENCASEMENT KING	103143	\$58.26	\$61.18	M	\$33.22
PEST EVALUATION			*	M	*
PEST TREATMENT			*	M	*
PEST CANCELLATION			*	M	1 Hour MIN



**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: Andrew Calkins, Executive Director
DATE: November 18, 2025
SUBJECT: Resolution 2833 – Adopting a Public Comment Policy for Board of Commissioners Meetings

Background

The proposed Public Comment Policy establishes consistent guidelines to ensure public participation is meaningful, respectful, and aligned with BHA’s mission to serve the community through open and orderly governance.

Summary of Public Comment Policy:

- **Defines Purpose:** To provide clear guidelines and expectations for members of the public and board members during public comment or public hearing portions of Board meetings.
- **Establishes Comment Methods:**
 - In-person: Participants may attend and speak directly to the Board.
 - Virtual: Participation is available through an online platform such as Zoom.
 - In Writing: Written comments submitted by 5:00 PM the day prior to the meeting are distributed to the Board.
- **Sets Time Limit:** Oral comments are limited to three minutes per speaker.
- **Clarifies Decorum Standards:** Comments must remain respectful and relevant to housing authority operations. Personal attacks, threats, or other disruptive behaviors are not permitted.
- **Provides for Enforcement:** Individuals who violate decorum may be warned or removed to maintain order.

Recommendation

Staff recommends that the Board of Commissioners approve Resolution No. 2833 adopting the attached Public Comment Policy as Exhibit A. This policy formalizes BHA’s longstanding commitment to open dialogue and provides a fair, consistent framework for community participation in public meetings.

RESOLUTION 2833

The following resolution was brought before the Board of Commissioners for consideration:
APPROVE RESOLUTION 2833 – Adopting a Public Comment Policy for Board of Commissioners Meetings

WHEREAS, the Bellingham Housing Authorities (“BHA”) Board of Commissioners values transparency, public engagement, and open communication with the community it serves; and

WHEREAS, the Board recognizes the importance of providing structured and respectful opportunities for residents, stakeholders, and members of the public to share their perspectives on issues of interest and concern; and

WHEREAS, the establishment of clear guidelines regarding the format, timing, and conduct of public comment ensures that meetings are conducted efficiently, equitably, and in an orderly manner; and

WHEREAS, the proposed Public Comment Policy outlines the procedures for submitting comments in person, virtually, or in writing, as well as the behavioral expectations and decorum standards applicable to all participants during the public comment and public hearing portions of BHA Board meetings;

NOW, THEREFORE, BE IT RESOLVED that the BHA Board of Commissioners hereby adopts the Public Comment Policy as presented and attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED that this policy shall take effect immediately upon adoption and shall apply to all regular and special meetings of the BHA Board of Commissioners unless superseded or amended by future resolution.

DATED this 18th day of November 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



Bellingham & Whatcom County Housing Authorities

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

Public Comment Policy

Purpose: The purpose of the policy is to provide clear guidelines, standards, and expectations for members of the public and board members during public comment or public hearing portions of a BWCHA Board of Commissioners meeting.

Public Comment Periods: The Board of Commissioners encourages and welcomes input from the public on issues of interest and importance to the Bellingham & Whatcom County Housing Authorities. Each regular meeting of the Board of Commissioners will provide an opportunity for public comment. During this period, the public may provide input on any issue of import to the board, including those on the agenda.

Unless otherwise posted as part of the meeting notice, public comment will be accepted in the following forms:

- In-Person: Individuals may attend in person to address the board.
- Virtually: Regular board meetings will provide an opportunity for virtual participation. Individuals may provide public comment virtually via Zoom or another utilized and noticed platform.
- In Writing: Comments submitted in writing must be submitted by 5:00PM the day before the board meeting to publiccomment@bellinghamhousing.org. Comments will be distributed to all board members prior to the board meeting.

In-person and virtual comments will be limited to three minutes. Any materials commenters may want to submit to the Board shall be submitted to the Secretary or Board coordinator for distribution.

Public Expression Guidelines: BWCHA emphasizes respectful and relevant contributions, allowing residents and interested parties to engage with BWCHA on issues within the Board's purview while maintaining orderly and productive meetings.

