



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

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

Time: 1:00pm

AGENDA

- A. ROLL CALL/QUORUM
- B. PUBLIC COMMENT AND RESIDENT INPUT
Public comments are only accepted in writing and must be submitted no later than 5pm on the day prior to the meeting.
- C. REPORTS
None.
- D. DISCUSSION / ACTION ITEMS
 - 1. Authorize Budget Variance Report No. 25-01 and Approve Same Amendment for the WCHA Budget for Fiscal Year 2025
Approve Resolution 825 (Jana Robbins, 10 minutes)
- E. CONSENT ITEMS
 - 1. Motion: Approve Cash Disbursements/Vouchers for the month of November 2025
 - 2. Motion: Approve Minutes for the month of November 2025 Regular Board meeting
 - 3. Motion: Approve Resolution number 826 WCHA Public Comment Policy Guidelines
- F. ADJOURNMENT

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

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

Meeting Information

Webinar ID: 868 2734 6793

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

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

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



**Bellingham &
Whatcom County
Housing Authorities**

333 N Samish Way
Bellingham, WA 98225

P.O. Box 9701
Bellingham, WA 98227

MEMORANDUM

TO: Board of Commissioners

FROM: Jana Robbins, Director of Finance

DATE: December 16, 2025

SUBJECT: WCHA 2025 Budget Amendment Resolution 825

Summary

Whatcom County Housing Authority's yearly budget amendment is traditionally presented in the December's board meeting.

For the fiscal year 2025, we are modifying the budget amendment to account for the unexpected revenues and expenditures that occurred during the year.

For Whatcom Public Housing, increasing the expenditures by \$143,333 for unexpected increases for auditing costs not budgeted, increased maintenance expenses and a large bad debt write off.

For the Whatcom County Local fund, we are increasing expenses by \$60,302.76 based on immaterial cost reclassifications from the 2024 audit of the financial statements. Specifically cleaning up old bank reconciliation issues, and expensing an asset erroneously booked in 2019.

RESOLUTION 825

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

AUTHORIZE BUDGET VARIANCE REPORT NO. 25-01 AND APPROVE SAME AS AMENDMENT TO THE WHATCOM COUNTY HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2025

WHEREAS, the “Procedural Policy for Board Budget Approval” directs staff to seek Board approval for significant financial variances from the “Original Fiscal Year Operating and Capital Budgets” that exceed one percent (1%) or five thousand dollars (\$5,000) per fund, whichever is greater, or may precipitate exceeding these thresholds; and

WHEREAS, the “Variance Reports” will serve to provide year-end financial report analysis and Board authorization of such expenditures, and the Original Fiscal Year Operating and Capital Budgets will not be revised in order to preserve the comparative analysis of actual results and variances to the original forecast estimates;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Whatcom County that the Budget Variance Report No. 25-01 for FY 2025, attached hereto and made a part hereof, is hereby accepted and authorized as an amendment to the FY 2025 Revised Agency-Wide budget.

DATED this 16th day of December, 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

**BUDGET VARIANCE REPORT & AMENDMENTS TO THE FISCAL YEAR 2025 BUDGETS
PRESENTED: Dec 16, 2025 BOARD MEETING
WHATCOM COUNTY HOUSING AUTHORITY**

| | | |
|-----------------------------------|--------------------------------------|------------------|
| Fund: | Whatcom County Public Housing | |
| Cost Center/Property: | WCHA | |
| Account Description: | Auditing Fees | |
| Account Number: | 4171-00-000 | |
| Current Budget Amount: | \$ | - |
| Revised Budget Amount: | \$ | 17,333.00 |
| Variance/Amendment Amount: | \$ | 17,333.00 |
| Description: | Missed line item | |

| | | |
|-----------------------------------|--------------------------------------|------------------|
| Fund: | Whatcom County Public Housing | |
| Cost Center/Property: | WCHA | |
| Account Description: | Supplies Maint. Repairs | |
| Account Number: | 4420-07-000 | |
| Current Budget Amount: | \$ | 10,000.00 |
| Revised Budget Amount: | \$ | 30,000.00 |
| Variance/Amendment Amount: | \$ | 20,000.00 |
| Description: | Increase from prior years | |