Speakers may offer objective comments on housing authority operations and programs that concern them. Speakers shall be courteous in their language and not engage in disruptive behavior. Disruptive behavior includes, but is not limited to: personal attacks; unsubstantiated allegations directed at Commissioners, staff, property managers, or residents; the use of abusive, threatening, or intemperate language; physical aggression or incitement to violence; and refusal to comply with the time limits established in this public comment policy.

Individuals who engage in disruptive behavior may receive a warning and, if necessary, be removed from the meeting.



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 **11/18/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **October 2025** described as follows:

Funds	Voucher Numbers	
Payroll 10/04/25:	<u>5460</u> to <u>5512</u>	\$ <u>141,381.22</u>
Payroll 10/18/25:	<u>5521</u> to <u>5573</u>	\$ <u>140,824.13</u>
BHA – Public Housing:	<u>2014</u> to <u>2027</u>	\$ <u>57,553.07</u>
Direct Deposit Checks	<u>1289</u> to <u>1297</u>	\$ <u>471.00</u>
Central Office/Maint. Fund:	<u>32312</u> to <u>32410</u>	\$ <u>376,133.27</u>
Section 8 Vouchers:	<u>130051</u> to <u>130368</u>	\$ <u>1,000,320.00</u>
Direct Deposit Checks	<u>88875</u> to <u>89005</u>	\$ <u>1,264,603.00</u>
BHA/Local Fund:	<u>10455</u> to <u>10468</u>	\$ <u>57,514.91</u>
Direct Deposit Checks	<u>112</u> to <u>114</u>	\$ <u>34,630.52</u>
WCHA – Public Housing:	<u>7714</u> to <u>7722</u>	\$ <u>976.67</u>
Direct Deposit Checks	<u>904</u> to <u>907</u>	\$ <u>474.00</u>
*Misc. ACH & Wire Transfers	<u>JV 24834</u> to <u>JV 24894</u>	\$ <u>-2,030.92</u>

Chair

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

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

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

ROLL CALL/QUORUM

Present:

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

Absent & Excused:

Commissioner Terry Bornemann

BWCHA Staff Presenters:

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

Guest Presenters:

None

PUBLIC COMMENT AND RESIDENT INPUT

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

A. REPORTS

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

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

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

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

Public Comment and Resident Input relating to Resolution 2823:

- None

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

B. DISCUSSION / ACTION ITEMS

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

Approve Resolution 2823

Commissioner Billmire moved to approve the motion

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

AYES: Commissioner Valerie Billmire
 Commissioner Stephen Gockley
 Commissioner Alana Pattermann

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

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

Approve Resolution 2830

Commissioner Pattermann moved to approve the motion

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

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

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

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

C. CONSENT ITEMS

Commissioner Billmire moved to approve the Consent Agenda as follows:

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

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

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

AYES: Commissioner Valerie Billmire
Commissioner Stephen Gockley
Commissioner Alana Pattermann

NAYES: None

D. COMMISSIONER UPDATES

None.

E. ADJOURNMENT

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

Respectfully Submitted,

Andrew Calkins,
Secretary/Treasurer

ATTEST:

Stephen Gockley,
Chair, Board of Commission

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

<u>Date and Time</u>	<u>Locations</u>
Tuesday, January 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, February 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, March 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, April 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, May 20, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, June 17, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, July 15, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, August 19, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, September 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
*Tuesday, October 21, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, November 18, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom
Tuesday, December 16, 2025 1:00PM	BWCHA Administrative Building 321 N. Samish Way & Hybrid via Zoom

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

*Annual Meeting/Elections

To Watch the Meetings

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

To Join the Meeting (Members of the Public)

Webinar ID: 868 2734 6793

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

(data rates may apply)

To Join via Phone:

(phone service provider rates may apply)

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

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

To Submit Public Comment

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

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

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

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

*Annual Meeting/Elections

To Watch the Meetings

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

To Join the Meeting (Members of the Public)

Webinar ID: 868 2734 6793

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

(data rates may apply)

To Join via Phone:

(phone service provider rates may apply)

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

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

To Submit Public Comment

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

Annual Board of Commissioners 2025 Meeting Calendar
Bellingham Housing Authority & Housing Authority of Whatcom County

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

New and changed items are in blue