| | | |
|-----------------------------------|--------------------------------------------------|------------------|
| Fund: | Whatcom County Public Housing | |
| Cost Center/Property: | WCHA | |
| Account Description: | Supplies Maint. Repairs | |
| Account Number: | 4420-07-000 | |
| Current Budget Amount: | \$ | 10,000.00 |
| Revised Budget Amount: | \$ | 30,000.00 |
| Variance/Amendment Amount: | \$ | 20,000.00 |
| Description: | Increase from prior years, misc materials | |

| | | |
|-----------------------------------|------------------------------------------------|------------------|
| Fund: | Whatcom County Public Housing | |
| Cost Center/Property: | WCHA | |
| Account Description: | FFS Plumbing | |
| Account Number: | 4420-08-000 | |
| Current Budget Amount: | \$ | 8,000.00 |
| Revised Budget Amount: | \$ | 18,000.00 |
| Variance/Amendment Amount: | \$ | 10,000.00 |
| Description: | Increase from prior years misc projects | |

| | |
|-----------------------------------|------------------------------------------------|
| Fund: | Whatcom County Public Housing |
| Cost Center/Property: | WCHA |
| Account Description: | Contract Building Repairs |
| Account Number: | 4430-12-000 |
| Current Budget Amount: | \$ 6,000.00 |
| Revised Budget Amount: | \$ 36,000.00 |
| Variance/Amendment Amount: | \$ 30,000.00 |
| Description: | Increase from prior years misc projects |

| | |
|-----------------------------------|-------------------------------------------------------------|
| Fund: | Whatcom County Public Housing |
| Cost Center/Property: | WCHA |
| Account Description: | Bad Debt |
| Account Number: | 4570-00-000 |
| Current Budget Amount: | \$ 4,000.00 |
| Revised Budget Amount: | \$ 50,000.00 |
| Variance/Amendment Amount: | \$ 46,000.00 |
| Description: | Increase from prior years, increased damage to units |

| | |
|-----------------------------------|----------------------------------------------------------------------------------|
| Fund: | Whatcom County Local Fund |
| Cost Center/Property: | WCHA LF |
| Account Description: | Other Misc Admin Expenses |
| Account Number: | 4190-22-000 |
| Current Budget Amount: | \$ - |
| Revised Budget Amount: | \$ 17,621.76 |
| Variance/Amendment Amount: | \$ 17,621.76 |
| Description: | Reclass of immaterial expenses from the 2024 audited financial statements |

| | |
|-----------------------------------|----------------------------------------------------------------------------------|
| Fund: | Whatcom County Local Fund |
| Cost Center/Property: | WCHA LF |
| Account Description: | Other General Expense |
| Account Number: | 4590-00-000 |
| Current Budget Amount: | \$ - |
| Revised Budget Amount: | \$ 42,681.00 |
| Variance/Amendment Amount: | \$ 42,681.00 |
| Description: | Reclass of immaterial expenses from the 2024 audited financial statements |



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 **12/16/2025** the board, by (unanimous, majority) vote, does approve for payment those vouchers and the cash disbursements for the month **November 2025** described as follows:

| Funds | Voucher Numbers | |
|-----------------------------|------------------------------------|------------------------|
| Payroll 11/01/25: | <u>5562</u> to <u>5633</u> | \$ <u>140,566.92</u> |
| Payroll 11/15/25: | <u>5642</u> to <u>5693</u> | \$ <u>148,539.29</u> |
| Payroll 11/29/25: | <u>5702</u> to <u>5752</u> | \$ <u>140,791.54</u> |
| BHA – Public Housing: | <u>2028</u> to <u>2039</u> | \$ <u>737.00</u> |
| Direct Deposit Checks | <u>1298</u> to <u>1305</u> | \$ <u>439.00</u> |
| Central Office/Maint. Fund: | <u>32411</u> to <u>32507</u> | \$ <u>315,722.17</u> |
| | | |
| Section 8 Vouchers: | <u>130685</u> to <u>131017</u> | \$ <u>973,133.83</u> |
| Direct Deposit Checks | <u>89006</u> to <u>89126</u> | \$ <u>1,231,411.00</u> |
| | | |
| BHA/Local Fund: | <u>10455</u> to <u>10468</u> | \$ <u>200,202.30</u> |
| Direct Deposit Checks | <u>115</u> to <u>116</u> | \$ <u>33,716.01</u> |
| | | |
| WCHA – Public Housing: | <u>7723</u> to <u>7729</u> | \$ <u>158,822.00</u> |
| Direct Deposit Checks | <u>908</u> to <u>909</u> | \$ <u>209.00</u> |
| | | |
| *Misc. ACH & Wire Transfers | <u>JV 24915</u> to <u>JV 24915</u> | \$ <u>-154.53</u> |

Chair

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

WHATCOM COUNTY HOUSING AUTHORITY
Board of Commissioners Regular Meeting
November 18, 2025

The Board of Commissioners of Whatcom County Housing Authority (“WCHA”) held a regular meeting on Tuesday, November 18, 2025 in a hybrid format. The meeting was called to order at 1:01 p.m. by Chair Gockley, followed by roll call. Chair Gockley declared a quorum present and the meeting opened for business.

A. ROLL CALL/QUORUM

Present: Commissioner Terry Bornemann
Commissioner Dave Finet **attended until 2:30pm*
Commissioner Stephen Gockley
Commissioner Alana Pattermann

Absent & Excused: Commissioner Valerie Billmire

BWCHA Staff Presenters: Lindsay Burmeister, Executive Services/HR Manager
Andrew Calkins, Executive Director
Kate Donnelly, Chief Operating Officer
Jana Robbins, Director of Finance

Guest Presenters: None

PUBLIC COMMENT AND RESIDENT INPUT

None

B. REPORTS

1. WCHA Quarter 3 Finance Report: Attached to the Agenda
Jana Robbins, Director of Finance, presented the Quarter 3 Finance Report for WCHA. She noted that variances may appear more significant given the small size of WCHA and added that net losses for the year are still subject to change.

C. DISCUSSION / ACTION ITEMS:

1. Resolution 823: Authorize the Fiscal Year 2026 WCHA Budget

Director of Finance Jana Robbins provided an overview of resolution 823.

Approve Resolution 823

Commissioner Finet moved to approve the motion

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

AYES: Commissioner Terry Bornemann
Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

- 2. Resolution 824: Approve the 2026 WCHA Maintenance Schedule of Charges**
Chief Operating Officer Kate Donnelly provided an overview of resolution 824.

Approve Resolution 824

Commissioner Bornemann moved to approve the motion

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

AYES: Commissioner Terry Bornemann
Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

D. CONSENT

Commissioner Pattermann moved to approve the Consent Agenda as follows:

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

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

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

AYES: Commissioner Terry Bornemann
Commissioner Dave Finet
Commissioner Stephen Gockley
Commissioner Alana Pattermann

NAYES: None

ADJOURNMENT

The meeting was adjourned at 1:12PM

Respectfully Submitted,

Andrew Calkins
Secretary/Treasurer

ATTEST:

Stephen Gockley
Chair, Board of Commission

RESOLUTION 826

The following resolution was brought before the Board of Commissioners for consideration:
APPROVE RESOLUTION 826 – Adopting a Public Comment Policy for Board of Commissioners Meetings

WHEREAS, the Whatcom County Housing Authority (“WCHA”) 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 WCHA Board meetings;

NOW, THEREFORE, BE IT RESOLVED that the WCHA 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 WCHA Board of Commissioners unless superseded or amended by future resolution.

DATED this 16th day of December 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 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.